

Letter from the Chancellor and President

Welcome to Texas Woman's University –

You are enrolled in higher education at a time that is most important to you personally and to our nation. Every place you turn, articles abound regarding the challenges of the economy, the uncertainty about the competitiveness of America's workforce, and the future being not as clear for you as it was for your parents or grandparents.

The fact that you are enrolled in higher education is a testament to your taking charge of your life. All the statistics point to the importance of a higher education degree or certificate to perform well in the knowledge-based workforce of the future.

TWU's marketing message "Education that Works!" and our school motto "We learn to do by doing" both emphasize a seamless transformation between the classroom and the work place. Your faculty, staff and administration are committed to providing an education that prepares you for the future. I congratulate you for your commitment.



Texas Woman's University continues to flourish --- from record enrollment to workforce-driven academic programs to newly opened, state-of-the-art facilities --- the timing has never been better to become a TWU student. We have so much to offer you and so much for you to be proud of:

- Recognized by **Forbes Magazine** (2011) as one of the nation's best universities for undergraduates,
- One of the top universities in the nation for diversity according to **U.S. News and World Report** (2011),
- TWU Honors Scholars Program - one of the most selective honors programs in Texas,
- America's largest university primarily for women - Female enrollment of 90%,
- Awards more than \$9 million in scholarships annually,
- More than 87% of TWU baccalaureate graduates are employed in Texas or enrolled in a Texas graduate program within one year,
- TWU continues to transform its campuses; during the 2011-2012 academic year, the following new and renovated buildings were opened: the TWU T. Boone Pickens Institute of Health Sciences-Dallas Center; on the Denton campus, the Ann Stuart Science Complex and the new TWU Fitness and Recreation Center.

You chose this institution to pursue your educational goal (to earn a degree that enables you to have a productive professional and personal life). I encourage you also to participate in student organizations and clubs, to assume leadership positions in student government bodies, to cheer for the TWU Pioneers at sporting competitions, to attend campus social and cultural events -- to choose to expand your TWU experience beyond the classroom. The Student Handbook has been prepared to provide assistance and direction as you participate in the life of the University. It is your guide to services, procedures and policies. Keep it and updated editions for reference while you remain at TWU.

I wish you success. Please call on the Student Life staff if you have questions about the contents of this handbook or about other aspects of campus life.

Sincerely,

A handwritten signature in cursive script that reads "Ann Stuart".

Ann Stuart, Ph.D.
Chancellor and President

Letter from the Division of Student Life



The Staff of Student Life

Back Row (left to right): John McRae-ARAMARK, Robin Johnson-Piper - Institutional Development, Bobby Lothringer- Registrar, Governor Jackson- Financial Aid, Gary Ray- Enrollment Services, Joe Berthiaume- Housing, Dr. Richard Nicholas- Vice President Student Life, David Sweeten- Conference Services, Chalese Connors- Athletics, Amy O'Keefe- Commuter Services, Kyle Voyles- Student Union, John Cissick- Fitness and Recreation, JoAnn Nunnely- Disability Services **Front Row (left to right):** Beth Lewis- ID and Food Services, Becky Rodriguez- Office of Intercultural Services, Jeannie Ricky- Student Records, Dr. Monica Mendez-Grant - Associate Vice President, Dr. Heather Speed- Dean of Students, Dr. Denise Lucero-Miller - Counseling Center, Erma Nieto-Brecht - Admissions, Juanita Duenez-Lazo - International Education, Ana Barraza- Center for Student Development.

Dear Students

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

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

On behalf of the staff in the Division of Student Life, please accept our good wishes for the new year. We are proud of the rich heritage of the Texas Woman's University, and we encourage you to explore all the possibilities that TWU has to offer.

*Best wishes,
Division of Student Life*

Welcome All Pioneers

Congratulations on your decision to join the Texas Woman's University student body. Whether you are on the Dallas, Denton, or Houston center, your time at TWU promises to be full of exciting opportunities in scholarship and leadership. The Denton campus is the home of the Pioneers, and with over 100 campus organizations, it is a thriving center for student life. The Dallas campuses, Parkland and Presbyterian, offer upper division courses in health sciences. Located in the Texas Medical Center, the Institute of Health Sciences in Houston offers a variety of educational possibilities.

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

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



Denton SGA President



Dallas USA President

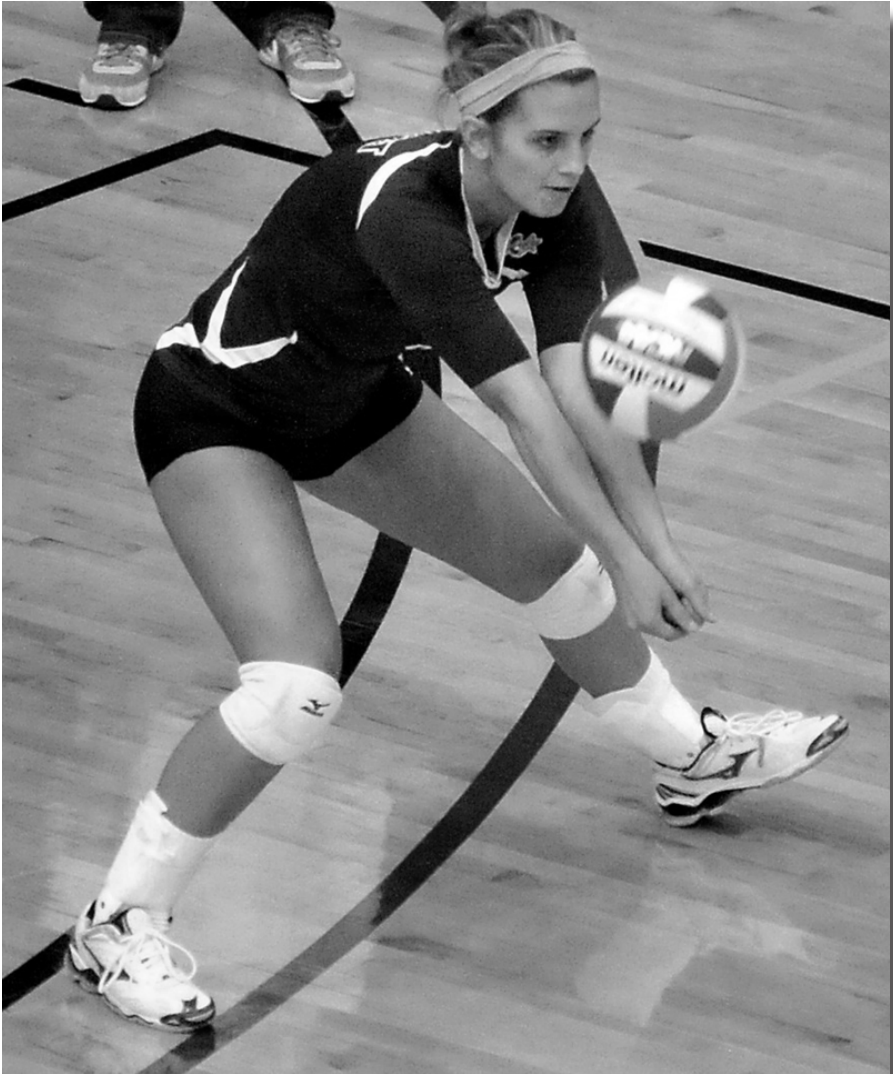


Houston SGA President

A University Primarily for Women

TWU Mission Statement

Texas Woman's University builds on its long tradition as a public institution primarily for women by educating a diverse community of students to lead personally and professionally fulfilling lives. TWU prepares women and men for leadership and service through high quality undergraduate, graduate and professional programs on campus and at a distance. A TWU education ignites potential, purpose and a pioneering spirit.



Texas Woman's University

Denton Dallas Houston

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

In 1905 the Legislature changed the name to the College of Industrial Arts. The college grew in academic excellence, in size and scope, and in reputation. The rising academic qualifications of the faculty, the building of a substantial library and research and instructional facilities, and the increasing demand for graduate education for women led to the establishment of graduate studies at the college in 1930.

In 1934 the name of the institution was changed to the Texas State College for Women to describe more accurately the scope of the school. Doctoral degrees were first awarded in 1953. Since 1957 the name has been Texas Woman's University to reflect its status as a major institution of higher learning. TWU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA. 30033-4097; telephone number - 404-679-4501) who award baccalaureate, master's and doctoral degrees.

TWU offers more than 100 majors leading to bachelor's, master's, and doctoral degrees. The university is organized into five major academic divisions: the College of Arts and Sciences, the College of Professional Education, the College of Health Sciences, and the College of Nursing. The Graduate School offers advanced degree programs through the colleges and schools of the university.

TWU is among the leading providers of health care professionals in the state and the nation. The College of Nursing is one of the largest in the United States. The school of Occupational Therapy is the largest in the nation and has the only graduate program in Texas and the only doctoral degree offered at a public university. The School of Physical Therapy has one of the leading programs in the U.S. and one of only four doctoral programs in the nation.

The university is noted for its services and programs for students, including family housing for single parents, and for its many outreach programs for women and minority students. Among these are mission specific programs offered by the TWU Science and Mathematics Center for Women, a Minority Biomedical Research Support Program, and the Institute on Women's Health. In addition the Blagg-Huey Library's Woman's Collection at TWU is the largest depository for research material about women in the South and Southwest, and it is one of only three major collections of its kind in the United States.

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Academic Planner 2012 - 2013

2012

| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | APRIL | | | | | | |
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| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | | APRIL | | | | | | | | |
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Section 1

Student Life



PHILOSOPHY AND SERVICES OF THE DIVISION OF STUDENT LIFE

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

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

The Division of Student Life is comprised of the Office of Student Life, Admissions, Career Services, the Center for Student Development, Commuter Services, Conference Services, Counseling Center, Disability Support Services, Enrollment Services, Financial Aid, Food Services, Student Health Services, Intercollegiate Athletics, International Education, Intercultural Services, Project [REV], Registrar, Student Records, Student Union, University Housing and Fitness and Recreation. Many other services are provided through other university divisions.

The student services described in the following pages are available to students currently enrolled at the university. For some services or events, a fee may be charged and/or proper TWU identification may be required. Services vary from one university site to another. This student handbook supersedes all previous student handbooks governing student life at the Texas Woman's University. For more information about the Division of Student Life, visit our web site.

The information, policies, and procedures contained in this student handbook do not constitute a contract and are subject to change without prior notice.

THE STUDENT'S ROLE IN INSTITUTIONAL DECISION-MAKING

A major goal of Texas Woman's University is to empower and affirm the full development of students in a learning environment of the highest quality. As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. In addition, students are encouraged to participate with faculty and staff in institutional decision making. Such opportunities are provided through involvement in many facets of university life. These include the Student Government, of which all students are members, the Residence Hall Association, the Campus Activities Board, Greek Life, as well as the many other organizations- honorary, departmental, academic, special interest, and social opportunities. Students are also encouraged to participate in one or more of the university-wide committees and advisory boards whose purposes include decision making that impacts the life of the university and its community.

STUDENT LIFE EMERGENCY LOAN

The Student Life Emergency Loan fund is designed to help students with unexpected emergency circumstances. Students may apply for an emergency loan once a semester. **It is NOT intended to help pay tuition, fees, or books.** The loan fund is designed to assist students with unexpected financial burdens, such as medical expenses, child care, a death in the family, car repairs, and other personal emergency situations. For more information, contact the Office of Student Life, Denton campus, Student Union room 206, 940.898.3615 or the Student Life Coordinator on the Houston or Dallas campus.

ADMISSIONS

The primary role of the Office of Admissions is to work toward the enrollment goals of the University by recruiting and servicing new freshmen, transfer and graduate students that best fit TWU. We counsel and assist prospective students and their families on program and service information and through the application process to the point of enrollment. We partner with the TWU community, secondary schools, community colleges, businesses, other universities, community and professional organizations to enhance TWU's visibility serving North Texas and the state. For more information visit the Office of Admissions in ACT 105, call at (940) 898-3188, e-mail at admissions@twu.edu, or visit our website <http://www.twu.edu/admissions/>

CAREER SERVICES

Career Services Department provides a number of programs and services to educate, develop and assist students in successfully meeting the challenges of an ever-changing world of work. The Department provides career guidance and counseling as well as a wide range of resources including job search guides; workshops and seminars concerning resume writing; interviewing skills and job search techniques; a comprehensive reference area; and access to jobs and cooperative education through on campus recruitment activities and career fairs. The Office of Career Services is located in the Human Development Building (HDB), Suite 200. Please visit the Career Services web site at www.twu.edu/career-services or call 940.898.2950 for additional information or to schedule an appointment.

Student Employment

Student Employment Office located in the Career Services Department is the centralized information center for part-time on-campus positions as well as off-campus opportunities. Job announcements for on-campus positions are posted outside Career Services, HDB, Suite 200 and on the Career Services website.

Students who are interested in employment

on-campus are referred to departments by Student Employment and when hired must complete a student employment permit, and payroll authorization form to be processed by payroll. Students at the Denton Campus may obtain these forms in HDB 200, students in Dallas may obtain their forms in Room 107, and students in Houston may obtain their forms in Room 1300C and International Students in Room 2300.

Off-campus positions are listed on the student employment web site at www.twu.edu/career-services/students.asp. A wide variety of off-campus opportunities are available. On and off-campus positions are updated continuously and students are encouraged to view the student employment web site daily.

Internships/Cooperative Education

The Internship and Cooperative Education program combines classroom study with practical work experience outside the formal academic setting. Many academic programs at TWU provide undergraduate and graduate students the opportunity to participate in such activities. Upon graduation students will have both a degree and work experience in their chosen fields.

This program provides internship opportunities with employment in supervised learning situations in business, industry, government, or service enterprises. Employers select students for a position on the basis of individual merit and qualifications. During the work experience, students receive professional supervision by the work supervisor, faculty member, and/or internship coordinator.

To participate in this program, students must meet eligibility requirements of TWU and must meet eligibility criteria of each participating employer. Positions are competitive; salaries and work objectives are established between student, university, and employer. Completing an internship gives students a competitive advantage in the job market after graduation.

For more information, contact the academic department or view the Career Services website at www.twu.edu/career-services/students.asp.

Job Search Assistance

Job search and employment assistance is available to students and alumni. Students and alumni can meet with professional staff for a resume critique and mock interview. Professional staff also conducts regularly scheduled seminars on developing a resume, interviewing and preparing for a job search.

Full-time employment opportunities are posted on the Career Services Student Employment website at www.twu.edu/career-services/students.asp. Career Day events are held several times a year in Denton, Dallas, and Houston. The schedule of Career Days is posted on the Career Services home page.

Career Counseling

Career counseling is available to assist students with career planning and decision-making. Individual career counseling and testing is provided to assist students with an assessment of personality, interests and values; and, with determining career options. Professional staff conducts regularly scheduled seminars on career planning and decision-making.

A Career Resource Library is available to provide students with occupational information. Materials available to students include career references, directories, books, pamphlets, videotapes, and job search and employer reference materials. Some materials may be checked out from the library.

CENTER FOR STUDENT DEVELOPMENT

The Center for Student Development provides leadership development opportunities, orientation programs, and promotes student involvement. In addition, the office provides service leadership through outreach programs utilizing a volunteer network comprised of student leaders. Students who are interested in information about volunteer services, campus programs, leadership development or campus organizations should contact the Center for Student Development at 940.898.3626.

Campus Activities Board (CAB)

The Campus Activities Board (CAB)



is a branch of the Student Government Association. CAB is the student-run, staff advised organization responsible for planning, organizing and facilitating activities on and off campus for the student body and the university community. CAB provides valuable experiences and opportunities for students to develop personal and professional skills in leadership, time management, communication and group dynamics. Chair and committee memberships are open to all students. Additional information is available in the CAB office in the Student Union, 940.898.3609.

Sororities and Fraternities

The mission of Greek letter organizations at TWU is to enhance a student's social and educational development through their involvement in Greek organizations. Greek Life offers a supportive environment that promotes diversity, leadership, friendships, athletics, career networking, and community service. There are 8 sororities and 2 fraternities active at Texas Woman's University – sororities include: Alpha Gamma Delta, Alpha Omicron Pi, Delta Sigma Theta, Sigma Gamma Rho, Sigma Lambda Alpha, Sigma Lambda Gamma, Sigma Sigma Sigma, Zeta Phi Beta. The Fraternities include Kappa Sigma and Phi Beta Sigma. Because of the special nature of Greek letter organizations (general sororities and fraternities), Texas Woman's University has established a Greek adviser to maintain relationships with organizations such as the National Panhellenic Council (NPC) and National Pan-Hellenic Council (NPHC) in order to strengthen campus Greek Life. Initial recognition of a fraternity or sorority

Student Life

will be based on criteria formulated by the Division of Student Life and is subject to approval by the Vice President for Student Life. Such criteria will be consistent with the university's goals and will be in accordance with the bylaws of the NPHC, NPC, IFC, NMGC (National Multicultural Greek Council), or NALFO (National Association of Latino Fraternal Organizations). All Greek letter organizations must be admitted to and in good standing with NPHC, NPC, IFC, NALFO and NMGC before being eligible to charter their student organization. The only exception to this policy is Sigma Lambda Alpha, which has a long and consistent history with Texas Woman's University. This is and will be the only recognized local Greek letter organization at Texas Woman's University. Students who are interested in more information about these groups should contact the Center for Student Development at 940.898.3626 or visit the website.

Leadership Development

Students at TWU are encouraged to take advantage of formal leadership development programs and informal opportunities to develop their personal and professional skills. This approach to leadership ensures that students can tailor their own program to promote individual needs. Leadership programs, workshops, and retreats provide a strong foundation for transition from TWU to the work force. Participation in a leadership development program is an integral part of a student's college experience. For more information visit the Center for Student Development located in the Student Union, 1st floor, call 940.898.3626, or visit the website.

New Student Orientation

Participation in an orientation program is required for all new students with less than 13 credit hours in order to facilitate a smooth transition to university life. The purpose of the orientation experience is to inform students of the academic and social opportunities and student services available to them, as well as to remind them of the support and encouragement of the faculty, staff, and

administration in making decisions that affect their education.

The orientation programs include sessions for transfer students, freshmen, international students, and graduate students. Meetings with faculty in the academic departments and with Student Life professional staff are part of the program. Academic advising and registration are key components in the orientation program.

New students also participate in Pioneer Camp, which is the second part of the orientation program and occurs immediately prior to the fall semester. Pioneer Camp further assists students



with their transition to college life and provides them with an opportunity to meet new friends and become involved in the university community. For more information, contact the Center for Student Development at 940.898.3626, the orientation web site or email us at orientation@twu.edu.

Student Organizations

Involvement in university student organizations allows students to acquire leadership, communication, and team building skills. Participating in student organizations is beneficial during a student's collegiate experience and in her/his role as a citizen within the community. Organizations such as honorary societies, sororities, professional organizations, and various special interest groups are vital components of the educational experience at TWU. Participation in student

organizations is important to a student's intellectual and professional development. A current listing of the chartered organizations may be obtained from the Center for Student Development and its website. Although chartered student organizations do not receive any university funding, they are afforded the opportunity to apply for student leadership and programming funds through the House of Representatives at 940.898.3611.

Student Organization Policies and Qualifications

All student organizations must renew their charter in the Center for Student Development each fall semester in order to use university facilities and services. Representatives from all student organizations are required to attend training at the beginning of the fall semester to obtain important information relevant to student groups. A complete guide, the [Student Organization/Advisor Handbook](#), for all student organization policies and procedures may be obtained by contacting the CSD. Chartered organizations enjoy the following privileges:

- A student organization mailbox located on the first floor of the Student Union;
- Use of university facilities and meeting rooms on campus, free of charge;
- Access to university vehicles (with the proper driver authorization);
- Inclusion in university publications;
- Ability to apply for funding from the House of Representatives through the Student Leadership Development Fund and Student Organization Programming Fund;
- Ability to elect a member of your organization to serve as a delegate to the House of Representatives;
- Use of butcher paper and sidewalk chalk for advertising and access to the CSD paint room;
- Access to reserving the CSD small sound system and popcorn machine for student organization functions; and
- Access to information and support through the professional staff in the Center for Student Development.

Student Organization Events/Programs

Student organizations who wish to schedule events or programs with attendance of 100 persons or more must adhere to the guidelines in the Large Event Policy. They must also schedule a meeting with the CSD staff to review the [Student Organization Event Checklist](#) (found on the CSD website). These activities will be included on a master calendar, available to student groups for planning purposes, located in the Center for Student Development.

In support of the mission of Texas Woman's University, the Division of Student Life does not allow for planning of co-curricular activities (including mandatory meetings and student organization functions) the week prior to and the week of final exams. It is the belief that creating or implementing activity programming during this time period may jeopardize a student's ability to perform academically to their highest potential.

Gifts to the University

The university prohibits off-campus solicitation of donations except under conditions defined and approved by the Director of Center for Student Development. To ensure that proper procedures are followed, student organizations should contact the Center for Student Development before initiating any off-campus fundraising activities. Additional information is available from the Center for Student Development.

Fundraising by Student Organizations

TWU does not allow any activity by individuals or student organizations which involve the selling or auctioning of services by individuals or student organizations.

Any items sold by the Follett TWU Bookstore and ARAMARK Dining Services cannot be sold in the Student Union. All fundraising activities must be approved by either the Director or Assistant Director of the Center for Student Development.

Organizations hosting bake sales must reserve the space in the Student Union through the Student Union office in room 209 and

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complete a Vendor Reservation form. All requests are received on a first come, first serve basis as only one bake sale per day will be permitted in the Student Union.

Bake sales conducted in campus venues outside the Student Union should be scheduled through Conference Services, located in Hubbard Hall.

Student Organization Raffle Policy

This provides guidelines, procedures, and minimum requirements for chartered student organizations to conduct raffles on the property of TWU, in accordance with the terms of the Texas Charitable Raffle Enabling Act, Occupations Code, Chapter 2002, Texas Codes Annotated.

What is a raffle?

A raffle means the award of one or more prizes by “chance” at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize.

Who may conduct a legal raffle?

TWU chartered student organizations may conduct a legal raffle only if you are considered a “qualified organization.” “Qualified organizations” include the following:

- A qualified religious society organized primarily for religious purposes that has been in existence in Texas for at least ten (10) years and does not distribute any of its income to its members, officers, or governing body, other than as reasonable compensation for services or for reimbursement of expenses.
- A qualified nonprofit organization that has existed for at least three (3) preceding years, during which it has had a governing body duly elected by its members; is exempt from federal income tax under the Internal Revenue Code Section 501 (c); does not distribute any of its income to its members, officers, or governing body; does not devote a substantial part of its activities to attempting to influence legislation; and does not participate in any political campaign.

*A copy of your organization’s IRS Letter of Determination verifying 501 (c) status will be required.

If your student organization is considered qualified, then read on. If it is not considered qualified, then stop. Your organization cannot legally conduct a raffle.

Charitable Purposes

Raffles must be for CHARITABLE PURPOSES only. Charitable purposes are defined as follows:

- Benefiting needy or deserving persons in Texas for religious or educational advancement; relieving them from disease, suffering or distress; contributing to their physical well-being; assisting them in establishing themselves in life as worthy and useful citizens; or increasing their comprehension of and devotion to the principles on which this nation was founded, and enhancing their loyalty to their government.
- Initiating, performing, or fostering worthy public works in Texas.
- Enabling or furthering the erection or maintenance of public structures in Texas.

If your student organization’s raffle will be used for one of the above “charitable purposes,” then read on. If it will not be used for the above stated “charitable purposes,” then stop. Your organization cannot legally conduct a raffle.

Raffle Restrictions

- University policies and procedures regarding time, place and manner must be complied with in order to conduct a legal raffle. Illegal raffles conducted by student organizations may result in sanctions against your organization.
- All proceeds from the sale of tickets must be spent for charitable purposes of the organization only.
- The student organization may not conduct more than two (2) raffles during a calendar year (January 1 – December 31) and these two (2) raffles cannot be held simultaneously or in overlapping time periods.

- The student organization may not, directly or indirectly, promote a raffle via television, radio, newspaper, or any medium of mass communication by the use of paid advertising.
- The raffle may not be promoted or advertised statewide, and tickets to the raffle may not be sold or offered by sale statewide.
- A person who is not a member of the organization cannot sell tickets to the raffle, nor may any member be compensated for selling raffle tickets.
- A prize offered at the raffle may not be money or any illegal substance/object. The value of the prize that is offered or awarded at the raffle and that is purchased by the organization or for which the organization provides any consideration may not exceed \$50,000.00.
- The prize must be owned by the organization or in its possession prior to the sale of any raffle tickets, or the organization must post a bond with the county clerk for the full amount of the money value of the prize offered.
- Before selling or offering tickets for a raffle, the student organization shall set a date on which the organization will award the prize or prizes in a raffle.

Raffle Ticket Information

State law requires the following information to be included on each raffle ticket:

- Name and address of the organization conducting the raffle;
- Name of an officer of the organization;
- Price of the ticket;
- General description of each prize to be awarded that has a value of over \$10; and
- Date on which the raffle prize or prizes will be awarded.

University policies and procedures require the following information to be included on each raffle ticket:

- Date the drawing for the raffle is to be held; and
- Pre-numbered tickets, beginning

with #1.

All raffle tickets must be inspected by the Center for Student Development for approval before distribution.

Injunctive Action Against Unauthorized Raffles

A county attorney, district attorney, criminal district attorney, or the Attorney General may bring an action in county or district court for a permanent or temporary injunction or a temporary restraining order prohibiting conduct involving a raffle that violates or threatens to violate state law relating to gambling and is not authorized by this chapter or other law. Venue for an action under this section is in the county in which the conduct occurs or in which a defendant in the action resides.

Texas Woman's University and the Center for Student Development are not responsible for the conduct of any student organization's raffle or its proceeds and the manner in which they are spent. Since the state law is very technical, your student organization is responsible for checking the status of your organization's qualification and its compliance with the law.

Procedures for Conducting a Raffle

Your student organization must obtain a Raffle Request form from the Assistant Director in the Center for Student Development in the Student Union 135. The completed form must be returned for approval at least fourteen (14) days prior to the initiation of the raffle and the raffle must be completed within thirty (30) days of approval.

STUDENT ORGANIZATION CASINO NIGHT POLICY

This policy provides guidelines, procedures, and minimum requirements for chartered student organizations to sponsor casino nights on the property of Texas Woman's University, without violating specific provisions of the Texas Penal Code 47.02 regarding the prohibitions against gambling.

Three Basic Elements

In Texas, three basic elements comprise the offense of gambling: consideration, chance,

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and prize. The legal meaning of “bet” involves not only the ultimate winning of something of value but also the initial giving or agreement to give something of value. Groups that conduct “casino nights” with all three elements present can be found in violation of Texas Penal Code 47.02 and legal action can be taken by local law enforcement agencies.

Consideration

If there is an admission charge for the event, then there is an element of consideration. A “casino night” format in which no guest is required to part with anything of value to participate in games of chance lacks the consideration element of the offense of gambling. Therefore, if there is no admission charge for the event and all guests are given gaming pieces (chips or gaming money), there is no consideration.

Chance

Since the object of the “casino night” is to play games of chance, it is difficult to completely eliminate this element. As stated previously, the penal code is not violated if one of the three elements is absent. Therefore, the element of chance does not have to be removed from the games when either consideration or prize is absent.

Prize

A prize is something offered that has a value. Certificates or trophies having no resale value would not be considered prizes. If there is no charge for the gaming pieces, then prizes of value can be auctioned or given away based on winning.

Suggested Formats For “Casino Nights”

1. **Element of Consideration Missing** - No admission charge; anyone can play.
2. **Element of Chance Missing** - Substitute games of chance with games of skill.
3. **Element of Prize is Missing** - Door prize drawing during or at end of event. Award certificates or trophies to high stake winners.

Summary

A “casino night” format in which no person gives or promises to give anything of value, i.e., no admission charge, in order to participate lacks the element of consideration that is essential to the offense of gambling under section 47.02 of the Texas Penal Code. Opinion No. JM-412 dated December 31, 1985, Jim Mattox, Attorney General of Texas. In other words, you can auction prizes as long as there is no charge for playing.

If there is an admission charge for the “casino night” there cannot be an auction for prizes (such an activity establishes value to the gaming pieces and consequently the prizes, thus violating the penal code); or the prizes given must be of no value (i.e. trophies or certificates).

*This is not an attempt to give legal advice. Since the law is very technical, we suggest that you check the statute to be sure your organization does not violate the guidelines set forth in section 47.02 of the Texas Penal Code.

**Registration for door prize drawing must be separate from the admission charge.

Chartered Student Organization Application Instructions

Any person interested in starting a new organization should consider the following before applying for a charter:

- Is there a group of TWU community members committed to this idea? How long will interest last?
- Is there an existing organization that would fill this need of which these community members could become a part? Many organizations are open to new ideas and suggestions for new programs; would the idea fit into a preexisting organization?
- Will this organization be able to find others who have an interest to carry it beyond the present? Are all of the interested students seniors? Will graduation “wipe out” the group?
- Have the interested students given thought to some of the organizational goals and objectives? Have ideas been discussed about specific programs and activities? Planning now will help answer the questions necessary

to apply for a charter as well as to get the group members to think about which category the organization will want to be included in at the appropriate time.

- What role will this organization play on campus and/or in the community? The purpose of the group needs to be well defined both for the charter application and for the organization's own planning and recruiting.

If, after discussing these questions with the persons interested in starting the organization, they are still committed to getting it off the ground, it is time to begin the application process for a charter. The procedure is administered by the House of Representatives with the assistance from the Center for Student Development.

1. Stop by the Center for Student Development and make an appointment with the Adviser to the House of Representatives to discuss the proposed student organization.
2. When the charter application is picked up, the Adviser to the House of Representatives will discuss the step-by-step chartering process. The application for a charter must include a constitution stating the purpose of the organization, the procedure for electing officers, meeting times, requirements for membership, and the means of financial support of the organization. Complete and return two (2) copies of the application to the House of Representatives office in the Student Union or to the House of Representatives student organization box on the first floor of the Student Union.
3. If all of the required information is complete, the proposed student organization will be required to attend the External Affairs Committee hearing to present and explain the proposed student organization. The House of Representatives External Affairs Committee will contact the representative of the proposed student organization by email with a hearing date and time. Hearing dates are pre-set and occur one time per month September – November and February – April. The presentation must be limited to 7-10 minutes.

Guidelines/Tips for a New Student Organization Presentation/Hearing

- A student representative from the proposed student organization must attend and make a presentation to the committee. Advisers are encouraged to attend for support, but are not required to attend the hearing.
- The presentation to the External Affairs Committee should include the following: purpose and mission of the organization; membership requirements; procedures for electing/appointing officers; why students decided to charter the organization; how TWU will benefit from this organization; and how TWU students will benefit from this organization. The student representative does not have to pass out printed materials or a presentation outline but may choose to include visual aids in the presentation.
- If a proposed student organization is unable to attend the scheduled hearing date, a student representative must contact the Adviser to the House of Representatives within 48 hours of the hearing date to reschedule. The absence of notification will require that the proposed student organization resubmit their application for the next hearing date.

Chartered Student Organizations must adhere to the following policies:

- Shall be open to all TWU students regardless of race, creed, disability, sexual orientation, age and/or sex (National sororities, NPC and NPHC groups, are exempt from gender discrimination under Title IX Education Code).
- Shall be led by TWU student officers elected or appointed by the organization.
- Shall have one (1) part-time or full-time TWU faculty and/or staff adviser.
- Shall meet a genuine, demonstrated student interest of at least five (5) TWU students, however CSD recommends ten (10) signatures to show the External Affairs Committee there is true interest in the student organization. Please complete the Student Interest List included in your application.
- Shall uphold all university rules and regulations in addition to all state and federal laws.

- Shall be composed of a majority of TWU students.
- Shall renew their organization charter each fall semester. Please note that an organization must complete the new student organization process if the group has not been chartered in the last 18 months.
- Shall not use “Texas Woman’s University” or “TWU” in its official title, logo or financial documents, including checking accounts and signature cards.
- Shall submit an updated local constitution and/or national constitution (if applicable) annually.
- Shall not use the TWU Tax ID number. Each student organization is encouraged to apply for an organization Tax ID number with the IRS.
- Shall not participate in any hazing activities or activities that would fall under the guidelines of hazing.
- Shall not serve, sell or consume alcoholic beverages at any organization meeting or function on or off campus.
- Shall adhere to all publicity and posting policies stated in the Student Organization Manual.
- Shall follow all fundraising policies (see the Student Organization Manual for details) including, but not limited to, the following: no auctions. An auction is considered selling of services by individuals or organizations.
- Shall update student organization officer and adviser information each semester.
- Shall be responsible for reading and abiding by all policies in the Student Organization Manual and the TWU Student Handbook, both available online.

Requirements for Elected and Appointed Officers of Student Organizations and/or Student Government

Academic and social standards for membership and service as officers of student organizations are stipulated in the respective constitutions and bylaws of each organization. In some cases, such requirements may be above the general university requirements. In order to qualify for elected or appointed posts, a student must be in good standing with the

university and must have a cumulative grade-point average of 2.0. In addition, a student must be enrolled for 9 semester hours as an undergraduate or 6 semester hours as a graduate student.

Responsibilities of Faculty/Staff Advisers

Each chartered student organization must have at least one (1) faculty/staff adviser but are encouraged to have two. When faculty/staff accept the role of adviser to student organizations, they agree to accept certain responsibilities to the university. These include but are not limited to the following:

- Be certain that an authorized university representative (or adviser) is present at any activity involving travel or large events involving 100 or more persons;
- Be certain of the content and manner of all scheduled programs, so they are presented in a format congruent with university policies;
- Communicate and explain federal, state, and local regulations which are applicable to the functions and activities of the organization;
- Meet with the Center for Student Development staff, as required, to review and discuss any problems, ideas or suggestions;
- Maintain contact with relevant university officers and national organization officers if an affiliation exists;
- Authorize and sign all registration forms and room and other space requests insuring payment for direct costs related to events; and
- Be aware of all scheduled events and preferably be in attendance.

Student Government Association

The Student Government Association has a long history of student participation and service to the university. Student government meetings are held on a regular basis. All students are welcome and encouraged to attend the meetings. Active participation in student governance committees provides students with an opportunity to play a major role in the decision making on their campus. Students interested in holding a leadership position in the Student Government Association must qualify for office according to the standards stated in the Constitution and By-

laws. Elections are held in the fall semester on the Houston campus and in the spring semester on the Denton and Dallas campuses. Students should contact the Center for Student Development or Student Life Coordinator on their respective campus for specific dates.

Community Service

The Center for Student Development maintains a strong commitment to community service. The Center offers individual students as well as student organizations the resources to become involved in community service in the Denton, Dallas and Fort Worth areas. The Center has a database of community service agencies and projects, and supports Helping Hands, an organization dedicated to Texas Woman's University students interested in learning about volunteering and participating in community service. Helping Hands plans and sponsors service projects and events throughout the year. The Center also coordinates the Alternative Spring Break trip each year.

COMMUTER AND NON-TRADITIONAL STUDENT SERVICES

Texas Woman's University is committed to meeting the unique needs of commuter and non-traditional students. The Office of Commuter and Non-Traditional Student Services, located in the Student Union room 209, connects commuter, off campus, online and distance education students with University resources. Our full time staff is devoted to meeting the needs of the commuter and non-traditional student population. A non-traditional student is an undergraduate student who is over 23 years old at the beginning of the degree, or has children, or is married, or is a veteran.

The Commuter Office provides students with commuter tips and information on transportation (carpooling, bus schedules & parking), off campus housing, childcare, non-traditional student scholarships, monthly newsletter, study breaks, holiday gift program and more. For current information, you can call 940-898-2789, visit our website, email commuter@twu.com, or visit the commuter services information session/ table at open house or orientation. At TWU, it's our way of

helping you stay connected!

CONFERENCE SERVICES

The Office of Conference Services provides an integrated approach to the coordination of conferences, camps and meetings. This service is available to faculty, staff, and students engaged in planning non-credit events as well as to members of the community who wish to use campus facilities.

The Conference Services staff assists in coordinating the details of conferences or meetings to ensure the success of each event. Services include accommodations for meeting space, housing, food service, media equipment, and recreation for conference events on all campuses.

Requests for information about reservations may be obtained through the Office of Conference Services in Hubbard Hall or by calling 940.898.3644. Visit the web site for appropriate forms and procedures. Written communication may be sent to P.O. Box 425379, Denton, TX 76204-5379.

Reserving Outdoor Areas

Student groups that wish to have open-air events or other outdoor activities, exclusive of academically related programs, should reserve areas through Conference Services, reservations are made on a first-come, first-served basis and must be paid for in advance (when applicable). Each request must be submitted at least thirty days in advance. The following areas are reservable outdoor space that must be requested through the Office of Conference Services.

- The Bernice Abreo-Fischer Amphitheater
- Hubbard Oval
- The University Gardens
- Pioneer Circle

A large event form is required for events where amplified sound is being used. Pending approval of the request, amplified sound is allowed at the Hubbard Oval and Amphitheater between 4 pm and 10 pm Monday through Friday.

Requests for information about reservations may be obtained through the Office of Conference Services in Hubbard Hall or by calling 940.898.3644. Visit the website for

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appropriate forms and procedures. Written communication may be sent to P.O. Box 425379, Denton, TX 76204-5379.

LITTLE CHAPEL-IN-THE WOODS

The Little Chapel-in-the-Woods is a site for meditation and spiritual renewal for students at Texas Woman's University. Constructed in 1939 and dedicated by First Lady Eleanor Roosevelt, the Chapel is the legacy of former TWU President Dr. L. H. Hubbard and more than 300 students who helped design, plan, and/or execute the ten stained glass windows, the brass lighting fixtures, wood carvings, and beams.

Designed by architects O'Neil Ford, A.B. Swank and Associates and Preston M. Geren, the Chapel is a popular site for recitals, ceremonies and other special events. The most popular use by students and community members is for weddings.



In addition to the Little Chapel-in-the-Woods, the University Gardens and the Greenhouse are also available for private use. Receptions, luncheons and other small gatherings, including those sponsored by a recognized student organization or university department, take place in this unique setting.

The Greenhouse is reserved as a separate facility and includes the use of the gardens.

Requests for information about reservations may be obtained through the Office of Conference Services in Hubbard Hall or by calling 940.898.3644. Visit the website for appropriate forms and procedures. Written communication may be sent to P.O. Box 425379, Denton, TX 76204-5379.

COUNSELING CENTER

Locations

Denton

West Jones Hall – 940.898.3801

TWU T. Boone Pickens Institute of Health Sciences - Dallas

Suite 8300 – 214.689.6655

TWU Institute of Health Sciences- Houston

Suite 2250 – 713.794.2059

The Counseling Center offers a wide variety of free and confidential services designed to help students meet personal, educational and career goals. Students typically come to the Counseling Center for personal concerns such as relationship difficulties, depression, anxiety, and family issues and for other concerns including career indecision, test anxiety, time management, and inability to study effectively. Individual and group counseling are available to help students resolve their concerns and learn new ways to be more effective. Crisis counseling is also available 24 hours a day when the university is open.

During the fall and spring semesters, both day and evening hours are available at all three locations. Since hours vary by location, please check the schedule at each campus/center.

In addition to counseling services, the Counseling Center also makes available a variety of information materials to students through our web site. A **Self-Help Library** developed by the Counseling Center contains useful information about a variety of topics. A broader library of materials from counseling centers around the country is available through the **Virtual Pamphlet Collection**. Students may also view our most popular outreach presentations through our **On-Line Workshops**. All of these can be found on the Counseling Center's web site.

The Counseling Center also administers

and interprets standardized career and psychological inventories that may help a student with personal, educational or career goals.

Crisis Intervention Services

The Counseling Center provides emergency assistance to students in crisis on a 24-hour-a-day basis when the university is open. During Center hours, students may phone or stop in at the Counseling Center for immediate emergency assistance. After hours, students may call the TWU Department of Public Safety (DPS) at their campus/center and ask to speak with the counselor-on-call. The TWU DPS will notify the counselor-on-call so that the counselor may speak to you directly.

In times of crisis, the following community agencies, not connected with TWU, may also be of assistance:

In Denton

Crisis Line – 800.762.0157

In Dallas

Crisis Hotline – 214.828.1000

In Fort Worth

Crisis Hotline – 817.335.3022

In Houston

Crisis Hotline – 866.970.4770

Group Counseling

The Counseling Center on the Denton campus offers a number of groups each semester. Group offerings usually include Healing from Family Pain, Sexual Abuse Recovery, Social Confidence and Self-Esteem, Healthy Relationships, and Personal Growth. Other groups are also offered on a rotating basis.

Outreach and Consultation

The Counseling Center staff are available to provide workshops and programs to classes, student organizations, or residence hall floors, with appropriate advanced notice. The Counseling Center maintains a list of over 40 programs and can create new programs on request. A list of topics is available on our web site. They include self-management skills (anxiety, depression, time, anger, stress),

relationship skills (grief/loss, communication skills, expressing feelings, assertiveness), career skills (exploration, choice) and many other topics. Students are urged to request workshops and presentations that are related to their interests and needs.

The Counseling Center maintains a self-help library of over 90 handouts on a variety of topics. Handouts are available at all Counseling Center locations, in the Denton Student Union on the first floor and on our web site.

Consultation is available to students, faculty and staff to discuss issues related to the well-being of TWU students. Areas of concern might include roommates, disruptive students, difficulties between students and faculty/staff, and difficulties between groups of students.

The Staff

The Counseling Center is staffed by a culturally diverse group of full-time psychologists. The Denton campus serves as a training site for TWU graduate students in counseling psychology. The Denton campus is also the site of a doctoral internship program accredited by the American Psychological Association. All staff are either certified or licensed or in the process of obtaining licensure in their professional disciplines.

Academically-Related Services

The Counseling Center does not provide academic advising for coursework. Students should contact the appropriate academic department or the Academic Advising Center. Evaluation of transcripts from other institutions for transfer to TWU should be discussed with either the appropriate academic department or with the staff of the Office of Admissions. Information about THEA or TSI is available through the office of Undergraduate Studies-Academic Advising.

ENROLLMENT SERVICES

The Enrollment Services Office provides leadership for strategic enrollment management for TWU's three campuses in Denton, Dallas

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and Houston. The office reports directly to the Student Life Vice President. The Enrollment Services AVP supervises the important work of Admissions, Student Records, Registrar and the Financial Aid Office. The office is located in Denton in ACT 121.

FITNESS AND RECREATION

TWU Fitness and Recreation serves the University and the Denton community by providing access to swimming pools, tennis courts, a golf course, an outdoor basketball and sand volleyball court, and the new fitness and recreation center. The fitness and recreation center includes a state-of-the-art fitness center, student lounge, outdoor adventure area, climbing wall, three group exercise rooms, and a gymnasium that supports basketball, volleyball, and badminton. Fitness and Recreation provides a number of services to students, faculty/staff, and community members including: complimentary fitness assessments and exercise prescriptions, personal training, intramurals, sports clinic, open recreation, outdoor adventure trips, and group exercise classes. On the Parkland and Houston campuses, TWU Fitness and Recreation operates a fitness center and provides group exercise and outdoor adventure programming. TWU students have access to Fitness and Recreation with a current ID card and faculty/staff may become members at a reduced rate. For more information, call 940-898-2900 or visit the Fitness and Recreation website at www.twufitnessandrec.com.

Intramural Sports

Intramural Sports offers a variety of activities throughout the year for students to improve their health, meet new friends, learn a new sport or capture the thrill of competition. Interact with a variety of people and become an active part of the TWU community through Intramural Sports programs and activities.

The Open Recreation program is designed to meet the needs of individuals who desire to participate and work out on their own. Students can shoot baskets, or play volleyball, badminton, or indoor soccer in Pioneer Hall



Arena during designated hours.

Sports leagues provide several opportunities for students, faculty, and staff to interact in various competitive sports situations. Organized recreational and competitive sports are available for all regardless of skill or physical abilities. Leagues offered include basketball, flag football, volleyball, ultimate Frisbee, and various other sports each semester.

Sport clubs are student-led organizations that provide opportunities for students to train, practice, and compete with other sport clubs in the area. This is a great opportunity to be competitive, stay in shape, and meet people with similar interests. Examples of clubs include running, men's basketball, golf, and TaeKwonDo. Sport clubs are open to all TWU students.

For more information come by TWU Fitness and Recreation center or call 940.898.2913.

Swimming Pools

The university has an outdoor and an indoor swimming pool on the Denton Campus. Supervised activities are provided including swimming lessons and water exercise classes. Lifeguards are on duty at all times. Both pools are available for rent

by private groups during unscheduled periods. Indoor pool reservations are made through Conference Services. The outdoor pool is the university swimming and sunbathing center in the summer.

Admission to both pools is free to TWU students with a valid student ID card. For more information call 940.898.2900.

Golf Course

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

Tennis Courts

TWU students may access the university's eight outdoor tennis courts on the Denton campus for free with their student ID. Lessons and tournaments are conducted at the tennis courts. The tennis courts are also available for rental through Fitness and Recreation. For more information, call 940.898.2900.

Fitness Center – Dallas

A fitness center facility is available on the Dallas Parkland campus. Filled with strength training machines, dumbbells, treadmills, stationary bicycles, an elliptical and a Stair Master, it provides students with a place to work off some of the stress. The Fitness Center also has sinks, showers, small changing rooms, and lockers. Students may contact the Student Life Coordinator-Dallas for more information at 214.689.6697.

Fitness Center – Houston

The TWU Fitness Center is conveniently located on the second floor. Filled with strength training machines, dumbbells, treadmills, stationary bicycles, an elliptical and a Stair Master, it provides students with a place to work off some of the stress. The Fitness Center also has sinks, showers, small changing rooms, and lockers. For more information contact the Office of Student Life at 713.794.2157.

FINANCIAL AID

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

The Director of Student Financial Aid is responsible for administering all student aid programs. Requests for information and application forms should be directed to the Office of Student Financial Aid, Texas Woman's University, P. O. Box 425408, Denton, Texas 76204-5408 or go online at <http://www.twu.edu/finaid>.

Since renewal of financial assistance from year to year is not automatic, students must submit new applications each year. To be eligible for grants, scholarships, loans, and campus employment, students must maintain satisfactory progress in their courses of study. In order to maintain financial aid eligibility, full-time undergraduate students must successfully complete nine or more credit hours each long semester and meet or exceed the appropriate minimum cumulative grade point average for their classification. Limits on the number of hours attempted include 186 hours for a bachelor's degree, 93 hours for a second bachelor's degree and 276 hours for a BS-MOT degree.

Graduate students enrolled for at least six credit hours must successfully complete six credit hours each long semester and meet or exceed the minimum cumulative grade point average for their classifications. Grades of F, I, X, W, and WF will not satisfy the academic progress requirement. Graduate students are limited to a maximum of 54 credit hours of financial aid eligibility for a master's degree and 90 credit hours for a doctoral degree, excluding courses taken for completion of the master's degree. Exceptions may be requested for degree plans which require hours in excess of the specified limits for masters and doctoral financial aid eligibility.

Failure to meet the minimum satisfactory academic progress standards will result in financial aid probation. A student on financial

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aid probation will be permitted to receive aid for one semester. If the student meets the minimum requirements during the probationary semester, she or he will return to good standing. Failure to meet the standards will result in the loss of financial aid eligibility until the minimum standards are met. Students with mitigating circumstances, such as divorce of a parent or spouse, death of an immediate family member, or severe medical problems may appeal their status to the Director of Financial Aid.

In applying for and receiving financial assistance from the university, a student is obligated to respect the policies and regulations of the university and to furnish complete and accurate information on the application. Any financial aid recipient who withdraws from the university prior to the completion of sixty percent of a semester will have to refund part or all of the financial aid received for that semester. The amount of refund will be determined at the time of the student's withdrawal.

A part-time student is not eligible to receive financial assistance from certain aid programs. These provisions are described online at <http://www.twu.edu/finaid/>. The University General Catalog also lists special sources of financial aid.

Students in Houston who need financial assistance should contact the financial aid counselor on that campus at 713.794.2315. Students at the Dallas Center should contact the Coordinator of Admissions and Financial Aid at the Dallas Center at 214.689.6520. Students on the Denton campus should call 940.898.3064 or any student may access the website at www.twu.edu/finaid/.

FOOD SERVICES

Retail food service operations are available on the Denton, Houston and Dallas campuses. During fall, spring, and summer semesters, students attending the Denton campus have a choice of meal plans providing food service seven days a week. A selection of plans consists of traditional contract meals or an a-la-carte cash plan. Meal plans are facilitated with the use of computerized TWU ID cards.

Students are encouraged to choose the meal plan that will most adequately meet their needs.

Denton dining services are available in the Student Union, CFO building, MCL Building, and the Guinn-Stark Commons. Special arrangements can be made for students who are ill and for those on special diets by contacting the office of Food Services. (Meals will not be served during the Thanksgiving holiday, winter or spring breaks).

The computerized TWU ID meal card may not be transferred to another individual nor can missed meals be carried over to another semester. There is a replacement fee for ID cards. The cost of meal plans and hours of service are published in separate bulletins for fall, spring, and summer, and they are available in the University Housing office, Admissions, Student Life, the Food Services office, and the website www.twu.campusdish.com.

All students, under the residency requirement, living in the Denton residence halls or TWU campus apartments must select a meal plan. Students residing in apartments that are not under the residency requirement are not required to purchase the meal plan; however, they may do so. Commuter meal plans are also available to commuter students. Food is also available on a cash basis in all dining locations.

Additional cash value may be added to the card at any time during the semester. Any decreases in the meal plan must be made during the first week of classes. Meal plan increases may be made at any time during the semester. Additional information may be obtained by writing the Office of Food Services at P.O. Box 425380, Denton, Texas 76204-5380 or contact Food Services at 940.898.3565 or by visiting our website.

HEALTH SERVICES

The Texas Woman's University Student Health Services (SHS) is centrally located on the TWU campus in the lower level of Hubbard Hall, next door to DPS (Department of Public Safety) and across the street from ACT (Administration and Conference Tower). SHS is dedicated to providing quality basic

health care and preventative services to the students of our University. In doing so, SHS intends to assist each student in maintaining maximum health so that the student may realize to the fullest extent possible the educational opportunities afforded by the university.

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

Immunization and Medical History

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

All new students who have lived in areas of the world where tuberculosis is prevalent are required to be screened for tuberculosis. Screening may be done at Student Health Services on the Denton campus, the subcontracting clinic sites in Dallas or Houston, or any other licensed medical facility in the United States. TB chest clearance forms may be obtained from the Student Health Services web site; please note that domestic students are to complete the Statement of Tuberculosis Clearance and all others are to complete the *Statement of Tuberculosis Clearance – International Students (New and Transfer) and New HB 1403/5B 1528 Students*. This screening for tuberculosis shall be initiated prior to registration for classes at TWU. Please review the *TWU Board of Regents Policy 6.01 Student Tuberculosis and Case Management* at <http://www.twu.edu/regents/p-student-tuberculosis-screening-and-case-management.asp> for full details.

For further information regarding tuberculosis screening or case management

policy, please contact Student Health Services at 940.898.3825 or 940.898.3826.

Outpatient Clinic

Student Health Services offers weekday clinics for the diagnosis and treatment of illness or injury. Patient care is provided by physicians, nurse practitioners and physician assistants. Registered nurses are on duty to assist in treating health care problems. The nurses also provide an “Ask a Nurse” telephone service when the clinic is open. For more information on hours of operation, please call 940.898.3826.

Fees are assessed for office visits, lab services, medications, and medical equipment/supplies. All x-rays are referred to off-campus facilities, and students are responsible for all charges. Student Health Services offers pharmacy services through Drug Emporium in Denton. Prescriptions are delivered to the clinic twice daily for pick-up or mailed to students for a small fee. Students wishing to use the



pharmacy service to fill prescriptions written by personal physicians must complete required pharmacy forms and prescriptions must be brought or faxed to Student Health Services.

Student Health Services is open during the summer and over much of the winter break. However, services are not available

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when the University is officially closed, i.e. at Thanksgiving, the winter holidays and during closure for inclement weather. If immediate medical care is required at these times, students are referred to local hospitals or urgent care clinics off campus. The TWU Department of Public Safety may assist in calling for emergency transport in the event of a medical emergency.

Transportation to the University Clinic

Officers from the Department of Public Safety may, on occasion, escort sick or injured students to the Student Health Services or to a local hospital. Individuals who are sick or who have minor injuries and can walk with some assistance should be escorted to a vehicle and transported to Student Health Services. An ambulance is not available to transport students to the Health Services. Individuals who have serious injuries, i.e., broken bones, severe bleeding, prolonged unconsciousness, spinal injury, etc., should be transported directly to a city hospital by a city ambulance.

Health Care—Houston

The university provides access to medical care for students in Houston through the University of Texas Health Science Center Student/Employee Health Services. For information on location and hours of operation, contact the UT clinic at 713.500.3267 or the Student Life Coordinator at 713.794.2158.

Health Care—Dallas

The university provides access to medical care for students at the TWU T. Boone Pickens Institute of Health Sciences-Dallas through the Corporate Health Management Clinic and Concentra Urgent Care. For information on location and hours of operation, contact the Corporate Health Clinic at 214.361.5432, Concentra Urgent Care at 214.630.2331 or the Student Life Coordinator in Dallas at 214.689.6696.

Student Health Insurance

An optional health insurance plan is available to currently enrolled TWU undergraduates taking 6 or more credit hours

and graduate students taking 3 or more credit hours. Major illnesses or accidents may require special medical attention or hospitalization that is not available at the university. Students and their parents are encouraged to consider the insurance program; complete information is available at the TWU Student Health Services website.

F1 and J1 status international students are required by federal law and university policy to participate in the university sponsored health insurance program. Some majors with clinical rotations also have this requirement; students are encouraged to check with their departments.

HOUSING

University Housing is committed to offering a living environment where individual growth effectively takes place and where classroom learning is integrated into the daily living experience. Emphasis is placed on offering reasonably priced, comfortable facilities that promote a strong sense of community, appreciation for individual differences, and civility toward others.

The six residential communities are located on the main campus in Denton. Traditional student rooms, apartments, and family housing are available to meet the varied needs of the TWU student.

University Housing offers a team approach in understanding and providing the needs of the residence hall students. All matters related to residence halls and apartments such as assignments, charges, maintenance, staffing, and programs are coordinated within University Housing. University regulations



which apply to residence hall living and individual building procedures are designed to provide health, security, and reasonable privacy for all residents. Each student is responsible for knowing and complying with these regulations in the interest of the comfort and convenience of the entire residential community.

Housing Residency Requirement

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

Students commuting from the homes of parents or legal guardians must submit a notarized certification of living with parent(s)/ legal guardian(s) prior to registration so that they can be cleared for registration. These forms can be requested in the Housing office.

If a student wishes to be released from the residency requirement, she/he must present her/his request in writing. For more information, students should contact the University Housing office at 940.898.3676.

Special Features

The residence hall communities in Denton provide numerous features that enhance the living environment. Each residence hall community offers a variety of facilities and services for residents, including cable TV service, room refrigerators, TV lounges, computer facilities, vending machines, and laundry rooms.

To meet the various needs of the TWU students, special interest areas are offered in the residence halls. Students who wish to live with other students in their same academic major, classification or one of our learning communities, may indicate so on their housing applications. Residential communities are also available for students with families. The residence hall communities are all smoke free.

Apartments and Studio Suites

Apartment housing is offered for graduate students, upperclassmen, nontraditional students, and students with families. Furnished and unfurnished two-bedroom and three bedroom

apartments and furnished single and double occupancy studio suites are located in the Lowry Woods, TWU Select and Guinn Hall communities respectively.

Family Housing

Family Housing provides living options for married students with a maximum of three children and single parents with a maximum of four children. Married students and single parents with children may reside in apartments in the Lowry Woods Community. Married students without children may reside in a TWU Select apartment.

The Clubhouse

The Clubhouse, located in the Lowry Woods Community Center, is a children's after school and summer recreation program designed for 5-12 year-old children of TWU students, faculty & staff. The Clubhouse is open from 3 to 6 p.m. during the fall and spring semesters and from 7:30 a.m. to 5:30 p.m. in the summer. Children must be 5 years old by September 1 to enroll in the Clubhouse program. The program is available Monday through Friday. Limited after school pick-up service is available to bring children to the Clubhouse. For more information call 940.898.3653 or 940.898.3676.

Scholars Community

Students admitted to the TWU Honors Scholars Program have the opportunity to live on one of two floors with their peers in Guinn Hall. This distinct community provides students with double occupancy rooms and a floor lounge for study and social activities which includes a kitchenette. Students interested in the Scholars Community should identify their interest on the Housing application/contract.

Living Learning Communities

Living Learning Communities (LLC) at Texas Woman's University provide learning opportunities outside of the classroom that strengthen student intellectual and personal growth. Two key communities, Neighbors Educated Together (NET) and First Year Connections (FYC) are centered around an academic or special interest theme and are structured for students to have a high degree of



involvement in the program.

Living Learning Communities help students to succeed academically, build a community of friends, and provide a way for students to get involved in campus life. Check out the following Living Learning Community opportunities.

Current Structured Living Learning Communities at Texas Women's University:

- Neighbors Educated Together (NET)
 - Honors Scholars
 - Pre-Nursing
 - Health Professions
 - Commuter
- First Year Connections (FYC)
 - TWU Serves: Community Service
 - Global Connections LLC
 - SUCCESS
- The Arts Community
- Sophomore Year Community

Residence Hall Staff

Resident Assistants (RA) are student leaders who live on the floors of the residence halls with the residents. An RA promotes and provides leadership, support, friendship, programs, and special events. She/he assists the student in becoming more integrated into the campus and residence hall community.

Residence hall staff members play a vital role in many important aspects of residence hall life. Area Managers are full-time professional staff members who assume major responsibility for the overall operation of the residence

hall communities. The Residence Director and Hall Director assists the Area Manager with the operation and activities of the hall. These staff members help students utilize the facilities to their fullest, adjust to university life, and act as advisers and counselors to students and organizations within the residential community. Other key student staff members in the residence halls are Peer Advisors who work with the Living Learning Communities, Technology Assistants, Special Projects Assistants, Office Assistants, and Clubhouse recreation staff. All of these staff members provide valuable services to the residents in the residence halls.

Housing for Students with Disabilities

Housing with special accommodations for students with disabilities is provided in the residence halls. Additional information may be obtained by contacting University Housing at 940.898.3676.

Residence Hall Association

The Residence Hall Association (RHA), a branch of Student Government, is a campus organization which represents all students living in university residence halls. Through elected representatives, RHA speaks for the students on issues pertaining to residence hall living. They also facilitate programs, administer and allocate activity funds, and recommend policies relevant to the well-being of the residence hall students.

Residence Hall Council

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

Security Access

All of the residence halls are equipped with security access readers on exterior entrance doors or gates. Students access the residence halls by using their ID card with an electronic mag stripe on the back. Each card is

programmed for use only by the specific student card holder. Keys are issued for entrance to individual student rooms. When the hall doors are locked, students and non-residents may obtain access to the hall by calling the resident they are visiting or by contacting the staff at the front desk.

If an ID card is lost, it should be reported immediately to the Card Office located on the third floor of Jones Hall in Denton, Monday through Friday. Lost cards should be reported to the residence hall office after 5 p.m. on weekdays and weekends. A \$10 fee will be charged for replacement of the ID card.

Housing Policies and Procedures

The university does not assume parental responsibility for students; however, the university is concerned with the well-being of every member of the university community. Housing regulations and policies allow the maximum amount of freedom and responsibility for each student which is consistent with an orderly campus and residential environment. The [Residence Life Handbook](#) covers all housing policies and procedures including quiet hours, pets, cooking appliances, possession of alcohol, drugs and firearms, keys, damage complaints, hall closing, etc. All students are encouraged to carefully read the [Residence Life Handbook](#), which can be accessed on the TWU website.

Refunds/Contract Breakege

After a student has taken occupancy (i.e., checked out keys), she/he may cancel a contract providing she/he will not be in violation of the University Residency Requirement. If the contract is cancelled after occupancy, a fee for failure to complete the contract will be assessed. NOTE: The effective date of any refund will be the actual date the student officially checks out of the residence hall. The \$100 deposit will be forfeited, and a daily rate, up to the official checkout date, will be assessed along with the fee for failure to complete contract. A meal plan handling fee is also charged. The remaining balance, if any, will be refunded. Refunds may be issued up to the fourteenth (14th) day prior to the end of a semester (fall and spring)

and the seventh (7th) day prior to the end of each summer term (I or II). No refunds will be issued after that time.

Room Assignments

Room assignments are made on a space available basis. The student's stated preference will be used as a guideline in making their assignments; however, the university cannot guarantee a private room nor can the assignment of a roommate be guaranteed. A student occupying a room on a private basis will be charged the private occupancy rate.

Visitation and Guest Policies

The visitation policy and guidelines for the residence halls have been designed for the convenience of residents who may be entertaining visitors of the opposite sex. The guest policy and guidelines have been designed for residents to entertain guests of the same sex or immediate family members.

The maximum hour parameters for visitation in Jones Hall are: Sunday through Thursday 10 a.m. - 1 a.m. and Friday and Saturday 10 a.m. - 2:30 a.m. Stark Hall visitation parameters are: 10 a.m. - 1 a.m. Sunday through Thursday and 24 hour visitation Friday and Saturday. Halls that offer 24 hour visitation are Guinn Hall, the Lowry Woods Community and TWU Select Apartments. See the Residence Life Handbook for the complete policies.

INTERCOLLEGIATE ATHLETICS

TWU Athletics functions as an integral part of the total educational offerings of the University through the unique competitive learning experiences it provides. TWU Athletics shares with other components on campus the responsibility to contribute positively to the development of the individual student in an environment that empowers and affirms the full development of women.

A proud member of NCAA Division II and the Lone Star Conference, TWU Athletics is committed to the philosophy of academic and athletics excellence where student comes first in student-athlete. Since 1982, the combined grade point average of all student-athletes each semester has never dropped below a 3.0.

TWU teams have won state, regional and

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national championships. Individual student-athletes have set national records, achieved All-America honors, won medals in the Olympics, and participated on Pan American and national teams representing the United States.

TWU sponsors five varsity women's programs in the sports of basketball, gymnastics, soccer, softball, and volleyball. For additional information, contact the Director of Athletics at 940.898.2378, or write P.O. Box 425349, Denton, Texas 76204-5349, or visit the TWU Athletics web site at www.twuathletics.com.



OFFICE OF INTERCULTURAL SERVICES

The Office of Intercultural Services (OIS) provides the TWU community with educational programs and workshops designed to enhance the appreciation for cultural diversity among university students, faculty, and staff. Minority and international students comprise more than 40% of the student population at TWU. OIS serves as a resource to all students, faculty, and staff at TWU and encourages a positive campus climate and community.

OIS sponsors the Cultural Connections Leadership Conference, Go Center/G-Force Student Organization, Multicultural Student Network, mentor programs, diversity training

workshops, cultural celebrations and activities, and educational programs. Other resources include the Multicultural Library with more than 300 books and information about minority and first generation scholarships. OIS also assists student organizations with issues of cultural diversity and leadership opportunities. The Office of Intercultural Services is located in Jones Hall, 2nd floor, suite 200 and may be reached at 940.898.3679, International@twu.edu, or visit our OIS website.

OFFICE OF INTERNATIONAL EDUCATION

The Office of International Education provides educational and cultural programs for students to develop global understanding. Services provided include study abroad programs, immigration advising/counseling, and various cultural activities for all TWU students. In addition, the office encourages students to develop leadership skills by participating in the annual International Week events and other events to recognize and celebrate TWU's diverse student population. The Office of International Education is located in Jones Hall, 2nd floor, suite 200. Additional information may be obtained by phone at 940.898.3338, or email at intloffice@twu.edu.

F-1 STUDENT INFORMATION U.S. Citizenship & Immigration Services (USCIS)

A part of the Department of Justice, the Bureau of Citizenship & Immigration Services is part of the U.S. government agency primarily responsible for enforcing U.S. immigration laws and regulations.

Some Essential Rules

1. Passports must be renewed at least six months before they expire.
2. All students on F-1 visas receive a notation of D/S on their Forms I-94. D/S stands for Duration of Status and covers the time required for the completion of the original degree for which the student is accepted. Students who complete a degree and wish to pursue another educational goal must request another SEVIS I-20 to notify the USCIS of the new degree program.

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

| | |
|------------|---------|
| Bachelor's | 4 years |
| Master's | 3 years |
| Doctoral | 5 years |

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

4. Every fall and spring semester, students on F-1 visas are to complete a full-time course of studies. Normally this is 12 hours for undergraduate students and 9 hours for graduate students. Summer enrollment may not be required.
5. Any time the student is considering dropping below full-time status she/he should contact the Office of International Education. An application for reduced class load must be filed and approved prior to registering for classes.
6. An F-1 or J-1 student may enroll for no more than the equivalent of one on-line distance education class or three credits per session may count towards the "full-course of study" requirement. If the student's course of study is in a language study program, no on-line or distance-education classes may be counted toward the full-course of study requirement.
7. An F-1 immigrant classification does not permit off-campus employment without authorization of the USCIS and/or OIE.
8. Any time the student leaves the United States and intends to return, even for a very brief trip, a valid passport, visa, and a current SEVIS I-20 or DS-2019 (if a J-1 student) are required when the student enters the United States.
9. The passport and visa can be renewed only at a U.S. consulate outside the United States.
10. Any change of address must be reported to the Office of International Education who is charged by USCIS with keeping such information up to date. Such a change should be reported within ten days.

Distance Education Limits

An F-1 or J-1 student may enroll for no more than the equivalent of one on-line distance education class or three credits per session may count towards the "full-course of study" requirement. If the student's course of study is in a language study program, no on-line or distance-education classes may be counted toward the full-course of study requirement.

Visa

An official authorization appended to the passport by the U.S. consulate overseas which permits the student to enter (or re-enter) the United States. The visa may indicate "one" or "multiple entries," the date the visa expires, and the type of visa, such as B-2, F-1, F-2, J-1, or J-2. Students do not need to renew their passport visas, even if they have expired, as long as they remain within the United States. However, if students leave and intend to return after the visa has expired, even for a very short trip, the visas must be renewed at a U.S. consulate outside the United States. Renewal cannot be effected within the United States.

Form I-94:

Arrival/Departure Record

Commonly called "visa," the I-94 is actually a "permit to stay." (The visa is the official authorization appended to the passport by the American consul). The I-94 is a white three-by-five inch paper form initially stapled to the visa page of one's passport.

Normally the I-94 is to be surrendered each time one leaves the United States. A new one will be issued for each reentry. Students holding F-1 visas are required to keep all pages of the SEVIS I-20 issued to them by the school which they are attending. The SEVIS I-20 bears the admission number assigned to the student by USCIS at the time of her/his first entry into the U.S.

The admission number is a permanent record and is entered into the USCIS Computer. SEVIS I-20 is to be used for temporary absences from the U.S. The student must have page three signed by the Office of International Education before each trip outside the U.S. Page

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three will accumulate a record of all transactions about the student's status, such as an extension of stay, off-campus work permission, and authorization for practical training. If the student transfers to another school, a new SEVIS I-20 will be generated by the new school and will bear the same admission number as the previous SEVIS I-20. Both the old and the new SEVIS I-20 copies should be kept by the student to reflect her/his complete record of transactions. The admission number will be recorded and maintained by the schools as part of the record-keeping requirements. The admission number will be used for all communications and transactions with USCIS.

F-1 Student Visa

The F-1 visa is obtained from an American consul outside the United States. To qualify, one must present a SEVIS I-20 from an approved U.S. institution of learning and provide proof of adequate financial support.

Full-Time Status

To be considered full-time, the undergraduate F-1 student must complete 12 hours each semester. The graduate student must complete nine hours. It is not sufficient simply to register for a full-time load. One must complete the semester to satisfy immigration requirements. Summer school is optional.

Employment Regulations

Applying to F-1 Visa

A student does not need permission to work if the on campus employment is connected to a scholarship, fellowship, or assistantship, since such work is considered to be a part of the student's academic program.

Part-time employment on campus is permitted (not to exceed 20 hours a week except during vacations) if the job does not interfere with the student's ability to maintain a full-time student load.

HEALTH INSURANCE FOR INTERNATIONAL STUDENTS

As a condition of admission, Texas Woman's University requires all international students to maintain medical and hospitalization insurance for the entire period of their enrollment at TWU.

Effective Fall 2006, International students with an F1 or J1 visa status are required to obtain insurance coverage through the University-sponsored Plan. International students will be automatically enrolled in the insurance plan and premiums will be placed onto the student's tuition and fees bill each semester.

International students may request an exception from the University sponsored plan only in the following situations:

- Employed by TWU and covered by employee health insurance;
- Covered by group health insurance through another U.S. employer;
- Sponsored student covered by insurance through their Embassy.

If an exception is granted, a charge for repatriation and evacuation may remain on the student's account, if the alternate health insurance does not include these required benefits.

In order to request an exception, a student must complete the *Foreign Student Insurance (FSI) Request for Exception* form and submit to Student Health Services with a copy of their current insurance coverage. **All Request For Exception forms must be submitted by the 12th class day for the Fall and Spring semesters, and the 4th class day for the summer semesters. Late requests will not be accepted. The Request process must be repeated each semester, and it is the student's responsibility to submit requests in a timely fashion.**

If a student will be out of the U.S. for the entire summer semester and wishes to waive the health insurance for summer, a *Special Circumstances – Request for Exception – Out of the United States* form must be submitted to Student Health Services by the 12th class day of the previous spring semester. Late requests will not be accepted.

TUBERCULOSIS SCREENING FOR INTERNATIONAL STUDENTS

All new international students are required to be screened for tuberculosis. This test may be performed at TWU Student Health Services or one of its subcontracting health clinics in Dallas or Houston. Alternately, the

student may download and print the *Statement of Tuberculosis Clearance – International Student* form from the Student Health Service web site and have their personal physician complete and sign the form prior to traveling to TWU. The student being screened for tuberculosis will have the additional responsibility of providing a copy of the TB chest clearance form to the TWU International Education Office. For additional information regarding this policy, please contact the Office of International Education.

MENINGITIS VACCINE

Effective January 1, 2012, Texas law requires that all new entering and transfer college students must receive a vaccination or booster against bacterial meningitis. An entering student also includes a student who has had a break of enrollment for one or more fall or spring semesters. For more information, please visit <http://www.twu.edu/student-health-services/bacterial-meningitis.asp>.

REGISTRAR

The Office of the Registrar is the custodian of students' permanent academic records and is responsible for maintaining timely and accurate academic records while ensuring their security and privacy. The Registrar's Office provides information and services to students, faculty, and staff in the areas of registration, enrollment changes, grades, academic standing, graduation, official transcript production, residency, and veterans' benefits. Additionally, the Registrar provides the academic calendar, communicates institutional policies and procedures, and provides direction and training to the campus community regarding student rights and procedures as outlined by FERPA. For more information - visit Office of the Registrar in ACT 128, call 940-898-3036, e-mail at registrar@twu.edu, or visit our website <http://www.twu.edu/registrar/>

STUDENT RECORDS

The Office of Student Records main duties are ApplyTexas application entry and validation, transcript and test score evaluation, equivalency research and department

coordination, undergraduate admission decisions, undergraduate and graduate admission communication, and transcript updates. For more information visit the Office of Student Records in ACT 130, call at (940) 898-3076, e-mail at sr@twu.edu or visit our website <http://www.twu.edu/student-records/>

STUDENT UNION

The Student Union provides facilities and services intended to meet the needs of a diverse university community. Through programming and volunteer opportunities, the Student Union provides students the opportunity to develop leadership skills that provide a foundation for service within and beyond the university experience.

The following offices are located in the Student Union on the Denton campus: Student Union office, room 209; Center for Student Development, room 117; the office of Commuter Services and Non-Traditional Student Services, room 209; the offices of the Vice President for Student Life and the Associate Vice President for Student Life, room 206; and ARAMARK Dining Services, room 020.

The Student Union offers four dining locations, an art gallery, the TWU Bookstore, a computer lab, TV lounge, a game room, commuter student lounge, lactation room, ATM machines, meeting/lounge space, and cyber lounges with access to e-mail and the internet. Lockers are available in some academic buildings, and they can be rented in the Student Union office for a semester or an academic year on the Dallas and Houston campuses, services and space for leisure and for study are available in academic buildings.

Food Service in the Student Union

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

Room Reservations

Meeting facilities are available in the Student Union by reservation on a first-come,

Student Life

first-served basis. Space is available to registered student organizations, academic components, individual students, and conference groups. Room reservation requests must be submitted online. Please visit the Student Union website at www.twu.edu/student-union for online reservations.

UNIVERSITY COMMITTEES WITH STUDENT MEMBERSHIP

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

Students must be in good standing with the university and have a cumulative GPA of 2.0 or above in order to qualify for committee participation. Students who are interested in serving on a committee should contact the Office of Student Life at 940.898.3615.

University Committees Include:

- Campus Activities Board (CAB)
- Code of Conduct Review Committee*
- Counseling Center Advisory Council*
- Curriculum Committee
- Faculty/Student Board for Campus Publications
- Family Day Committee*
- Fitness and Recreation Committee
- Food Advisory Council
- Health Fair Committee
- Information Technology Committee
- Intercultural Services Advisory Council
- Orientation Committee*
- Redbud Committee*
- Student Health Advisory Council*
- Student Services Fee Allocation Committee*
- Student Travel Fund Committee*
- Student Union Advisory Council
- TWU Athletics Council*
- TWU Conservation and Recycling
- TWU Traffic Committee
- Undergraduate Council

*Appointments to these committees may be made from the pool of volunteers by the chairperson of the committee or the Vice

President for Student Life, as appropriate.

SCHOOL SONGS

Alma Mater

Hail Alma Mater! Hail!

Joyous we sing;

Voices atune with love
shall loudly ring.

Thy students sing today
praises to thee,

Hail! Texas Woman's University!

Strong ties of friendship

true bind us to thee,

Hours spent with thee are

dear to memory

With loyal love aglow

sing we our song,

Hail! Let our voices glad the
notes prolong!

On broad and rolling plains,

'neath Texas skies,

There, crowned with majesty,

thy buildings rise.

Thou hast with purpose new
lighted our way.

To the Texas Woman's University

To the Texas Woman's University

Forever to be true.

For everything you stand for,

Maroon and white to you.

The friends we've made

While learning here

Will last our whole lives through.

To the students and our school

We pledge ourselves anew.

SCHOOL COLORS

Maroon and White

Motto in the University Seal:

Scientia Lumen Vitae-

Knowledge is the Light of Life

MOTTO

We learn to do by doing.



Section 2

University Services and Resources



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

ART EXHIBITS

The Department of Visual Arts has two gallery areas featuring rotating art exhibits. Located in the Fine Arts Building, the East and West Galleries are programmed with exhibits of international, national, and regional artwork by established, recognized artists and also showcases faculty artwork and student competitions, as well as final shows for BFA and MFA art majors. In addition to the exhibits, nationally recognized guest artists visit the campus, present lectures relevant to the exhibits and have classroom visits and critiques with students.

The 010 Gallery is located in the lower floor of the Student Union and is totally student run and programmed. Students vote on artists to exhibit and they are scheduled throughout the academic year.

Exhibits are funded by the Department of Visual Arts and the Artists and Lecture Series. Announcements of scheduled events are published throughout the year. For more info: www.twu.edu/visual-arts

CAMPUS PERFORMANCES

In addition to performances by professional artists, recitals and performances by students in the School of the Arts are presented regularly. Most of these programs are free; however, there is a nominal admission charge for some performances. A TWU student ID is usually required. Any TWU student may audition for a

part in dance concerts, plays, or musicals. Any TWU student may audition for membership in any music performing groups including the Concert Choir, Flute Choir and Jazz Ensemble, etc. Additional information may be obtained from the academic departmental offices at the beginning of each semester.

CLINICS

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

Dental Hygiene Clinic—MCL 102, 940.898.2888

Counseling and Family Development Center—
HDB 307; 940.898.2600

Student Health Services—HH; 940.898.3826

DEPARTMENT OF PUBLIC SAFETY

The Department of Public Safety is responsible for all law enforcement services on all TWU campuses. On-campus escorts, unlocking and jump starting automobiles, first aid response, delivery of emergency messages, crime prevention services, severe weather procedures, parking, and vehicle and personal property identification are a few of the



University Services and Resources

available services in the following locations:

Denton Campus

301 Administration 940.898.2911

TWU Institute of Health Sciences- Houston

1600 Fannin 713.794.2222

TWU T. Boone Pickens Institute of Health Sciences- Dallas

5500 Southwest Medical Dr. 214.689.6666

Registration of Property

Registration of valuable personal articles is encouraged. Cameras, stereo equipment, computers, tape recorders, cell phones, pagers and other valuables will be engraved with an identification number and recorded in the Department of Public Safety free of charge. An engraver is available to both commuter and residence hall students for short-term use.

Severe Weather Procedure

A severe weather watch is defined as an atmospheric condition which is likely to produce severe weather. A severe weather warning is defined as severe weather which requires preparation and/or precautions. Severe weather may be defined as tornadoes, cyclones, and high winds. In the event of inclement weather, information about closings may be obtained by calling (Denton) 940.898.3430, (Dallas) 214.689.6631, (Houston) 713.794.2310.

Department of Public Safety will notify administrative offices and each Residence Hall Director of a severe weather watch or warning issued by the National Weather Service. Students will go to pre-assigned areas when necessary. The radio stations listed below will provide weather information.

Civil Defense Emergency (Radio)

KLIF (1190 in Dallas) AM station

KPRC (950 in Houston) AM station

KRLD (1080 in Dallas) AM station

Traffic and Parking

“Traffic Rules and Regulations,” is published annually with the rules and regulations which apply to visitors as well as members of the university community. Copies are available at the Department of Public Safety, the Cashier’s office, and the Student Life office.

Parking facilities on the Denton and Dallas Campus are provided for both resident and

commuting students in clearly designated areas. The university does not provide parking on the Houston campus.

A vehicle is properly registered when a parking decal has been permanently affixed as indicated in the pamphlet. Parking decals may be obtained at the Department of Public Safety at any time.

Visitors on campus may obtain a temporary one-day parking permit from the university Information Booth or from the Department of Public Safety on campus.

Bicycle registration is required of all resident and commuting students. Unregistered bicycles will be impounded. Registration is free and considered a protection for the owner.

Parking for Students with Disabilities

Designated parking is provided on the TWU campuses for students with disabilities. After purchasing the appropriate parking decal, students with permanent and temporary disabilities, who have a state issued handicapped license plate or placard, may park in any designated parking space. Locations of these spaces are indicated on the campus map found in the pamphlet of regulations.

Lost and Found

All articles found anywhere on campus should be turned in immediately to the Department of Public Safety. Students are advised to report lost or missing articles to the Department of Public Safety on each campus.

Concealed Handguns

Carrying a concealed weapon on university property is illegal under the concealed handgun law in Texas, and it is a violation of TWU’s published employment policy.

The law identifies several locations, including university property, where it is illegal for anyone to carry a weapon, even with a state-issued license.

Persons who could otherwise legally carry a concealed handgun are advised not to bring the weapon to any of the university campuses. If you have any questions, please contact DPS at 940.898.2911.

University Services and Resources

Injury Accident Reporting Procedure

If a member of the faculty, staff, student body, or a visitor is hurt on campus property, he or she is required to report the accident to the Department of Public Safety. If the injured person is unable or unwilling to report the accident, any member of the university community having knowledge is required to report it. The department will coordinate medical treatment, initiate investigations, and refer individuals to proper offices for preparation of worker's compensation forms, if required. Student accidents will be reported to the Office of Student Life. Department of Public Safety will retain responsibility for the investigation and reporting of injury accidents.

THE FOOD PANTRY

The Food Pantry is a project of the Department of Sociology and Social Work Program within the College of Arts and Sciences. It is housed in Suite 200 of the Old Main Building on the Denton campus. The primary objective of the pantry is to meet the immediate food needs of students on campus. Based on student need, the second objective of the pantry is to meet the short-term food needs of students. The final objective of the pantry is to meet the emergency non-food needs of students. The pantry serves approximately 25-30 students per month. In order to maintain students' confidentiality and dignity, accessing the food pantry does not require application or approval. It is available to any student with need.

Although maintained by the Department of Sociology and Social Work, the Food Pantry is made possible through the generous donations by the administrators, faculty, staff, and students of the TWU community.

LIBRARY

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

- A collection of more than 566,964 print volumes and 125,000 e-books;
- 55,756 print and electronic periodical and

serial titles

- Access to more than 184 computer databases for full text/full image journal articles;
- Nationally recognized Woman's Collection;
- Laptop lending services
- An audiovisual collection
- A TexShare Courtesy Card for students to use on-site for circulation privileges at participating libraries throughout Texas;
- Interlibrary Loan Service for students to borrow materials from other libraries;
- Individual or group orientation tours of the library by the reference staff;
- Instructional sessions on the use of library resources and research services;
- General use lab with PCs; and
- Exhibits and displays.

Students are responsible for material charged to their names and account numbers and for all fines accrued to those names and numbers. Students are responsible for knowing what the fine and renewal policies are. This information is available in the library



or through the Library's web pages, www.twu.edu/library. If library books are lost, students should report the loss at once and make arrangements to pay for them before the end of the semester. Students must present an ID card each time a book is checked out.

Materials may be checked out for three weeks by undergraduates, six weeks by

graduate students, and for the semester by doctoral candidates. Materials are renewable unless requested by another patron. Books may be recalled after three weeks for reserve or special needs. Books obtained from other libraries or through Interlibrary Loan are subject to the rules of the lending institution. Renewals may be requested at the circulation desk, by e-mail, by telephone, or the online catalog. Fines are assessed for overdue materials. All fines must be cleared for students to be eligible to receive transcripts, register for another semester, or graduate. See the library web site for access to library collections and services.

Denton Campus

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

T. Boone Pickens Institute of Health Sciences- Dallas

The Dallas Center contains the most comprehensive collection in Nursing, Occupational Therapy, and Physical Therapy in the metroplex, including books and journals in other fields supporting both allied health and non-health science courses taught at the Dallas Center. Library hours are posted each semester.



TWU Institute of Health Sciences- Houston

The Houston Academy of Medicine-Texas Medical Center Jones Library has a contractual arrangement to provide TWU students with library services including borrower's cards, interlibrary loan, reference support, and access to its sources online. One full time librarian in the Academic Resource Center provides instruction for students, faculty and staff, and in-depth research consultation appointments are available. During the academic year, the librarian offers instructional workshops in library research and TWU Internet resources.

ID CARD: PIONEER DOLLAR ACCOUNT

Students, faculty and staff with a TWU ID may participate in the TWU Pioneer Debit Card program. The convenient, safe and easy to use Pioneer Dollar program makes purchases easier and utilizes campus services at the following locations, where applicable, on campus without carrying cash, checks or credit cards.

- Dining services
- Classroom kiosks
- The C-Store
- TWU Bookstore
- Public Safety (DPS)
- Student Health Services
- Wellness Services
- Public copiers

Pioneer Card accounts may be opened on the Denton campus at the ID Card Office, located in Jones Hall, 3rd floor, 940.898.3565.

PERSONAL STUDENT IDENTIFICATION CARD

A personal student identification card is provided for all students through the ID office on the Denton, Dallas and Houston campuses. The personalized identification card is to be used for the entire academic career, and it will be electronically validated each semester of enrollment. These are permanent ID cards, and they are replaced for a fee if they are lost, stolen, discarded or at the student's request.

An ID fee to cover the cost of the

University Services and Resources

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

The student ID card is required for services in the Library on the Denton campus, Dallas or the Houston center. The card is also required on the Denton campus for meal plan dining, Student Health Services, Fitness and Recreation and other campus programs/performances and special events. Cards should be carried with students at all times. The student ID card may only be utilized by the owner of the student ID.

REFUND OF CREDIT BALANCES

TWU has contracted with HigherOne, a third party vendor, to facilitate all student account related refunds for excess financial aid, loans, and credit balances due for dropped classes or other account adjustments. New students will receive the TWU/MasterCard duel logo TWUOne debit card by mail at students' primary address on file with the university, within two weeks of registration. Upon receipt, the card must be activated and a preferred method to receive the refunds selected.

Students have a choice of two options:

- TWUOne Easy Refund - same day availability
- ACH to an existing bank account - one to three business days

STUDENT ACCOUNTS

Students must pay all balances due, such as tuition and fees, rent, library fines, and loans when they are due. Before the end of each academic session, each student is expected to ensure that all outstanding accounts are paid. Grades, transcripts, diplomas, and other university benefits will be withheld until these obligations are met. Personal checks are not accepted for past due balances.

STUDENT NAME AND ADDRESS CHANGE

All students who change their names or addresses must complete and submit to the Registrar's Office a Student Information Changes form. Name changes will require a copy of the new Social Security Card and a government-issued photo ID. Address changes will require a copy of a government-issued photo ID. After graduation students should notify the TWU Office of Alumni Relations of any name or address changes.

www.twu.edu/alumni/connect.asp or
alumnirelations@twu.edu

STUDENT PUBLICATIONS

The Lasso, established in 1904, is the student newspaper of Texas Woman's University, and it is written and edited by students. It is a weekly publication in broadsheet format distributed on Thursdays.

The university has responsibilities for student publications that include:

- To promote an atmosphere supportive of the First Amendment and the free exchange of ideas and information between the newspaper and the university administration, faculty, staff and students.
- To recognize the right and responsibility of the student newspaper staff to determine the entire news content, - news columns, editorial matter and advertising - with the reservation of materials that are libelous, obscene or advocating substantial disruption of university life are prohibited.
- To provide a staff or faculty adviser.
- To provide appropriate space and equipment for writing, editing, photography and production.
- To provide appropriate financial support.

Its purposes are to inform students, faculty, and staff of university issues and events and to provide a channel for student, faculty, and administrative communication. In addition, the paper serves as a training ground for future journalists.

The student serving as editor of *The Lasso* will be appointed by the President and Chancellor upon recommendation from the TWU Student Publications Board. In the

University Services and Resources

event the Publications Board recommends that the editor no longer serve in that position, the editor may appeal (in writing) to the Publications Board within ten (10) calendar days after notification is received.

Students in all majors are encouraged to apply for positions in writing, editing, photography, publications design, advertising, cyber publishing, business management, and circulation. The newsroom is located in Stoddard Hall.

The staff of *The Lasso* will make every effort to be fair and objective in the presentation of news and opinion.

For a full copy of the Texas Woman's University Policy on the student newspaper, contact the Student Publications Board. Lasso staff members and editors also produce the revived (2010) *Daedalian* literary magazine.

STUDENT LOUNGES

Student lounges are located on the Denton campus in the following areas:

Arts & Science Building

ASB – 1st floor, room 102

Science

Science Building (ASSC) – 1st floor

Commuter Lounge

Student Union – 1st floor, room 105 or call 940.898.3641

Dance

205 DGL Dance – 1st floor lounge area or call 940.898.2085

Human Development Building

HDB – 1st floor room 106 & 107 and 3rd floor

Multipurpose Classroom Laboratory Building

MCL – 2nd floor

Music

Music Building – Student Lounge - 104 or call 940.898.2500.

Sociology/Social Work

Old Main Building – Practice Center or Sociology 940.898.2502, Social Work 940.898.2071.

Stoddard Hall

SH – 1st floor

TWU ALUMNI HOUSE

Located just off of University Avenue near Guinn Hall is the historic TWU Alumni House. The Alumni House is the home of the Office of Alumni Relations and the Former Students Association. The offices are open 8:00am to 5:00pm, Monday through Friday, and all students are encouraged to stop by. The Alumni House is also available for meetings of student organizations. Simply call the office to schedule a time at 940.898.2586.

TWU Office of Alumni Relations

The Office of Alumni Relations is the central coordination point for all alumni activities held on all campuses of TWU. The Director of Alumni Relations, Anne Scott, strives to communicate with alumni and engage them in activities of the university, especially ones which support current students.

For further information please contact:

The Office of Alumni Relations

PO BOX 425725

Denton TX 76204

www.twu.edu/alumni

Anne Scott, Director

940-898-2586

AScott2@twu.edu

Former Students Association(FSA)

The Former Students Association was founded in 1905 by TWU's first graduate, Beulah Kincaid Fry, to serve the mission and goals of the university.

Today the association raises funds for and administers more than 30 scholarship programs for undergraduate and graduate students at TWU. Association membership dues support the endeavors of the association including the FSA scholarships and reunions at Homecoming. For more information about the scholarships visit www.twu.edu/fsa and click on scholarships.

The association is dedicated to providing opportunities to current and former students for lifelong affiliation with TWU and with each other. Each graduating senior is granted a free one year membership in FSA simply by signing up at the Commencement Extravaganza, at the Senior Breakfast or at twu.edu/fsa.

University Services and Resources

Offices for the Former Student Association are housed at the Alumni House.

To learn more about the FSA contact:
TWU Former Students Association
PO Box 425795
Denton, TX 76204
940-TWU-ALUM
fsa@twu.edu

TWU'S ON-LINE RESOURCES

Students at TWU have available a wide selection of computer resources which may be utilized to support their studies. Examples of these are the Student Technology Assistants and Resources Program (STAR), which is a uniquely designed service led by student trainers experienced in communicating technical information and providing troubleshooting support for both hardware and software for student. Students also have access to electronic email, online data storage, wireless internet, computer labs, and student

software discounts, all of which are located at the Denton, Dallas and Houston Campuses.

To aid in the purchase of a personal computer, we currently recommend the following minimum configurations:

Windows

- Operating System: Windows 7
- Processor Speed: 2.5Ghz
- Memory: 2gig
- Hard Drive Size: 500GB

Macintosh:

- Operating System: OS 10.5
- Processor Speed: 2.5Ghz
- Memory: 2gig
- Hard Drive Size: 500GB

For more information about all of your IT related services, please visit www.twu.edu/tis or call the Information Technology Help Desk at 940-898-3971.



Section 3

Academic Affairs and Records



A university education includes a variety of valuable experiences inside and outside the classroom. The central value of a university experience includes superior instruction in the regular courses and classes of the curricula.

For information concerning individual courses and academic departments, the student should consult the university *Undergraduate Catalog* or the *Graduate Catalog*, which may be obtained from the Office of Admissions. The academic deans, directors, and instructors of the prospective courses may also be consulted for information or assistance.

The Provost and Vice President for Academic Affairs serves as the Chief Academic Officer.

TEXAS RESIDENCY REQUIREMENTS

Rules and regulations for determining residence status in the State of Texas are specified under Title 3 of the Texas Education Code. An out-of-state resident who comes to Texas for the primary purpose of furthering her or his education will be classified as a non-resident student. To petition for residency reclassification, the student must complete the core Residency Questions and submit them to the Office of the Registrar. Reclassification forms must be approved by the 12th class day to be considered for a refund. Forms can be found at www.twu.edu/registrar/forms.html.

For further information, please contact the Office of the Registrar at P.O. Box 425559, Denton, TX 76204-5559, or call 940.898.3031.

ACADEMIC CLASSIFICATION OF STUDENTS

Student classifications include freshman, sophomore, junior, senior, post-baccalaureate, master's, and doctoral.

Classification: A student who has completed...

Freshman.....0-29 semester hours
 Sophomore.....30-59 semester hours
 Junior.....60-89 semester hours

Senior.....90 or more semester hours
 but who is yet to graduate

Classification: A student who has earned...

Post-Baccalaureate.....the bachelor's degree and is taking only undergraduate courses

Master's student.....the bachelor's degree and has been accepted in a master's level program

Doctoral student.....the master's degree (or its equivalent) and has been accepted into a doctoral program (Note: Specified doctoral programs accept students with a baccalaureate degree.)

When an undergraduate student transfers from another college or university, classification is determined by the number of hours accepted for transfer.

CLASS ATTENDANCE

Consistent and attentive attendance is vital to academic success and is expected of all students. Grades are determined by academic performance, and instructors may give students written notice that attendance related to specific classroom activities is required and will constitute a specific percentage of students' grades.

Instructors are strongly encouraged to keep a record of student attendance. They should note absences due to documented student illness, serious illness or death in the student's immediate family, official school activity, state-recognized religious holiday, or other verified absences deemed appropriate by the instructor. Students must consult with instructors regarding the completion of make-up work.

Absences are verified through the Office of Student Life. Absences do not exempt students from academic requirements. Excessive absences, even if documented, may result in a student failing the course. An incomplete may be granted if the student has passing grades in 2/3 of assigned work, but only if the instructor determines that extenuating circumstances prevent the student from being able to complete all course work by the end of the semester or term. Pursuant to university policy,

Academic Affairs and Records

such determinations are within the discretion of the instructor.

Religious Holidays

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

The law requires an institution of higher education to allow a student who is absent from classes for the observance of a “religious holy day” to take an examination or complete an assignment scheduled for that day at another time. The student must notify the instructor prior to the day of the planned absence.

The law defines a “religious holy day” as a day observed by a religion whose place of worship is exempt from property taxation under state law.

If a student plans to be absent for an observance, written notice must be given to each instructor by the 15th day of the semester.

The law states that a student who is excused under these conditions may not be penalized for the absence; however, the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Active Military Attendance

A state law allows students in Texas colleges and universities to make up missed work if they are absent because of active military service. This applies to students enrolled in an institution of higher education who fail to attend classes or engage in other required activities because they are called to active military service of a reasonably brief duration. This provision does include travel associated with military service.

Grade Definitions and Grade Points

Following is a description of each grade and the number of grade points given for each grade:

Grade A: Excellent; 4 times as many grade points as credit hours.

Grade B: Good; 3 times as many grade points as credit hours.

Grade C: Average; 2 times as many grade points as credit hours.

Grade D: Inferior (but passing); 1 times as many grade points as credit hours.

Grade F: Failure; credit hours are counted; the grade is punitive.

Grade W or W&: Withdrew from the course without penalty; no grade points.

The grade of “W” or “W&” is only assigned by the Registrar, not by instructors. A grade of “W” or “W&” will be assigned to a student who withdraws after the 12th class day in long terms and 4th class day in summer sessions and before the last day to drop without penalty as listed in the Academic Calendar. After the last date to withdraw without penalty, the grade of “WF” is assigned unless the student withdraws for medical reasons as documented by the Office of Student Life or a “W” or “W&” is recommended by the instructor on the drop form.

Grade WF: Withdrew from the course while failing; no grade points; credit hours are counted; the grade is punitive.

After the last date to withdraw without penalty, the grade of “WF” is assigned unless the student withdraws for medical reasons or a “W” or “W&” is recommended by the instructor on the drop form.

Grade I: Incomplete; no grade points

An Incomplete (I) grade is appropriate only when a student has passing grades in at least 2/3 of the assigned work for the course but, because of extenuating circumstances, cannot complete all of the course work by the end of the semester/term. Extenuating circumstances include (1) incapacitating illness which prevents a student from attending classes; (2) a death in the immediate family; (3) change in work schedule as required by an employer; or (4) other emergencies deemed appropriate by the instructor. A grade of Incomplete should not be requested nor given for lack of completion of work because of procrastination or dissatisfaction with the grade earned.

Under the conditions above, the student may petition the instructor for time beyond the end of the semester/term to finish the course work. The instructor, the student, and the department chair (or equivalent) of the academic department in which the course is offered

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must fill out and sign the form “Application for Grade of Incomplete” which is available in the Office of the Registrar. If laboratory or clinical work remains to be completed, the department or program must certify that the student can successfully complete such work by the assigned completion date.

Specific arrangements to remove the grade of Incomplete must be made between the instructor and the student. The instructor will also specify that, if the work is not completed by the assigned time, a grade of B, C, D, or F will replace the Incomplete on the student’s transcript. If the student completes the required work by the assigned completion date, the instructor will submit the new grade to the Office of the Registrar. The maximum time allowed to finish the course work is one calendar year. In most instances the work to be completed should be finished within the first several weeks following the end of the semester/term in which the Incomplete was given.

NOTE: No student may graduate with a grade of Incomplete even if the “I” is in a course unrelated to the degree plan.

Incomplete work cannot be finished by repeating the class. If such an option is preferred, the student should accept the grade earned and re-enroll in the course in the expectation of earning a better grade. The highest grade earned for the class will

be calculated in the GPA. Any exceptions to these regulations which describe the use of the grade of Incomplete require the approval of the instructor, the department chair (or equivalent), and the dean or director of the academic unit in which the course was offered.

Grade CR: Credit; credit for hours earned, but no grade points. In a pass/ fail course, instructors assign CR or F.

Grade PR: In Progress; no hours or grade points

The “PR” stands for “in progress” and is normally used for thesis, dissertation, or professional paper or similar courses where there is ongoing work supervised by faculty. “PR” may be used for independent research classes, independent capstone projects such as exhibits and recitals, practica and internships, but not for organized classes. If a PR is assigned, the student must re-register for the course until the CR is earned. Students cannot graduate unless the final CR is assigned in the course on the degree plan for which the PR was assigned. Grades of PR/CR cannot be mixed with normal letter grading with the exception of pass/fail courses.

Grade X: No Credit due to tuition deficiency; no grade points; non-punitive

Grade NG: A grade of NG is a temporary grade to be used only with the approval of the chair and when there is an academic dishonesty issue pending or when needed to



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rectify university records errors.

Grade ##: Grade temporarily missing or not assigned; no grade points; non-punitive

The pound sign is assigned by the Registrar only when a grade is temporarily missing. Any grade not recorded (and thus listed as “##”) will prevent the release of an official (or unofficial) transcript. The Registrar’s Office will immediately contact the instructor by phone or email, with a copy of the notification to his or her chair, to request a grade. Unless the instructor enters a grade, the “##” will be changed to an “F” within 6 weeks of the end of the semester in question.

Developmental course grades – do not affect GPA.

Grade DA: Developmental A; no grade points for developmental classes

Grade DB: Developmental B; no grade points for developmental classes

Grade DC: Developmental C; no grade points for developmental classes

Grade DF: Developmental F; insufficient progress to go to next class; no GPA penalty

Note: Transfer course grades appear on transcripts and DARS with a “T” before the grade (TA, TB, etc.) to signify transferred grades. The letter “T” has no effect on GPA.

Policy on Repeating Courses

In implementing the General Appropriations Act of 2003, the Texas Higher Education Coordinating Board has established the following policy. “Public institutions of higher education may not submit for formula funding credit or contact hours attempted by students who have enrolled in courses containing the same content for a third or more times at institutions since September 1, 2002.” Effective with Summer 2004 registration, an undergraduate student who attempts a course for the third time with the same content will pay additional tuition for that course.

Limits on the Number of Courses that May be Dropped by Undergraduate Students

Under the section 51.907 of the Texas Education Code, “an institution of higher

education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to undergraduate students who enroll in a public institution of higher education as first-time freshman in fall 2007 or later. Any course that a student drops after the census date is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.”

Policy on Excess Hours Undergraduate Students

To avoid being charged additional tuition, students should be aware of the number of credit hours required for their degree and the limit on state-funded hours for their degree. When students exceed these limits, they are charged additional tuition. For undergraduate students entering higher education Fall 2006, the limit is 30 credit hours above their degree plan. For students who entered between 1999 and before Fall 2006, the limit is 45 hours above their degree plan. The state counts ALL courses *attempted* at all Texas public higher education institutions, not just hours at TWU. Effective Fall 2009, hours earned by a student before graduating from high school and used to satisfy high school graduation requirements (dual credit) are not included in the calculation of excess hours. For policy details, see the *Undergraduate Catalog*, under “Cost of Attendance: Excess Credit Hours and Nonresident Tuition for Resident Students.”

Doctoral Students

TWU doctoral students are charged at the non-resident tuition rate for any doctoral work in excess of 99 semester hours. By state exception, students in Counseling Psychology, Family Therapy, Nursing Science, and School Psychology are charged at the non-resident tuition rate for any

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doctoral work in excess of 130 semester hours. All semester hours listed as I, NG, PR, W, WF, and X on the transcript are included in the total doctoral hours. Doctoral students should work carefully with their advisors to plan a course of study that will prevent their inadvertently exceeding the limitation.

Graduation Honors Recognition

Graduating seniors whose cumulative grade point average (GPA) reflects excellent scholarship are awarded their degree cum laude, magna cum laude, or summa cum laude. A minimum of 30 semester credit hours must be earned at TWU to qualify for this recognition. The cumulative GPA ranges for these graduation honors designations are listed below.

| | |
|-----------------|-----------------|
| Summa Cum Laude | 3.900 and above |
| Magna Cum Laude | 3.700 - 3.899 |
| Cum Laude | 3.5 - 3.699 |

Graduation honors recognition at the commencement ceremony is based on the cumulative GPA at the end of the semester prior to the final semester. Graduation honors recognition as recorded on the diploma or posted to the official transcript is based on the cumulative GPA at the end of the final semester.

How to Figure Your GPA

1. Total the number of hours credit you have attempted. For example,

| | | |
|-----------------------|-----------------------------------|--|
| English 1013 | 3 hours | |
| History 1013 | 3 hours | |
| Sociology 1013 | 3 hours | |
| Math 1013 | 3 hours | |
| Biology 1013 | 3 hours = 15 hrs attempted | |

2. Multiply the number of hours, in which you have received A's, by 4, those hours in which you received B's by 3, those hours in which you received C's by 2, and those hours in which you received D's by 1. Add the results to determine your total number of grade points.

| | | |
|-----------------------|--------------------------|-----------------------|
| English 1013 | 3 hours–A | 3 hours of A's |
| | = 12 grade points | |
| History 1013 | 3 hours–B | 3 hours of B's |
| | = 09 grade points | |
| Sociology 1013 | 3 hours–A | 3 hours of A's |
| | = 12 grade points | |

| | | |
|---------------------|--------------------------|-----------------------|
| Math 1013 | 3 hours–A | 3 hours of A's |
| | = 12 grade points | |
| Biology 1013 | 3 hours–D | 3 hours of D's |
| | = 03 grade points | |

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

$$48 \text{ divided by } 15 = 3.0625 \text{ (your G.P.A.)}$$

Unsatisfactory Progress Reports

No mid-semester grades are issued. Instructors may submit an unsatisfactory progress report to the Registrar's Office on each student whose course work is unsatisfactory. The report is forwarded to the student. Unsatisfactory progress reports are not issued during the summer.

TSI (Texas Success Initiative)

TSI is an assessment program designed to ensure that students attending public institutions of higher learning in Texas and students entering educator preparation programs in Texas have the academic skills necessary to perform effectively in college-level work. Students not yet proficient in an academic area are required to participate in developmental education activities. The TSI tests include reading, mathematics, and writing skills of students entering public colleges, universities, and educator preparation programs in public and private institutions.

New undergraduate students must take TSI tests prior to enrolling for a second semester at the university. There are exceptions to this requirement; however, questions regarding TSI should be directed to the Office of Undergraduate Studies and Academic Partnerships.

The test fee will be paid by the student. Additional information is available at www.twu.edu/aac/tests.asp.

DISABILITY SUPPORT SERVICES

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

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DSS facilitates services that allow students to have equal access to academic programs and services while providing the assistance and encouragement needed to meet the challenges of university life. Testing accommodations, such as a reader, a scribe, and/or quiet room, are offered to students who qualify through the DSS office.

To obtain services, a student must meet the following criteria:

1. Receive notice of acceptance to TWU.
2. Complete the application and intake process through the Disability Support Services office.
3. Provide documentation indicating the presence of an impairment which substantially limits one or more major life activities.
4. Apply well in advance of the semester for which assistance is needed to obtain services in a timely manner. Application and disability verification forms are available online at www.twu.edu/dss/.

Additional information may be obtained by contacting Disability Support Services, P.O. Box 425966, Denton, TX 76204-5966, CFO 106 or call 940.898.3835

ACADEMIC ADVISING AND SUPPORT PROGRAMS

Through the coordinated efforts of several offices, students can enhance their learning experience at Texas Woman's University. To that end, students are offered access to academic advising; learning resources in mathematics, science, composition, and technology; and support for students with disabilities. Information is also available on the web at www.twu.edu/aac.

Math and Technology Success Center: Student tutors are available for TWU students enrolled in courses in math and computer science or other courses with those elements. Tutoring is available on weekdays in MCL 307. For more information, call 940.898.2169.

Science Learning Resource Center (SLRC): The SLRC serves as a central

location for undergraduates who need assistance in chemistry, biology, and physics. The SLRC offers computer-assisted instruction, audiovisual materials, examination files, printed references, and molecular model components. Graduate and undergraduate assistants rotate shifts at the Center and serve as tutors. SLRC is located in the Undergraduate Lab Building, room 114. Call 940.898.2553 or visit the website at www.twu.edu/slrc/ for more information.

Writing Center: The Write Site, Texas Woman's University's writing center, serves the needs of the entire university community through individualized and computer-aided writing instruction, special workshops and programs on writing-related topics, and through its service as a writing resource center for TWU. Graduate and undergraduate students in every discipline are welcome to make appointments with experienced tutors who can offer assistance in invention, grammar and mechanics, organization, documentation, matters of style, and special needs. The Center is located in CFO room 131. Individuals may make appointments by phone 940.898.2341 or in person. Online help is available at www.twu.edu/write-site.

Academic Advising

Academic advising encourages student success and increased retention rates. Academic advising includes helping individual students make decisions about educational and career goals and informing them about opportunities for majors and minors as well as options within degree requirements. It remains the responsibility of students to investigate necessary resources and information to help them make informed decisions regarding their academic careers.

All TWU students meet with either a college or faculty advisor in their major program prior to registering each semester. Students work with advisors to develop a schedule of courses needed to complete degree requirements. Advisors are listed online for each college and major: www.twu.edu/aac/staff.asp.

ACADEMIC/ADMINISTRATIVE COMPLAINTS AND APPEALS

Texas Woman's University is committed to the fair treatment of all students who have academic/administrative complaints and appeals. The University has traditionally guaranteed students every opportunity for a fair, prompt, and thorough review of complaints and appeals. The specific review procedures for each type of complaint or appeal are outlined on the Academic Affairs website.

A *complaint* is a dispute concerning some aspect of the student's academic status arising from an administrative or faculty decision that the student regards as incorrect or unjust.

An *appeal* is a request to a person or authority for a decision to resolve a complaint.

Complaints or appeals at each level must be made in writing no later than ten class days after the date of the decision at the previous level unless otherwise stipulated in state or federal law. The ten days for appeals at each level do not include weekends, holidays, or days between academic sessions. The faculty member or administrator receiving the complaint or appeal will respond within ten class days not including weekends, holidays, or days between academic sessions. Review and decision may require a longer period of time.

It is the intention of the University to provide students who have complaints and appeals with adequate internal review and to begin resolving them promptly at the level at which the complaint or appeal originated. Students should follow university procedures and deadlines to advance a complaint or appeal as needed. The University expects students to initiate complaint or appeal procedures with the appropriate individual or office and follow university procedures to completion before seeking external consideration. Procedures designate the office which makes the final decision on each type of academic complaint or appeal.

ACADEMIC PROBATION

Undergraduate

Students who fail to maintain academic good standing are placed on academic probation or suspension. Good standing is defined as GPA of 1.8 for students with 29 or fewer hours; 2.0 for students with 30 or more hours. Students previously in academic good standing who fail to achieve the minimum cumulative grade point average for their classification will be placed on academic probation. Students placed on academic probation may enroll any following semester. If, upon enrolling, they achieve the minimum cumulative grade point average for their classification, they are then returned to academic good standing. If they do not attain that minimum, but they do earn a semester grade point average of at least 2.0 on nine or more hours, they are continued on probation. A student on probation may not apply for graduation.

ACADEMIC SUSPENSION

Undergraduate

Students previously on academic probation who fail to achieve the minimum cumulative grade point average for their classification, or not continued on probation as just described, are placed on academic suspension.

- Students placed on academic suspension for the first time are not allowed to enroll at TWU for the next long semester.
- Students placed on academic suspension for the second time are not allowed to enroll at TWU for both of the next two long semesters.
- Students placed on academic suspension for the third time are not allowed to enroll at TWU for an indefinite period; usually, that is at least two years from the date of the third suspension.

When the suspension period has expired for suspended students, their status upon enrolling is academic recovery. They may not enroll without completing a Suspension Recovery Contract, which is available in the Office of Undergraduate Studies. It is not possible for students on academic suspension to shorten the

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suspension period by submitting work early that has been completed at another institution during the suspension period.

GRADE REQUIREMENTS

Master's Degree

Grades in courses offered for the master's degree must average B or above in both the major and minor fields. (Some departments of the university accept no grade lower than B for degree work; please see the appropriate departmental sections in the TWU Graduate Catalog). In no case may a course with a grade below C apply to the degree.

Graduate students are expected to maintain a B average on all graduate work. Consistent failure to do so results in dismissal from the Graduate School. When a student's cumulative grade average on graduate-level work falls below B or when a student receives a grade of D, F, or WF during any one semester or full summer session of twelve weeks, the student is automatically on academic probation and notified of this status. Earning a grade of D, F, or WF or failure to restore the cumulative average to B (3.0) or above during the next enrollment results in dismissal from the Graduate School. Master's students who have been suspended may reapply to the TWU Graduate School when 6 years have elapsed after the suspension.

Doctoral Degree

No course with a grade below B is accepted toward a doctoral degree at the university. If a doctoral student earns grades below B in program courses, continuation in the degree program is reviewed by the student's advisory committee. A student is not allowed to continue in the doctoral program if there are two failing grades (F or WF) in the doctoral program.

The doctoral student is expected to maintain a cumulative grade point average of at least B. When a student's cumulative grade point average on graduate-level work falls below B during any one semester or full summer session (Summer and Summer 1, 2, and 3 combined), or when a student receives a grade of D, F, or WF, the student is automatically placed on

academic probation and notified of this status. Earning a grade of D, F, or WF or failure to restore the cumulative average to B (3.0) or above during the next enrollment results in dismissal from the Graduate School. The grade record at the Texas Woman's University cannot be improved by attendance at another university.

Doctoral students who have been suspended may reapply to the TWU Graduate School when 10 years have elapsed after the suspension.

WITHDRAWAL FROM THE UNIVERSITY

A student who finds it necessary to withdraw from all credit classes must formally withdraw from the university through the Office of Student Life on the Denton campus or the Student Life Coordinator on the Dallas or Houston campus. The effective date of withdrawal is the day upon which the student submits the completed Request for Withdrawal Form, and it is approved in the appropriate office. Withdrawals are not permitted after Thursday of the fifth week preceding the first day of the final examinations for either the long session or summer term.

A student who withdraws on or up to the 12th class day or the 4th day of summer school will have no record of coursework on the transcript. A student who withdraws after the 12th class day or 4th day of summer school and before the last day to drop without penalty will receive a grade of "W". After the last date to withdraw without penalty, the grade of "WF" is assigned, unless the student withdraws for medical reasons or a "W" is recommended by the instructor.

Medical Withdrawals - A student whose medical or psychological health condition precludes class attendance may be withdrawn from Texas Woman's University effective the date and under the conditions specified at the time of the withdrawal. A student who requests medical withdrawal must submit adequate written documentation from their treating physician along with an official TWU Withdrawal Form to the Vice President for Student Life.

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Retroactive Withdrawals - A student unable to complete the course work of a semester may receive permission to withdraw after the deadline if the student has "urgent, substantiated, nonacademic medical reasons" as university policy requires. Please note that a student is expected to withdraw during the semester in which they are enrolled. When the semester is over, the record on that semester is closed. Since students have the option to withdraw during the semester, requests to withdraw after the semester is over will be considered only if the student was somehow unable to withdraw. For example, students who were hospitalized, called away at the end of the semester because of a family crisis, asked to perform military service, or were seriously debilitated by mental illness may be unable to withdraw during the semester in which they are enrolled. If there is sufficient and compelling documentation and if the request for retroactive withdrawal is submitted to the Student Life office during the next semester or term, the Associate Vice President for Student Life will review the request and consider approval of a retroactive withdrawal.

REFUNDS UPON WITHDRAWAL FROM THE UNIVERSITY

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

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

*100% except for matriculation fee

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

The following schedule has been adopted for refunds for tuition and fees upon withdrawal from the university during any short fall, spring, summer or mini term:

| | |
|-------------------------------------------------------------------|------|
| Prior to the first class day of each short term..... | 100% |
| During the first class day of each short or mini term..... | 80% |
| During the second class day of each short or mini term..... | 50% |
| Third class day of each short or mini term and thereafter..... | None |

ACADEMIC RECORDS

Adding/Dropping a Course

Students should refer to the university calendar for specific dates and deadlines for schedule changes. There is a \$10 fee for dropping or adding a course after classes begin. For more information, please visit www.twu.edu/registrar/registration.asp

Students may drop a course during the first six weeks and receive an automatic grade of W. After the first six weeks, the course instructor will assign either a grade of W or WF. Drops will not be processed after the published deadline. Students wishing to drop all classes and withdraw from the University should contact the Office of Student Life.

Transcript

Official transcripts may be ordered from the Registrar's Office via the WebAdvisor, by mail, by fax, or in person. There is a \$10 fee for each transcript requested and all account holds must be cleared. Requests for official transcripts other than via WebAdvisor will require the student's signature. Requests for transcripts typically will be completed within 48 hours, except during peak times at the start and end of the semester. All holds must be clear and past due balances paid before an official transcript can be released. For more information, please visit www.twu.edu/registrar/transcript-request.asp.

Family Educational Rights and Privacy Act (FERPA)

It is the policy of the Texas Woman's University to obtain the written consent of

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a student before disclosing personally identifiable information from that student's education records other than directory information and information requested for official use. This policy complies with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, which applies to all educational institutions and educational agencies that receive funds under any program administered by the U.S. Secretary of Education. The law provides three fundamental rights to students who attend post-secondary institutions:

- right to inspect and review education records;
- right to request to amend education records;
- right to limit disclosure of "personally identifiable information" contained in education records

Educational Records are those records, files, documents, and other materials:

1. directly related to a student; and
2. maintained by an educational agency or institution or by a party acting for the agency or institution.

****Education records are any record maintained by TWU in any way, including, but not limited to: handwriting, computer media, print, video or audio tape, film, microfilm and Microfiche, e-mail. etc.**

Directory Information means information contained in the education record of a student that would generally not be considered harmful or an invasion of privacy if disclosed. At TWU, Directory Information includes the student's name; local and permanent address, TWU e-mail address; telephone listings; month, day, and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; enrollment status (undergraduate or graduate, full-time or part-time, etc.); classification; degrees, awards, and honors received (including

selection criteria); expected graduation date; dissertation and thesis titles; most previously school attended; and photograph.



Directory information will not be disclosed if the student so notifies the Registrar's office at the address indicated below in writing prior to the final day of registration.

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

Individuals who may obtain information other than directory information may include:

1. other TWU officials with a need to know;
2. officials of other schools where the student seeks enrollment;
3. certain representatives of the federal government;
4. state educational authorities;
5. governmental representatives in connection with financial aid for which a student has applied;
6. organizations conducting studies for or on behalf of educational institutions or agencies for testing purposes, student aid programs, and instructional improvement;
7. accrediting organizations;
8. those responsible for ensuring compliance with a judicial order;
9. appropriate parties in a health and/or safety emergency;
10. parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

Limitations on Right to Review Education Records

Educational records to which students may have access do not include the following:

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- financial records and statements of their parents or any information contained therein, without parents' authorization.
- records which are "created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional" acting in a professional capacity which are created or used only in connection with the provision of treatment for the student and which are held in strict confidence, provided they may be personally reviewed by a physician or other appropriate professional of the student's choice;
- working records which are the sole possessions of instructional, supervisory, administrative, and educational personnel provided they are "not accessible or revealed to any other person except a substitute;"
- confidential letters and/or statements written prior to January 1, 1975, and those written with a documented understanding of confidentiality.

Request to Amend Education Records

A student who believes that information contained in education records is inaccurate or misleading may request that the record(s) be amended. The student should first meet with the administrative or faculty official responsible for the record.

If such a meeting is not sufficient to resolve the difference, the matter should be reviewed by the appropriate dean. If the differences remain unresolved, the student should submit a written request for a hearing to the appropriate Vice President. The student will be informed well in advance of the date, place, and time of the hearing. Opportunity will be afforded the student to present evidence related to the issue in question. A decision in writing will be provided to the student within a reasonable period of time after the conclusion of the hearing.

A request to amend a grade, or a hearing to contest the assignment of a grade, is not allowed under this procedure. However, one

may contest whether or not the grade was recorded accurately.

The procedure indicated above does not apply to placement credentials. For additional information, contact the Career Services office.

Student Access

Students may inspect, review, and receive a copy of their education records upon request and upon completion of a form supplied by the component maintaining the records in question. Access is given to a student within a reasonable period of time, not to exceed 45 days. Personal/protected information about other students or university personnel will be redacted from the documents prior to release to the student. For review of documents, an appropriate administrative official or member of the faculty will be present. For copies of written documents and/or audio tapes, students will be accessed a fee to cover costs associated with their request. To access the academic records policy via the web go to www.twu.edu/registrar/academic-records-policy.asp

Education Records

Education records of the University are contained in the offices of the:

1. University Registrar
2. Dean of the Graduate School
3. Director of Career and Employment Services
4. Director of Information Technology Services
5. Director of Student Financial Aid
6. Director of University Health Services
7. Provost
8. Vice President for Student Life



Section 4

Student Rights and Responsibilities



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

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

Students and student organizations enjoy the following rights and responsibilities:

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

student government, administrative offices, and various committees;

- The right to a fair hearing (procedure described below) when charged with violation of university regulations.
- The responsibility for being fully acquainted with published regulations and for complying with these regulations in the interest of an orderly and productive community;
- The responsibility for respecting the rights and property of other persons in the University community.
- The responsibility for knowing that each student's conduct reflects not only upon the student but also upon the university and the members of the community, and that conduct must be judged accordingly.
- The responsibility to help maintain a safe environment by reporting suspicious/inappropriate /dangerous behavior to university employees.

Statement of Community Respect

Texas Woman's University is committed to providing equal educational opportunities to all students and to fostering an educational environment free from intimidation and harassment. While upholding the principles of free intellectual inquiry and freedom of expression, the University condemns any form of intimidation or harassment, including intimidation or harassment which arises from race, age, color, religion, sex, sexual orientation, national or ethnic origin or veteran's status.

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

Student Rights and Responsibilities

ethnic and national groups that comprise the University community.

Academic Integrity Statement

Texas Woman's University is committed to fostering a community of learning. In joining the TWU academic community, students pledge to uphold values including civility and respect for the view of others as well as personal integrity and academic honesty. Academic Integrity: Honesty in completing assignments is essential to the mission of the University and to the development of the personal integrity of students. In submitting graded assignments, students affirm that they have neither given nor received unauthorized assistance and that they have abided by all other provisions of the Code of Conduct in the TWU Student Handbook. The TWU library link, "Avoiding Plagiarism," will aid students in completing their assignments with integrity.

In an effort to ensure the integrity of the academic process, Texas Woman's University vigorously affirms the importance of academic honesty as defined by the TWU Student Handbook. Therefore, in an effort to detect and prevent plagiarism, faculty members at TWU may now use a tool called Turnitin to compare a student's work with multiple sources. It then reports a percentage of similarity and provides links to those specific sources. The tool itself does not determine whether or not a paper has been plagiarized. Instead, that judgment must be made by the individual faculty member.

The Disciplinary Process for Academic Dishonesty

Academic integrity is the foundation of the academic community. Because each student has the primary responsibility for being academically honest, students are responsible for reading and understanding all sections in the Student Handbook relating to standards of conduct and academic life. Students who violate University rules on academic dishonesty are subject to disciplinary penalties, including the possibility of failure or removal from a course, disciplinary probation, and/or dismissal from the University.

Definitions

Academic dishonesty includes but is not

limited to cheating, plagiarism, collusion, fabrication, falsification, falsifying academic records, or other acts intentionally designed to provide an unfair advantage to the student and/or the attempt to commit such acts.

Cheating includes, but is not limited to, intentionally giving or receiving unauthorized aid or notes on examinations, papers, or class assignments intended to be individually completed. Cheating also includes the unauthorized copying of tests or any other deceit or fraud related to the student's academic conduct or violating the guidelines set out by a faculty member for assignments and/or exams. Dual submission of a paper or project, or resubmission of a paper or project without express permission from the instructor(s), also constitutes cheating.

Plagiarism occurs when a student obtains portions or elements of someone else's work, including materials prepared by another person or agency, and presents those ideas or words as her or his own academic work.

Collusion occurs when a student collaborates with another person without authorization when preparing an assignment.

Fabrication occurs when a student makes up data or results and records or reports them.

Falsification occurs when a student manipulates research materials, equipment or processes or changes or omits results such that the research is not accurately reflected in the research record.

Falsifying academic records includes, but is not limited to, altering grades or other academic records. Altering or assisting in the altering of any official record of the University and/or submitting false information or omitting requested information that is required for or related to any academic record of the University. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. Forgery allegations, such as forging a signature on add/drop forms, may be separate from academic dishonesty. Forgery charges are adjudicated following the Student Code of Conduct procedures in the Student Handbook.

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Research misconduct is fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. All TWU members, including students, shall report observed, suspected, or apparent research misconduct to the Director of the Office of Research and Sponsored Programs (ORSP). The University Policy #5.04 on Research Misconduct can be found on the TWU website under University Policies and on the ORSP webpage at <http://www.twu.edu/research/>.

TWU is responsible for the prevention, detection, and investigation of research misconduct and shall take action to ensure the integrity of research, the protection of the rights of research subjects and the public, the protection of the health and safety of the public, and the observance of legal requirements related to research. All students engaged in research at TWU are responsible for fostering an environment of intellectual honesty and integrity in research.

Academic Dishonesty Procedures

Texas Woman's University makes every effort to preserve the faculty/student relationship. The following procedure has been developed with this relationship in mind. Faculty members should clearly identify course specific standards which interpret university, college, and/or departmental policies related to academic integrity. These standards should appear in the course syllabus.

In the event of alleged academic dishonesty, the faculty member who discovers evidence or receives reports of academic dishonesty should first check with the Student Life Office to determine if there has been a previous violation of academic dishonesty. **If there has been a previous violation, the matter is referred to the Dean of Students in the office of Student Life.** All violations should be reported to Student Life within thirty (30) days of discovery by faculty member.

If this is an alleged first violation, then the faculty member will:

1. Complete the Academic Dishonesty Report Form located on the Student Life website.
2. Arrange to meet with the student(s) accused of the alleged infraction in a timely manner.

3. If the student(s) acknowledges the act of academic dishonesty and the faculty member is satisfied that the incident can be effectively resolved with a grade sanction, the faculty member will assign one of the following sanctions:

- Verbal reprimand
- Written warning
- Performance of additional work
- Changing/reduction of grade
- Withdrawal from the course

4. If the student denies the allegation of academic dishonesty, if the case is a **second violation**, or if the faculty member believes the severity of the incident may warrant a sanction more severe than is available to faculty, the faculty member will forward the Academic Dishonesty Report Form to the Dean of Students. The summary must include relevant evidence. The Dean of Students will institute disciplinary proceedings listed in the Student Code of Conduct in Chapter 4 of the Student Handbook. In all cases, the disciplinary proceedings will begin with a pre-hearing conference between the Dean of Students and the accused students. During the pre-hearing conference, the accused student(s) will have the opportunity to discuss and review all evidence as well as ask questions about the charges and the options available for resolution. During the pre-hearing conference, the student will be presented with the following options:

- To plead responsible for the charge of academic dishonesty, which indicates that the student does not contest the charge of academic dishonesty, waives all rights to a formal hearing, and accepts a sanction imposed by the Dean of Students; or
- To plead not responsible and request a formal hearing with the Code of Conduct Review Committee.

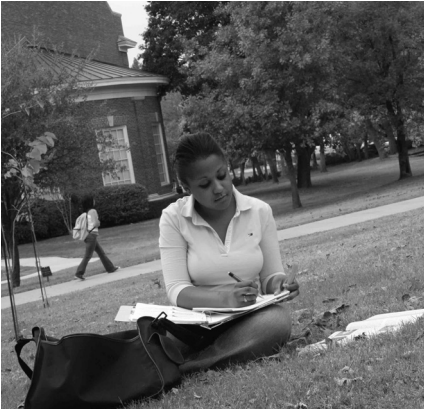
The formal hearing process is outlined in Chapter 4 of the Student Handbook. Pending the outcome of an investigation that is not resolved at the end of a semester or summer session, the faculty member must assign a grade of NG (no grade) to the student.

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Academic Dishonesty Sanctions

The following sanctions may be imposed for academic dishonesty by the Conduct Review Committee:

- Written reprimand
- Assignment of a 0 on an assignment
- Assignment of a lower grade on the test/paper/project in question
- Assignment of a grade including an F in the course
- Removal from the course with the assignment of a failing grade (WF)
- Disciplinary probation
- Suspension from the University
- Expulsion from the University
- Other appropriate sanctions as determined by the Conduct Review Committee.



The faculty member may recommend a sanction to the Committee during the hearing process. If the assigned sanction involves an action involving a grade and the Committee upholds the recommendation of the faculty member, the faculty member will assign that final grade. In a rare instance when a faculty member cannot or will not assign a grade, only the Provost or his/her designee will assign the final grade. The student may appeal the decision of the Committee by delivering a written notice of appeal to the Vice President for Student Life within 72 hours following the receipt of the decision. An appeal should contain information relevant to the hearing and should not be an appeal of the sanction. The decision of the Vice President for Student Life is final.

Section II: Disciplinary Process for the Code of Conduct

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

- A. Falsification, forgery, alteration, unauthorized possession, or misuse of university documents, records, or identification, or knowingly furnishing false information to the University or to a university employee.
- B. Destruction, damage, unauthorized possession of or misuse of private or University property.
- C. Being in unauthorized places, including campus or faculty offices and buildings, after hours without proper authority.
- D. Obstruction or disruption of teaching or any other lawful function or mission of the University.
- E. Willfully refusing or failing to leave any property owned, operated, or controlled by the University upon being requested to do so by an authorized University employee.
- F. Verbal, physical, or psychological abuse, including detention or threat of bodily harm to self or another person or persons in the University community.
- G. Possession, use, sale, or delivery of controlled substances or dangerous drugs or other narcotics or illicit drugs wherein the possession, use, or delivery thereof is a violation of local, state, or federal laws.
- H. Manufacturing, sale, or delivery of alcoholic beverages on university properties or violation of the University alcohol policy (See Drug and Alcohol Policy on page 164)
- I. Being under the influence of alcohol or drugs in a public place.
- J. Sexual harassment as defined the Texas Penal Code (See page 175 in Student Handbook for definition)
- K. Intimidation or harassment of TWU students or university employees.
- L. Theft or attempted theft of property or damage, other than accidental, to property

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- of the University, members of the TWU community, or campus visitors.
- M. Violation of rules relating to the use of campus buildings and other university facilities or services.
 - N. Malfeasance or misuse of elective or appointed office in a student organization which is injurious to the organization, its members, or the welfare of the University community.
 - O. Hazing of any kind, including acts directed against a TWU student by another student, or by a group of students, if the intent is to or the effects of such acts would intimidate or subject the student to indignity or humiliation, including any violation of the TWU Hazing Policy. (See Hazing Policy on page 171)
 - P. Failure to answer an official summons or to comply with lawful directions of university employees acting in the performance of their duties.
 - Q. Denial of or interference with any person's lawful right of access to, use of, or exit from any university facility or with any other lawful right of any person on the campus.
 - R. Possession or use of firearms, illegal knife, dangerous weapons, explosives, and/or dangerous chemicals outside of the classrooms. To possess a weapon means to have that weapon under your control while on campus. The appropriate use of chemicals in class is exempt from this policy.
 - S. Violations of city, state or federal laws.
 - T. Smoking outside of approved smoking areas. (See University Smoking Policy)
 - U. Unauthorized tampering with any fire alarm or fire safety system.
 - V. Violation of the TWU Information Technology Use Policy, which governs acceptable and ethical conduct. Users accept the responsibility to: 1) respect the legal protection provided by copyright and licensing of programs and data; 2) respect the privacy and rights of other users; and 3) respect the intended usage of resources. (See Information Technology Use Policy on page 176)
 - W. Failure to report behavior that threatens the public safety of the community.
 - X. Stalking - following or harassing a person over an extended period of time, including by electronic means.
 - Y. Bullying – aggression that intends to harm, occurs repeatedly, including by electronic means.
 - Z. Sexual assault, or attempted sexual assault, as defined on page 175 in Student Handbook for definition).
 - AA. Other violations determined by University authorities to warrant disciplinary action.

Definitions

Respondent – student, group or organization allegedly in violation of the Student Code of Conduct

Complainant – person(s) or entity making a complaint regarding a student, group or student organization allegedly in violation of the Student Code of Conduct.

Conduct Review Committee (CRC) – group of faculty, staff and students selected by various offices to assess information presented in hearings and provide recommendations to the Dean of Students.

Conduct Officer – University administrator designated by the Vice President for Student Life to administer the Conduct Review Process, usually the Dean of Students.

Chair or Chairperson – the staff member that presides over hearing procedures.

Incident Complaint – the initial document filed by the Complainant. This initiates a meeting between the Dean of Students and the respondent to discuss the complaint, potential violations and, if necessary, sanctions.

Student Life Incident Form – a form that can be found on the Student Life website. When a student is suspected of violating the Student Code of Conduct, the form should be completed and submitted to the Office of Student Life for review.

Academic Dishonesty Report Form – a form used by faculty members when they suspect a student of academic dishonesty. It should be completed and submitted to the Office of Student Life for record keeping.

Pre-hearing Meeting – a meeting(s) arranged by the Dean of Students. Meetings will be held separately with the complainant(s)

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and respondent(s) cited in an incident form.

Re-hearing – a request granted by the Vice President for Student Life as a result of a student appeal. Allows students involved in a complaint to have their case heard a second time with a different Conduct Review Committee.

Student – a person formally enrolled in the University. Includes: those enrolled in undergraduate or graduate courses, full-time or part-time; those who withdraw during conduct proceedings; and those who have applied for admission or readmission

Day – Monday through Friday during normal University operating hours (8AM – 5PM CST)

University Employee – any TWU faculty, staff or administrator

Code of Conduct Review Procedure

Any member of the University community may file complaints when they believe there has been a violation of the Texas Woman's University Student Code of Conduct. The formal mechanisms of this code are designed to afford fairness to the individuals involved, safety to the community, and to resolve cases in a timely manner. Those filing complaints under these standards should contact the Dean of Students in the Office of Student Life in room 206 in the Student Union. The complainant should complete a Student Life Incident Form, located on the Student Life website, and submit it to the Office of Student Life.

When an incident complaint is filed, the student or organization named in the complaint will be asked to meet with the university administrator charged with review of violations of the University's Code of Conduct to discuss the alleged violation(s). The university administrator, to be designated by the Vice President for Student Life, is usually the Dean of Students on the Denton campus and the Student Life Coordinator in Houston and Dallas. Incidents that occur in a TWU residence hall and involve resident students will typically be handled through

the Residence Hall Conduct Review Process; however, cases involving physical violence, firearms, drugs and/or violations of city, state, or federal laws may be referred directly to the Code of Conduct Review Process. Incidents involving commuter students or occurring outside of the residence halls will be handled through the Code of Conduct Review Process by personnel in the Office of Student Life on the campus where the incident occurred.

If, as a result of the initial meeting, the allegation(s) is not contested, the Dean of Students will either determine the appropriate sanction(s) within ten days and communicate the decision to the student or appoint an Administrative committee to hear and review the case. The student may obtain a hearing before the Student Code of Conduct Review Committee ("Review Committee") concerning the sanction imposed by the Dean of Students by delivering a written notice to the Dean of Students within 72 hours of notification of the decision.

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

A hearing will be held by the Review Committee following the initial meeting with the Dean of Students. The complainant and/or the accused may bring witnesses to the hearing who are pertinent to charges in question. It is the responsibility of the complainant and/or accused to notify their witnesses. Texas Woman's University Student Code of Conduct Policy does not include the right to have legal representation at Review Committee hearings; however, students may have a TWU adviser/friend present for consultation purposes only during the hearing. The adviser/friend may not address the Review Committee members or any witnesses present. After consideration,

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the Review Committee will make a recommendation to the Dean of Students who will make a post-hearing decision. The student may appeal the decision of the Dean of Students by delivering a written notice of appeal to the Vice President for Student Life within 72 hours following the receipt of the Dean of Students' post-hearing determination. An appeal should contain information relevant to the hearing and should not be an appeal of the sanction. The decision of the Vice President for Student Life is final.

As an alternate procedure, the student named in the complaint may elect in writing, at the initial meeting with the Dean of Students, to have an administrative hearing rather than a hearing before the Review Committee. Administrative hearings may also be used during summer sessions, semester breaks, and/or other times where the Dean of Students determines it to be appropriate due to the nature of the alleged offense. Administrative hearings will be conducted by the Dean of Students who will hear the case and render a decision or by a committee of three faculty and/or staff members. For cases which are contested, the hearing will involve all pertinent issues, and where the case is not contested, the administrative hearing will involve only the appropriate sanction(s).

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

Overview of the Code of Conduct Process

1. Complaint is filed in the Student Life Office.

2. Notice of alleged violations is provided and involved parties meet with the Dean of Students, separately
3. If responsibility for allegation(s) is denied, a Code of Conduct Hearing will be scheduled. If responsibility for the allegation(s) is accepted, an Administrative Review Committee Hearing will be held and will recommend to the Dean of Students the appropriate sanction(s).
4. The Dean of Students will notify the accused of the decision of the hearing within 72 hours of the hearing.
5. Sanctioned students have the opportunity to appeal to the Vice President of Student Life.

Rights of Complainant and Respondent

Complainants and respondents involved in the Conduct Review Process will be afforded the opportunity to meet with the Dean of Students.

Complainants and respondents will be allowed to have a TWU adviser/friend present for consultation purposes during their hearing. The adviser/friend is not allowed to address the Conduct Review Committee or any witnesses present.

Complainants and respondents may have pertinent witnesses during the Conduct Review Process, should they choose to.

Complainants and respondents may receive accommodations for concerns for personal safety, well-being, and/or fears of confrontation of the complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students.

Complainants do not have the right to be informed of the outcome of the hearing and/or any sanctions imposed on the respondent(s), except in cases of sexual assault.

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Review Committee

The Code of Conduct Review Committee is comprised of faculty, staff, and students who hear cases for conduct issues and academic dishonesty. All students on the Committee must be in good standing in order to be eligible to serve on the Review Committee. In all cases the Committee hears a case and renders a decision.

Each Code of Conduct Review Committee will utilize four students, four faculty, and one staff person selected from a pool to hear the case. All cases will be heard on a common day set by the Committee (docket) at the start of each semester. In the event there are not enough members available, the Vice President for Student Life or Provost may appoint additional members to the Committee.

- Denton Campus: The Denton Campus Code of Conduct Review Committee is comprised of fourteen students appointed by the Student Government President and six students appointed by the Vice President for Student Life. Twenty faculty members will be appointed to hear a case by the Provost and Vice President for Academic Affairs. Staff members will be appointed by the Vice President for Student Life.
- Dallas and Houston Center: Each Review Committee will utilize three students, three faculty, and one staff person to hear the case. The Student Life Coordinator for each Center shall have the authority to call an ad hoc review committee for the purpose of conducting hearings for their Center. The ad hoc review committee can be comprised of two students and two faculty appointed by Student Government President and the Student Life Coordinator.
- If the complainants or accused feel they must postpone the hearing, they must notify the Dean of Students no less than 48 hours prior to the hearing. Acceptable reasons for postponing the hearing will follow the University's Absentee Policy.

Section IV: Disciplinary Sanctions

Authority to administer a fair and just disciplinary program has been delegated by the President and Chancellor to the Vice President

for Student Life and/or his/her designee. The Vice President for Student Life or his/her designee may take any immediate interim disciplinary action when, in the opinion of the official, such action is necessary to protect life or property or the well-being of members of the TWU community. This policy applies to student violations by graduate and undergraduate students.

Penalties may be imposed singly or in combination upon individuals, groups, or organizations. The following sanctions by the University include, but are not limited to:

- A. Warning:** A warning is a written notice to the student or organization that the conduct in question violates University regulations. A warning becomes part of a student's or organization's disciplinary record in the Office of Student Life. For organizations, a warning may include notification to the organization's president or adviser and to the chapter's national headquarters, if any.
- B. Loss of Privileges:** The University may deem it appropriate to take away certain privileges from an individual or organization. This sanction may include removal from an elective or appointed office of a registered campus organization, removal of recognition, and ineligibility to represent the University.
- C. Imposition of Special Conditions:** The student may be required to participate in works of service on the university campus or in the community as deemed appropriate. The student(s) may be asked to perform certain tasks, or make restitution, whether monetary or by specific duties, or comply with a behavioral contract. Additionally, the student may be required to move out of University Housing immediately when deemed appropriate and necessary.
- D. Disciplinary Probation:** Disciplinary probation is levied for a specific time based on the seriousness of the violation. Disciplinary probation constitutes a loss of good standing at the University, automatic loss of privileges, and serves as a warning that any further violation of University regulations may result in more serious consequences, including suspension or expulsion. Disciplinary probation is a

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sanction which remains a permanent part of the student's confidential record in the Office of Student Life.

- E. **Interim Suspension:** Interim suspension is a sanction levied by the Vice President for Student Life, or a designee, when she/he is satisfied that the continued presence of the student on the campus constitutes a threat to the security or emotional safety and well-being of members of the university community, guests, or university property.
- F. **Suspension:** Suspension is the separation of the student or organization from the University for a definite or indefinite period of time or until written specified conditions are met. Conditions may include a ban that prohibits visitation on the campus, during the suspension without prior written approval from the Vice President for Student Life.
- G. **Expulsion:** Expulsion is the permanent separation of the student or organization from the University. A student expelled from the University is not eligible for readmission.
- H. Other sanctions which are deemed appropriate by the University.

Student Records

Records of scholastic dishonesty are retained in the Student Life Office and are kept separate from the student's academic record or transcript. Disciplinary records, including academic dishonesty, may be released to persons outside of the University only with consent of the student, or by exceptions described in the Family Educational Rights and Privacy Act, including: 1) other school officials who have been determined to have a legitimate educational interest; 2) federal, state and/ or local officials to whom such information is specifically allowed; and/or 3) a court order or subpoena.

Enforcement of Regulations

The university reserves the right to establish or modify any existing regulations when unusual circumstances dictate. A student who is under suspension from another

institution may not be permitted to enter the Texas Woman's University until the student's eligibility to re-enter the institution which imposed the suspension can be established. A student under expulsion, suspension, or administrative withdrawal from Texas Woman's University may not be permitted to visit on campus during the suspension or withdrawal period except for a brief period in the office of a university administrator to transact essential official business. Any visits to campus must be approved by the Office of Student Life.

DEALING WITH DISRUPTIVE STUDENT BEHAVIOR

Polices and Procedures

Texas Woman's University provides a procedure for the referral, evaluation, and appropriate disposition of students displaying disruptive behavior. Personnel of all departments of the University should refer students displaying disruptive behavior(s) that is not imminently dangerous to the office of the Associate Vice President for Student Life for review and appropriate referral and disposition. Behavior that poses an imminent risk of danger to anyone must be reported immediately to the Department of Public Safety.

Annual Review of Policy and Procedures

The policy and procedure will be reviewed annually by the Behavioral Assessment Team.

Definitions

- Disruptive behaviors are overt actions, omissions to act, or verbal or written statements that would not be consistent with the actions or statements of a reasonable, prudent person under similar circumstances.
- Disruptive behaviors include, but are not limited to, behaviors resulting from possible physical, drug-related, or psychiatric disorders which may pose a potential harm to the physical or emotional well being of the student or others, and/or cause significant disruption to the normal functions and activities of the University.

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- Disruptive behavior typically refers to directly observable behavior. But, it may also include a student's behavior by electronic means (e.g. e-mail, social networking sights, postings to electronic classrooms, etc.) as well.

Procedures for Imminent Danger Situations

Anyone thought to be in imminent danger of harm to self or others, regardless of the reason, should be reported immediately to the TWU Department of Public Safety, if the person is physically on the TWU Campus. If someone is not physically on TWU property, the local law enforcement agency should be called.

Procedures for Non-Imminent Danger Situations

- The Associate Vice President for Student Life shall be notified by faculty, staff, or students of any instance where a student demonstrates disruptive behavior. The Associate Vice President for Student Life will make a decision concerning the appropriate initial disposition of the event. If the decision is made to bring this information to the Behavioral Assessment Team (BAT), the Associate Vice President for Student Life will present the case to BAT to review and evaluate the student's behavior. The Associate Vice President for Student Life also retains the right to determine that behavior, while not imminently dangerous, is egregious enough to warrant an interim emergency suspension and may take the necessary steps to implement that suspension. Due process following the interim suspension will be followed, as defined in the Student Code of Conduct.

- If BAT reviews the case and, as a result, decides it is deemed in the best interest of the student and/or the University that the student be withdrawn from the University, every effort will be made to facilitate the student's voluntary withdrawal in accordance with established University procedures. However, if the student is unwilling to voluntarily withdraw and it is determined that the student's behavior is disruptive to normal University functions, and/or presents a threat of harm or

bodily injury to herself/himself or others, BAT may make referral to the Dean of Students for consideration of applying the Student Code of Conduct. See chapter 4 of the Student Handbook.

Responding to Non-Emergency and Non-Disruptive Behavior

In some cases, a student may come to the attention of faculty, staff, or other students who may seem to be in need of non-emergency medical or psychological assistance. In these cases, the behavior is neither indicative of imminent danger nor is it disruptive to university functions.

Faculty, staff, and students may remind these students of the Student Health Service and Counseling Center services that are available. During office hours, students may be brought directly to these offices for services. However, it is critical to remember that these services are not meant to substitute for or avoid the appropriate reporting of disruptive behavior as outlined above.

Faculty, staff, and students may consult with staff of the Student Health Service and/or the Counseling Center regarding concerns they may have about situations involving a student. If, in the judgment of the Student Health Service or Counseling Center staff member, the situation appears to rise to the level of disruptive behavior, the caller will be advised to file a report with the Associate Vice President for Student Life in addition to any other actions they wish to take.

Threat Assessment Policy

The Threat Assessment Policy outlines procedures for the referral, evaluation, and appropriate disposition of students displaying disruptive behavior in all University settings including online behavior. All referrals relating to disruptive or threatening behavior should be made to the Associate Vice President for Student Life or to the TWU Department of Public Safety (TWU police).

This policy will outline the following:

- Identification and involvement of the University Behavioral Assessment Team (BAT)

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- Procedures for reporting behavioral issues
- Reporting responsibilities expected of the University Community
- Process for submitting reports

Behavioral Assessment Team

The Behavioral Assessment Team (BAT) is composed of the following individuals:

- Associate Vice President for Student Life
- Dean of Students
- Designee from Academic Affairs
- Director of the Counseling Center
- Director of the Student Health Services
- Director of University Housing
- Department of Public Safety Chief of Police
- Human Resources Designee
- Director of Disability Support Services
- Other units may be called in on a case by case basis, i.e. Technology Services, etc.

Key Objectives for the Team

- Develop intervention strategies to deal with violence, threats and disruptive behavior
- Serve as a review team for cases referred to the Associate Vice President for Student Life

Responsibilities

The Associate Vice President for Student Life will convene the Behavioral Assessment Team bimonthly or as needed. When notified of a threat or act of violence, the team will initiate a prompt investigation.

Based on the investigation, the team may recommend one or more of the following actions:

- No further action is needed
- Additional information should be gathered to evaluate the threat
- Refer to the University Student Code of Conduct Process to initiate appropriate disciplinary action
- Refer to the legal system to initiate appropriate criminal proceedings

Reports regarding the disposition of the incident will be conveyed to the affected reporting individual(s), whenever possible.

Reporting Threats and Acts of

Violence

All members of the university community are encouraged to be alert to the possibility of violent acts on the part of employees, students, former employees, visitors, contractors, or others.

Each time a faculty or staff member becomes aware of a threat, intimidating conduct, or an act of violence, she/he must report the incident to the TWU Police or the Office of Student Life. If there is perceived imminent danger, always contact the TWU Police immediately.

In an effort to promote a safer campus environment, employees or students who are the victims of domestic violence, or who believe they may be the recipients of such violence, are encouraged to promptly notify the TWU police. Faculty, staff, or students who have Protective Orders should provide copies to the TWU police to ensure appropriate law enforcement actions. Confidentiality will be maintained to the extent provided by the law.

Responsibilities for Departments/Units and Faculty/Staff

It is the responsibility of every department/unit and faculty/staff to:

- Be familiar with the University Code of Conduct
- Report any conduct violations (including threats or perceived threats) to the Associate Vice President for Student Life and/or the TWU Police; and
- Cooperate with the Associate Vice President for Student Life and the Behavioral Assessment Team to implement recommended action to mitigate the threat.

Note: Any report of violence or threats of violence will be handled in a confidential manner with information released only on a need-to-know basis.

Process for Submitting Reports

If there is perceived imminent danger: Contact the Department of Public Safety (TWU police) at 940-898-2911 immediately. This

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number should be used for the Denton, Dallas and Houston campuses. The police dispatcher will contact the appropriate agencies to deal with the incident.

Note: The TWU police dispatcher is available seven days a week, 24 hours a day.

If you are concerned about a student but you do not believe that the situation poses imminent danger: Contact the Office of the Associate Vice President for Student Life at 940-898-3615 or complete a Student Life Behavioral Assessment Report Form.

- Questions regarding behavior can be emailed to the Associate Vice President for Student Life. However, if an incident has occurred, faculty and staff should not simply email or voicemail their concerns, but also complete a written BAT Form.
- The email and/or BAT Form will be reviewed by the Associate Vice President for Student Life or her/his designee.
- The faculty or staff member who submits the information will receive an acknowledgement from the Office of the Associate Vice President confirming that appropriate responses have been or are being made.
- Faculty or staff submitting a BAT Form should not expect detailed information about the disposition of their submission because the issue may involve due process or confidentiality rights of the student.
- Before submitting the BAT Form, faculty and staff may consult with the Office of the Associate Vice President for Student Life or other appropriate offices on campus (e.g. Counseling Center, TWU Police, Student Health Service, department chair, etc.).

However, making a report to the Office of the Associate Vice President for Student Life may still be required following the consultation.

- Once a BAT Form is submitted, the Associate Vice President for Student Life will determine what steps need to be followed. These could include: speaking with the student; gathering additional evidence or information by interviewing members of the TWU community; compiling additional

documentation; referral to the Student Code of Conduct Committee; referral to the Behavioral Assessment Team; or other steps as deemed necessary.

- Faculty and staff should submit additional reports as new concerns arise or as behavior is repeated, even if they have done so before. A single incident may be insufficient to take action but a pattern of incidents may require an institutional response.

Note: Any report of violence or threats of violence will be handled in a confidential manner with information released only on a need-to-know basis.

ALCOHOL AND DRUG POLICY AND GUIDELINES

In the summer of 1985, the Texas legislature passed Senate Bill 21 which changed the legal drinking age from 19 to 21 effective September 1, 1986. Specifically, the Texas law prohibits the purchase, consumption, and/or possession of alcoholic beverages by anyone under the age of 21. In addition to Texas law, Texas Woman's University must comply with the Federal Drug-Free Schools and Communities Act Amendments of 1989.

Since irresponsible use of alcoholic beverages is detrimental to the maintenance of an educational environment, it is the intent of the university to establish practices and procedures which discourage irresponsible use of alcoholic beverages and ensure compliance with local, state, and federal laws. While the decision to use or not to use alcoholic beverages is a matter of individual choice among persons of lawful age under State statutes, the university will attempt to encourage an environment where individual choice is coupled with responsible behavior and respect for the rights of others. This will be accomplished by supporting the responsible and legal use of alcoholic beverages and by educating the students about the effects of misuse and abuse of alcohol.

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

1. Residence hall staff members must, if they discover underage drinking, take

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immediate steps to stop the activity, including presiding over the cessation of drinking and the disposal of the alcoholic beverages.

2. Student organizations, their officers, and advisers are liable if underage students manage to obtain alcoholic beverages at an organization-sponsored event, regardless of where the event is held.
3. Provision and/or distribution of or failure to control access to alcoholic beverages to underage students by those of legal drinking age is a violation of university regulations and may be a violation of local and state laws.

Statement of Policy

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

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

must obtain permission in advance by means of the Alcoholic Beverage Use Request (ABUR) Form. Forms may be obtained from the Office of Student Life, Student Union 206 or the Student Union Office, SU 209 (Denton campus); the Student Life Coordinator (Dallas Parkland center); the Student Life Coordinator (Houston center). In order to provide time for processing, ABUR forms must be completed and filed with the appropriate office(s) at least 15 working days in advance of the proposed function where alcoholic beverages would be served.

Only the following exceptions will be made to the required filing of an Alcoholic Beverage Use Request Form:

- (a) private use in a residence hall and/or apartment as indicated under Section A.3;
 - (b) private homes owned by the university or on university property including the President's home and other private residences rented to individuals by the university.
6. Alcoholic Beverage Use Request (ABUR) Forms will not be approved for areas of the campus which are designated as non-public or as instructional areas. For purposes of this policy these areas include, but are not restricted to: offices; public child care facilities; libraries; research areas; laboratories; music practice rooms; laundries; warehouses; stockrooms; shops; general service areas; mechanical rooms; the power plant; rest rooms; studios; computer rooms; study rooms; hallways; elevators; balconies; and classrooms. Approval will also be contingent upon evidence of appropriate methods of complying with State statutes regarding the serving of alcoholic beverages to persons not of lawful drinking age and evidence of appropriate security measures. Request forms must have the approval of the appropriate facilities coordinator, the Associate Vice President for Student Life in Denton, the Campus Managers, the Director of the Center for Student Development, and the

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Department of Public Safety.

7. On-campus possession of open containers and consumption of beer, wine, and/or distilled spirits by individuals is prohibited in all public areas of university-owned or controlled facilities and grounds except for those specifically designated by this policy or those specifically approved on a per-event basis via the Alcoholic Beverage Use Request Form.
8. All sales of alcoholic beverages on the Denton campus will be coordinated through the Food Services contractor.
9. General Guidelines:
 - (a) Public university funds, including Student Services fees, Student Union fees, and residence hall fees, may not be used to purchase alcoholic beverages on or off campus.
 - (b) A copy of the approved Alcoholic Beverage Use Request (ABUR) Form must be available at any event where alcoholic beverages will be present as proof that approval was obtained.
 - (c) Hosting individuals and/or organizations, as well as individuals in attendance, are responsible for the conduct of those attending the event, ensuring that any consumption of alcoholic beverages occurs in a lawful and responsible manner and that people under the legal drinking age do not consume alcoholic beverages.
 - (d) All individuals attending an activity where alcoholic beverages are served, consumed, or are present must maintain on their persons appropriate proof of age. Participants must present either a Texas driver's license or a photo I.D. card.
 - (e) Possession or use of a false identification will result in appropriate disciplinary and/or criminal action.
 - (f) Appropriate disciplinary and/or criminal action will be taken in cases where persons of legal age are found providing alcoholic beverages to persons under the age of 21.
 - (g) Texas Woman's University registered student organizations may

not serve, sell, or consume alcoholic beverages at any organization meeting or function on or off campus.

10. Advertising of university events where alcoholic beverages will be consumed must be consistent with the educational philosophy of Texas Woman's University, the TWU posting policy and with the following general guidelines:

- (a) Advertisement for any university event where alcoholic beverages are being served must note the availability of non-alcoholic beverages and food as prominently as the alcoholic beverages.
- (b) The messages conveyed in the promotion of any event must not encourage any form of misuse of alcoholic beverages.
- (c) Publicity must not convey that consumption of alcoholic beverages is the purpose or reason for the event.
- (d) Promotion must not refer to the amount/quantity of alcohol e.g., two-keg party, etc.
- (e) Advertisements for events must not portray drinking as a solution to personal or academic problems of students nor as necessary to social, sexual, or academic success.
- (f) Alcoholic beverages must not be provided as awards, door prizes, or give-aways.

B. Specific Guidelines for university

Residence Halls:

Residence hall occupants and their guests are required to comply with state and local statutes concerning possession, sale, and consumption of alcoholic beverages. If used, alcoholic beverages must be used in moderation to ensure residents' rights to privacy, sleep, and study within their rooms/apartments. Loud or disruptive behavior, interference with cleanliness of the residence halls, or drinking habits which are injurious to health or education of an individual or those around her/him are reasons for appropriate disciplinary action by the university.

Student Rights and Responsibilities

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

1. Alcoholic beverages may be possessed or consumed, but not sold, in the privacy of student rooms/apartments by those residents and their invited guests who are of legal drinking age.
 2. All alcoholic beverages which are transported through public areas must be unopened and concealed. See Section A.7, "Statement of Policy," for further information.
 3. All private gatherings held in student rooms/apartments must be confined to the specific room/apartment, and the door must be closed. A maximum of six occupants (residents and guests) is allowed per room/apartment.
 4. Students may not possess an excessive amount of alcoholic beverages. The definition of "excessive" is at the discretion of the Department of University Housing. Kegs or other large containers that contain or have contained alcoholic beverages are prohibited in the residence halls.
 5. Advertisement of private gatherings (parties) in a resident's room/apartment is prohibited.
 6. Residents are responsible for the action(s) of their guests at all times. The use/misuse of alcoholic beverages does not excuse disruptive, noisy, or indecent behavior.
 7. Progressive drinking parties are not allowed.
 8. Alcoholic beverages cannot be served or consumed at functions sponsored by RHA or hall governments.
- C. Referral Procedures for Noncompliance:** Individuals or organizations violating the university Alcoholic Beverage Policy will be referred to the appropriate Vice President, Associate Vice President at each campus/center, or their designees for disciplinary and/or criminal action.
- D. Penalties for Noncompliance:**

All students, faculty, staff, and visitors using university facilities have a responsibility to abide by all conditions of the university Alcoholic Beverage Policy. Persons found guilty of non-compliance with this policy or the laws of the State of Texas have committed a violation of university rules and regulations and are subject to sanctions commensurate with the offense as outlined in the Student Handbook and Planner, Faculty/Staff handbooks, and Sections A-L under "Legal Requirements Concerning the Use of Alcohol" in this policy.

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

Legal Requirements Concerning the Use of Alcohol

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

- A. Purchase, Consumption, or Possession of Alcoholic Beverages by a Minor - A minor commits an offense if she/he consumes an alcoholic beverage except in the visible presence of an adult parent, guardian, or spouse; or she/he possesses an alcoholic beverage except during employment by a licensee or in the visible presence of an adult parent, guardian, spouse, or other adult to whom committed by a court. A violation is a Class C Misdemeanor punishable by a fine not to exceed \$500. If a person has been previously convicted of a violation of this section, a violation is a misdemeanor punishable by a fine of not less than \$250 nor more than \$2,000 and/or confinement

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in jail for a term not to exceed 180 days. (Alcoholic Beverage Code [ABC] Sec. 106.02, 106.04, 106.05, and 106.071 and Penal Code [PC] Sec. 12.23)

- B. Purchase of Alcoholic Beverages for a Minor/Furnishing Alcoholic Beverages to a Minor - A person commits an offense if she/he purchases an alcoholic beverage for or gives or with criminal negligence makes available an alcoholic beverage to a minor, unless the person is the minor's adult parent, guardian, or spouse or an adult in whose custody the minor has been committed by a court and is visibly present when the minor possesses or consumes the alcoholic beverage. A violation of this section is a Class A Misdemeanor punishable by a fine not to exceed \$4,000 and/or confinement in jail for a term not to exceed one year. (ABC Sec. 106.06 and PC Sec. 12.21)
- C. Misrepresentation of Age by a Minor - A minor commits an offense if she/he falsely states that she/he is 21 years of age or older or presents any document that indicates that she/he is 21 years of age or older to a person engaged in selling or serving alcoholic beverages. A violation of this section is a Class C Misdemeanor punishable by a fine not to exceed \$500. If a person has been previously convicted of a violation of this section, a violation is punishable by a fine of not less than \$250 or more than \$2,000 and/or confinement in jail for a term not to exceed 180 days. (ABC Sec. 106.07 and 106.071 and PC Sec. 12.23)
- D. Public Intoxication - An individual commits an offense if the individual appears in a public place under the influence of alcohol or any other substance to the degree that the individual may endanger self or another. Public intoxication is a Class C Misdemeanor that is punishable by a fine of up to \$500. (PC Sec. 49.02)
- E. Sale of Alcoholic Beverages - The sale or possession for the purpose of sale of any type of alcoholic beverage is prohibited by state law unless the seller possesses a valid license or permit. (ABC Sec. 11.01 and 61.01) The term "sale" is broadly interpreted by law enforcement authorities to include such practices as charging admission to events where alcoholic beverages are served. In addition, tickets, activity fees, membership dues, or other exchanges that are in any way restrictive are viewed as indirect payment for alcoholic beverages and are illegal unless the alcohol is obtained through a valid liquor license.
- F. Consumption After Hours - Consumption of alcoholic beverages in a public place is not permitted between the hours of 12:15 A.M. and 7:00 A.M., Monday-Saturday and 1:15 A.M. and 12 noon on Sunday. (ABC Sec. 105.06) Consumption after hours is a Class C Misdemeanor offense with a fine of up to \$500. (PC Sec. 12.23) Therefore, an individual should not possess a cup, glass, can, bottle, or any other receptacle containing alcoholic beverages in a public place between the hours listed above. This includes streets, parking lots, restaurants, bars, or any establishment open to the public as well as outside fraternity/sorority houses.
- G. Consumption or Possession of Alcoholic Beverages in a Motor Vehicle - A person commits an offense if the person knowingly possesses an open container, meaning a bottle, can, or other receptacle that contains any amount of alcoholic beverage and that is open, that has been opened, that has a broken seal, or the contents of which are partially removed, in a passenger area, meaning the area of a motor vehicle designed for the seating of the operator and passengers of the vehicle, of a motor vehicle that is located on a public highway, regardless of whether the vehicle is being operated or is stopped or parked. A violation of this Section is a Class C Misdemeanor offense with a fine of up to \$500. (PC Sec. 49.031 and PC Sec. 12.23)
- H. Driving While Intoxicated - "Intoxication" is defined as not having the normal use of mental or physical faculties by reason of the introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body; or, having an alcohol concentration of 0.08 percent or more. A person commits an offense if the person is intoxicated while driving or operating a motor vehicle in a public place. A first offense is a Class B

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Misdemeanor with a fine of up to \$2,000 and confinement in jail for a term of not less than 72 hours nor more than 180 days. If the person driving or operating the motor vehicle had an open container of alcohol in the person's immediate possession, the offense is also a Class B misdemeanor with a minimum term of confinement in jail for six days. (PC Sec. 49.01 and 49.04)

- I. Boating While Intoxicated - A person commits an offense if the person is intoxicated while operating a watercraft. An offense under this section is a Class B misdemeanor with a minimum term of confinement of 72 hours. (Section 49.06 Penal Code)
- J. Intoxication Assault - A person commits an offense if the person, by accident or mistake, while operating an aircraft, watercraft, or amusement ride while intoxicated, or while operating a motor vehicle in a public place or while assembling a mobile amusement ride while intoxicated by reason of that intoxication causes serious bodily injury to another. "Serious bodily injury" means injury that creates a substantial risk of death or that causes serious permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ. An offense under this section is a felony of the third degree. (Sec. 49.07 Penal Code)
- K. Intoxication Manslaughter - A person commits an offense if the person operates a motor vehicle in a public place, operates an aircraft or a watercraft or an amusement ride, or assembles a mobile amusement ride and is intoxicated and by reason of that intoxication causes the death of another by accident or mistake. An offense under this section is a felony of the second degree. (Sec. 49.08 Penal Code)
- L. Enhanced Offenses and Penalties - If it is shown on trial of an offense under Section 49.04, 49.05, 49.06, or 49.065 that the person has previously been convicted one time of an offense relating to the driving or operating of a motor vehicle, an aircraft, or a watercraft while intoxicated, or an offense of operating or assembling an amusement ride while intoxicated, the offense is a Class A misdemeanor with a minimum term of

confinement of 30 days. If it is shown that the person has previously been convicted two times of an offense relating to the driving or operating of a motor vehicle, an aircraft, a watercraft, or an offense of operating or assembling an amusement ride while in-toxicated, the offense is a felony of the third degree. (Sec. 49.09 Penal Code)

DRUG POLICY AND APPEALS PROCEDURE

A. Definitions

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

B. Policy Statement

It is the policy of the Texas Woman's Uni-

Student Rights and Responsibilities

versity that the use of illegal drugs is prohibited on Texas Woman's University property. Such use of drugs by Texas Woman's University students is subject to penalties set out in the [Student Handbook](#) which includes suspension from attendance or enrollment at Texas Woman's University.

C. **Complaint Filed**

Any person having knowledge of use of illegal drugs on campus should report said event to the Vice President for Student Life.

D. **Investigations, Summons, and Interview**

When there is an allegation of violation of this policy, an administrative hearing will be held to:

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

E. **Interim Action**

Where it is determined by the Vice President for Student Life or her/his designee that the student's continuing presence poses a danger to persons or property or an ongoing threat of disrupting the academic process, the Vice President for Student Life or her/his designee may take immediate interim disciplinary action including suspension. No such action may be taken until the Vice President for Student Life or her/his designee discusses or attempts to discuss the case with the student. If interim action is taken, a hearing or other process shall be scheduled as soon as possible.

F. **Procedure Before the Hearing Committee/Hearing Official**

See Code of Conduct page 158.

STATE OF TEXAS PENALTIES

Offense, Maximum Penalties

- Public Intoxication, Class C, \$500 fine
- Driving/Boating W/Intoxicated, Class A, 1 yr, \$4,000 fine
- Selling Alcohol to a Minor, Class A, 1 year, \$4,000 fine
- Purchasing Alcohol for a Minor, Class B, 180 days, \$2,000 fine
- Alcohol Consumption by a Minor, Class B, 180 days, \$2,000 fine
- Alcohol Purchase by a Minor, Class B, 180 days, \$2,000 fine
- Alcohol Possession by a Minor, Class B, 180 days, \$2,000 fine
- Driving Under Influence by a Minor, Class B, 180 days, \$2,000 fine
- Misrepresentation of Age by Minor to Purchase Alcohol, Class B, 180 days, \$2,000 fine
- Marijuana Possession, Under 2 oz., Class B, 180 days, \$2,000 fine
- Marijuana Delivery, 1/4 oz. to 5 lbs., State Jail Felony, 2 yrs, \$10,000 fine
- Marijuana Delivery, Adult to Minor, 2nd Degree Felony, 20 yrs, \$10,000 fine
- Cocaine Delivery, 1-4 grams, 2nd Degree Felony, 20 yrs, \$10,000 fine
- Cocaine Possession, 1-4 grams, 3rd Degree Felony, 10 yrs, \$10,000 fine
- Intox. Manslaughter, 2nd Degree Felony, 20 yrs, \$10,000 fine
- Rx Drug-Unlawful Possession, 2nd Degree Felony, 20 yrs, \$10,000 fine
- Heroin Delivery 1-4 grams, 2nd Degree Felony, 20 yrs, \$10,000 fine
- Heroin Possession 1-4 grams, 3rd Degree Felony, 10 yrs, \$10,000 fine
- LSD Delivery 1-4 grams, 2nd Degree Felony, 20 years, \$10,000 fine
- LSD Possession 1-4 grams, 3rd Degree Felony, 10 years, \$10,000 fine
- PCP Possession 1-4 grams, 3rd Degree Felony, 10 years, \$10,000 fine
- PCP Delivery 1-4 grams, 2nd Degree Felony, 20 years, \$10,000 fine
- Methamphetamine Delivery 1-4 grams, 2nd Degree Felony, 20 yrs, \$10,000 fine
- Methamphetamine Possession 1-4 grams, 3rd Degree Felony, 10 yrs, \$10,000 fine

Student Rights and Responsibilities

FEDERAL PENALTIES

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000, or both.

After 1 prior drug conviction: 15 days to 3 years in prison; \$2,500 to \$5,000 fine.

Special sentencing provisions for possession of crack cocaine: Mandatory 5 years in prison, not to exceed 20 years.; \$1,000 to \$250,000 fine; or both, if:

(a) 1st conviction and the amount of crack possessed exceeds 5 grams.

(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.

(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853 (a) (2) and 881 (a)(7)

Any person convicted of violation of this title and for which the violation was punishable by imprisonment for more than one year shall forfeit any property constituting or derived from any proceeds obtained as the result of this violation or any property used or intended to be used to commit or facilitate possession of a controlled substance.

21 U.S.C. 831 (a) (4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922g

Any person convicted of a crime punishable by imprisonment for a term exceeding one year shall be ineligible to possess a firearm or ammunition which has been shipped across state lines. Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

HAZING

The Texas Woman's University complies with the provisions of Chapter 37, Subchapter F, "Hazing," of the Texas Education Code.

(1) "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:

- (A) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- (B) any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- (C) any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- (D) any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or retaining registration in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
- (E) any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Student Rights and Responsibilities

- (2) A person commits an offense if the person:
 - (A) engages in hazing;
 - (B) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
 - (C) recklessly permits hazing to occur; or
 - (D) has first hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Vice President for Student Life or her/his designee or other appropriate official of the institution.
- (3) The offense of failing to report is a Class B misdemeanor (6 months in jail and a \$2,000 fine).
- (4) Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor.
- (5) Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor (one year in jail and a \$4,000 fine).
- (6) Any other offense under this section that causes the death of another is a state jail felony (up to two years in jail).
- (7) An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. An offense under this section is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000 or if the court finds that the offense caused personal injury, property damage, or other loss, a fine is imposed of not less than \$5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.
- (8) It is not a defense to prosecution of an offense under this sub-chapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.
- (9) In the prosecution of an offense under

this sub-chapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Vice President for Student Life or her/his designee or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

- (10) This sub-chapter does not limit or affect the right of an educational institution to enforce its own penalties against hazing.

NONDISCRIMINATION POLICY STATEMENT

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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

The university complies with non-discrimination regulations under Title VI and Title VII of the Civil Rights Acts of 1964; Title IX of the Education Amendments Act of 1972; Equal Pay Act of 1963; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended; the Age Discrimination in Employment Act of 1967; and other applicable statutes.

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

Student Rights and Responsibilities

EEO/Affirmative Action Officer:

Associate Vice President for Human Resources, Texas Woman's University, P.O. Box 425739, Denton, Texas 76204-5739

Title VI Officer:

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

Title IX Officer

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

Americans With Disabilities Act Compliance Officer:

Associate Vice President for Human Resources, Texas Woman's University, P.O. Box 425739, Denton, Texas 76204-5739

Students should contact Disability Support Services, Texas Woman's University, P.O. Box 425966, Denton, Texas 76204-5966.

GRIEVANCE PROCEDURES FOR STUDENTS

Related to Title VI and Title IX of the Education Amendments of 1972

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

Most complaints can be resolved through counseling sessions between the student and his/her instructor. When a complaint involves an issue within the instructor's control, that official will:

1. Hear the student's complaint immediately;
2. Impartially and objectively review the facts and make every effort to effect a reasonable adjustment, if warranted; and, ,
3. Inform the student of the right to seek resolution at a higher administrative level if not satisfied with the remedy reached.

Each student is expected to attempt to resolve complaints informally. A complaint becomes a grievance when a student has exhausted all avenues available to obtain administra-

tive remedy to the complaint through informal measures with instructors.

A grievance may be resolved at any stage in the process. If resolved a statement to that effect will be acknowledged by both the grievant and respondent. A copy of the statement of resolution will be retained by the grievant and the Grievance Coordinator.

Definitions:

A. Grievance:

Grievance means a complaint alleging any policy, procedure, or practice, which would be prohibited, by Title IX or Title VI of the Education Amendments of 1972.

B. Title IX:

Title IX means Title IX of the Education Amendments of 1972. Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity as stated in the final common rule published on August 30, 2000.

C. Title VI:

Title VI means Title VI of the Civil Rights Act of 1964. Title VI is a comprehensive law that prohibits against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on grounds of race, color or national origin.

D. Grievant:

Grievant means a student or employee of the Texas Woman's University who submits a grievance relevant to the above listed federal regulations or statutes.

E. Respondent:

The person accused of an action prohibited by the above listed laws and regulations.

Designation of Responsible Employee

The Vice President for Student Life having responsibility for compliance shall designate a Grievance Coordinator to coordinate efforts to comply with and carry out responsibilities under federal law including any investigation

Student Rights and Responsibilities

of any complaint alleging non compliance or alleging actions which are prohibited.

It is the primary responsibility of the Grievance Coordinator to ensure the effective installation, maintenance, processing, record keeping, and notifications required by the grievance procedures.

Grievance Procedures

In the event of a question, complaint, or allegation regarding violation of provisions of Title VI or Title IX cannot be resolved the student should report the matter to the Grievance Coordinator in Student Life immediately.

If any supervisor, administrator, or academic chair, regardless of reporting structures, becomes aware of a violation of Title VI or Title IX, the matter should be discussed with her/his superior and the Student Life Office immediately. Supervisors, administrators, and academic chairs are cautioned to consider allegations of violations as a serious matter which should be resolved expeditiously and confidentially to minimize the potential University and personal liability.

Investigation and Complaint Resolution

Once the Grievance Coordinator has received and reviewed the grievance and determined if the allegations fall within the definitions and regulations of Title VI or IX, an investigation will begin. The respondent will be informed of the details of the allegation. Any identified witnesses with pertinent information will be interviewed for either the respondent or grievant.

- For claims where the respondent is a student, the summary report will be forwarded to the Vice President for Student Life for resolution and or corrective action.
- In situations where the respondent is an unrelated third party (a person outside the University), the Grievance Coordinator will notify the appropriate University Officials regarding the facts of the grievance and will work with those officials to resolve the grievance.

Once the grievance has been investigated and a resolution decision is reached, the Grievance Coordinator will notify the Grievant of the findings in the case and the resolution decision. The Grievance Coordinator will continue to monitor the circumstances surrounding the grievance to ensure that the situation has been remedied.

In cases where the Grievance Coordinator is not able to substantiate a grievance, a letter/memo to that effect will be sent to the grievant with a copy to the respondent. A copy will be kept on file with the Grievance Coordinator in the Student Life Office.

Eligibility for Filing

Any student or employee, or any member of the Texas Woman's University community may file any grievance relating to Title IX and Title VI with the designated grievance coordinator.

Time Limit for Grievance Filing

A grievance must be filed with the Grievance Coordinator within sixty days of the occurrence of the alleged violation.

Grievance Files

Records shall be kept of each grievance process. These shall include at minimum:

- A written explanation of the grievance filed by the grievant,
- The written finding of the Grievance Coordinator, and
- Other materials as designated by the Coordinator.

No Retaliation

Retaliatory action of any kind is prohibited against a grievant, witness, or other persons providing information under the applicable policies, procedures, and laws dealing with compliance with Title IX or Title VI. Such retaliatory action shall be regarded as a separate and distinct cause for action and if substantiated, will result in disciplinary action up to and including employment dismissal or expulsion for students.

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Approvals

The Vice President for Finance and Administration will review this Policy with recommendations forwarded through normal administrative channels to the Chancellor and President.

SEXUAL HARASSMENT

It is the policy of the Texas Woman's University that no member of the university community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute **sexual harassment** when:

1. Submission to, or toleration of, such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting that individual;
3. Such conduct has the purpose or effect of substantially or unreasonably interfering with an individual's professional or academic performance or creating an intimidating, hostile or offensive employment, education, or student living environment.

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

All complaints concerning matters of sexual harassment will originate with the EEO/Affirmative Action officer. If a person wishes to file a complaint of sexual harassment, the complaint must be filed within 60 days following an incident. The full text of this policy is available from the Office of Human Resources and the Office of Student Life.

Sexual Assault is a felony under the criminal laws of the State of Texas and will not be tolerated at Texas Woman's University. Any such act committed by a Texas Woman's University student is a violation of the Student

Code of Conduct and subject to disciplinary action.

Texas Woman's University is committed to providing an educational atmosphere in which students can achieve their goals and maximum potential. When students experience sexual assault, the sense of safety and trust is violated. This violation can seriously interfere with personal lives and educational goals. Thus, the university is committed to establishing rules and procedures that are responsive to victims of sexual assault.

According to Texas Woman's University Student Code of Conduct, sexual assault is defined as:

The oral, anal, or vaginal penetration by a sexual organ of another or oral/anal/vaginal penetration by any means against the victim's will or without his/her consent. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent. The type of force employed may involve physical violence or force, coercion, intentional impairment of an individual's ability to appraise the situation through the administering of any substance, or threat of harm to a victim.

Violence and abuse will not be tolerated at Texas Woman's University. If you or someone you know has been a victim to sexual assault, intimate partner violence, or stalking, help is available.

- TWU Counseling Center
- TWU DPS
- Division of Student Life
- TWU Health Services
- Denton County Friends of the Family offers a wide range of advocacy, counseling and emergency shelter services for survivors of family violence, sexual assault and stalking. Outreach Office: 940.387.5131
24-Hour Hotline: 800.572.4031

INFORMATION TECHNOLOGY USE POLICY

Access to the information resource infrastructure both within the university and beyond the campus, sharing information, and security of the intellectual products of the academic community, all require that each

Student Rights and Responsibilities

and every user accept responsibility to protect the rights of other users. Any member of the university community who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures the university information resources, properties or facilities, including those owned by third parties, thereby threatens the atmosphere of increased access and sharing of information, threatens the security within which members of the community may create intellectual products, and maintains records and engages in unethical and unacceptable conduct. Access to the information technology systems at the university is provided as a privilege and must be treated as such by all users of these systems. Members of the university community should strive for the most responsible use of the institution's resources. Users accept the responsibility to: 1) respect the legal protection provided by copyright and licensing of programs and data; 2) respect the privacy and rights of other users; and 3) respect the intended use of resources.

Information resources in this statement are meant to include any information in electronic or audiovisual format or any hardware or software that make possible the storage and use of such information (i.e., electronic mail, local databases, externally accessed databases, CD-ROM, motion picture film, recorded magnetic media, photographs, digitized information, voice mail, faxes). For more information call 940.898.3971.

MEDICAL RELATED POLICIES HIV INFECTION/AIDS POLICY

Acquired Immune Deficiency Syndrome is a disease which is caused by the Human Immunodeficiency Virus (HIV). People infected with HIV may be otherwise healthy for a prolonged period of time; however, eventually, their immune systems may become weakened due to increasing numbers of reproducing HIV cells, and they will be at increased risk of severe life threatening complications due to common and/or opportunistic diseases.

A positive diagnosis of HIV infection is dependent upon valid, reliable blood testing procedures. A person whose blood has been tested with such procedures, and whose test

results indicate HIV infection, is said to be HIV-infected/HIV-positive/HIV-seropositive. A person who has AIDS has developed one or more of the specific, severe/life-threatening symptoms resulting from infection by other diseases or from progressive degeneration of the immune system due to HIV infection. A person may be HIV-infected and not have AIDS.

According to the best available and reliable information from the Centers for Disease Control of the United States Public Health Service, individuals infected with HIV and individuals with AIDS do not present a health risk to other people in circumstances that do not include sharing or direct exposure to infected blood, other body fluids, and/or blood products. Exposure to HIV is defined in terms of broken skin, mucous membrane, or parenteral contact with infected blood/blood products, body fluids, tissues, cell cultures, and/or culture media.

1. A TWU student or employee who has been diagnosed clinically as infected with the Human Immunodeficiency Virus (HIV), or as having Acquired Immune Deficiency Syndrome (AIDS), will be treated by the university in a manner that is consistent with federal and state laws, the latest policies set forth by the Centers for Disease Control (CDC), and approved university policies.

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

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

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

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

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

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

4. The university, and all that it has authority over, will make available to its students and employees accurate information and a coordinated, comprehensive educational program about the transmissibility of HIV/AIDS and the precautions that should be taken by HIV-infected persons and other individuals to prevent the spread of the disease.

5. The guidelines most recently recommended by the Centers for Disease Control concerning the handling and disposing of blood, blood products, body fluids, and contaminated materials will be followed in all applicable learning/working situations. Each component of the university may develop and maintain appropriate additional guidelines consistent with approved TWU policies concerning HIV/AIDS. University personnel who supervise students and/or employees in applicable learning/working situations will be responsible for the education of their supervisors concerning CDC and university guidelines/policies.

6. The university will comply with federal and state laws, regulations, and policies that protect the confidentiality of medical and educational records. Information regarding HIV/AIDS which may be contained in student and employee records may not be released without the prior, written permission of the individual affected unless otherwise specifically provided by law. No individual

affiliated with TWU may disclose the identity of an HIV-infected person or person with AIDS who also is affiliated with TWU without the prior written consent of that person.

Policy Review

This policy will be reviewed biennially by the Texas Woman's University HIV Education Coalition (HIVEC). Proposed changes will be approved by the general membership of HIVEC, and the approved proposal for policy changes will be forwarded to the appropriate TWU administrators.

IMMUNIZATIONS

Immunization documentation is not required for university enrollment, except for those in allied health studies. However, immunizations against diphtheria, hepatitis B, influenza, measles, meningitis, mumps, pertussis, poliomyelitis, rubella, tetanus and varicella are encouraged to prevent outbreak and spread of these diseases. Information about these and other available immunizations can be obtained from Student Health Service on the Denton campus, from the Campus Manager in Dallas, and from Student Life on the Houston campus.

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

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

TUBERCULOSIS SCREENING AND CASE MANAGEMENT POLICY

Texas Woman's University adopts a policy regarding tuberculosis screening and case management which reflect the recommendations of the American College Health Association (ACHA) and the Centers for Disease Control (CDC).

Policy

All new international students and other new students from high incidence areas, as defined by the Centers for Disease Control (CDC) of the U.S. Department of Health and Human Services, will be required to

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be screened for tuberculosis. All screening must take place within the United States. The screening process must be completed prior to registration for classes at TWU. Please see the complete *TWU Board of Regents Policy 6.01 Student Tuberculosis and Case Management* <http://www.twu.edu/regents/p-student-tuberculosis-screening-and-case-management.asp> for full details.

For further information regarding tuberculosis screening or case management policy, please contact the Student Health Services at 940.898.3825 or 940.898.3826.

SMOKING

The buildings and parking facilities at Texas Woman's University at Denton, Dallas, and Houston shall be designated "smoke-free" except for designated outdoor smoking areas.

SERIOUS ILLNESS OR INJURY PROCEDURE

If you encounter a person who has been seriously injured or is ill, do not attempt to move the victim unless a life-threatening situation exists, i.e., a fire in the building.

If you have been trained in first aid or cardiopulmonary resuscitation, you should begin to help the victim. It is important to remember not to become a victim yourself. As soon as you can, call the Department of Public Safety at extension 2911 on campus and 911 off campus and provide the following information:

- your name;
- the telephone number and the location from which you are calling;
- the condition of the victim;
- whether or not an ambulance is required;
- whether or not the person is ambulatory;
- whether or not anyone has started first aid or CPR;
- whether or not any hazardous situation exists with regard to reaching the victim i.e., fire, downed electrical power lines, etc.

FREE SPEECH AREAS

Designated free speech areas are available to TWU students, faculty, staff and members of the community. The designated areas may be used for, but are not limited to, the expression

of personal politics, philosophy, religious viewpoints, surveys, or announcements. Vending sales and camping activities are prohibited in all Free Speech areas. To avoid scheduling conflicts it is recommended, but not required, that designated free speech areas be reserved. The accommodation of speakers does not imply endorsement of the views expressed.

Other areas on all campuses may also be utilized by departments or organizations for similar activities; however, reservations are required. Requests for other outdoor areas are made through Conference Services, university Housing, or the Student Union for the Denton campus; or the Student Life Offices on the Dallas and Houston Campus. A reservation is contingent upon the approval process.

In addition to the Free Speech Areas, designated free speech bulletin boards, which require no approval for posting, are provided on all campuses. Materials will be removed on the first working day of each month. This removal will insure that all outdated materials are removed in a timely manner and that the board is kept free of clutter and up to date. Signage is located on the board that denotes the removal of all materials on a monthly basis.

An important goal for TWU is to provide a comfortable and hospitable environment for the entire university community. It is also important to nurture, protect, and enhance free speech. In the exercise of first amendment rights, members of the community should demonstrate a concern for the promotion of tolerance, civility, and trust.

In order to provide an area that will support the climate and conditions for teaching, research, and community service, the university has designated the following free speech areas:

DENTON CAMPUS

- Area between Student Union and ACT
- Grassy area between Library and Institutional Development
- Grassy area behind Library by the footbridge
- Grassy area south of the Fine Arts Building on the corner of Texas and Oakland, east of the Pioneer Woman statue
- Student Union Patio (Only area to allow

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amplified sound on Denton Campus)

TWU INSTITUTE OF HEALTH SCIENCES- HOUSTON

- Sidewalk between west entrance stairwell and loading dock on Old Main Street

T. BOONE PICKENS INSTITUTE OF HEALTH SCIENCES- DALLAS CENTER

- Area between Main Entrance and Parking Garage

LARGE EVENT POLICY

A large event is defined as any event with an anticipated attendance of 100 people or more. Large Event policies also apply in the event that alcohol is served or if money is collected. The policy includes guidelines designed to provide safety and risk management for large and/or special events. Police officers may be assigned to any such event upon the review and recommendation of the Large Event Committee. Complete copies of the policy are available in the Office of Student Life in SU 206, in the Student Union Office in SU 209, in Hubbard Hall (Conference Services), and on the Conference Services web site. Once a decision is made by the Large Event Committee, a student or student organization can appeal a decision of the Committee by delivering a written notice of appeal to the Vice President for Student Life within 72 hours of receipt of the Large Event Committee determination. The decision of the Vice President for Student Life is final.

FINALS POLICY

In support of the mission of TWU, the Division of Student Life does not allow for the planning of co-curricular activities (including mandatory meetings and student organization functions) the week prior and the week of final exams. It is the belief that creating or implementing activity programming during this time period may jeopardize a student's ability to perform academically to their highest potential.

POLITICAL CAMPAIGNS AND VOTER REGISTRATION

It is the policy of the Texas Woman's University to encourage full participation of its entire student body, staff and faculty as voters in primary and general elections. Candidates for public office or their representatives may campaign on the Texas Woman's University campus in public areas at reasonable times. Likewise, deputy voter registrars may register students, staff, and faculty of the university on the campus in public areas at reasonable times pursuant to authority conferred by state law. Non-public areas are the libraries, dining halls, residence halls, classroom buildings, and other areas where residential and educational or instructional activities of the university are regularly conducted.

Political candidates or their representatives and voter registrars shall conduct their activities on the campus in a manner consistent with State law and must not block or substantially impede pedestrian or vehicular traffic or create disturbances which disrupt the educational activities and purposes of the university. State (university) facilities (including internal mail facilities and personnel) are not to be used for political purposes.

DISTRIBUTION OF PRINTED MATERIAL

The university has provided adequate facilities for distribution of interoffice mail, official campus publications, and similar materials. The use of the aforementioned facilities is restricted to those persons comprising the university community. Material distributed through such facilities must be related to university-sponsored business or must be otherwise specifically authorized to be distributed through such facilities after approval has been obtained from the Center for Student Development.

All persons and organizations, both those officially and those not officially connected with the university, may come upon university property for effecting the distribution of announcements, notices, pictures, advertisements, or publications only

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after giving notice to the Center for Student Development of the time, place, and manner of such distribution and by filing a copy of the material to be distributed with the Center for Student Development at least one day prior to the time of distribution. Distribution of such matter may occur in public areas at reasonable times. Non-public areas are libraries, dining halls, residence halls, classroom buildings, and other areas in which the residential and educational or instructional activities of the university are regularly conducted. Such distribution shall be conducted in a manner consistent with State law, and those conducting such distribution shall not block or substantially impede pedestrian or vehicular traffic or create disturbances which will disrupt the educational activities and purposes of the university. All such material to be distributed shall be subject to the laws governing obscenity and libel, and any person distributing the same will be responsible for compliance with the standards provided by such laws.

Persons and organizations not officially connected with the university who distribute information endorsing alcohol or its sponsors will be limited to the campus' designed Free Speech Areas.

Posting Policy

The university provides bulletin boards and other facilities for posting or publicizing official messages and announcements by students, faculty members, staff members, and registered campus organizations. Bulletin board locations for posting non-university sponsored announcements have been designated throughout the campus. A copy of all posters and announcements to be posted and publicized on bulletin boards and other university facilities must be furnished to the Center for Student Development. All items to be posted must contain name of the TWU department or organization and a phone or email contact. Obscene or libelous information may not be posted or publicized on bulletin boards and other university facilities. Posters should be no larger than 8 1/2"x 11" in size unless special permission for posting is secured. Posters relating to all-campus events and activities of major student organizations may be displayed

in the Student Union, on residence hall bulletin boards, and at other specifically designated locations. When announcements apply only to students in a particular department, notice must be given to the chair of the appropriate department by filing a copy of the material to be posted with the chair at least one day prior to the posting on departmental bulletin boards. Classroom bulletin boards, in particular, may not be used for any form of advertising. Posters and signs should not be attached in any way to the interior or exterior of university buildings, except on authorized bulletin boards. University personnel have been instructed to remove posters, notices, and other items not in compliance with this policy.

Persons and organizations not officially connected with the university may come upon university property and may use the university facilities for effecting the posting of announcements, notices, pictures, placards, advertisements, or publications only after obtaining authorization from the Center for Student Development. The request should designate the time, place, and manner of such posting. Information endorsing alcohol or its sponsors will be limited to the campus' designated Free Speech bulletin boards. A copy of the material to be posted must be filed with the Center for Student Development. Posting may occur only in those places provided by the university for posting or publicizing official messages.

If space for posting of notices, announcements, pictures, placards, advertisements, or publications is limited because of the demands for such space, first priority will be given to administrative and faculty notices dealing with the educational activities and purposes of the university. Second priority will be given to students and registered campus organizations for the posting of notices. Last in priority will be all other persons and organizations not officially connected with the university. All such material posted shall be removed by the person or organization responsible for posting the same within three days of its loss of currency. Outside (non-TWU) commercial notices can be posted for a maximum of three

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days a month. The university reserves the right to remove any non-current material or any materials posted contrary to the above-stated policy.

The only exceptions to these provisions for the posting or distribution of literature are those indicated in the section on the designated Free Speech area and the Free Speech Bulletin Board.

CHALKING POLICY

This policy is designed to establish rules regarding chalking of exterior spaces to comply with University standards.

Denton campus

1. Chalk must be made for use on sidewalks and must be easily removed by water.
2. Chalking is only allowed on smooth sidewalks where the weather or sprinklers will eventually remove the chalking.
3. Profanity and/or harassment will not be tolerated.
4. Advertisement of any other institution of higher education in any format is prohibited. (i.e. name, logo, program, etc...)

The following areas/campus locations are prohibited from chalking are as listed below, but not limited to:

5. Stairwells (Interior & Exterior)
6. Sidewalks with an overhang of any kind
7. Sidewalks around the perimeter of the ACT building.
8. Bricked areas anywhere on campus
9. Gravel or non-smooth sidewalks
10. Any structure or building on campus
11. Sidewalks around the Little Chapel
12. Parking lots where cars are traveling and parking

TWU Institute of Health Sciences-Houston

No chalking is allowed at the Houston campus.

T. Boone Pickens Institute of Health Sciences– Dallas

Please see the Office of Student Life in regards to regulations regarding chalking.

REPORTING CRIMINAL INCIDENTS AND EMERGENCIES

Including Rape, Acquaintance Rape, and Other Sex Offenses

Incidents which occur on university property, including crimes, health emergencies, fires, or other similar occurrences should be reported to the Department of Public Safety. Students may report sex offenses to local law enforcement authorities, including on-campus and local police. Campus authorities in the Counseling Center, Housing staff, and Vice President for Student Life are available to assist in such reporting, upon the student's request. Prompt reporting ensures that the evidence is not destroyed and increases the probability of suspect apprehension.

Incidents may be reported in person at any Department of Public Safety office, by telephone, or by emergency (red) telephones. To provide easy access for the campus community, emergency (red) telephones, with direct access to the University Department of Public Safety, are located in most campus buildings and several outdoor areas. The emergency telephones in the residence halls ring to the front desk of the respective residence hall.

Assistance in changing academic situations after an alleged sexual assault incident should be requested from the Provost and Vice President for Academic Affairs. Assistance in changing living situations after an alleged sexual assault incident should be requested from the Director of University Housing.

All reported incidents will be investigated and, as appropriate, referred to the criminal courts for prosecution, Director of Human Resources and/or to the Vice President for Student Life for university discipline. Victim counseling and mental health services are available through the University's Counseling Center as well as other non-university agencies. A list of community resources for victims of sexual assault is available in the Counseling Center.

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

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Board, University Housing office/Residence Hall Association, Counseling Center, office support staff, and the Department of Public Safety.

DRUG-FREE CAMPUSES AND COMMUNITIES

To comply with the Drug-Free Campuses (formerly Drug-Free Schools) and Communities Act Amendments of 1989, Public Law 101.226, Texas Woman's University is required to distribute in writing to each employee and student of our University the following policy statement.

Standards and Conduct

Drugs: The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or other illegal drug on University premises or while conducting University business off University premises is absolutely prohibited.

Alcohol: The purchase, use, or possession of alcoholic beverages at Texas Woman's University by any individuals under the age of 21 is prohibited. Texas Woman's University reserves the right to designate locations, times, and conditions under which alcoholic beverages may be served and under which persons of legal drinking age may consume or possess beer, wine, or distilled spirits in or on any property under the control or jurisdiction of the University. Persons of lawful age under Texas statutes may be permitted to possess and/or consume alcoholic beverages in the privacy of their rooms/apartments in residence halls of the University. Groups, individuals, departments, or organizations desiring to serve or consume any type of alcoholic beverage on campus must obtain permission in advance by means of the Alcoholic Beverage Use Request (ABUR) Form available from the Office of Student Life.

Carrying, possessing, selling, or being under the influence of intoxicants by employees during working hours is prohibited.

Legal Sanctions

The University will uphold all local, state, and federal regulations regarding the use of and abuse of alcohol and drugs. Criminal penalties for violation of Texas drug laws range from a jail sentence and/or fine to confinement in the Texas Department of Corrections and a fine.

Health Risks

Drugs: The University recognizes drug dependency as an illness and a major health problem. The misuse of any drug is capable of producing an altered state of consciousness and awareness. The long-term effects of drug use include frequent upper respiratory infections, slow-healing skin lesions, recurrent vaginal infections, hepatitis, impotence, amenorrhea, change in sleep/wake cycle, panic or anxiety state, paranoia, rapid or drastic mood changes, flashbacks, depression, diarrhea, frequent urination, hallucinations, coma and/or death.

Alcohol: Alcoholism is a disease that progresses to uncontrolled drinking of alcoholic beverages. The long-term effects of alcoholism include liver damage, heart disease, ulcers and gastritis, malnutrition, delirium tremors, cancer, brain damage, and damage to a developing fetus.

Counseling, Treatment, or Rehabilitation Programs

The TWU Counseling Center and the Office of Human Resources provide consultation relating to drug and alcohol issues with referral to treatment programs for students and employees.

Disciplinary Action

Drugs: Any employee or student who unlawfully manufactures, sells, distributes, possesses, or uses a controlled substance or other illegal drug in or on premises or property owned or controlled by the University or as any part of its activities, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action, in-

Student Rights and Responsibilities

cluding termination of employment, dismissal from school, and/or required participation in an approved drug abuse assistance or rehabilitation program.

Alcohol: All students, faculty, staff, and visitors using University facilities have a responsibility to abide by all conditions of the University Alcoholic Beverage Policy. Persons found guilty of noncompliance with this policy or the laws of the State of Texas have committed a violation of University rules and regulations and are subject to sanctions commensurate with the offense as outlined in the Student Handbook, Faculty/Staff Handbooks, and sections A-L under “Legal Requirements Concerning the Use of Alcohol” in the Alcoholic Beverage Policy and Guidelines available at https://portal.twu.edu/policies/executive/alcohol_policy.htm.



Student Rights and Responsibilities

STATE OF TEXAS PENALTIES

| Offense | Type of Felony | Maximum Penalties | |
|--------------------------------------------------------------------------------------|---------------------|-------------------|----------|
| | | Jail Term | Fine |
| Public Intoxication | Class B Misdemeanor | 180 days | \$2,000 |
| Driving While Intoxicated (DWI) | Class B Misdemeanor | 180 days | \$2,000 |
| Driving While Intoxicated (DWI) with Open Container in Person's Immediate Possession | Class B Misdemeanor | 180 days | \$2,000 |
| Boating While Intoxicated (DWI) | Class B Misdemeanor | | \$2,000 |
| Selling Alcohol to a Minor | Class A Misdemeanor | 1 year | \$4,000 |
| Purchasing Alcohol for a Minor | Class A Misdemeanor | 1 year | \$4,000 |
| Alcohol Consumption by Minor | Class C Misdemeanor | | \$500 |
| Alcohol Purchase by a Minor | Class C Misdemeanor | | \$500 |
| Alcohol Possession by a Minor | Class C Misdemeanor | | \$500 |
| Driving Under Influence by a Minor | Class C Misdemeanor | | \$500 |
| Alcohol possession/consumption in car | Class C Misdemeanor | | \$500 |
| Misrepresentation of Age by Minor to Purchase Alcohol | Class C Misdemeanor | | \$500 |
| Intoxication Assault | 3rd Degree Felony | 10 years | \$10,000 |
| Intoxication Manslaughter | 2nd Degree Felony | 20 years | \$10,000 |
| Marijuana Possession, under 2 oz. | Class B Misdemeanor | 180 days | \$2,000 |
| Marijuana Delivery, 1/4 oz. to 5 lbs. | State Jail Felony | 2 years | \$10,000 |
| Marijuana Delivery, adult to child (under 18) | 2nd Degree Felony | 20 years | \$10,000 |
| Cocaine Delivery, 1-4 grams | 2nd Degree Felony | 20 years | \$10,000 |
| Cocaine Possession, 1-4 grams | 3rd Degree Felony | 10 years | \$10,000 |
| Heroin Delivery, 1-4 grams | 2nd Degree Felony | 20 years | \$10,000 |
| Heroin Possession, 1-4 grams | 3rd Degree Felony | 10 years | \$10,000 |
| LSD Delivery, 1-4 grams | 2nd Degree Felony | 20 years | \$10,000 |
| LSD Possession, 1-4 grams | 3rd Degree Felony | 10 years | \$10,000 |
| PCP Delivery, 1-4 grams | 2nd Degree Felony | 20 years | \$10,000 |
| PCP Possession, 1-4 grams | 3rd Degree Felony | 10 years | \$10,000 |
| Methamphetamine Delivery, 1-4 grams | 2nd Degree Felony | 20 years | \$10,000 |
| Methamphetamine Possession, 1-4 grams | 3rd Degree Felony | 10 years | \$10,000 |

Note: An offense otherwise punishable as a state jail felony under Texas Health & Safety Code, Sections 481.112, 481.113, 481.114, or 481.120 is punishable as a felony of the third degree, and an offense otherwise punishable as a felony of the second degree under any of those sections is punishable as a felony of the first degree, if the offense was committed in, on, or within 1,000 feet of premises owned, rented, or leased by an institution of higher education.

Student Rights and Responsibilities

DRUGS OF ABUSE/Uses and Effects

U.S. Department of Justice
Drug Enforcement Administration

| | | | | Dependence | | |
|---------------------------|-------------------------------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------|----------------|-----------|
| Drugs | CSA Schedules | Trade or Other Names | Medical Uses | Physical | Psycho-logical | Tolerance |
| Narcotics | | | | | | |
| Heroin | Substance I | Diamorphine, Horse, Smack, Black tar, Chiva, Negra (black tar) | None in U.S., Analgesic, Antitussive | High | High | Yes |
| Morphine | Substance II | MS-Contin, Roxanol, Oramorph SR, MSIR | Analgesic | High | High | Yes |
| Hydrocodone | Substance II, Product III, V | Hydrocodone w/ Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab | Analgesic, Antitussive | High | High | Yes |
| Hydro-morphone | Substance II | Dilaudid | Analgesic | High | High | Yes |
| Oxycodone | Substance II | Roxicet, Oxycodone w/ Acetaminophen, OxyContin, Endocet, Percocet, Percodan | Analgesic | High | High | Yes |
| Codeine | Substance II, Products III, V | Acetaminophen, Guaifenesin or Promethazine w/Codeine, Fiorinal, Fioricet or Tylenol w/Codeine | Analgesic, Antitussive | Moderate | Moderate | Yes |
| Other Narcotics | Substance II, III, IV | Fentanyl, Demerol, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex | Analgesic, Antidiarrheal, Antitussive | High-Low | High-Low | Yes |
| Depressants | | | | | | |
| gamma Hydroxybutyric Acid | Substance I, Product III | GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem® | None in U.S., Anesthetic | Moderate | Moderate | Yes |
| Benzodiazepines | Substance IV | Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R-2), Klonopin | Antianxiety, Sedative, Anti-convulsant, Hypnotic, Muscle Relaxant | Moderate | Moderate | Yes |
| Other Depressants | Substance I, II, III, IV | Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude) | Antianxiety, Sedative, Hypnotic | Moderate | Moderate | Yes |

Student Rights and Responsibilities

DRUGS OF ABUSE/Uses and Effects

U.S. Department of Justice
Drug Enforcement Administration

| Drugs | Duration (Hours) | Usual Method | Possible Effects | Effects of Overdose | Withdrawal Syndrome |
|----------------------------------|------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Narcotics | | | | | |
| Heroin | 3-4 | Injected, snorted, smoked | Euphoria, drowsiness, respiratory depression, constricted pupils, nausea | Slow and shallow breathing, clammy skin, convulsions, coma, possible death | Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating |
| Morphine | 3-12 | Oral, injected | | | |
| Hydrocodone | 3-6 | Oral | | | |
| Hydro-morphone | 3-4 | Oral, injected | | | |
| Oxycodone | 3-12 | Oral | | | |
| Codeine | 3-4 | Oral, injected | | | |
| Other Narcotics | Variable | Oral, injected, snorted, smoked | | | |
| Depressants | | | | | |
| <i>gamma</i> Hydroxybutyric Acid | 3-6 | Oral | Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol | Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death | Anxiety, insomnia, tremors, delirium, convulsions, possible death |
| Benzodiazepines | 1-8 | Oral, injected | | | |
| Other Depressants | 2-6 | Oral | | | |

Student Rights and Responsibilities

DRUGS OF ABUSE/Uses and Effects

U.S. Department of Justice
Drug Enforcement Administration

| | | | | Dependence | | |
|----------------------------------|--------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------|---------------|-----------|
| Drugs | CSA Schedules | Trade or Other Names | Medical Uses | Physical | Psychological | Tolerance |
| Stimulants | | | | | | |
| Cocaine | Substance II | Coke, Flake, Snow, Crack, <i>Coca, Blanca, Perico, Nieve</i> , Soda | Local anesthetic | Possible | High | Yes |
| Amphetamine/ Meth-amphetamine | Substance II | Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn | Attention deficit/hyperactivity disorder, narcolepsy, weight control | Possible | High | Yes |
| Methylphenidate | Substance II | Ritalin (Illy's), Concerta, Focalin, Metadate | Attention deficit/hyperactivity disorder | Possible | High | Yes |
| Other Stimulants | Substance III, IV | Adipex P, Ionamin, Prelu-2, Didrex, Provigil | Vaso-constriction | Possible | Moderate | Yes |
| Hallucinogens | | | | | | |
| MDMA and Analogs | Substance I | (Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB | None | None | Moderate | Yes |
| LSD | Substance I | Acid, Microdot, Sunshine, Boomers | None | None | Unknown | Yes |
| Phencyclidine and Analogs | Substance I, II, III | PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP | Anesthetic (Ketamine) | Possible | High | Yes |
| Other Hallucinogens | Substance I | Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahuasca, DMT, Dextromethorphan* (DXM) | None | None | None | Possible |
| Cannabis | | | | | | |
| Marijuana | Substance I | Pot, Grass, Sinsemilla, Blunts, <i>Mota, Yerba, Grifa</i> | None | Unknown | Moderate | Yes |
| Tetrahydrocannabinol | Substance I, Product III | THC, Marinol | Antinauseant, Appetite stimulant | Yes | Moderate | Yes |
| Hashish and Hashish Oil | Substance I | Hash, Hash oil | None | Unknown | Moderate | Yes |

Student Rights and Responsibilities

DRUGS OF ABUSE/Uses and Effects

U.S. Department of Justice
Drug Enforcement Administration

| Drugs | Duration (Hours) | Usual Method | Possible Effects | Effects of Overdose | Withdrawal Syndrome |
|-------------------------------|------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| Stimulants | | | | | |
| Cocaine | 1-2 | Snorted, smoked, injected | Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite | Agitation, increased body temperature, hallucinations, convulsions, possible death | Apathy, long periods of sleep, irritability, depression, disorientation |
| Amphetamine/ Meth-amphetamine | 2-4 | Oral, injected, smoked | | | |
| Methylphenidate | 2-4 | Oral, injected, snorted, smoked | | | |
| Other Stimulants | 2-4 | Oral | | | |
| Hallucinogens | | | | | |
| MDMA and Analogs | 4-6 | Oral, snorted, smoked | Heightened senses, teeth grinding and dehydration | Increased body temperature, electrolyte imbalance, cardiac arrest | Muscle aches, drowsiness, depression, acne |
| LSD | 8-12 | Oral | Illusions and hallucinations, altered perception of time and distance | (LSD) Longer, more intense "trip" episodes | None |
| Phencyclidine and Analogs | 1-12 | Smoked, oral, injected, snorted | | Unable to direct movement, feel pain, or remember | Drug seeking behavior *Not regulated |
| Other Hallucinogens | 4-8 | Oral | | | |
| Cannabis | | | | | |
| Marijuana | 2-4 | Smoked, oral | Euphoria, relaxed inhibitions, increased appetite, disorientation | Fatigue, paranoia, possible psychosis | Occasional reports of insomnia, hyperactivity, decreased appetite |
| Tetrahydrocannabinol | 2-4 | Smoked, oral | | | |
| Hashish and Hashish Oil | 2-4 | Smoked, oral | | | |

Student Rights and Responsibilities

DRUGS OF ABUSE/Uses and Effects

U.S. Department of Justice
Drug Enforcement Administration

| Drugs | CSA Schedules | Trade or Other Names | Medical Uses | Dependence | | |
|--------------------------|---------------|-------------------------------------------------------------------------------------|-----------------------|------------|---------------|-----------|
| | | | | Physical | Psychological | Tolerance |
| Anabolic Steroids | | | | | | |
| Testosterone | Substance III | Depo Testosterone, Sustanon, Sten, Cypt | Hypogonadism | Unknown | Unknown | Unknown |
| Other Anabolic Steroids | Substance III | Parabolan, Winstrol, Equipose, Anadrol, Dianabol, Primabolin-Depo, D-Ball | Anemia, Breast cancer | Unknown | Yes | Unknown |
| Inhalants | | | | | | |
| Amyl and Butyl Nitrates | | Pearls, Poppers, Rush, Locker Room | Angina (Amyl) | Unknown | Unknown | No |
| Nitrous Oxide | | Laughing gas, balloons, Whippets | Anesthetic | Unknown | Low | No |
| Other Inhalants | | Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid | None | Unknown | High | No |
| Alcohol | | Beer, wine, liquor | None | High | High | Yes |

DRUGS OF ABUSE/Uses and Effects

U.S. Department of Justice
Drug Enforcement Administration

| Drugs | Duration (Hours) | Usual Method | Possible Effects | Effects of Overdose | Withdrawal Syndrome |
|--------------------------|------------------|----------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Anabolic Steroids | | | | | |
| Testosterone | 14-28 days | Injected | Virilization, edema, testicular atrophy, gynecomastia, acne, aggressive behavior | Unknown | Possible depression |
| Other Anabolic Steroids | Variable | Oral, injected | | | |
| Inhalants | | | | | |
| Amyl and Butyl Nitrates | 1 | Inhaled | Flushing, hypotension, headache | Methemoglobinemia | Agitation |
| Nitrous Oxide | 0.5 | Inhaled | Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage | Vomiting, respiratory depression, loss of consciousness, possible death | Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions |
| Other Inhalants | 0.5-2 | Inhaled | | | |
| Alcohol | 1-3 | Oral | | | |

Student Rights and Responsibilities

FEDERAL TRAFFICKING PENALTIES

| DRUG/SCHEDULE | QUANTITY | PENALTIES | QUANTITY | PENALTIES |
|--------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cocaine (Schedule II) | 500 - 4999 gms mixture | First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual | 5 kgs or more mixture | First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment |
| Cocaine Base (Schedule II) | 5-49 gms mixture | | 50 gms or more mixture | |
| Fentanyl (Schedule II) | 40 - 399 gms mixture | | 400 gms or more mixture | |
| Fentanyl Analogue (Schedule I) | 10 - 99 gms mixture | | 100 gms or more mixture | |
| Heroin (Schedule I) | 100 - 999 gms mixture | | 1 kg or more mixture | |
| LSD (Schedule I) | 1 - 9 gms mixture | | 10 gms or more mixture | |
| Methamphetamine (Schedule II) | 5 - 49 gms pure or 50 - 499 gms mixture | | 50 gms or more pure or 500 gms or more mixture | |
| PCP (Schedule II) | 10 - 99 gms pure or 100 - 999 gms mixture | | 100 gm or more pure or 1 kg or more mixture | |

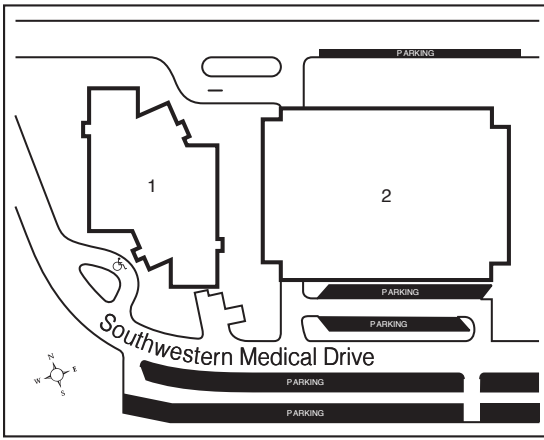
| DRUG/SCHEDULE | QUANTITY | PENALTIES |
|-----------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) | Any amount | First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. |
| Flunitrazepam (Schedule IV) | 1 gm or more | Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual. |
| Other Schedule III drugs | Any amount | First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. |
| Flunitrazepam (Schedule IV) | 30 to 999 mgs | Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual. |
| All other Schedule IV drugs | Any amount | First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. |
| Flunitrazepam (Schedule IV) | Less than 30 mgs | Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual. |
| All Schedule V drugs | Any amount | First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual. |

Student Rights and Responsibilities

Federal Trafficking Penalties - Marijuana

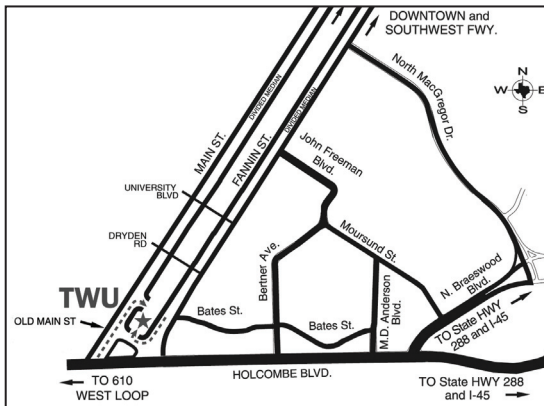
| DRUG | QUANTITY | 1 st OFFENSE | 2 nd OFFENSE |
|-------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Marijuana | 1,000 kg or more mixture; or 1,000 or more plants | <ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual | <ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual |
| Marijuana | 100 kg to 999 kg mixture; or 100 to 999 plants | <ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual | <ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual |
| Marijuana | more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants | <ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual | <ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual |
| Marijuana | 1 to 49 plants; less than 50 kg mixture | <ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual | <ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual |
| Hashish | 10 kg or less | | |
| Hashish Oil | 1 kg or less | | |

Section 5 Campus Maps



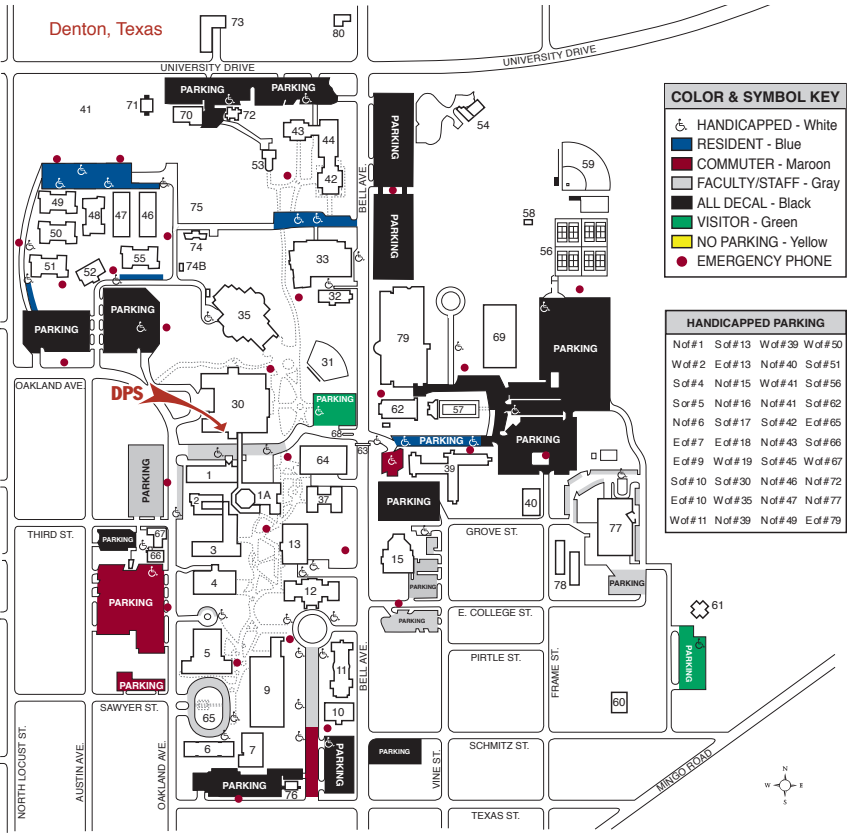
**TWU T. Boone Pickens
Institute of Health
Sciences-Dallas Center**
5500 Southwestern Medical Drive
(adjacent to Parkland Hospital)

1. T. Boone Pickens IHS
2. Parking Garage



TWU Houston Center
6700 Fannin St.

* Parking and building access are subject to change if campus construction occurs.



Texas Woman's University-Denton

- | | | |
|---------------------------------------------------------------|-------------------------------------|-------------------------------------------------|
| 1. Admission and Registration Building | 35. Mary Evelyn Blagg Huey Library | 62. Dance, Gymnastics and Human Performance Lab |
| 1A. Administrative Conference Tower | 37. Stoddard Hall | 63. Pedestrian Bridge |
| 2. Arts and Sciences (Patio Building) | 39. Mary Gibbs Jones Hall | 64. Student Union (Bookstore, Post Office) |
| 3. Arts and Sciences Building | 41. Lowry Woods | 65. Pioneer Woman Statue |
| 4. Graduate Science Research Building | 42. Nelda C. Stark Hall | 66. Marketing and Communications |
| 5. Music Building/Margo Jones Performance Hall | 43. John A. Guinn Conference Center | 67. Human Resources |
| 6. Art Building | 44. The Commons | 68. Information Booth |
| 7. Bralley Annex | 46. Sayers Hall | 69. Soccer Field |
| 8. Chemical Storage | 47. Smith Carroll Hall | 70. Power Plant |
| 9. Science Building | 48. Fitzgerald Hall | 71. North Substation |
| 10. Undergraduate Science Laboratory Building | 49. Reagan Houston Hall | 72. Alumnae Relations |
| 11. Nutrition, Textiles, and Human Development Building | 50. Capps Hall | 73. Storage Building |
| 12. Old Main Building | 51. Austin Hall | 74. Greenhouse |
| 13. CFO Tower | 52. Lowry Woods Community Center | 74B. Restrooms |
| 15. Multipurpose Classroom Laboratory Building | 53. Little Chapel-in-the-Woods | 75. Gardens |
| 30. Hubbard Hall--Department of Public Safety, Student Health | 54. University House | 76. South Substation |
| 32. Institutional Development | 55. Mary Hufford Hall | 77. Facilities Management |
| 33. Fitness and Recreation Center | 56. Tennis Courts | 78. Golf Storage |
| | 57. Outdoor Swimming Pool | 79. Pioneer Hall |
| | 58. Restrooms | 80. Gibson House |
| | 59. Softball Field | 81. Amphitheater |
| | 60. Evers Barn | |
| | 61. Golf Clubhouse | |

Section 6

Important Numbers



Area code - 940 in Denton

| | | |
|------------------------------------------------------|------------------|-------------------|
| Admissions - Undergraduate | ADM 105 | 898-3188 |
| Admissions - Graduate | ADM 105 | 898-3188 |
| Arts and Sciences, College of | CFO 1210 | 898-3326 |
| Athletics | PH 220 | 898-2378 |
| Bad Weather Information | (Denton) | 898-3430 |
| | (Dallas) | 214-689-6631 |
| | (Houston) | 713-794-2310 |
| Biology | GRB 230 | 898-2351 |
| Bookstore | SU, 1st Floor | 898-3103 |
| Business and Economics - School of Management | CFO 504 | 898-2111 |
| Career Services | HDB 200 | 898-2950 |
| Career Counselor | HDB 200 | 898-2972 |
| Cooperative Education | | 898-2952 |
| Student Employment | | 898-2951 |
| Center for Student Development | SU 116 | 898-3626 |
| Chancellor | ACT 15 | 898-3201 |
| Chemistry | CFO 1312 | 898-2550 |
| Communication Sciences and Disorders | MCL 820 | 898-2025 |
| Commuter and Non-Traditional Services | SU 209 | 898-2789 |
| Computer Lab (Mega Lab) | MCL 201 | 898-3245 |
| Conference Services | HH | 898-3644 |
| Hubbard Hall Reservations & Classrooms | | 898-3651 |
| Little Chapel-in-the-Woods Reservations | | 898-3516 |
| Counseling and Family Therapy Clinic (Family; Comm.) | HDB 114 | 898-2600 |
| Community Clinic | | |
| Counseling Center (Students Only) | West JH | 898-3801 |
| Dance | DGL 206 | (main) 898-2085 |
| | | Ad. Ass. 898-2086 |
| Department of Teacher Education | SH 108 | 898-2271 |
| Dental Hygiene | OMB 220 | 898-2870 |
| Disability Support Services | CFO 106 | 898-3835 |
| | | TDD:898-3830 |
| Drama | RTC 228 | 898-2518 |
| To Reserve Red Bud Tickets | | 898-2020 |
| EMERGENCY SERVICES HOTLINE | | 898-2911 |
| English, Speech and Foreign Languages | CFO 905 | 898-2324 |
| Family Sciences | HDB 115 | 898-2685 |
| Fashion and Textiles | OMB 415 | 898-2661 |
| Financial Aid (Student) | ADM 2nd Floor | 898-3064 |
| Intercultural Services | JH 200 | 898-3679 |
| Fitness & Recreation | | 898-2900 |
| Food Service Menu Line | | 898-3666 |
| Food Services by ARAMARK | SU 020 | 898-3663 |
| Golf Course | Club House Drive | 898-3163 |
| Guinn Hall | | 898-3636 |
| Graduate School | ACT 9 | 898-3415 |
| Health Sciences, College of | HDB 202 | 898-2852 |

Important Numbers

| | | |
|--------------------------------------------|---------------------------|----------------------|
| Health Studies | CFO 1007 | 898-2860 |
| History and Government | CFO 605 | 898-2133 |
| Honors Scholars Program | SH 104 | 898-2337 |
| Housing, University | JH 3rd Floor | 898-3676 |
| ID Card Services | JH 3rd floor | 898-3565 |
| Intercultural Services | Jones Hall 200 | 898-3679 |
| International Education | Jones Hall 200 | 898-3338 |
| Mega Lab Computer Lab | MCL 201 | 898-3980 |
| | Technology & Info service | 898-3245 |
| Jones Hall | | 898-3655 |
| Kinesiology | PH 208 | 898-2575 |
| Library, Blagg-Huey | | Circulation 898-2665 |
| Library and Information Studies, School of | SH 404 | 898-2602 |
| Library, Children's Collection | Library Ground Level | 898-3497 |
| Library Science Department | SH 105 | 898-2602 |
| Lost and Found (Public Safety) | HH | 898-2911 |
| Margo Jones Performance Hall | MJPH | 898-2501 |
| Mathematics and Computer Science | MCL 302 | 898-2166 |
| Music | MUS 114 | 898-2500 |
| Nursing, College of | ASB 216 | 898-2401 |
| Nutrition and Food Sciences | OMB 307 | 898-2636 |
| Occupational Therapy, School of | MCL 740 | 898-2801 |
| Performing Arts (Dance Dept.) | DGL 206 | 898-2085 |
| Physical Therapy, School of | HDB 202 | 898-2460 |
| Pioneer Hall | PH | 898-2528 |
| Police (see Public Safety) | | |
| Pool, Outdoor (In Season) | | 898-2902 |
| Pool, Indoor | PH, 1st floor | 898-2561 |
| Professional Education, College of | SH 202 | 898-2202 |
| Psychology and Philosophy | CFO 702 | 898-2303 |
| Public Safety, Department of | HH | 898-2911 |
| Parking Office | HH | 898-2925 |
| Reading, Department of | MCL 907 | 898-2227 |
| Residence Hall Association | Commons 103 | 898-3618 |
| Sociology and Social Work | CFO 305 | 898-2052 |
| Stark Hall | | 898-3694 |
| Student Union | SU 209 | 898-3641 |
| Student Government Association | SU 116K | 898-3633 |
| Student Health Services | HH | 898-3826 |
| Immunization Clinic | | 898-3825 |
| Immunization Clinic Fax | | 898-3849 |
| Student Life | SU 206 | 898-3615 |
| Teacher Certification | SH 211 | 898-2829 |
| Transcript Office | ADM 127 | 898-3038 |
| Visual Arts | ART 107 | 898-2530 |
| Women's Studies | HDB 307 | 898-2119 |
| Write Site Writing Center | CFO 131 | 898-2341 |

Notes



Notes

