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This Student Handbook contains helpful information, guides, and directories. It also contains University policy statements and regulations, which every TWU student is expected to follow. Each student is responsible for knowing and complying with the contents of this handbook, TWU Regents' Policies, University Regulations and Procedures, and other TWU guidelines which apply to them.



Section 1

Mission and Purpose



Letter from the Chancellor and President

Dear Students,

I want to welcome you to the 2016-17 academic year at Texas Woman's University. You are joining a talented, caring student body and a university community that wants to partner with you to ensure your success. I am proud you have chosen to be part of the TWU family. TWU is a special university with a set of core values that emphasize a student-centric approach to learning—and we are continually expanding our focus to be even more holistic about your educational experience here.

Researchers tell us that in the future, there are several aspects of your life that will be especially important to you: your relationships, your physical health, your community, your economic situation and your sense of purpose. Now is the time to begin cultivating positive habits and to build a knowledge base that will support your future success and wellbeing. We will help you do that.

I very much hope we have an opportunity to talk sometime during the coming year. To help make that happen, I host numerous open meetings and speak at many campus events. If you see me on the Denton, Dallas or Houston campuses, I'd love it if you would pause to say hello and introduce yourself. Nothing makes me happier than chatting with students.

Thank you for choosing to be part of the Texas Woman's University family. I send you my best wishes for a productive and successful year!

Sincerely,

*Carine M. Feyten, Ph.D.
Chancellor and President*



Mission and Purpose

Letter from the Vice President of Student Life

Dear Student,

Each new academic year brings excitement, opportunity and promise. Whether you are a new student to Texas Woman's University or a returning student ready to take the next step in your personal journey, I am pleased you have chosen to spend your time at TWU.

At Texas Woman's University, our motto is, "We Learn By Doing." This motto means that the faculty and staff have designed purposeful out of the classroom activities for you to engage your time with while you study at TWU. We know that learning happens when you are engaged with your faculty, the staff, and your peers. You will learn first-hand that at TWU, there are many opportunities that await your potential. Many of these opportunities are provided by the Division of Student Life and are detailed in the Student Handbook. We hope you can use this Student Handbook as a tool to help manage your time and priorities while striving to reach your potential.



The expectations of our TWU community are stated clearly in the Student Handbook and you are encouraged to read the policies and regulations clearly. All students are expected to know the policies and to work corroboratively with other student, faculty and staff to assure that we have a positive community at TWU. To read all policies and regulations in their entirety go to: www.twu.edu/policy/.

Our students are proud Pioneers and we encourage you to contribute to TWU's diverse and vibrant campus by actively participating. We wish you every success as you study, get involved, and become prepared to serve Texas, our country, and our world.

Best wishes,

*Dr. Monica Mendez-Grant
Vice President for Student Life*

Mission and Purpose

Welcome from the Student Government Presidents

Dear Students,

Congratulations on your decision to join the Texas Woman's University student body. Whether you are on the Dallas, Denton, or Houston campus, your time at TWU promises to be full of exciting opportunities in scholarship and leadership. The Denton campus is the home of the athlete Pioneers and, with over 125 campus organizations, it is a thriving center for student life. The Dallas campus offers 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 (SGA) is dedicated to enhancing communication through a united campus voice. The SGA acts as a liaison between the administrations, faculty, and students to ensure that the student 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 chose to be a Pioneer! We hope you will find the transition from high school, undergraduate study, or the work place a positive one. You will find the faculty, staff, and students of Texas Woman's University are always ready to work with you and for you!



*Denton SGA President
Fatime Osmani*



*Dallas SGA President
Madison Thompson*



*Houston SGA President
Jogesh Kanta*

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.

BRIEF HISTORY

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 students. 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 students as 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, the College of Nursing, and the Graduate School. TWU is among the leading providers of health care professionals in the nation. The Graduate School offers advanced degree programs through the colleges and schools of the University.

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, veterans, non-traditional, and minority students. Among these are many mission specific programs offered by TWU to advance women in the STEM fields as well as business, teaching, and other professional endeavors. The Blagg-Huey Library Woman's Collection at TWU's Denton campus is the largest depository for research material about women in the south and southwest, and it is a major collection of its kind in the United States.



Mission and Purpose

NONDISCRIMINATION, EQUAL OPPORTUNITY & AFFIRMATIVE ACTION

Texas Woman's University (TWU) is committed to compliance with its obligations under Title IX of the Educational Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination in Employment Act, Executive Orders, and other applicable antidiscrimination laws. It is the policy of TWU to provide all students and applicants an equal access to all programs and facilities without regard to sex, sexual orientation, gender, race, color, creed, religion, veteran or military status, national origin, age, disability, marital status, domestic violence victim status, status as an ex-offender, arrest record, predisposing genetic characteristics or genetic information, or any other characteristic protected by Federal or Texas State law.

Furthermore, the University will not discriminate against any individual with respect to the application of University policies and/or regulations, or the criteria for the successful completion of any course or program based on the statuses outlined above. Every person in the TWU community is required to be familiar with and act in accordance with these Regent Policies and University Regulation & Procedures (URPs). This includes administrators, faculty, staff, students, contractors, and vendors. All violations of policy or URP(s) will be addressed and, where appropriate, sanctions will be applied. Any person or entity found in willful violation of these non-discrimination policies and URPs shall be subject to termination, expulsion or contract termination as appropriate.

All current Regent Policies and University Regulations & Procedures (URPs) are located on the TWU website: www.twu.edu/policy/.

Inquiries concerning University grievance procedures may be directed to the designated official named below:

The Equal Opportunity and Affirmative Action Officer is:

Lewis Benavides, Senior Associate Vice President for Human Resources
Texas Woman's University
PO Box 425739
Denton TX 76204-5379
Phone: 940.898.3555
Email: lbenavides@twu.edu
Website: www.twu.edu/humanresources/default.asp

The Title VI Officer is:

Kyle Voyles, Executive Director of Civility and Community Standards
Texas Woman's University
PO Box 425379
Denton TX 76204-5379
Phone: 940.898.2913
Email: jvoyles@twu.edu

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The Title IX Officer is:

Bob Mabry, Assistant Director of Employee Relations and Title IX Coordinator
Texas Woman's University
PO Box 425379
Denton TX 76204-5379
Phone: 940.898.3555
Email: gmabry@twu.edu
Website: www.twu.edu/student-life-office/13790.asp

The Americans with Disabilities Act Compliance Officer:

Lewis Benavides, Senior Associate Vice President for Human Resources
Texas Woman's University
PO Box 425739
Denton TX 76204-5379
Phone: 940.898.3555
Email: lbenavides@twu.edu
Website: www.twu.edu/humanresources/default.asp

Obligation to Report

University employees who become aware of a discriminatory or criminal offense should immediately report it to TWU police and to the appropriate Officer listed above. Specifically, faculty and staff should report any instances of gender discrimination, sexual harassment and sexual misconduct by any member of the University community to the Title IX Coordinator or to the TWU Department of Public Safety.

A student has the right to file a complaint of discrimination with the Office for Civil Rights (OCR) of the U.S. Department of Education. Complaints are to be filed within 180 calendar days of the alleged act of discrimination and may be made to the Texas regional office of OCR:

Dallas Office
Office for Civil Rights
U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, TX 75201-6810
Telephone: 214-661-9600
FAX: 214.661.9587
Email: OCR.Dallas@ed.gov

LEGAL DISCLAIMERS AND RESERVATIONS

The right is reserved to change any of the policies, regulations, procedures, guidelines, and/or rules of the University at any time, including those relating to admission, instruction, and graduation. The right to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees similarly is reserved. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled in Texas Woman's University. This student handbook supersedes all previous student handbooks governing student life at the Texas Woman's University. The information, policies, and procedures contained in this student handbook do not constitute a contract and are subject to change without prior notice.

All current University Policies and University Regulations and Procedures (URPs) may be found at: www.twu.edu/policy/. Policies and URPs that appear in this handbook may be updated. You should always refer to the TWU website for the most current versions.

Mission and Purpose

DIVISIONS & SELECTED OFFICES

Division of Student Life: www.twu.edu/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;
- 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.

A major goal of TWU 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.

The Division of Student life is comprised of:

- Athletics: www.twuathletics.com/
- Campus Alliance for Resource Education (CARE):
www.twu.edu/commuter/transportation.asp
 - Commuter Services
 - Frontiers Program
 - The Lasso (see Publications)
 - Veteran & Military Student Center
- Career Connections Center: www.twu.edu/career-services/
- Center for Student Development: www.twu.edu/student-development/
 - Campus Activities Board
 - Clubs and Organizations
 - First Year Programming
 - Graduate Student Council
 - Greek Life
 - Leadership Development
 - Orientation & Pioneer Camp
 - Sophomore Programming
 - Student Government
 - Volunteer Services
- Civility and Community Standards
 - Student Code of Conduct
 - Civility Ambassadors
 - Student Legal Services
 - Voting Information
 - Pioneers Remembered
 - Title VI and Title IX

Mission and Purpose

- Campus Free Speech
- Counseling Center
 - Crisis Intervention
 - Counseling Services
 - Outreach and Consultation
- Disability Support Services (DSS)
- Design Services
- Diversity, Inclusion, and Outreach: www.twu.edu/diversity-inclusion-outreach/
 - SUCCESS Mentoring Program
 - Multicultural Student Network (MSN)
 - TWU Go Centers & G-Force Program
 - Cultural Connections Leadership Conference
 - Diversity and Leadership Education
 - Minority Scholarship/Internship Information
 - LGBTQIA Resources
 - Terry Scholars
- Fitness & Recreation
 - Denton, Dallas, and Houston Facilities
 - Outdoor Adventure
- Food Services and ID Services
- International Education & International Admissions
- Office of Student Life
- Student Health Services
- Student Union & Conference Services
- University Housing and Residential Life
 - Residence Hall Association

Division of Academic Affairs: www.twu.edu/academic-affairs/

The Division of Academic Affairs is led by the Office of the Provost and Vice President for Academic Affairs. Academic Affairs oversees all matters related to academic programs at TWU.

The Division of Academic Affairs includes:

- College of Arts and Sciences
- College of Health Studies
- College of Nursing
- College of Professional Education
- Graduate School
- Research and Sponsored Programs
- Woodcock Institute
- Education Abroad Programs
- Pioneer Center for Student Excellence
- Education Abroad
- Honors Program

Enrollment Services: www.twu.edu/enrollment-services/

The Division of Enrollment Services leads the effort of recruitment and retainment of academic scholars from Texas and across the world. Enrollment Services helps students navigate the financial aid process, successfully complete registration, and meet their graduation requirements.

Mission and Purpose

The Division of Enrollment Services includes:

- Admissions
- Admissions Processing
- Registrar
- Financial Aid
- Scholarship

Finance & Administration: www.twu.edu/finadmin/

The Division of Finance and Administration is responsible for the overall administration, budgeting, financial operations, and facilities management of the University.

The Division of Finance and Administration is comprised of:

- Budget Office
- Bursar/Cashier's Office
- Controller's Office
- Department of Public Safety
- Emergency Management
- Facilities Management
- Human Resources
- Payroll
- Procurement Services

University Advancement: www.twu.edu/advancement/

The Division of University Advancement strives to garner non-government financial support for TWU, its people, and its programs. University Advancement solicits charitable donations from alumni, faculty, staff, corporations, foundations, friends and supporters of TWU and provides the gift receipt(s) for income tax purposes and stewardship duties for donor needs.

Marketing & Communication: www.twu.edu/marketing-communication/

The Division of Marketing & Communication is responsible for collecting and disseminating news and information to the TWU community and beyond.



Section 2

Campus Maps and Academic Calendars



The most current Academic Calendar is located on the TWU website:
www.twu.edu/registrar/academic-calendars.asp

Fall 2016

August 29, 2016
September 5, 2016
September 14, 2016
November 23-27, 2016
December 9, 2016
December 10-15, 2016
December 14, 2016
December 16-17, 2016

August 29 - December 16, 2016

First Class Day
Labor Day Holiday (University closed)
Fall Census Date/December Graduation Application Deadline
Thanksgiving Holiday (University closed)
Last Day of Classes
Final Examinations
Houston Commencement Ceremony
Denton Commencement Ceremonies

Spring 2017

January 16, 2017
January 17, 2017
February 1, 2017
March 13-18, 2017
May 5, 2017
May 6-11, 2017
May 10, 2017
May 12-13, 2017

January 16 - May 12, 2016

MLK Holiday (University closed)
First Class Day
Spring Census Date/May Graduation Application Deadline
Spring Break (no classes, University open)
Last Day of Classes
Final Examinations
Houston Commencement Ceremony
Denton Commencement Ceremonies

Summer 1

May 15, 2017
May 16, 2017
May 29, 2017
June 2, 2017
June 3, 2017

May 15 - June 3, 2017

First Class Day, Summer 1
Summer 1 Census Date
Memorial Day Holiday (University closed)
Final Examinations
Last Day of Term

Summer 2

June 5, 2017
June 8, 2017
July 7, 2017
July 8, 2017

June 5 - July 8, 2017

First Class Day, Summer 2
Summer 2 Census Date
Final Examinations
Last Day of Term

Summer

June 5, 2017
June 20, 2017
Deadline
July 4, 2017
August 11, 2017

June 5 - August 11, 2017

First Class Day, Summer
Summer Census Date/Summer Graduation Application
Fourth of July Holiday (University closed)
Final Examinations/Last Day of Term

Summer 3

July 10, 2017
July 13, 2017
August 10, 2017
August 11, 2017

July 10 - August 11, 2017

First Class Day, Summer 3
Summer 3 Census Date
Final Examinations
Last Day of Term

The most up to date Campus Maps are located on the TWU website: www.twu.edu/maps/

Campus Maps and Academic Calendars

Texas Woman's University-Denton

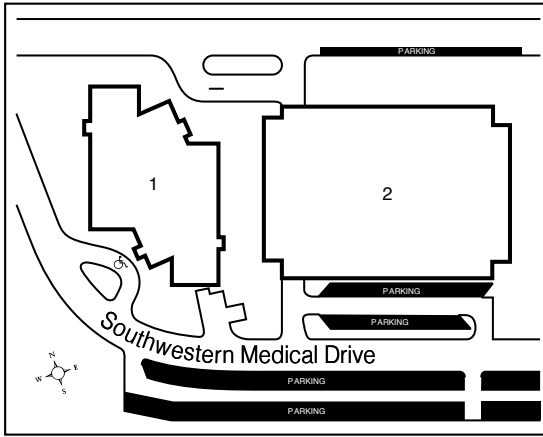


Building Key

#	Abbr	Building Name	#	Abbr	Building Name
1A	ACT	Administration and Conference Tower	67		Human Resources, Office of
1	ADM	Admissions Building — Admissions, Financial Aid, Scholarship and Registrar's offices	68		Information Booth
72	AH	Alumni House	32		Institutional Development
19		Amphitheater	39		Jones Hall
3	ASB	Arts and Sciences Building	53	LC	Little Chapel-in-the-Woods
35	BHL	Blagg-Huey Library	52		Lowry Woods Apartments
7		Bralley Annex	66		Marketing & Communication, Office of
13	CFO	Classroom Faculty Office Building	15	MCL	Multipurpose Classroom Laboratory Bldg
44		The Commons	5	MUS	Music Building — Margo Jones Performance Hall
62	DGL	Dance-Gymnastics Laboratory Bldg.	12	OMB	Old Main Building
77		Facilities Management	2	PB	Patio Building
33		Fitness and Recreation Center	79	PH	Pioneer Hall
75		Gardens	57		Pioneer Park
9	ASSC	Ann Stuart Science Complex	65		Pioneer Woman Statue
61		Golf Clubhouse	30a	HH	Redbud Theater
69		Soccer Field	42		Stark Hall
4	GRB	Graduate Research Building	37	SH	Stoddard Hall
59		Softball Field	64	SU	Student Union — Bookstore, Post Office
74		Greenhouse	56		Tennis Courts
40		Grove Street Apartments	10	ULB	Undergraduate Laboratory Building
43	GH	Guinn Hall	54	UH	University House
30	HH	Hubbard Hall — Redbud Theater, Department of Public Safety, Student Health Services	6	ART	Visual Arts Building
11	HDB	Human Development Building	41		Walking Path

Campus Maps and Academic Calendars

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



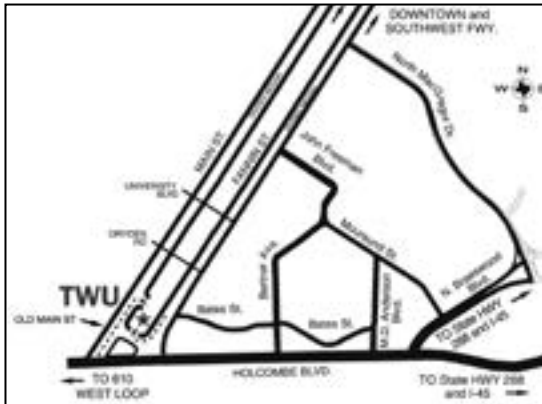
1. T. Boone Pickens IHS

2. Parking Garage

1st floor-Staff/Faculty, Visitor, Stroke Center

2nd-4th floors- All decal parking

TWU Houston Center 6700 Fannin St.



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

Section 3

University Services and Resources



The student services and resources 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.

ACADEMIC ADVISING

Phone: 940.898.2367

Email: advising@twu.edu

website: www.twu.edu/aac/default.asp

Location: Contact the Pioneer Center for Student Excellence for specific advisor locations.

Advising is one of the first steps you as a student take toward achieving your academic goals. The advising process is a consultation between you and your advisor to discuss and determine the best educational plan according your interests, capabilities, and personal circumstances.

Academic Advising encourages student success and increased retention rates. Academic Advising includes helping you make decisions about educational and career goals and informing you about opportunities for majors and minors as well as options within degree requirements. It remains your responsibility to investigate necessary resources and information to help you make informed decisions regarding your academic career.

All TWU students meet with either a college or faculty advisor in their major program prior to registering each semester. You will work with your advisor to develop a schedule of courses needed to complete degree requirements. Advisors are listed online for each college and major.

ALUMNI RELATIONS, OFFICE OF

Anne Scott, Director

Phone: 940.898.2586

Fax: 940.898.3877

Email: alumnirelations@twu.edu

Website: www.twu.edu/alumni/default.asp

Location: University Advancement

The Office of Alumni Relations is the central coordination point for all alumni activities held on all campuses of TWU. Contact this office to learn what services are offered to TWU graduates and how to access those services. If you wish to become involved on behalf of TWU, then we can connect you to networks and groups where you can do that. If you want to know what your department has to offer its alumni, we can provide you with the links to that information.

FORMER STUDENTS ASSOCIATION (TWU ALUMNI ASSOCIATION)

Phone: 940.898.2587

Fax: 940.898.2497

Email: fsa@twu.edu

Website: www.twu.edu/fsa/

Location: See website for current location

The Former Students Association was founded in 1905 by TWU's first graduate, Beulah Kincaid Fry, to promote Texas Woman's University goals and mission. Today the Association raises funds for and administers more than 30 scholarship programs for undergraduate and graduate students at TWU. Association membership supports the endeavors of the association including scholarships and reunions. The Association is dedicated to providing opportunities to current and former student for life-long affiliation with TWU and one another. Contact us to get involved and look for additional information our table at the Commencement Extravaganza, the Senior Breakfast, or on our website.

ART EXHIBITS

Denton Campus

Website: www.twu.edu/visual-arts/east-west-galleries.asp

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/default.asp



University Services and Resources

ATHLETICS

Chalese Connors, Director

Phone: 940.898.2378

Fax: 940.898.2372

Email: athletics@twu.edu

Website: www.twuathletics.com/index.aspx

Location: Pioneer Hall, 220

TWU Athletics fosters school spirit throughout the University, and enhances campus life on the Denton campus. You will proudly wear maroon and white in support of TWU's five NCAA Division II programs. The Pioneers compete in Basketball, Soccer, Softball and Volleyball in the Lone Star Conference, and as an independent in Gymnastics.



The game-day atmosphere is exciting for students and community fans as the Pioneer Pep Band entertains the crowd and loudly plays the school fight song, "TWU Fight!" You have the opportunity to participate in fun activities including halftime contests, Fan of the Game (or Fan of the Meet for gymnastics), and Pack the House.

You can also have a great on-campus job by working in the Athletics department. Athletics hires many student workers to assist with home event management duties such as set up and tear down, sports information, tickets, concessions, marketing and promotions. Teams also hire student managers.

TWU Athletics is committed to the philosophy of academic and athletic excellence where the student comes first in student-athlete. Since 1982, the combined grade point average of all student-athletes each semester has been higher than 3.0.

The Pioneers have won conference, regional and 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.

BOOKSTORE

Denton, Dallas and Houston

Frank Morga, Manager

Phone: 940.898.3103

Fax: 940.898.3095

Email: twu@bkstr.com

Website: www.bkstr.com/texaswomansstore/home

Location: Student Union (Denton Campus)

The TWU Bookstore carries required and optional textbooks for all courses taught on campus as well as other books, school supplies, clothing, snacks, and gifts. You can even order your cap and gown for graduation at the Bookstore! Many textbooks can now be rented for the semester for significantly less than the purchase price. Ask our staff for details and eligibility. New and used textbooks are sold in the bookstore and on our website. You may sell your used books, in good condition, to the bookstore during normal business hours or through www.efollett.com (see website for additional information).

University Services and Resources

BURSAR, OFFICE OF THE

Glen Ray, Director of Student Accounts and Bursar

Phone: 940.898.3570

Fax: 940.898.3578

Email: payments@twu.edu

Website: www.twu.edu/bursar/

Student Accounts

You must pay all balances, such as tuition and fees, housing/meals, library fines, and emergency loans when they are due. Tuition and fees must be paid in full before the term begins or students must enroll in the installment payment plan, if available. Before the end of each academic term, you are 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. It is the student's responsibility to monitor their account online through Pioneer Portal and monthly account statements are provided if balances are due.

Refund of Credit Balances

TWU contracts with 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 a Welcome Packet with information on selecting a refund preference within two weeks of their first registration at TWU. Upon receipt, the student must select one of two options to receive university refunds or their refunds will be delayed. More specific information is available on the Bursar's website above.

CAMPUS ALLIANCE FOR RESOURCE EDUCATION (CARE)

Amy O'Keefe, Executive Director

Phone: 940.898.2789

Fax: 940.898.3603

Email: commuter@twu.edu

Website: www.twu.edu/commuter/contact-us.asp

Texas Woman's University is committed to meeting the unique needs of commuter and non-traditional students. The CARE, located in the Student Union room 209, connects commuter, off campus, online and non-traditional students with University resources. Our full time staff is devoted to meeting the needs of the commuter and non-traditional student population, including veterans, students with children, adult learners, and students who are adopted/aged out of foster care.

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, student organizations and more.

- Campus Alliance for Resource Education (CARE):
www.twu.edu/commuter/transportation.asp
- Commuter Services
- Frontiers Program
- The Lasso (see Publications)
- Veteran & Military Student Center (See Veteran and Military Service Center)

University Services and Resources

CAREER CONNECTIONS CENTER, THE

Lisa Garza, Director

Phone: 940.898.2950

Fax: 940.898.2956

Email: careers@twu.edu

Website: www.twu.edu/career-services/default.asp

Location: Human Development Building, 200

The Career Connections Center serves as a bridge from your educational experience to the world of work. We are here to help you with all aspects of your career planning, from choosing a major to negotiating a salary. The Career Connections Center has professional and friendly staff available to work with students from each TWU College and campus providing tailored advising to meet individual needs.

Offering a wide variety of programs to aid students throughout the career exploration and preparation process, we partner with you to:

- Choose a major and connect academics to careers
- Design a plan for success
- Connect to potential career and internship opportunities
- Connect with employers in fields of interest and learn the effective job search strategies to get you where you want to be

Whether you are on-campus or on-line, the Career Connections Center has programs, tools, and resources available to assist you as you prepare for and make career decisions.

- Self-exploration assessment tools
- No appointment needed drop in hours for resume and cover letter critiques along with other career related questions
- On-line resources including tools to assist you with resume and letter writing, interview practice, portfolio development, and more
- Career advising appointments
- Workshops and seminars on a wide range of relevant career related topics
- Job postings, career fairs, on-campus interviews

So come visit us and make a connection that can lead to your career success!

CENTER FOR STUDENT DEVELOPMENT

Christine Hall, Director

Phone: 940.898.3626

Fax: 940.898.3621

Website: www.twu.edu/student-development/

Location: Student Union, Room 134

Dallas

Chr e D. Parnell, Assistant Director of Student Life

Phone: 214.689.6697

Fax: 214.689.6688

Email: cparnell@twu.edu

Website: www.twu.edu/student-life-dallas/

Location: T. Boone Pickens Institute of Health Sciences
5500 Southwestern Medical Avenue, Suite 3600

University Services and Resources

Houston

Deborah Unruh, Assistant Director of Student Life

Phone: 713.794.2157

Fax: 713.794.2169

Email: dunruh@mail.twu.edu

Website: twu.edu/student-life-houston/

Location: TWU Institute of Health Sciences

Student Life, Suite #2300

The Center for Student Development (CSD) includes the following student engagement areas and activities for new and returning undergraduate and graduate students:

- Campus Activities Board
- Clubs and Organizations
- First Year Programming
- Graduate Student Council
- Greek Life
- Leadership Development
- Orientation (first-year, transfer, graduate, parents & families)
- Sophomore Programming
- Special Events and Opportunities (Redbud Awards, Student Regent)
- Student Activities
- Student Government Association
 - Student Organizations Council
 - Student Senate
 - House of Representatives
- Volunteer Services
- Dallas Student Life
- Houston Student Life

For more information about how to get connected and involved, please reach out to the Center for Student Development (Denton) or the Student Life Office (Dallas and Houston).

Registered and Recognized Student Organizations must adhere to all federal, state, and local law as well as all University Regent Policies and University Regulations & Procedures (URPs): www.twu.edu/policy/. See also Section 8: Selected Regent Policies, University Regulations and Procedures, & Guidelines.



University Services and Resources

CIVILITY AND COMMUNITY STANDARDS, OFFICE OF

Kyle Voyles, Executive Director of Civility and Community Standards

Phone: 940.898.2968

Fax: 940.898.2978

Email: civility@twu.edu

Location: Jones Hall 98

The Office of Civility and Community Standards provides service to the TWU community through facilitating the campus code of conduct process. In addition, the office supports the overall mission of the University through educational programming, training opportunities to increase understanding of campus civility and community standards.

Services our office provides are:

- Student Legal Services
- Student Conduct Review Process
- Campus Events and Training
- Civility Ambassadors
- Civility and Community Standards Resources:
 - Student Legal Services: www.twu.edu/legal-services/
 - Policies: www.twu.edu/policy/
 - Title IX
 - Title VI (Discrimination)
 - Title II (Americans with Disabilities Act)
 - Student Handbook: www.twu.edu/student-life-office/student-handbook.asp
- State Voting Information:
 - You may request to have voter registration information mailed to you (you cannot register online). The link to request registration information is: www.sos.state.tx.us/elections/voter/reqvr.shtml
- Pioneers Remembered

CONFERENCES SERVICES, OFFICE OF

David Sweeten, Director

Phone: 940.898.3644

Fax: 940.898.3556

Email: conferenceservices@twu.edu

Website: www.twu.edu/conference-services/default.asp

Location: Hubbard Hall

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.

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.

You may request information about reservations by stopping by or calling the Office of Conference Services. Forms and procedures are located on the website.

University Services and Resources

Reserving Outdoor Areas

If you or your student group wishes to have open-air events or other outdoor activities, exclusive of academically related programs, then you 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 (30) days in advance.

Reservations for following areas must be requested through Conference Services:

- The Bernice Abreo-Fischer Amphitheater
- Hubbard Oval
- The University Gardens
- Pioneer Woman Circle
- Classroom Faculty Office Lawn

Use of Amplified Sound:

- Pending approval, amplified sound is permitted in the Amphitheater or Hubbard Oval between 12PM - 1PM & 4PM – 10PM.
- During the designated time the amplified sound must measure at or below 65 (dba).
- Amplified sound will not be permitted if there are scheduled events in the Banquet Room and/or Southeast Ballroom in Hubbard Hall.
- Groups may reserve the sound system and outdoor space through Conference Services.

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, 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.

COUNSELING CENTER

Dr. Denise Lucero-Miller, Director

Denton

Phone: 940.898.3801

Fax: 940.898.3810

Website: www.twu.edu/counseling/default.asp

Location: West Jones Hall

University Services and Resources

Dallas

Phone: 214.689.6655

Fax: 940.898.3810

Website: www.twu.edu/counseling/counseling-center-dallas.asp

Location: 5500 Southwestern Medical Ave, Suite 8300

Houston

Phone: 713.794.2059

Fax: 713.794.2018

Website: www.twu.edu/counseling/counseling-center-houston.asp

Location: 6700 Fannin, Suite 2250

Crisis Intervention Services

The Counseling Center provides emergency assistance to you if you or another student is in crisis on a 24-hour-a-day basis when the University is open. During Center hours, you may phone or stop in at the Counseling Center for immediate emergency assistance.

Crisis Contact Information:

Call 911 or the campus police during regular business hours.

Dallas: 214.689.6666

Denton: 940.898.2911

Houston: 713.794.2222

For after-hours crisis for all campuses: call 911 or the Denton Campus Police at 940-898-2911 and ask to speak with the therapist-on-call. TWU DPS will notify the therapist-on-call so the therapist may speak to you directly.

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

Denton Crisis Line – 800.762.0157

Dallas Crisis Hotline – 214.828.1000

Fort Worth Crisis Hotline – 817.335.3022

Houston Crisis Hotline – 866.970.4770

Counseling Services

The Counseling Center offers a wide variety of free and confidential services designed to help TWU students address emotional, social, and educational issues. Students go to the Counseling Center for a broad range of concerns such as relationship struggles, depression, anxiety, family issues, grief/loss, identity confusion, past trauma, and text anxiety.

Individual, group, and couples therapy are available to help students resolve concerns and learn new ways to be more effective. Crisis counseling is also available 24 hours a day when the University is open.

All counseling sessions are confidential. Your privacy and trust are important to us and is protected by state laws and professional ethical standards. No information can be released without your written authorization. However, confidentiality is legally limited. Your therapist will speak with you about the limits of confidentiality when you first meet. Feel free to ask your therapist any questions or express any concerns you may have about confidentiality.

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.

University Services and Resources

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 is 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, and stress), relationship skills (grief/loss, communication skills, expressing feelings, and 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 website.

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.

Resources

Website: www.twu.edu/counseling/online-resources.asp

In addition to counseling services, the Counseling Center also makes available a variety of virtual information materials to you:

- APA Help Center: www.apa.org/helpcenter/index.aspx
- Online Assessments: screening.mentalhealthscreening.org/locator
- Online Workshops: www.twu.edu/counseling/online-workshops.asp
- Self-Help Library: www.twu.edu/counseling/self-help-library.asp
- Ulifeline: www.ulifeline.org/
- Virtual Pamphlet Collection includes materials from counseling centers around the country: www.dr-bob.org/vpc/

Academically-Related Services

The Counseling Center does not provide academic advising for coursework. Students should contact the appropriate academic department or Academic Advising. 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.

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.

University Services and Resources

COUNSELING & FAMILY THERAPY CLINIC (COMMUNITY CLINIC)

Karen Petty, Department Chair, Family Sciences

Phone: 940.898.2600

Fax: 940.898.2648

Email: famsci@twu.edu

Website: www.twu.edu/family-sciences/counseling-family-therapy-clinic.asp

Location: Human Development Building (HDB), 114 (Denton Campus)

The Counseling and Family Therapy Clinic provides low cost counseling for adults through family, couple, group, and individual services. We also offer play therapy for children ages 3-10 and creative arts therapy for adolescents and adults. Our primary mission is to work with individuals, couples, families, and groups to create practical and effective means for the resolution of the concerns, issues, and problems they are facing. We provide an atmosphere of respect and dignity where each individual and family can be served.

The Clinic staff consists of graduate students from two disciplines, Family Therapy and Counseling and Development, who are being trained to deliver therapy to help clients resolve a variety of issues. Our staff members are available to answer questions and work through client concerns. The Clinic Director and faculty associated with the Clinic are licensed professionals in Counseling and Development, Family Therapy, or Psychology.



DENTAL HYGIENE CLINIC

Denton Campus

Phone: 940.898.2870

Fax: 940.898.2869

Website: www.twu.edu/dental-hygiene/clinic.asp

Location: MCL 102

The TWU Dental Hygiene Clinic serves adolescent, adult, and geriatric patients. TWU dental hygiene students provide low-cost dental hygiene services to the community as part of their education. Reduced cost dental hygiene care including teeth cleanings, deep cleanings, x-rays, oral cancer screening, limited dental exam, sealants and fluoride to help prevent cavities, and tooth whitening services are available. Contact the Dental Hygiene Clinic to make an appointment, or check the website for additional information.

Free screenings are available and take about 30 minutes. Dates for screenings vary. Call 940.898.2888 for more information about screenings. No appointment is necessary. Screenings are performed on a first-come, first served basis; however, a limited number of people can be screened per day.

University Services and Resources

DEPARTMENT OF PUBLIC SAFETY (DPS)

Elizabeth Z. Pauley, Director

Main Website: www.twu.edu/dps/default.asp

Denton

Campus Phone: 81.2911

Phone: 940.898.2911

Fax: 940.898.2999

Website: www.twu.edu/dps/

Location: Hubbard Hall, Lower Level, 301 Administration Drive

Dallas

Campus Phone: 82.6666

Phone: 214.689.6666

Fax: 214.689.6722

Website: www.twu.edu/dallas/dps-and-parking-information/

Location: 5500 Southwestern Medical Ave, Dallas Parkland Center, Fay Pannell Hall, First Floor

Houston

Campus Phone: 84.2222

Phone: 713.794.2017

Website: www.twu.edu/houston/dps/

Location: 6700 Fannin, First Floor

The Department of Public Safety is responsible for all law enforcement services on all TWU campuses. Some of the available services include: 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. Contact your campus DPS for additional information about these services.

For information regarding public safety and emergency preparedness and procedures see *Section 6 Campus Safety*.

Lost and Found

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

Registration of Property

Registration of valuable personal articles is encouraged. Cameras, stereo equipment, computers, mp3 players, cell phones, tablets, and other valuables can be engraved with an identification number or driver's license number. An engraver is available at the TWU DPS Denton location to members of the campus community for short-term use.

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 TWU Department of Public Safety, the Cashier's office, and the Office of Student Life as well as on the TWU Department of Public Safety website (www.twu.edu/dps/parking_rules.asp).

University Services and Resources

Parking areas on the Denton and Dallas campuses are available to students who purchase a parking permit. You must have a parking permit to park on these two campuses. Parking is color coded, you must park in your designated area that correlates to the parking permit that you purchased (i.e: Resident students may park in the blue and black areas, Commuter students may park in the maroon and black areas). Parking permits are available to purchase online: www.twu.edu/dps/parking.asp.

The university does not provide parking on the Houston campus. For parking information for Houston students please visit: www.twu.edu/houston/dps/.

Visitors to the Denton campus may obtain a temporary one-day parking permit from the University Information Booth or from the TWU Department of Public Safety on campus. Dallas visitors may obtain a temporary one-day parking permit from the Dallas TWU Department of Public Safety office located on the first floor of the building.

Bicycle registration is required of all resident and commuting students. Registration is free and considered a protection for the owner. Unregistered and abandoned bicycles may be impounded by TWU DPS; notice will be put on the bicycle before it is impounded.

Parking for Students with Disabilities

Students with permanent or temporary disabilities, who have a state-issued handicapped license plate or placard, may park in any handicap space available. If all the handicap spaces are full, the student has to have a purchased parking permit and their handicap placard or plates in order to park in other available student or staff parking areas. The locations of the handicapped spaces are indicated on the campus map found in 'Traffic Rules and Regulations,' or online: Dallas: www.twu.edu/dps/parking_dallas_parking_map.asp and Denton: www.twu.edu/dps/parking_map.asp.

DISABILITY SUPPORT SERVICES (DSS)

JoAnn Nunnelly, Director

Phone: 940.898.3835

Fax: 940.898.3965

Email: dss@twu.edu

Website: www.twu.edu/disability-support-services/default.asp

Location: Campus Faculty Office 106

DSS is a resource for TWU students with disabilities on the Denton, Dallas, and Houston campuses. The Office is charged with the responsibility of determining appropriate accommodations for students in the classroom and in the use of University facilities in order to provide equal access to educational opportunities. The DSS staff 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.

To obtain services, you must meet the following criteria:

1. Receive notice of acceptance to TWU.
2. Complete the application and intake process through DSS.
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.

University Services and Resources

Application and disability verification forms are available online through DSS. If you need additional information or have questions about accessibility issues for students with disabilities, please contact our office. All disability support services are handled through the Denton location.

DIVERSITY, INCLUSION, AND OUTREACH (DIO)

Denton

Becky Rodriguez, Executive Director

Phone: 940-898-3679

Fax: 940-898-2048

Email: brodriguez@twu.edu

Website: www.twu.edu/diversity-inclusion-outreach/

Location: Jones Hall, Suite 200

Dallas

Chr  D. Parnell, Assistant Director of Student Life

Phone: 214-689-6697

Fax: 214-689-6688

Email: cparnell@twu.edu

Website: www.twu.edu/student-life-dallas/

Location: Suite 3600

Houston

Deborah Unruh, Assistant Director of Student Life

Phone: 713-794-2157

Fax: 713-794-2169

Email: dunruh@twu.edu

Website: twu.edu/student-life-houston/

Location: Suite 2300

DIO provides the TWU community with educational programs and workshops designed to enhance the appreciation for cultural diversity among university students, faculty, and staff. ODIO is a resource to all students, faculty, and staff at TWU and encourages a positive campus climate and community.

Some of the programs and opportunities Diversity, Inclusion, and Outreach offers are:

- **SUCCESS Mentoring Program** – A mentoring program designed to assist first-generation first-year college students in making a successful and enjoyable transition to college.
- **Multicultural Student Network (MSN)** – Serves as the student advisory board for DIO and participants serve as liaisons of DIO to multicultural organizations.
- **Cultural Connections Leadership Conference (CCLC)** - Brings together students, faculty, and staff from various cultural backgrounds in order to empower them to become advocates for change in an increasingly diverse global society. CCLC provides engaging and intentional activities that serve as a catalyst for personal and professional growth, resulting in producing strong individuals and productive members of society.
- **Diversity and Leadership Education** – We are available to make a presentation to your student organization, or classroom about the importance of building personal and professional competence in a multicultural society.
- **Minority Scholarship/Internship Information** - We keep information on the upcoming state and national leadership and diversity related conferences. Come by and see/check the "Announcements" board for diversity leadership conference opportunities.

University Services and Resources

- LGBTQIA Resources – A resource webpage, events, programs and services are provided through various DIO Partnerships.
- Sophomore Year Community Program (SYC) - A collaborative initiative between DIO, University Housing and Residence Life, Academic Affairs, and other departments within the Division of Student Life as well as the Denton Community. The SYC program provides an integration of campus resources focusing on elements that will enhance participants' ongoing transition and success in college.

EDUCATION ABROAD

Annie Phillips, Director

Phone: 940.898.4115

Fax: 940.898.4110

Email: educationabroad@twu.edu

Website: www.twu.edu/education-abroad/

Location: Blagg-Huey Library, Suite 230

(Denton Campus serves Dallas and Houston campuses also)

TWU Education Abroad Programs offer a variety of ways to experience cross-cultural education. Faculty-led, credit courses to other countries are offered in selected academic components throughout the University at the undergraduate and graduate levels. Some of the areas of emphasis include visual and performing arts, business, history, language, nursing, literature and comparative cultures.

In addition to the faculty-led courses, TWU provides opportunities for students to live and study for an entire summer, fall or spring session in countries around the world. Academic credit earned while participating in an education abroad program may be applied toward a degree program. However, coursework must be approved prior to departure. Interested students should seek guidance from Education Abroad Programs prior to applying for these experiences.

A variety of opportunities for financial support are available. Education Abroad Programs can assist students in identifying funding sources. For more information on any of the education abroad opportunities at TWU, contact Education Abroad Programs.



EMERGENCY LOAN (STUDENT LIFE)

Denton

Office of Student Life
Phone: 940.898.3615
Fax: 940.898.3629
Website: www.twu.edu/student-life-office/
Location: Student Union 206

Dallas

Chr e D. Parnell, Assistant Director of Student Life
Phone: 214.689.6697
Fax: 214.689.6688
Email: cparnell@twu.edu
Website: www.twu.edu/student-life-dallas/
Location: Suite 3600

Houston

Deborah Unruh, Assistant Director of Student Life
Phone: 713.794.2157
Fax: 713.794.2169
Email: dunruh@mail.twu.edu
Website: twu.edu/student-life-houston/
Location: Suite 2300

The Student Life Emergency Loan fund is designed to help students with unexpected emergency circumstances. Students may apply for an emergency loan twice an academic year. 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.

ENROLLMENT SERVICES

Gary Ray, Vice President
Phone: 940.898.3011
Fax: 940.898.3072
Website: www.twu.edu/enrollment-services/default.asp
Location: ADM 121

The Enrollment Services Division provides leadership for strategic enrollment management for TWU's three campuses in Denton, Dallas and Houston. The Enrollment Services Vice President supervises the important work of Admissions, Admissions Processing, Financial Aid, and the Registrar.

Admissions

Denton

Erma Nieto-Brecht, Director
Phone: 940.898.3188
Fax: 940.898.3081
Toll Free: 866.809.6130
Email: admissions@twu.edu
Website: www.twu.edu/admissions/default.asp
Location: ADM 105

University Services and Resources

Dallas

Stephanie Stephens, Assistant Director
Phone: 214.689.6500
Fax: 214.689.6583
Email: sstephens4@twu.edu /
Website: www.twu.edu/dallas/enrollment-services/

Houston

Melissa Rodriguez, Admissions Counselor II
Website: www.twu.edu/houston/administration/enrollment-services/

The primary role of the Office of Admissions is to work toward the enrollment goals of the University by recruiting and servicing new first-year, transfer and graduate students that best fit TWU. We counsel and assist prospective students and their families on admission requirements, application process, and programs and services to the point of enrollment. We also partner with the TWU community, secondary schools, community colleges, businesses, other universities, and community and professional organizations to enhance TWU's visibility serving North Texas and the state. For more information visit the Office of Admissions by phone, e-mail, or our website.

Admissions Processing Office

Jeannie Rickey, Director
Phone: 940.898.3076
Email: OAP@twu.edu
Website: www.twu.edu/admissions-processing/
Location: ADM 130

The Office of Admissions Processing main responsibilities are applicant document management (electronic and hard copy); ApplyTexas common application management; entry and validation; transcript and test score evaluation; equivalency research and department approval coordination; undergraduate admission decisions, to include international; undergraduate, graduate, and international admission communications; and transcript updates. For more information visit the Admissions Processing Office, by phone, email, or our website.

Registrar & Student Records

Bobby Lothringer, Registrar
Phone: 940.898.3036
Fax: 940.898.3205 (Drop/Add forms and Information Change Forms)
Fax: 940.898.3444 (Transcript Requests)
Fax: 940.898.3097 (Other Documents)
Email: registrar@twu.edu or transcripts@twu.edu (transcript office)
Website: www.twu.edu/registrar/default.asp
Location: ACT 128

Dallas

Karen Long-Trail, Financial Aid and Registrar Representative
Phone: 214.689.6520
Email: klong@twu.edu
Website: www.twu.edu/dallas/enrollment-services/
Location: 5500 Southwestern Medical Ave.

University Services and Resources

Houston

Website: www.twu.edu/houston/administration/enrollment-services/

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 the Office of the Registrar, by phone, e-mail, or our website.

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. You can also change your mailing address online through WebAdviser. After graduation you should notify the TWU Office of Alumni Relations of any name or address changes: www.twu.edu/alumni/connect.asp or alumnirelations@twu.edu.

Scholarship Office

Lisa Quinones Manager of Scholarships

Phone: 940.898.3635

Email: scholarships@twu.edu

Website: www.twu.edu/finaid/scholarships.asp

Location: Administration and Conference Tower 118

The university scholarship system encourages new and returning students to apply for annual scholarship awards that include merit, need based, and department scholarships. The deadline to apply is March 15 for each fall term. For questions on scholarships, contact us at scholarships@twu.edu.

ETHICS AND COMPLIANCE HOTLINE

Hotline Options

English: 844.406.0004

Spanish: 800.216.1288

Email: reports@lighthouse-services.com

Fax: 215-689-3885

Online reporting: www.lighthouse-services.com/TWU

For additional information: www.twu.edu/hotline/

The purpose of TWU's Ethics and Compliance Hotline is to report alleged wrongdoing when anonymity is required. Please do not use the hotline for suggestions, complaints, Title IX issues, or civility issues. Contact numbers for these situations as well as additional information can be found here: www.twu.edu/hotline/.

Do NOT use the Hotline for emergencies. If an emergency exists, a situation requires immediate attention, or a crime is occurring, dial 911 or 942.898.2911 immediately.

University Services and Resources

FINANCIAL AID

Governor Jackson, Executive Director

Main website: www.twu.edu/finaid/default.asp

Dallas

Karen Long-Trail, Financial Aid and Registrar Representative

Phone: 214.689.6520

Email: klong@twu.edu

Website: www.twu.edu/dallas/enrollment-services/

Location: 5500 Southwestern Medical Ave., Rm 1504

Denton

Phone: 940.898.3064

Fax: 940.898.3068

Email: finaid@twu.edu

Website: www.twu.edu/finaid/default.asp

Location: Admissions Building, Rm 201

Houston

Jennifer Lewis, Financial Aid Advisor

Phone: 713.794.2315

Email: jlweis3@twu.edu

Website: www.twu.edu/houston/administration/enrollment-services/

Location: 6700 Fannin, Rm 1300C

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 Executive Director of Student Financial Aid is responsible for administering all student aid programs. If you need information about financial aid or application forms, please contact your campus Financial Aid office or refer to the main website or your campus website.

Renewal of financial assistance from year to year is not automatic; therefore you must submit a new application each year. To be eligible for grants, scholarships, loans, and campus employment, you must maintain satisfactory academic progress in your 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.

University Services and Resources

Failure to meet the minimum satisfactory academic progress standards will result in financial aid warning. A student on financial aid warning will be permitted to receive aid for one semester. If the student meets the minimum requirements during the warning 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, you are 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.

For additional information visit our website, or read the University General Catalogue.

FITNESS AND RECREATION

Denton

Mary E. "Beth" Palmer, Ph.D., Executive Director

Phone: 940.898.2900

Fax: 940.898.2910

Website: www.twu.edu/fitandrec/default.asp

Location: Fitness and Recreation Center; Pioneer Hall

Dallas

Karrie Fletcher, Associate Director

Phone: 940.898.2933

Email: kfletcher@twu.edu

Location: 2nd Floor

Houston

Karrie Fletcher, Associate Director

Phone: 940.898.2933

Email: kfletcher@twu.edu

Website: www.twu.edu/student-life-houston/fitness-center.asp

Location: 2nd Floor

Denton Campus Facilities

TWU Fitness and Recreation serves the University by providing access to its swimming pool, tennis courts, golf course, an outdoor basketball and sand volleyball court, and the 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 and faculty/staff, including: complimentary fitness assessments and exercise prescriptions, personal training, intramurals, sports clinic, open recreation, outdoor adventure trips, sport clubs, and group exercise classes. If you are a current TWU student, you have free access to Fitness and Recreation with your current ID card.

University Services and Resources

Indoor Swimming Pool

The indoor swimming pool located in Pioneer Hall on the Denton Campus offers activities including open swim, lessons and water exercise classes. Lifeguards are on duty at all times. The pool is available for rent by private groups during unscheduled periods. Reservations are made through Conference Services. If you are a current TWU student, you have free access to the swimming pool with your current ID card.

Golf Course

TWU's 18-hole golf course and Club House, located on the Denton campus, are available to TWU students and the public. There are nominal fees for public use of the golf course depending on weekday or weekend usage.

Tennis Courts

If you are a current TWU student, then with your current ID card you have access to our eight outdoor tennis courts on the Denton campus. Lessons and tournaments are held throughout the year through Intramural Sports. The tennis courts are also available for rent through Fitness and Recreation.

Dallas Campus Facilities

Fitness and Recreation offers a full service fitness center and provides group exercise and outdoor adventure programming for our Dallas students. The Dallas fitness center has strength training machines, dumbbells, treadmills, stationary bicycles, an elliptical, and a Stair Master. The Fitness Center also provides sinks, showers, small changing rooms, and lockers for your convenience.

Houston Campus Facilities

Fitness and Recreation offers a full service fitness center and provides group exercise and outdoor adventure programming for our Houston students. The Houston fitness center has strength training machines, dumbbells, an upright bike, a recumbent bike, total body trainers, and an upper body ergometer. The Fitness Center also has sinks, showers, small changing rooms, and lockers for your convenience.

FOOD PANTRY

Student Association for Social Work (SASW)

Phone: 940.898.2071

Email: saswtwu@hotmail.com

Website: www.twu.edu/social-work/food-pantry.asp

Location: Old Main Building Suite 200

The Food Pantry is a project of the Department of Sociology and Social Work. The primary objective of the pantry is to meet the immediate food needs of students on the Denton 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. 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 of the administrators, faculty, staff, and students of the TWU community.

Please call before stopping by for services or to make donations.

University Services and Resources

FOOD SERVICES ADMINISTRATION

Beth Lewis, Director
Phone: 940.898.3565
Fax: 940.898.3638
Email: nlewis@twu.edu

Denton

John McRea, Food Service Director
Phone: 940.898.3565
Website: twu.campusdish.com/
Location: Jones Hall 336

Dallas

Phone: 214.689.6696
Fax: 214.689.6688
Website: www.twu.edu/student-life-dallas/dining-services-dallas.asp
Location: 5500 Southwestern Medical Ave, Suite 3600

Visit the TWU Dallas Café located on the third floor of the TWU T. Boone Pickens Institute of Health Sciences and enjoy a hot lunch, deli, pizza, salad bar, espresso and smoothie bar and a variety of grab and go food and snacks. We can also cater your next meeting or conference. Meal plans are also available. Check out our website or stop by our office for additional information.

Houston

Phone: 713.794.2726
Location: 6700 Fannin

Retail food service operations are available on the Denton, Houston and Dallas campuses.

During fall, spring, and summer semesters, if you are attending the Denton campus, you have a choice of meal plans providing food service seven days a week. A selection of plans consists of traditional meals or an a-la-carte declining balance plan. Meal plans are facilitated with the use of computerized TWU ID cards.

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. You are encouraged to choose the meal plan that will most adequately meet your needs.

In the dining room, resident students must scan their current TWU ID meal card at every meal. This will confirm that the student is on a meal plan and will provide entry to the dining hall for each meal. Students must carry ID cards to all meals for admittance. There are no exceptions. Meal plans are not transferable; if you allow another person to use your meal card to purchase food, they you may lose all food service privileges. Please remember - the meal plan is only for the students who paid for the plan.

Your 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 twu.campusdish.com/.

University Services and Resources

Denton dining services are available in the Student Union, CFO building, MCL Building, the Blagg-Huey Library, and the Guinn-Stark Commons. Special arrangements can be made for residential 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).

Additional cash value may be added to your 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.

HEALTH INSURANCE

Main Website: www.twu.edu/student-health-services/default.asp

An optional health insurance plan is available to you if you are currently enrolled as a TWU undergraduate taking 6 or more credit hours or graduate student taking 3 or more credit hours. Major illnesses or accidents may require special medical attention or hospitalization that is not available at the University. Some majors with clinical rotations and study abroad may require that students have health insurance. You and your parents or guardians are encouraged to consider this insurance program; complete information is available at the TWU Student Health Services website.

Health Insurance for International Students

As a condition of enrollment and federal law, TWU requires all international students to maintain continuous medical and hospitalization insurance for the entire period of their enrollment at TWU. International students with an F-1 or J-1 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 charged to the student's tuition and fee bill each semester.

International students may request an exception from the University-sponsored plan only in the following situations. If they are:

- Employed by TWU and covered by employee health insurance;
- Covered by group health insurance through another U.S. employer;
- A sponsored student covered by insurance through her or his 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 for Foreign Student Insurance Charges, a student must complete the TWU Student Health Insurance Request for Exception/Waiver process by the specified deadline; please see www.twu.edu/student-health-services/international-students.
asp for complete instructions. All Requests for Exception must be submitted by:

- 12th class day for the fall and spring semesters
- 4th class day for the summer semesters (students with alternate insurance)
- 12th class day of the spring semester (students leaving the country for the entire summer)

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.

For more information, contact Student Health Services.

ID SERVICES

Beth Lewis, Director

Phone: 940.898.3565

Fax: 940.898.3638

Email: idservices@twu.edu

Website: www.twu.edu/id-services/default.asp

Location: Jones Hall 336

Denton

Phone: 940.898.3565

Location: Jones Hall, 3rd Floor

Dallas

Phone 214.689.6696

Location: Dallas Student Life Office, Suite 3600

Houston

Phone: 713.794.2157

Location: Houston Student Life Office, 2nd Floor

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 \$25 fee if they are lost, stolen, or discarded.

An ID administrative fee to cover the cost of the student identification card system is required of all students who register for each fall, spring semesters, and each summer term.

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

Fraudulent or unauthorized use warrants confiscation of the ID card. Anyone who uses this card to give false information is subject to university discipline and appropriate criminal prosecution.

ID Card: Pioneer Dollar Account

Students, faculty and staff with a TWU ID may participate in the TWU Pioneer Debit Account 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 copiers

University Services and Resources

INTERNATIONAL EDUCATION & INTERNATIONAL ADMISSIONS

Irene Connelly, Director

Phone: 940.898.3338

Fax: 940.898.2048

Email: intloffice@twu.edu

Website: www.twu.edu/international-education/default.asp

Location: JH 200

Chr  D. Parnell, Assistant Director of Student Life

Phone: 214.689.6697

Fax: 214.689.6688

Email: cparnell@twu.edu

Website: www.twu.edu/international-education/default.asp

Location: T. Boone Pickens Institute of Health Sciences

5500 Southwestern Medical Avenue, Suite 3600

Deborah Unruh, Assistant Director of Student Life

Phone: 713.794.2157

Fax: 713.794.2169

Email: dunruh@mail.twu.edu

Website: twu.edu/student-life-houston/international-students.asp

Location: TWU Institute of Health Sciences

Student Life, Suite #2300

The Office of International Education & International Admissions promotes internationalization of the TWU community through educational and cultural programs and services. We manage the international admissions process and provide immigration-related and other support services for international students.



LEADERSHIP INSTITUTE

Major General Mary Saunders (Ret.), Executive Director

Phone: 940.898.3209

Fax: 940.898.2457

Email: jelias@twu.edu

Website: www.twu.edu/li/default.asp

Location: Stoddard Hall 103

The TWU Leadership Institute (TWULI) was founded in 2006 to address a nationally recognized need for leadership in civic affairs, volunteer organizations, and corporate and entrepreneurial initiatives. The Leadership Institute cultivates exceptional leaders who live and lead with integrity, accountability, and excellence. In addition, the TWULI is home to Omnicron Delta Kappa – the first national honor society to recognize leadership and service in extracurricular activities and encourages development of general campus citizenship.

The three core values of the TWULI are: 1) leadership development; 2) health and wellness; and 3) economic security. These values are reinforced through participation in national conferences, community service, LeaderShape, financial management training, and numerous other activities.

We sponsor the Leadership Certificate with the School of Management providing oversight of the academic component of the certification. The Leadership Certificate Program will help future leaders hone their skills, develop stronger leadership skills, and provide students a competitive edge in their professional career.

For additional information please call, email, stop by our office, or check out our website. Application information and requirements are located on the website.

LEGAL SERVICES (FOR STUDENTS)

Office of Civility and Community Standards

Phone: 940.898.2968

Email: studentlegalservices@twu.edu

Website: www.twu.edu/legal-services/

Location: Jones Hall, 101

TWU offers free legal services to currently enrolled students. Appointments may be made by calling the Office of Civility and Community Standards. Students must complete an appointment request form and return it to the Office of Student Life or bring it to the appointment. At this time, all Legal Services are being handled at the Denton Campus, but telephone consultations for students at the Dallas and Houston Campus locations are available through the Student Life Representative on each campus. For more information visit the website for Legal Services.

LIBRARIES

Robert Placido, PhD, Interim Dean of TWU Libraries

Phone: 940.898.3701

Fax: 940.898.3764

Toll Free: 866.385.5541

Website: www.twu.edu/library/default.asp

Contact Us: www.twu.edu/library/ask-a-librarian.asp

University Services and Resources

Denton (Blagg-Huey Library)

You, as a student, have access to the library on the Denton campus seven days a week. Research and instruction services are available to all students both on campus and at a distance. The Denton Library is open 115.5 hours per week during the semester; a modified schedule is followed during holidays and between semesters. Students are eligible to borrow materials from all 3 TWU campuses, reserve study rooms, check out a laptop or charger, relax in a comfortable environment with friends, enjoy a cup of coffee at Starbucks, and study in groups as well as in quiet spaces.

Dallas (T. Boone Pickens Institute of Health Sciences Center)

The Dallas Center contains the most comprehensive collection in Nursing, Occupational Therapy, and Physical Therapy in the metroplex, and includes books and journals in related fields of study such as allied health and non-health science courses taught at the Dallas Center. Library hours are posted each semester, with extended hours offered during finals. Study rooms are available by reservation.

Houston (TWU Institute of Health Sciences Center)

The Houston Academy of Medicine-Texas Medical Center has a contractual arrangement to provide Houston's TWU students with library services to supplement resources available from TWU. Student can borrow materials, use interlibrary loan, receive reference support, and access all HAM-TMC online resources. A full time librarian in the TWU Academic Resource Center provides instruction for students, faculty and staff, and in-depth research consultation. The librarian also offers instructional workshops in library research and using online services.



University Services and Resources

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

- A collection of more than 544,000 print volumes and 274,000 e-books
- Over 39,000 print and 134,000 electronic journals
- Access to 223 electronic databases for full text/full image journal articles and ebooks
- Over 7,800 streaming videos
- Semester check-out privileges
- Library-wide wireless access
- Comfortable seating and an online study room reservation system
- A nationally recognized Woman's Collection
- Laptop lending services
- Online payment of fines and fees
- Materials put on Reserve for short-term use
- A recreational reading collection
- Ability to secure a TexShare Courtesy Card for use at participating libraries throughout Texas
- Interlibrary Loan and Document Delivery Service
- Individual or group orientation tours of the libraries
- Instructional sessions on using of library resources and research services
- General use computer labs
- Rotating exhibits and displays
- Connection to the Libraries' social media venues

Library users are responsible for materials checked out and for the payment of fines/fees accrued. All library policies, which students are expected to follow, are available on the library's website. If library materials are lost, students are expected to pay for them. TWU students must present an ID card before checking out materials or equipment.

Materials may be checked out for a semester and are renewable, unless requested by another user. Books that are borrowed from other libraries are subject to the rules of the lending institution. Visit the library website (www.twu.edu/library) for more information on services and support available to the TWU community.

PIONEER CENTER FOR STUDENT EXCELLENCE

Joshua Adams, Executive Director

Website: www.twu.edu/pioneer-center/

Denton and Dallas Campuses

Phone: 940.898.3755

Email: pioneercenter@twu.edu

Houston Campus

Phone 713.794.2031

Email: pioneercenter@twu.edu

The Pioneer Center for Student Excellence provides and coordinates services that promote engagement within and outside the classroom. Visit the Center to find more information about how to:

- Find an internship
- Connect with academic advising services
- Explore how to be involved on campus and in the community
- Connect with an academic coach to enhance

University Services and Resources

your study and time management skills

- Attend educational and professional development workshops
- Participate in a Three Minute Thesis competition
- Attend dissertation writing boot camps
- Explore study abroad opportunities
- Participate in experiential learning opportunities
- Connect with Living Learning Communities
- Learn about undergraduate research programs
- Participate in the Book-in-Common Program
- Connect with AVID programs



PUBLICATIONS

The Lasso

Phone: 940.898.2185

Email: lasso@twu.edu

Website: www.twu.edu/the-lasso/

Location: Stoddard Hall 311

The Lasso, the student newspaper, informs students, faculty, staff, and others of University issues and events as well as off campus topics of importance to the community. Student publications are recognized student activities that provide both a forum for communication and training for future writers, editors, reporters, photographers, and other publication professionals. We encourage you to apply to work with us!

STUDENT HEALTH SERVICES

Constance Menard, M.D., F.A.A.P., Director

Main Website: www.twu.edu/student-health-services/default.asp

Information regarding emergencies is located:
www.twu.edu/student-health-services/emergencies.asp

Student Health Services (SHS) is dedicated to providing quality health care and preventative services to the students of our University. SHS strives to help you, the student, maintain maximum health so you may realize to the fullest extent possible the educational opportunities afforded by the university.

Any enrolled student may call the “Ask a Nurse” telephone service whenever the Denton Clinic is open. Information regarding student health records, immunization requirements, lists of area health care providers, and assistance with understanding medical bill/insurance claims can be obtained from SHS.

Prior to participating in a volunteer experience or an external learning experience for an academic professional program, you may need to update your health history, immunizations, and/or have a physical exam. SHS can facilitate the process by providing a health form to be used and a list of all current immunizations. Advance planning is advised.

Confidentiality

Every effort is made to protect the confidentiality of students' health records. Access to these records is limited to University personnel whose job responsibilities require information from these records. All staff are HIPAA and FERPA trained.

Immunizations and Tuberculosis

As a student, you are responsible for the accurate completion of all of your health history records. Vaccinations should be current when you are admitted to TWU, including your meningitis immunization.

Effective January 1, 2012, Texas law requires that all new entering and transfer college students, age 21 and younger, 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, including age requirements, please visit: www.twu.edu/student-health-services/bacterial-meningitis.asp.

Texas State law requires certain immunizations for students majoring in allied health programs prior to the start of their clinical training. Please check with your program for more information; Immunization Demographic Forms are found on the SHS website: www.twu.edu/student-health-services/forms.asp.

All new students who have lived in areas of the world where tuberculosis is prevalent are required to be screened for tuberculosis (TB); this includes all new and transfer international students and all new HB 1403 / SB 1528 students. 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. Screening for tuberculosis shall be initiated prior to registration for classes at TWU. Students with positive TB test or history of taking TB prophylaxis or treatment are required to be evaluated by a medical provider and submit a TB Chest Clearance Form. You may obtain TB chest clearance forms from the SHS website: www.twu.edu/student-health-services/forms.asp. For additional information regarding this policy, please contact Student Health Services. International students may consult with the Office of International Education: www.twu.edu/international-education/.

University Services and Resources

Additional information about the Student Tuberculosis Screening and Case Management University Regulation and Procedures (URP) is available from SHS in Denton, or you may view the URP on the website: www.twu.edu/policy/. Please feel free to call if you have any questions.

Medical Excuses

Requests for medical excuses must be made during a medical visit within 2 days of the illness or by the following Monday if a Friday class was missed. Beyond this time, we reserve the right to decline requests.

Requests for dropping classes or withdrawing from a semester for medical reasons require that you, the student, had two or more appointments with SHS during the requesting semester for the treatment of a severe or chronic condition or illness. Requests must be made at least one week before the end of classes for the current semester and an appointment with a medical provider to discuss the matter is required before a letter will be written. Student Health Services reserves the right to decline requests not meeting the above criteria.

Denton

Phone: 940.898.3826 or 940.898.3825

Toll Free: 888.898.8825

Fax: 940.898.3844

Website: www.twu.edu/student-health-services/default.asp

Location: Across the street from Administration and Conference Tower and next door to DPS in the lower level of Hubbard Hall

Denton Campus Outpatient Clinic

Student Health Services is open Monday through Friday from 8AM until 5PM year round for the diagnosis and treatment of illness or injury, as well as prevention services such as immunizations and well woman/person exams. Mental health services are also available. 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.

SHS, however, is closed 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.

Fees are assessed for office visits, lab services, medications, and medical equipment/supplies. All x-rays are referred to off-campus facilities, and you, the student, are responsible for all charges. SHS offers an optional pharmacy delivery service through the Drug Emporium in Denton. Prescriptions are delivered to the Denton clinic twice daily for pick-up or mailed to you for a small fee. If you wish to use the pharmacy service to fill prescriptions written by your personal physician(s), then you must complete the required pharmacy forms and prescriptions must be brought or faxed to SHS.

If you require specialty care not available at the SHS, then you 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.

University Services and Resources

Transportation to the Denton Campus Clinic

Officers from the Department of Public Safety may, on occasion, escort sick or injured students to SHS. Individuals who are sick or who have minor injuries and can walk with some assistance should be escorted to a vehicle and transported to SHS. An ambulance is not available to transport students to SHS. 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.

Dallas

Chr e D. Parnell, Assistant Director of Student Life

Phone: 214.689.6697

Fax: 214.689.6688

Email: cparnell@twu.edu

Website: www.twu.edu/student-life-dallas/

Location: Suite 3600

Conveniently located medical care for students at the TWU T. Boone Pickens Institute of Health Sciences-Dallas includes Concentra Urgent Care, Corporate Health Management, and Parkland Health and Hospital System. For additional information on location and hours of operation, contact each location directly. Students with the Student Health Insurance Plan have the deductible waived at Concentra and Corporate Health. Students are welcome to visit Student Health Services in Denton. Student Health Promotion programs and immunization clinics are held periodically on the Dallas campus. Students may utilize the "Ask a Nurse" telephone service from 8AM until 5PM Monday through Friday (see Denton Campus Outpatient Clinic above).

Concentra Urgent Care

2920 W. Stemmons Freeway

Phone for Appointments: 214.630.2331

Corporate Health Management

7515 Greenville Ave., Suite 600 (Bank of America Building)

Phone for Appointments: 214.361.5432

Phone for Immunization Information: 214.361.0995

Parkland Health & Hospital System

5200 Harry Hines Blvd.

Phone for Immunization Information: 214.590.8121

Houston

Deborah Unruh, Assistant Director of Student Life

Phone: 713.794.2157 713.500.3267 (UT Clinic)

Fax: 713.500.0605 (UT Clinic)

Website: <https://www.uth.edu/studenthealth/index.htm>

Location: UT Professional Building, 6410 Fannin St, Suite 130

TWU provides access to medical care for students in Houston through the University of Texas Health Science Center Student/Employee Health Services and students with the Student Health Insurance Plan have the deductible waived. Immunization clinics are held periodically on the Houston campus. Students may utilize the "Ask a Nurse" telephone service from 8AM until 5PM Monday through Friday (see Denton Campus Outpatient Clinic above.) For additional information and hours of operation, contact the UT clinic, the Student Life Coordinator, or visit the UT Clinic website.

University Services and Resources

STUDENT UNION

David Sweeten, Director

Phone: 940.898.3641

Fax: 940.898.3603

Email: dsweeten@twu.edu

Website: www.twu.edu/student-union/

Location: Student Union Building, Denton

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 you the opportunity to develop leadership skills that provide a foundation for service within and beyond the university experience.

The Student Union offers dining options, an art gallery, the TWU Bookstore, computer stations, 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.

The following offices are located in the Student Union on the Denton Campus:

- Student Life, Room 206
- Center for Student Development, Room 117
- CARE, Room 209
- Student Union Office, Room 209
- ARAMARK Dining Services, Room 020

Food Service in the Student Union

The Garden Room, the Underground, 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, 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.

TECHNOLOGY SERVICES & RESOURCES

Technology Service Desk

Phone: 940.898.3971

Email: servicedesk@twu.edu

Website: www.twu.edu/service-desk/

Support for technology and answers for technology-related questions are available through the Technology Service Desk.

University Services and Resources

Technology Resources

Website: <https://twu.teamdynamix.com/TDClient/Requests/ServiceCatalog?CategoryID=4077>

The Office of Technology provides each TWU student with a username and password. With these login credentials, you can access:

- E-mail with Google Apps for Education;
- Secure information, tools, and resources in Pioneer Portal;
- The Blackboard (Bb) learning management system;
- Wi-Fi on each TWU campus;
- Other apps in Google Apps for Education such as Drive, Hangouts, and Sites;
- Course registration in WebAdvisor; and
- Degree plan auditing in DARS.

Each student is also eligible for certain technology discounts through our partnership with E-Academy OnTheHub.

The Office of Technology provides:

- Wi-Fi for connectivity of personal devices as well as access to computers through general use computer labs, classroom teaching computer labs, and department labs that directly support academic programs.
- TWU technology is strategically located in common areas such as the Denton campus Student Union, student lounges, the Blagg-Huey Library, and residence halls.
- Computer kiosks appear across TWU's campuses as an opportunity for students to login to a PC for quick information.
- TWU classrooms are also equipped with the latest instructional technology providing optimal classroom learning experiences.
- Students have a wide selection of software resources available to support their studies, including statistical analyses, word processing, and discipline-specific courseware.
- The High Performance Computing (HPC) system gives students access via faculty sponsorship to cluster computing sources for data-rich studies.
- The Office of Technology also offers employment opportunities for students on each TWU campus. Check out the Career Connections Center site for available jobs;.
- The Student Technology Assistants and Resources (STAR) program employs technically capable students to help with troubleshooting peers' personal technology hardware & software issues. STAR is available on the Denton campus. Labor is free; students only pay for software and parts, if needed.
- Lynda.com is a web-based, on-demand training resource available to TWU students at no additional cost. With Lynda.com, students can learn about common applications (Blackboard, Word, Excel, SPSS) or learn soft skills (leadership, communication) or learn a new skill (photography, design, programming) at their own pace. Students can earn certificates of completion for Lynda courses that can be shared through LinkedIn.
- The Students Advisory Committee for Technology (StudentsACT) represents the diverse student body of TWU and provides the opportunity for students to participate in the governance of technology at TWU.

For additional information regarding computing services and resources for students, please visit the TWU technology website.

Information Technology Use Regulation

Students are subject to the University's Computer & Software Acceptable Use Policy (9.01) available at www.twu.edu/policy/

University Services and Resources

TUTORING CENTERS

Math & Technology Success Center (MTSC)

Paul Ingram, Coordinator

Phone: 940.898.2169

Fax: 940.898.3721

Email: pingram@twu.edu

Website: www.twu.edu/mtsc/

Location: Multipurpose Classroom Laboratory Building 307

MTSC is available to help you reach your educational goals in math and technology through technology programs and individual or group tutoring. Tutoring is provided for TWU students who are enrolled in math and technology courses or enrolled in any courses with math or technology components. We also tutor students in any statistics course and the statistical software: SAS and SPSS.

Additional resources and information are located on the website and in MTSC.

Science Resource Learning Center (SLRC)

Kerri Slavens, Coordinator

Phone: 940.898.2553

Email: kslavens@twu.edu

Website: www.twu.edu/slrc/

Location: Ann Stuart Science Complex 365

SLRC offers you resources and tutoring for chemistry, biology, and physics courses. We offer supplemental handouts and study guides, tutoring, and access to a variety of resources designed to support your learning. We also offer computer-assisted instruction, audiovisual materials, examination files, printed references, and molecular model components. Additional information and resources are available on our website.

Write Site

Jennifer Phillips-Denny, PhD. Coordinator

Phone: 940.898.2341

Email: jphillipsdenny@twu.edu

Website: www.twu.edu/write-site/

Location: Classroom Faculty Office Building 129

The Write Site helps you improve your writing skills including pre-writing, brainstorming, drafting, organizing, and revising your work. Schedule an appointment for face-to-face help, or get help through our Online Writing Lab (OWL). We offer individualized and computer-aided writing instruction as well as special workshops and programs on writing-related topics. 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. See the website for additional information and to make an appointment.

VETERANS AND MILITARY RESOURCES

Veterans Affairs Center

Alex Alvarado, U.S. Army (RET), VA Certifying Official

Phone: 940.898.3069

Fax: 940.898.3053

Email: twuva@twu.edu

Website: www.twu.edu/veterans/default.asp

Location: Administration and Conference Tower, Registrar's Office, Room 127

The TWU Veteran's Affairs Center in the Office of the Registrar proudly serves our veterans, service members, and their families by facilitating the various federal and state educational benefit programs for qualified recipients. These include the VA programs of Montgomery GI Bill, Vocational Rehabilitation and Employment Program, Post 9/11 GI Bill, Survivors and Dependents Education, the Selected Reserve GI Bill, and Reserve Educational Assistance Program. The center also provides services for veterans and dependents qualified for the State of Texas Hazlewood exemption program.

Veterans either receiving or transferring VA benefits will need to provide to TWU official military transcripts, DD-214, VONAPP Data Information, and a Certificate of Eligibility (COE) from the VA. Veterans either receiving or transferring Texas Hazlewood benefits will need to provide a DD-214 and complete the Hazlewood application available in the Registrar's Office VA center. Dependents receiving transferred Hazlewood benefits will also need to complete an additional application along with the veteran's Hazlewood application and supporting documentation.

Both the federal and state veterans' benefit programs have certain continuing enrollment and academic eligibility requirements. In order to ensure compliance, TWU maintains the right to terminate benefits on any student failing to maintain minimum standards as set by federal and/or state law.

For specific information on the federal and state benefit programs, eligibility, application process, and other requirements, please visit our website.

Veterans Student Services and Veteran & Military Student Center

Brittanie Romine, Assistant Director of Veteran & Non-Traditional Student Services

Campus Alliance for Resource Education (CARE) Office

Phone: 940.898.2789

Email: bromine@twu.edu

Website: www.twu.edu/veterans/veterans-student-services.asp

Location: Student Union, Room 209

The mission of Veteran Student Services is to support the transition and success of TWU military affiliated students. Some programs include honor cords at commencement, social and community events, and participation in the Student Veterans Association (SVA).

The Veteran and Military Student Center is a dedicated space for our military-affiliated students. The Center offers a quiet place to study equipped with computers, desks, a campus phone, a refrigerator, microwave, coffee maker, and a lounge space for SVA meetings. The Veteran and Military Student Center is located in Jones Hall, Rooms 106 and 107. Please see our website for additional information: www.twu.edu/veterans/veterans-center.asp.

Section 4

Academic Affairs and Records



A university education includes a variety of valuable experiences for you 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, you should consult the University Undergraduate Catalog or the Graduate Catalog: <http://catalog.twu.edu/>. Academic deans, component administrators, 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.

ACADEMIC CLASSIFICATION OF STUDENTS

Student classifications are determined by completed credit hours or degree completion.

- Freshman: 1-29 credit hours
- Sophomore: 30-59 credit hours
- Junior: 60-89 credit hours
- Senior: 90 or more credit hours but has yet to graduate
- Post-baccalaureate: has earned a bachelor's degree and is taking only undergraduate courses
- Master's: has earned a bachelor's degree and has been accepted into a master's level program.
- Doctoral: has earned a master's degree (or its equivalent) and has been accepted into a doctoral program. Specified doctoral programs accept students with a baccalaureate degree.

CANCELLATIONS

See Section 6: Campus Safety, *Severe Weather Procedures*

CLASS ATTENDANCE

Consistent class 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.

Absences do not exempt you from academic requirements. Excessive absences, even if documented, may result in your failing the course. An "Incomplete" may be granted if you have a passing grade, but only if you meet the criteria for an "Incomplete" and the instructor determines it is feasible for you to successfully complete remaining assignments after the semester. Such determinations are within the discretion of the instructor. See catalog: <http://catalog.twu.edu/>.

Active Military Attendance

Texas 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.

Academic Affairs and Records

Religious Holidays

Texas 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. You 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 you plan to be absent for an observance, written notice must be given to each instructor by the census date of the semester. Students must use the ‘Religious Holy Day Accommodation’ form located on the Student Life website under forms: www.twu.edu/student-life-office/forms.asp.

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.

For additional information see ‘Student Religious Accommodations Regulation and Procedures’ (www.twu.edu/policy/).

CLASS SCHEDULES

Each term, the University publishes electronic schedules of course offerings, which are accessible to all students. Schedules are just-in-time and are updated as revisions occur. Schedule search options include the ability to search for offerings by: academic level (undergraduate or graduate); course type (course subject; individual core requirements; learning communities), offering days/times; instructor. The schedules also provide course descriptions, course seat availability, and textbook information. Access the schedules at: Webadvisor.

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, you 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.asp. Contact the Office of the Registrar for additional information.

UNIVERSITY REGULATION AND PROCEDURES REGARDING ACADEMIC DISHONESTY

See Section 5: Student Rights and Responsibilities, Academic Integrity (*The Academic Code of Conduct*)

Academic Affairs and Records

GRADE-RELATED INFORMATION & ACADEMIC PROGRESS

Grades and Grading Definitions

You will receive a grade at the end of each course in which you enroll. The grades are defined as follows:

- A: means Excellent and is worth 4 times as many grade points as credit hours.
- B: is Good and is worth 3 times as many grade points as credit hours.
- C: is considered Average and is worth 2 times as many grade points as credit hours.
- D: is Inferior (but passing) and is worth as many grade points as credit hours.
- F: means Failure and has no point value; however, the credit hours are counted. A grade of F is punitive.
- W or W&: indicates you Withdrew from the course without penalty and have earned no grade points for the course.
 - The grade of “W” or “W&” is assigned only 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 short summer sessions and before the last day to drop without penalty as listed in the Academic Calendar (apps.twu.edu/registrar/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 (See section regarding “Withdrawal from the University” for additional information).
- WF: is assigned when you Withdraw from the course while failing. No grade points are earned, credit hours are counted, and the grade is punitive. After the last date to withdraw without penalty, the grade of “WF” is assigned unless you withdraw for medical reasons or a “W” or “W&” is recommended by the instructor on the drop form.
- I: indicates you have received an Incomplete (not completed your coursework) and have earned no grade points.
 - An Incomplete (I) grade is appropriate only when you have passing grades in at least 2/3 of your 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 you 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, you may petition the instructor for time beyond the end of the semester/term to finish your course work. The instructor, you, and the department chair (or equivalent) of the academic department in which the course is offered must fill out and sign the form “Application for Grade of Incomplete” which is available in the Office of the Registrar or online: www.twu.edu/registrar/forms.asp. 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.

Academic Affairs and Records

- 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, you should accept the grade earned and re-enroll in the course with the expectation of earning a better grade. The highest grade earned for the class will be calculated in your 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.
- CR: means you earned Credit for hours earned, but no grade points. In a pass/fail course, instructors assign CR or F.
- PR: indicates ‘In Progress.’ You will earn no credit hours or grade points for a PR. PR 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, practice 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.
- 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 rectify university records errors.
- ##: indicates a grade is temporarily missing or not assigned. It indicates no grade points earned and is 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. They are as follows:
 - DA: means you earned a Developmental A; there are no points or credits earned for a DA.
 - DB: means you earned a Developmental B; there are no points or credits earned for a DB.
 - DC: means you earned a Developmental C; there are no points or credits earned for a DC.
 - DF: means you earned a Developmental F; there are no points or credits earned for a DF.
 - It means you have not made sufficient progress to progress to the next class. There is no GPA penalty for a DF.
- Transfer course grades appear on unofficial transcripts and Degree Audit with a “T” before the grade (TA, TB, etc.) to signify transferred grades. The letter “T” has no effect on GPA.

Academic Affairs and Records

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: catalog.twu.edu/. In no case may a course with a grade below C apply to the master's 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. The grade record at the Texas Woman's University cannot be improved by attendance at another university.

Grade Requirements - 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.

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

How to Calculate Your GPA

You can (and should) calculate your GPA as you progress through college. To quickly determine your GPA go to: www.twu.edu/aac/gpa-calculator.asp. If you want to raise your GPA, then check out the link to the "additional calculator." You can determine how many credit hours and what grade average you will need to raise your current GPA.

Academic Probation Undergraduate

Students who fail to maintain academic good standing are placed on academic probation or suspension. Good standing is defined as a cumulative 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 Affairs and Records

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 term.
- Students placed on academic suspension for the second time are required to complete a Suspension Recovery Contract and are not allowed to enroll at TWU for the next two long terms.
- Students unable to meet the GPA requirements outlined in the Suspension Recovery Contract are not allowed to enroll at TWU for an indefinite period; typically at least two years.

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

Rules 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. For additional information please see: <http://catalog.twu.edu/undergraduate/academic-information/standards/course-repetition/>.

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. For additional information please see: catalog.twu.edu/undergraduate/academic-information/standards/dropping-course/.

Protocol on Excess Hours for Undergraduate Students

To avoid being charged additional tuition, you should be aware of the number of credit hours required for your degree and the limit on state-funded hours for your degree. When you exceed these limits, you 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 details, see the Undergraduate Catalog, under “Cost of Attendance: Excess Credit Hours and Nonresident Tuition for

Academic Affairs and Records

Resident Students” or visit the webpages: www.twu.edu/undergraduate-studies/excess-hours.asp or catalog.twu.edu/undergraduate/financial-information/tuition/.

Excess Hours for 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 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:

- 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.

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)

The Texas Success Initiative (TSI) is a state-mandated assessment program designed to ensure that students attending public institutions of higher learning in Texas have the academic skills necessary to perform effectively in college-level work. The TSI assessment measures student readiness in the areas of reading, writing, and mathematics.

Questions regarding TSI should be directed to the Office of Undergraduate Studies and Academic Partnerships:

Phone: 940.898.2961

Fax: 940.898.3001

Email: testing1@twu.edu

Website: www.twu.edu/aac/accuplacer-test-dates.asp

WITHDRAWAL FROM THE UNIVERSITY

If you find it necessary to withdraw from all credit classes, then you must formally withdraw from the University through the Office of Student Life on the Denton campus or the Assistant Director for Student Life on the Dallas or Houston campus. The effective date of withdrawal is the day upon which you submit the completed 'Request for Withdrawal Form,' and it is approved in the appropriate office. Please see the academic calendar (<http://apps.twu.edu/registrar/calendar/>) for specific dates. Please visit the Bursars website (www.twu.edu/bursar/) for specific refund dates. For forms and additional information about withdrawing from the University, please go to: www.twu.edu/student-life-office/withdrawal-information.asp.

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 her or his 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 "W" or "WF" is assigned by the instructor.

Medical Withdrawals

A student whose medical or psychological health condition precludes class attendance may be withdrawn from TWU 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 or her or his designee. Please note that a medical withdrawal does not qualify you for a refund nor does it qualify you for an automatic grade of "W." The instructor will assign a "W" or "WF" based on your standing in the class at the time of withdrawal.

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 protocols require. 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 and were unable to withdraw during the semester in which they were enrolled. If there is sufficient and compelling documentation and if the request for retroactive withdrawal is submitted to the Office of Student Life during the next semester or term, the Vice President for Student Life or her or his designee will review the request and consider approval of a retroactive withdrawal.

Students Called to Active Duty

Texas Education Code 54.006(f) indicates, "Beginning with the summer semester of 1990, if a student withdraws from an institution of higher education because the student is called to active military service, the institution, at the student's option, shall: (1) refund the tuition and fees paid by the student for the semester in which the student withdraws; (2) grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating 'withdrawn-military' on the student's transcript; or (3) as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated sufficient mastery of the course material."

Academic Affairs and Records

If you are called to active duty, then you have the following three options:

1. Withdrawal with a full refund of eligible tuition and fees;
2. Incomplete grades with a deadline for completion of one year after the end of the active duty assignment;
3. Or a final grade if the material was sufficiently mastered, as determined by the instructor.

You should meet with your instructor(s) to decide if an Incomplete or final grade is warranted. Eligible students under this provision must produce a copy of his or her military orders.

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 semesters:

- Prior to the first day of class 100%*
(see University Calendar: <http://apps.twu.edu/registrar/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 non-refundable fee

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

The following schedule has been adopted for refunds for tuition and fees upon withdrawal from the University during any short 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

Please note the refund schedule is based on Texas Education Code, Title 3, Subtitle A, Chapter 54, Subchapter A.

Academic Records: Adding/Dropping a Course

You should refer to the Academic 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/.

You 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. If you wish to drop all classes and withdraw from the University, then you should contact the Office of Student Life.

Transcript(s)

Official transcripts may be ordered from the Registrar’s Office online via WebAdvisor, by mail 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. Completed requests with no holds will typically be processed within 2-4 business days, 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.

Academic Affairs and Records

UNIVERSITY REGULATIONS AND PROCEDURES RELATED TO ACADEMIC AFFAIRS AND RECORDS

All current University Policies and University Regulations and Procedures (URPs) may be found at: www.twu.edu/policy/. Policies and URPs that appear in this Handbook may be updated. You should always refer to the TWU website for the most current versions.

The following summaries of URPs are included in the Student Handbook so you are aware they exist. Refer to the online version for the current and complete version.

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:

www.twu.edu/academic-affairs/academic-complaints-appeals.asp.

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. You should follow University procedures and deadlines to advance a complaint or appeal as needed. The University expects you 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.

Family Educational Rights and Privacy Act (FERPA)

(Refer to www.twu.edu/Policy/default.asp for complete URP)

Texas Woman's University obtains the written consent of a student before disclosing personally identifiable information from that student's education records other than directory information and information requested for official use. This URP 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:

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

Academic Affairs and 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, and email.

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 email address; phone number(s); 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(s) 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.

Individuals who may obtain information other than directory information without written consent from the student may include:

1. Other TWU officials with a legitimate educational purpose;
2. Officials of other schools where the student seeks to enroll;
3. Certain representatives of the federal government;
4. State educational authorities;
5. 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 the Right to Review Education Records

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

- 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.

Academic Affairs and Records

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 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, a student may contest whether or not the grade was recorded accurately.



Section 5 - Student Rights and Responsibilities (Codes of Conduct)



Statement of Community Respect

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 United States 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.

TWU 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, ethnic and national groups that comprise the University community.

Student Rights and Obligations

Students accepted to 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 and agree to adhere to all TWU policies, regulations, and procedures as outlined in official University publications and on the TWU website. The most current version of all policies, regulations, and procedures are found on the TWU website. 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 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.

Student Rights and Responsibilities (Codes of Conduct)

- 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, or dangerous behavior to University employees.

Students must be familiar with all University policies and University regulations and procedures (URPs). The current policies and URPs supersede any other version. They are located on the TWU website: www.twu.edu/policy/

The following URPs are provided for informational purposes. Please refer to the website for current versions as the URPs listed below may have changed. Additional selected URPs and summaries of selected URPs are located in Section 8 of this Student Handbook.

ACADEMIC INTEGRITY (THE ACADEMIC CODE OF CONDUCT)

STATEMENT OF PURPOSE

Academic integrity is the foundation of academic community. Each student has the primary responsibility for being academically honest, and students are responsible for reading and understanding all sections Student Code of Conduct relating to standards of conduct and academic life. Students who violate University Regulations and Procedures concerning academic dishonesty are subject to disciplinary penalties, including the possibility of failure or removal from a course, disciplinary probation, revocation or withholding of a degree, 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. Academic Dishonesty is also the attempt to commit such acts.

Academic Integrity: Includes honesty in completing assignments; affirming work submitted is the student's work without unauthorized assistance.

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 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.

Collusion: Occurs when a student collaborates with another person without authorization when preparing any assignment including examinations, classroom assignments, homework, and papers. It is a violation of Academic Integrity to receive unauthorized help or give unauthorized help.

Complainant: The individual who reports the incident.

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

Student Rights and Responsibilities (Codes of Conduct)

Faculty Member: For the purpose of this regulation and the procedures associated with this regulation, a faculty member is the Instructor of Record for course in which violation(s) of Academic Integrity occurs.

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 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: Acts such as forging a signature on add/drop forms, may be separate from academic dishonesty. Forgery charges are adjudicated following the Texas Woman's University Student Code of Conduct Regulation and Procedures.

Multiple Submissions: When a student submits all or portions of the same work for credit for more than one assignment without the instructors' explicit permission. Cumulative work, such as research projects, should clearly state in writing that the work is cumulative, and it is the student's responsibility to get permission from the instructor(s) in advance of reusing her or his work.

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. Plagiarism may be intentional or unintentional. TWU students are expected to submit their own work and to properly acknowledge the sources from which their information came.

Research Misconduct: Fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

- Fabrication is making up data or results and recording or reporting them.
- Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
- Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
- Research misconduct does not include honest errors or differences of opinion.

All TWU members, including students, shall report observed, suspected, or apparent research misconduct to the Assistant Provost for Promotion of Research and Sponsored Programs (ORSP). The University Regulation regarding Research Misconduct can be found on the TWU website and on the ORSP webpage.

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.

Student Rights and Responsibilities (Codes of Conduct)

The Provost shall submit final investigation reports involving students to the Vice President for Student Life or her or his designee, who will oversee academic dishonesty disciplinary proceedings according to Student Academic Conduct and Integrity University Regulation and Procedures.

Respondent: The individual who is accused of the violation.

Revocation of Degree: A degree awarded from TWU may be revoked for fraud, misrepresentation, or other violations of TWU standards in obtaining the degree, or for other serious violations committed by a student prior to graduation, or after the conferring of a degree.

Support Person(s): Someone whom the student trusts to provide advice and support during the process. A support person can be any person the student feels comfortable confiding in, and need not be affiliated with the University (i.e. a friend, a family member, a person from a support or advocacy agency). A support person may accompany the student to any part of the adjudication process, including any meetings with the Dean, appropriate University official and Investigator. The support person does not participate in the process and, as such, cannot be a witness to the allegations in the complaint. Attorneys may serve as support persons. Anyone who is actively involved in a Sexual Misconduct complaint may not serve as a support person. A support person must agree to maintain the confidentiality of the process and agree to sign a Confidentiality/Non-Retaliation Acknowledgment form.

Withholding Degree: TWU may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any.

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 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 neither gave nor received unauthorized assistance and that they abided by all other provisions of the Student Code of Conduct.

In an effort to ensure the integrity of the academic process, Texas Woman's University vigorously affirms the importance of academic honesty. Therefore, in an effort to detect and prevent plagiarism, faculty members at TWU may use an electronic tool to compare a student's work with multiple sources. The tool 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.

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, or departmental policies related to academic integrity and the applicable Code of Ethics. These standards should appear in the course syllabus and may vary by discipline.

Student Rights and Responsibilities (Codes of Conduct)

In the event of alleged academic dishonesty, the faculty member who discovers evidence or receives reports of academic dishonesty should:

- First check with the Office of Civility and Community Standards (for violations which occur on the Denton campus) or the Dallas or Houston Office of Student Life (for violations which occur at the Dallas or Houston Center) to determine if a previous violation of academic integrity has occurred. All records of Academic Misconduct are housed at the Denton Campus. If there has been a previous violation, the Executive Director for Civility & Community Standards in Denton or the Assistant Director for Student Life at the Dallas or Houston Center will notify the faculty member of the existence of a previous complaint.
- All alleged violations should be reported to the appropriate office for the campus at which the violation occurred.
- All violations should be reported within thirty (30) days of discovery by the faculty member.

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

1. Complete the Academic Dishonesty Report Form located in the Office of Civility and Community Standards.
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:
 - a. Verbal reprimand
 - b. Written warning
 - c. Performance of additional work
 - d. Changing/reduction of grade
 - e. Withdrawal from the course

Some disciplines have more rigorous practice standards. In these cases, additional possible sanctions are included in the departmental handbook for the discipline and may be imposed.

4. If the student denies the allegation of academic dishonesty, if the incident is a second violation, and/or if the faculty member believes the severity of the incident may warrant a sanction more severe than is available to faculty members, then the faculty member will forward the Academic Dishonesty Report Form to the Office of Civility and Community Standards on the Denton campus or the Office of Student Life at the Houston or Dallas Centers. The summary must include relevant evidence. The following disciplinary proceedings will be followed:
 - a. Disciplinary proceedings begin with a pre-hearing conference between the Executive Director for Civility Standards & Community Standards on the Denton Campus, the Assistant Director for Student Life at the Dallas or Houston Center, or their designee and the accused student(s). 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. In addition, during the pre-hearing conference, the student will be presented with the following options:
 - i. 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 imposed sanctions imposed by the representative of the Office of Civility & Community Standards in Denton or the Office of Student Life at the Dallas or Houston Center; or
 - ii. To plead not responsible and request a formal hearing with the Code of Conduct Review Committee.

Student Rights and Responsibilities (Codes of Conduct)

If a pending outcome of an investigation is not resolved by the end of a semester or summer session, then a grade of NG (no grade) will be assigned to the student. The faculty member must notify the Associate Provost for Undergraduate Studies in the case of undergraduate students or the Dean of the Graduate School for graduate students of the need to assign an NG to the student(s). The Associate Provost for Undergraduate Studies or the Dean of the Graduate School, after consultation with Student Life will work with the Registrar's Office to assign the NG.

The formal hearing process for violations of academic integrity follows the Code of Conduct Review Process.

Formal Hearing with Code of Conduct Review Committee

The Code of Conduct Review Committee is comprised of faculty 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 Code of Conduct Review Committee. In all cases the Committee hears a case and renders a recommendation.

Each Code of Conduct Review Committee will utilize two students and three faculty 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.

- The Campus Code of Conduct Review Committee is comprised of students appointed by the Student Government President and by the Vice President for Student Life. Faculty members will be recognized to hear a case by the Provost and Vice President for Academic Affairs. The Executive Director of Civility and Community Standards shall have the authority to call an ad hoc review committee for the purpose of conducting hearings in the event of scheduling and/or course conflicts. The ad hoc review committee may be comprised of three faculty.
- If the complainants or accused feel they must postpone the hearing, they must notify the Executive Director for Civility and Community Standards on the Denton Campus, or the Assistant Director for Student Life at the Dallas or Houston Center, no less than 48 hours prior to the hearing.
- The University has the right to hold the scheduled hearing without the student present.

Complainants and respondents are allowed to have a support person present for consultation purposes during their hearing. The support person is not allowed to address the Conduct Review Committee or any witnesses present. Complainants do not have the right to be informed of the outcome of the hearing or any sanctions imposed on the respondent(s) in the case of charges of academic dishonesty.

Burden of Proof

Academic dishonesty is determined by the preponderance of the information given. Information may be in the form of observation, admission, verbal or written statement, or documentation which either circumstantially or directly indicates a violation of academic integrity occurred.

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

Student Rights and Responsibilities (Codes of Conduct)

- Assignment of a grade including an F in the course
- Removal from the course with the assignment of a failing grade (WF)
- Disciplinary probation
- Withholding of a degree
- Revocation of a degree
- Suspension from the University
- Expulsion from the University
- Other appropriate sanctions as determined by the Conduct Review Committee.

Appeals

The results of a hearing can be appealed once to the Vice President for Student Life (VPSL) or her or his designee in writing. Accused students or complainants must petition within three (3) business days of receiving the written decision for a review of the decision or the sanctions imposed. The VPSL will review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately.

The only grounds for appeal are as follows:

1. A material, procedural, or substantive error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.)
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the original hearing body to reconsider in light of the new evidence, only. The reconsideration of the hearing body cannot be appealed.

If it is determined a material, procedural, or substantive error occurred, then the complaint will be sent to the original hearing body with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the original hearing officers (as in cases of bias), the VPSL may order a new hearing on the complaint with a new body of hearing officers. The results of a reconvened hearing cannot be appealed. This decision is final.



Student Rights and Responsibilities (Codes of Conduct)

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- This is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/ or sanctions. Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
- Sanctions imposed are implemented immediately unless the Vice President of Student Life or his or her designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
- The appeals committee or officer will render a written decision to the VPSL or his or her designee on the appeal to all parties within seven (7) business days from hearing of the appeal. The committee's decision to deny appeal requests is final.

Sanctions are imposed by the Executive Director for Civility and Community Standards, or other Student Life designee and will be in effect during the appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

Student Records

Records of scholastic dishonesty are retained in the Office of Student Life 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 (FERPA), including:

1. Other school officials who have been determined to have a legitimate educational interest;
2. Federal, state, or local officials to whom such information is specifically allowed; or
3. A court order or a 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 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 any TWU 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.

SPECIAL NOTES

Behavior and other non-academic student conduct issues are separate from Academic Integrity issues and will be handled through the Student Code of Conduct process.

Student Rights and Responsibilities (Codes of Conduct)

STUDENT CODE OF CONDUCT

STATEMENT OF PURPOSE

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 United States 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. 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 must adhere to the Texas Woman's University Student Code of Conduct.

Texas Woman's University follows state, local, and federal guidelines when handling alleged criminal activity. All reported incidents will be investigated and, as appropriate, referred to the criminal courts for prosecution and the Executive Director of Civility and Community Standards for University conduct review.

Any member of the University community may file conduct complaints for non-academically related behaviors when they believe there has been a violation of the TWU 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. The complainant must complete a Student Code of Conduct Report Form and submit it to the Office of Civility and Community Standards.

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, ethnic and national groups that comprise the University community.

Student Rights and Responsibilities (Codes of Conduct)

Student and Student Organization Rights

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 (Code of Conduct Review Hearing) 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, or dangerous behavior to University employees.

PROCEDURES

The Student Code of Conduct includes a list of violations, other than academic dishonesty, for which conduct 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. The unauthorized entry or use of TWU property, including campus or faculty offices and buildings, during or 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. Alcohol, Drugs, and Tobacco:
 - a. 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.
 - b. Manufacturing, sale, or delivery of alcoholic beverages on university properties or violation(s) of the University Alcohol Regulation.
 - c. Alcohol Law Violations
 - d. Being under the influence of alcohol or drugs in a public place.
 - e. TWU is a smoke-free campus; therefore smoking on University property is a violation of the Student Code of Conduct.
- H. Unauthorized destruction or taking of property of the University, members of the TWU community, or campus visitors.
- I. Motor Vehicle Theft
- J. The illegal possession or use of firearms, knives, dangerous weapons, explosives, and/or dangerous chemicals outside of the classrooms. To possess a weapon means to have

Student Rights and Responsibilities (Codes of Conduct)

that weapon under your control while on campus. The appropriate use of chemicals in class is exempt from this regulation. Except as permitted by Texas State law, this includes firearms, simulated weapons, disabled weapons, dangerous chemicals, any explosive device, nunchucks, swords, brass knuckles, butterfly knives, paintballs guns, toy guns, pellet guns, or any other material that can be used to threaten or endanger others.

- K. 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.
- L. Hazing is adjudicated through the Hazing process.
- M. Failure to answer an official summons or to comply with lawful directions of university employees acting in the performance of their duties.
- N. 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.
- O. Violations of city, state or federal laws are incorporated as offenses under the Student Code of Conduct and the University may elect to take action against that student.
- P. Unauthorized tampering with any fire alarm or fire safety system(s).
- Q. Violation of the TWU Information Technology Use Regulation
- R. Discrimination and/or harassment are adjudicated through the Title VI process.
- S. Title IX violations are adjudicated through the Title IX process. These violations include, but are not limited to: forcible and non-forcible sexual assault, attempted sexual assault, sexual harassment, coercion, and/ or use of force to gain sexual access, dating violence, domestic violence, intimidation, and/or stalking.
- T. Bullying or Cyberbullying
- U. Violation(s) of Housing Regulations and Procedures.
- V. Any other conduct which disrupts the campus environment and/or community.

DEFINITIONS OF TERMS AND VIOLATIONS

Bullying and Cyber-bullying: Persistent pressure or aggression that is intended to harm or intimidate. Cyberbullying is aggression that intends to harm or intimidate, occurs repeatedly, including by electronic means including social media, cell phone and texting, and email.

Consent: Permission and agreement by an individual to engage in an activity with another individual or individuals. An individual must be of legal age to give consent. Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in, and the conditions of, sexual activity. A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, is not capable of giving valid consent. A prior relationship does not indicate consent to future activity.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Discrimination and Harassment: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias (The Handbook for Campus Safety and Security Reporting). Six categories of bias are reported: race, gender, religion, sexual orientation, ethnicity/national origin, disability, gender identity, gender expression, age, veteran status, marital status.

Student Rights and Responsibilities (Codes of Conduct)

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Harassment: Aggressive, persistent pressure or intimidation

Hazing: 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. (See University Regulation and Procedures for Hazing). Hazing, on- or off-campus, by any individual or group associated with Texas Woman's University is prohibited. TWU complies with the provisions of Chapter 37, Subchapter F, "Hazing," of the Texas Education Code (51.936).

Incapacitation: A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). Also includes a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny-Theft: (Except Motor Vehicle Theft) The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Alcohol Law Violations: The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned— including joyriding.).

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking: An act of conduct that has to occur on more than one occasion and be directed towards the victim and/or the victim's family or household members that instills fear of death or bodily injury. The threats can be explicit or implied. The threats must be aimed at a specific person and cannot be general threats. Stalking is the unwelcomed following or harassing a person over an extended period of time, including by electronic means that results in fear or apprehension of harm.

Student Rights and Responsibilities (Codes of Conduct)

Weapons Carrying, Possessing: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; all attempts to commit any of the aforementioned.

Conduct Proceedings or Code of Conduct Review Procedure

Amnesty is a general pardon of forgiveness of offense(s).

1. For Victims. The University provides amnesty to victims who may be hesitant to report incidents to University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.
2. For Those Who Offer Assistance. To encourage students to offer help and assistance to others, University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Executive Director for Civility & Community Standards or his or her designee, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.
3. For Those Who Report Serious Violations. Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result. Abuse of amnesty requests can result in a decision by the Executive Director for Civility & Community Standards or his or her designee not to extend amnesty to the same person repeatedly.
4. Safe Harbor. The University has a Safe Harbor rule for students. The University believes students who have a drug or addiction problem deserve help. If any University student brings their own use, addiction, or dependency to the attention of University officials and seeks assistance, outside the threat of drug tests or conduct sanctions, a conduct complaint will not be pursued. A written action plan may be used to monitor cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

The mission of the Texas Woman's University Student Code of Conduct Review Process is to support the University's mission by enhancing the overall educational experience for students. The process is designed to incorporate student learning, student development, and promote equality, dignity, and mutual respect among its campus community.

The goals of the process are to:

- Promote a safe and orderly campus community
- Develop, disseminate, interpret, and enforce campus regulations
- Protect relevant rights of students
- Handle student behavior problems in a fair and reasonable manner
- Facilitate and encourage respect for campus governance
- Provide learning experiences for student who violate TWU Policies and Regulations
- Provide leadership opportunities for students who participate in the process through board membership

Student Rights and Responsibilities (Codes of Conduct)

DEFINITION OF ROLES AND TERMS

Chair or Chairperson: The staff member who presides over hearing procedures.

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 Officer: University administrator designated by the Vice President for Student Life to administer the Conduct Review Process, usually the Executive Director for Civility & Community Standards.

Conduct Review Committee (CRC): Group of faculty and students endorsed by departments and organizations across the University community to assess information presented in hearings and provide recommendations to the Executive Director for Civility & Community Standards.

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

Incident Complaint: The initial document filed by the Complainant is the Student Code of Conduct Report Form. The filing of this document initiates a pre-hearing meeting between the Executive Director for Civility & Community Standards if the alleged incident occurred on the Denton campus, or the Assistant Director for Student Life at the Dallas or Houston Center if the alleged incident occurred on the Dallas or Houston campus, and the respondent to discuss the complaint, potential violations and, if necessary, sanctions.

Investigator: The individual responsible for investigating student-related concerns including alleged violations of the Student Code of Conduct. The Investigator is trained to conduct a thorough, impartial, and neutral investigation with no prior assumptions of responsibility or non-responsibility of the respondent(s). The Investigator may bring forward a charge on behalf of the University if a complainant does not want to and the University believes the actions of the accused is egregious. After the investigation is completed, the information collected will be presented to the appropriate University administrator, usually the Executive Director for Civility and Community Standards.

Official: Any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Pre-hearing Meeting: Meeting(s) arranged by the Executive Director for Civility & Community Standards in response to the Incident Complaint. Separate meetings will be held with the complainant(s) and respondent(s) cited in the Incident Complaint.

Respondent: Student, group or organization allegedly in violation of the Student Code of Conduct.

Student: Anyone who is accepted to TWU.

Student Code of Conduct Report Form: The form used when a student is suspected of violating the Student Code of Conduct. The form is located on the Office of Civility and Community Standards web page and must be completed and submitted for review to the Office of Civility and Community Standards if the violation occurred on the Denton Campus or the Office of Student Life if the alleged violation occurred at the Dallas or Houston Center.

Student Rights and Responsibilities (Codes of Conduct)

Support Person(s): A support person is someone whom the student trusts to provide advice and support during the process. A support person can be any person the student feels comfortable confiding in, and need not be affiliated with the University (i.e. a friend, a family member, a person from a support or advocacy agency). A support person may accompany the student to any part of the adjudication process, including any meetings with the Executive Director of Civility and Community Standards, appropriate University officials, and Investigator(s). The support person does not participate in the process and, as such, cannot be a witness to the allegations in the complaint. Attorneys may serve as support persons. Anyone who is actively involved in a Sexual Misconduct complaint may not serve as a support person. A support person must agree to maintain the confidentiality of the process and agree to sign a Confidentiality/Non-Retaliation Acknowledgment form. Notification of the attendance of support person(s) at any meeting, proceeding(s), and/or hearings should be given in advance of said meeting, proceeding, and/or hearing.

The Office of Civility and Community Standards: The Office of Civility and Community Standards provides service to the TWU community through facilitating the campus code of conduct process. In addition, the office supports the overall mission of the university through educational programming, training opportunities to increase understanding of campus civility and community standards.

University Employee: Any TWU faculty, staff or administrator.

PROCESS

For Incidents Which Occur in University Housing

For students residing in University Housing who are accused of violating state or federal laws, TWU Regents Policies, and/or University Regulations within or on University Housing property, the conduct review process is determined as follows:

1. Tier 1 violations include, but are not limited to:
 - a. Assault of any kind
 - b. Theft or damage greater than \$501
 - c. Fire safety tampering
 - d. Weapons
 - e. Harassment
 - f. Gambling
 - g. Hate crimes
 - h. Repeated offenses
 - i. Failure to comply
2. Tier 2 violations include, but are not limited to:
 - a. Alcohol
 - b. Drugs
 - c. Vandalism
 - d. Damage or theft \$1-\$500
 - e. Solicitation
 - f. Failure to comply
3. Tier 3 violations include, but are not limited to:
 - a. Noise
 - b. Pets
 - c. Guest/Visitation
 - d. Cleanliness or health inspection
 - e. Smoking

Student Rights and Responsibilities (Codes of Conduct)

Tier 1 violations are reported to and handled by the Executive Director for Civility and Community Standards. She or he will initiate the Student Code of Conduct Review Process. Tier 2 violations will be assessed by the University Housing and Residential Life Director or her or his designee and she or he will determine whether incidents or complaints that occur in University Housing will be reported to the Executive Director for Civility and Community Standards or will be addressed by University Housing. If reported to the Executive Director for Civility and Community Standards, she or he will process the complaint according to the Student Code of Conduct Review process. Tier 3 violations will be handled by University Housing.

For Incidents Which Occur on TWU Property (other than within University Housing)

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 Student 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 Executive Director for Civility and Community Standards on the Denton campus and the Assistant Director for Student Life in Houston and Dallas.

The Investigator will provide assistance to the Executive Director for Civility and Community Standards with the University's student investigations. The investigator coordinates the University's investigations and may represent the University during Code of Conduct hearings. The Investigator will conduct a thorough, impartial, and neutral investigation with no prior assumptions of responsibility or non-responsibility of the respondent(s). The Investigator may bring forward a charge on behalf of the University if a complainant does not want to and the University believes the actions of the accused are egregious. After the investigation is completed, the information collected will be presented to the appropriate University administrator, usually the Executive Director for Civility and Community Standards.

Conduct proceedings are conducted in a timely manner.

If, as a result of the initial meeting with the University Official, the allegation(s) is not contested, then the appropriate sanction(s) will be determined within ten business days. The decision will be communicated to the student, or the Code of Conduct Review Committee will be appointed to hear and review the case.

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 a hearing will be scheduled. Written notice of violation(s) may be delivered to students in classes, elsewhere, or sent by certified mail to the student(s) involved.

Formal Hearing with Code of Conduct Review Committee

The complainant or the respondent (the accused) may bring witnesses to the hearing who are pertinent to the charges in question. It is the responsibility of the complainant or the accused to notify their witnesses. The TWU Student Code of Conduct does not include the right to have legal representation at Code of Conduct Review Committee hearings; however, students may have a support person present during the hearing for consultation purposes only. The support person may not address the Code of Conduct Review Committee members or any witnesses present. Complainants and respondents may have pertinent witnesses during the Code of Conduct Review Process, should they choose to.

Student Rights and Responsibilities (Codes of Conduct)

Complainants and respondents may receive accommodations for concerns for personal safety, well-being, or fears of confrontation by of the complainant, accused student, or other witness during the hearing by providing separate facilities, by using a visual screen, 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 Executive Director for Civility and Community Standards, or other Student Life designee. Complainants do not have the right to be informed of the outcome of the hearing or any sanctions imposed on the respondent(s), except in cases where the behavior was a crime of violence or as guaranteed under the provision of Title IX.

After consideration, the Review Committee will issue a recommendation to the Student Life designee. In Denton, the designee is typically the Executive Director for Civility and Community Standards and in Dallas and Houston it is usually the Assistant Director for Student Life. The designee will make a post-hearing decision. The student may appeal the decision by delivering a written notice of appeal to the Vice President for Student Life, or his or her designee, within three (3) business days following the receipt of the post-hearing determination. An appeal should contain information relevant to the hearing and cannot be an appeal of the sanction. The decision of the Vice President for Student Life or his or her designee is final.

As an alternate procedure, the student named in the complaint may elect in writing, at the initial meeting with the Student Life designee, to have an administrative hearing rather than a hearing before the Code of Conduct Review Committee. Administrative hearings may also be used during summer sessions, semester breaks, or other times when it is determined to be appropriate due to the nature of the alleged offense. Administrative hearings will be conducted by the Executive Director for Civility and Community Standards, or other Student Life designee, who will hear the case and render a decision, or administrative hearings will be conducted by a committee of three faculty 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).

Overview of the Code of Conduct Process

1. Complaint is filed in the Office Civility and Community Standards.
2. Notice of alleged violations is provided and involved parties meet separately with Student Life Designee. The designee is usually the Executive Director for Civility and Community Standards on the Denton campus and the Assistant Director for Student Life on the Houston or Dallas campuses.
3. If responsibility for allegation(s) is denied, a Code of Conduct Hearing will be scheduled.
4. If responsibility for the allegation(s) is accepted, then either the Executive Director for Civility and Community Standards, or other Student Life designee, will determine the appropriate sanctions, or the accused may choose to have an Administrative Review Committee Hearing.
 - a. Upon the outcome of the hearing, the Administrative Review Committee will provide a recommendation regarding appropriate sanction(s) to the Executive Director for Civility and Community Standards, or other Student Life designee.
 - b. The Executive Director for Civility and Community Standards, or other Student Life designee, will notify the accused of the decision of the hearing within three (3) business days of the hearing.
5. Sanctioned students have the opportunity to appeal to the Vice President of Student Life, or his or her designee.

Student Rights and Responsibilities (Codes of Conduct)

Rights of Complainant and Respondent

Complainants and respondents involved in the Conduct Review Process will be afforded the opportunity to meet with the Executive Director for Civility and Community Standards or her or his designee. TWU Student Code of Conduct policy does not include the right to have legal representation at their hearing; however complainants and respondents will be allowed to have a support person present for consultation purposes during their hearing. The support person 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, or fears of confrontation by of the complainant, accused student, or other witness during the hearing by providing separate facilities, by using a visual screen, 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 Student Life Designee.

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 where the behavior was a crime of violence or as guaranteed under the provision of Title IX.

Review Committee

The Code of Conduct Review Committee is comprised of faculty 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 recommendation.

Each Code of Conduct Review Committee will utilize two students and three faculty 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 students appointed by the Student Government President and students appointed by the Vice resident for Student Life. 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 two students and three faculty to hear the case. The Assistant Director for Student Life 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 three faculty.
- If the complainants or respondent feel they must postpone the hearing, they must notify the Executive Director for Civility and Community Standards, or other Student Life designee, no less than two (2) days (including weekend days) prior to the hearing. Acceptable reasons for postponing the hearing will follow the University's Absentee Regulation.

Student Rights and Responsibilities (Codes of Conduct)

Code of Conduct: Conduct Sanctions

Authority to administer a fair and just conduct program has been delegated by the President and Chancellor to the Vice President for Student Life or his or her designee. The Vice President for Student Life designates the Executive Director of Civility and Community Standards as the authority to make decisions and administer a fair and just conduct process. The Executive Director may take any immediate interim conduct action when, in the opinion of the official, such action is necessary to protect life or property or well-being of members of the TWU community.

This regulation applies to student violations by any TWU student.

Sanctions for Individual 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: Written Warning, Loss of Privileges, Imposition of Special Conditions, Conduct Probation, Interim Action, Interim Suspension, Suspension, Expulsion, Revocation of Admission, Revocation of Degree, Withholding Degree, No Contact Order (NCO), and/or other sanctions which are deemed appropriate by the University.

Sanctions for Student Organizations (including Greek)

All TWU recognized Student Organizations (including fraternities and sororities) are expected to adhere to all University policies, regulations, and procedures. Organizations that violate the Student Code of Conduct are subject to the following sanctions:

- Written Warning or Reprimand
 - Including notification to National Organizations, if applicable
- Loss of Privileges
- Conduct Probation
- Interim Action
- Interim Suspension
- Suspension of Privileges and/or Charter Organization Status
- Termination of Organization
- Restitution
- Other sanctions as deemed appropriate. These may include, but are not limited to, reparation through community service, and educational and/or training requirements.
- No Contact Order

All sanctions imposed will be kept on file and published on the TWU website for the appropriate period of time to comply with the State of Texas Records and Retention Act and Federal Statutes.

DEFINITION OF SANCTIONS

Conduct Probation: Conduct probation is levied on a student or student organization for a specific time based on the seriousness of the violation. Conduct 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. Conduct probation is a sanction which remains a permanent part of the student's confidential record in the Office of Student Life. Conduct Probation may be enforced at the individual or group level and includes student organizations. During the time of Conduct Probation a student or student organization must demonstrate the ability to comply with University policies, regulations, procedures, and any other stipulations associated with the violation of the Student Code of Conduct.

Student Rights and Responsibilities (Codes of Conduct)

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.

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, work assignments, essays, service to TWU, make restitution, whether monetary or by specific duties, or other related discretionary assignments. Additionally, the student may be required to move out of University Housing immediately when deemed appropriate and necessary.

Interim Action: Any short-term, temporary action imposed at the discretion of the Vice President for Student Life, or a designee, that is designed to provide an immediate response to prevent or mitigate a threat for safety and security of the University community, University community members, or University property. Interim actions are taken upon receipt of a report but prior to the resolution of an allegation of misconduct. When an interim action has been imposed, the University will continue to investigate and prepare for appropriate due process proceedings. Interim actions may include, but are not limited to: interim suspension, removal from a class/course, complete removal from campus, no-contact orders, and/or removal of privileges or suspension of certain campus activities.

Interim Suspension: An interim suspension of a student from the University for allegations of non-academic misconduct may be imposed only to ensure the emotional and physical safety and well-being of members of the University community or guests, or preservation of University property; to ensure the student's own physical or emotional safety and well-being; and/or if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University. A student conduct proceeding will be scheduled as soon thereafter as practical. The Interim Suspension may be imposed at the discretion of the Vice President for Student Life (VPSL), or designee, and shall become effective immediately and remain in place until the conclusion of the conduct review process. The VPSL, or the designee issuing the interim suspension, may make a reasonable attempt to speak with the student and give the student an initial opportunity to respond to the concerns before issuing the interim suspension.

Any student who receives an interim suspension will be required to remove themselves immediately from the residence halls, will not be permitted to attend class (including online classes), and will be excluded from University property and University events and/or all other University activities or privileges for which the student might otherwise be eligible, unless the student's presence on campus or at University events is explicitly authorized by the VPSL, or designee issuing the interim action. Interim suspension means the student(s) is not able to attend classes and cannot work for the University in any capacity during the suspension. The affected student(s) must refrain from being on University property during the time period of the interim suspension unless she or he is accompanied by TWU DPS. In addition, a student may be placed on interim suspension during the Code of Conduct Review process. Students who do not respond to the interim suspension notification within 30 days will be automatically placed on suspension for 1 year.

The interim suspension does not replace the regular conduct review process, which shall proceed on the normal schedule, up to and through a student code of conduct conference, if required. However, the student should be notified on writing of this action and the reasons for the interim suspension. The notice should include the time, date, and place of a subsequent conference at which the student may show cause as to why her/his continued presence on the campus does not constitute a threat [and at which she/he may contest whether a campus rule was violated].

Student Rights and Responsibilities (Codes of Conduct)

Students placed on interim suspension will be responsible for any classwork due during the time of the suspension. At the student's request, the student's instructors will be notified of the interim suspension; however, details of the alleged conduct will not be disclosed. Student should contact their instructors to discuss arrangement for obtaining notes and making up assignments and/or exams. Please note that with the denial of access to campus, that as a result of interim suspension, there may be respective academic penalties including failure of classes.

If the student(s) is not found responsible, then TWU will work with the faculty and student involved to minimize any academic penalty. If the student is found responsible, then the University will not intervene on the student's behalf and the student will incur academic penalties. If a student on interim suspension is found responsible and she or he has not earned the grades to pass her or his class or classes, then she or he will fail the course(s).

In Code of Conduct cases the interim suspension will be in place until the conclusion of the conduct review process. Tuition and fees will not be refunded to the student placed on suspension. A student on interim suspension is allowed to voluntarily withdraw from the University, and she or he is allowed to transfer to another institution during the suspension. Withdrawal must take place during the suspension; once the conduct hearing begins, then withdrawal is no longer an option. A student who withdraws from the University during the interim suspension may receive partial refund of tuition and fees.

Loss of Privileges: Loss of privileges extended to TWU students and student organizations. Loss of privileges include, but are not limited to, restrictions regarding participation, hosting, usage of facilities and University assets, and/or sponsoring formal or informal social events and other non-academic activities on or off campus. 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.



Student Rights and Responsibilities (Codes of Conduct)

No Contact Order (NCO): An official notice restricting two or more TWU students from initiating contact or communication with each other. Typically, this is done to de-escalate a situation and to promote civility, and is intended to be in the best interest of all parties. NCOs are administrative resolutions to conflict and are not judicial sanctions, unless specifically designated as such. Unless they are issued as judicial sanctions, they do not become part of a student's conduct or educational records unless he or she violates the NCO, as determined by TWU's Student Code of Conduct system.

Revocation of Admission: Admission to TWU may be revoked for fraud, misrepresentation, or other violations of TWU standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Revocation of Degree: A degree awarded from TWU may be revoked for fraud, misrepresentation, or other violations of TWU standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

Suspension: Suspension a status, imposed for a minimum of one year, in which a student is removed from the University and may not register, attend classes, submit coursework, receive academic credit, remain in University housing, or participate in any function or event sponsored by the University or any of its departments, groups, or organizations (unless specifically authorized). Suspension is a formal conduct action that may be taken at the end conclusion of the Code of Conduct Review Process. Suspensions become a permanent part of the student records and may also include the imposition of conditions for re-enrollment. The maximum length of a suspension is four years; however, this may be extended in qualifying circumstances.

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. With a suspension, a student is not able to complete the semester, and there is an academic penalty for the separation. Academic penalty includes, but is not limited to, the student will be unable to complete the semester, therefore the final grade for any course will be determined by the work already completed and assignment and/or exams not completed.

Once a final resolution has been reached, whether through a University official decision or by acceptance of responsibility, that conduct decision, if it includes a suspension or expulsion, will become a permanent part of the Respondent's student records. As such, the outcome of this conduct adjudication may be available to other administrator within the University for their review, if needed.

Withholding Degree: TWU may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any.

Written 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 an organization's conduct 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.

Student Rights and Responsibilities (Codes of Conduct)

APPEALS PROCESS

All sanctions imposed by the original hearing body will be in effect during the appeal. A request may be made to the Executive Director for Civility and Community Standards, or other Student Life designee, for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

The decision of the Executive Director for Civility and Community Standards, or other Student Life Designee may be appealed by petitioning the Vice President for Student Life (VPSL) or his or her designee. Accused students or complainants must petition within three (3) business days of receiving the written decision for a review of the decision or the sanctions imposed. Any party who files an appeal must do so in writing to the VPSL. The VPSL will share the appeal with the other party (e.g., if the accused student appeals, the appeal is shared with the complainant, who may also wish to file a response), and then the VPSL will draft a response memorandum (also shared with all parties). The VPSL will review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately.

The results of a new hearing can be appealed, once.

The only grounds for appeal are as follows:

1. A material, procedural, or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.)
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the original hearing body to reconsider in light of the new evidence, only. The reconsideration of the hearing body cannot be appealed.

If it is determined a material, procedural, or substantive error occurred, then the complaint will be sent to the original hearing body with instructions to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the original hearing officers (as in cases of bias), the VPSL may order a new hearing on the complaint with a new body of hearing officers. The results of a reconvened hearing cannot be appealed. This decision is final.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
- Appeals are not intended to be full re-hearings of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- This is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions. Appeals decisions are to be deferential to the original hearing body, making changes to

Student Rights and Responsibilities (Codes of Conduct)

the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;

- Sanctions imposed are implemented immediately unless the Vice President of Student Life or his or her designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

The appeals committee or officer will render a written decision to the VPSL or his or her designee on the appeal to all parties within seven (7) business days from hearing of the appeal. The committee's decision to deny appeal requests is final.

Student Records

Conduct 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 (FERPA), including:

1. Other school officials who have been determined to have a legitimate educational interest;
2. Federal, state, or local officials to whom such information is specifically allowed; or
3. A court order or a 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 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 any TWU 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.

SPECIAL NOTES

The TWU Code of Conduct review process is specific to Texas Woman's University students and student organizations and is separate from conduct processes and rules connected with the National Greek Organizations.

Most current versions of the Academic Code of Conduct and the Student Code of Conduct are located on the TWU website.



Student Rights and Responsibilities (Codes of Conduct)

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
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						
<i>gamma</i> 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 (Codes of Conduct)

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 (Codes of Conduct)

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, Soda</i>	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 (Ily'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, Ayahausca, DMT, Dextro-methorphan* (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 (Codes of Conduct)

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			
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 (Codes of Conduct)

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, Cyp	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	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	vitamin deficiency, organ damage		

Student Rights and Responsibilities (Codes of Conduct)

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 I)	5 - 49 gms pure or 50 - 499 gms mixture	50 gms or more pure or 500 gms or more mixture	100 gm or more pure or 1 kg or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture			

DRUG/SCHEDULE	QUANTITY	PENALTIES
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more that 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. 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.
Flunitrazepam (Schedule IV)	1 gm or more	
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. Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	30 to 999 mgs	
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. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs	
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 (Codes of Conduct)

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 6

Campus Safety



DEPARTMENT OF PUBLIC SAFETY (DPS)

Elizabeth Z. Pauley, Director

Main Website: www.twu.edu/dps/default.asp

Denton

Campus Phone: 81.2911

Phone: 940.898.2911

Fax: 940.898.2999

Website: www.twu.edu/dps/

Location: Hubbard Hall, Lower Level, 301 Administration Drive

Dallas

Campus Phone: 82.6666

Phone: 214.689.6666

Fax: 214.689.6722

Website: www.twu.edu/dallas/dps-and-parking-information/

Location: 5500 Southwestern Medical Ave, Dallas Parkland Center, Fay Pannell Hall, First Floor

Houston

Campus Phone: 84.2222

Phone: 713.794.2222

Fax: 713.794.2017

Website: www.twu.edu/houston/dps/

Location: 6700 Fannin, First Floor

The TWU Department of Public Safety (DPS) is responsible for all law enforcement services on all TWU campuses. Some of the available services include: on-campus escorts, unlocking and jump starting vehicles, first aid response, delivery of emergency messages, crime prevention services, severe weather procedures, parking, and vehicle and personal property identification. Contact your campus DPS for additional information about these services.

CAMPUS CARRY

Under the new Campus Carry law, effective August 1, 2016, individuals are allowed to carry their concealed handguns on TWU property only if they have a current License to Carry/Concealed Handgun License. Individuals are not allowed to open carry on campus; handguns must be concealed at all times. Certain areas of the campus have been designated as Gun-Free Zones; these are areas that prohibit the carrying of a concealed weapon. Gun-Free Zones will be marked with a plaque on the outside of the door that says weapons are prohibited. For more information on Campus Carry or Gun-Free Zones refer to the TWU DPS website.

Campus Safety

FIRE SAFETY

Any person who is responsible for a fire in any facility; interfering with fire officials; interfering or tampering with a fire alarm or safety equipment; or creating false alarms will be subject to University conduct action, monetary fines and/or civil/legal action. This includes covering a smoke detector in any way, for any reason, or hanging anything from the sprinklers/smoke detectors.

All residents are required to participate in fire drills. Evacuation of the building by all residents is required immediately after the fire alarm sounds. Any person who discovers a fire should immediately call for assistance by dialing 911. The storage of explosives or flammable substances within any residence hall is strictly prohibited. In addition, the use of other flaming articles, including candles and incense, is prohibited. No candles and/or incense are permitted in the residence halls, even if not lit. Halogen lamps are also prohibited. No excessively flammable furnishings or decorations may be used. Failure to abide by the above fire safety guidelines may result in disciplinary action.

A current Fire Log for fires that have occurred in Student Housing is available at TWU DPS or by calling the Clery Compliance Officer directly at 940.898.2937. Other fire safety information (including arson on campus and fire statistical information for Student Housing) can be found in the most recent Annual Security & Fire Safety Report. The Annual Security & Fire Safety Report can be located on the TWU DPS website under the Clery Act Information section. If you would like a paper copy of the report printed out you may request one from TWU DPS.

GANG FREE ZONES

In accordance with the Texas Education Code Section 51.973, when criminal acts, as listed in the Texas Penal Code 71.02 (www.statutes.legis.state.tx.us/Docs/PE/htm/PE.71.htm#71.02), are committed by gang member(s) on or within 1,000 feet of the property owned, rented or leased by Texas Woman's University, the resulting prescribed punishment will automatically be enhanced to the next level for individuals 17 years of age or older.

PERSONAL PROPERTY LOSS

Texas Woman's University is not responsible for loss or damage of personal property in the residence halls. Students are encouraged to purchase private insurance and/or to obtain personal lockboxes. In addition, students should refrain from keeping cash and/or expensive items in their residence hall apartment. Students should keep their apartment doors locked whenever they are not present.



PIONEER ALERT FOR EMERGENCIES OR CRIME ALERTS

Texas Woman's University uses a variety of methods to alert students, faculty, and staff in the event of a significant emergency on campus. In the event of an emergency the Pioneer Alert system will deliver emergency messages to an affected campus by some or all of the following methods:

- Campus computer
- Text message
- Personal e-mail
- Personal telephone

In some situations the need for a Crime Alert may be issued. The Crime Alert policy is different than the Emergency Notification policy in that it applies only to Clery reportable crimes while the Emergency Notification policy addresses a much wider range of threats (i.e. gas leaks, tornadoes, active shooter, etc.). The circumstances in which a Crime Alert will be generated includes, but is not limited to, the receipt of a good faith report to TWU DPS or a Campus Security Authority of a crime reportable under the Clery Act that poses a serious or continuing threat to the campus community that occurred on our Clery geography. The Texas Woman's University DPS is responsible for the issuance of Crime Alerts. Anyone with information warranting a Crime Alert should report the circumstances immediately to the TWU DPS, by phone (940.898.2911) or in person at the TWU DPS offices in Denton, Dallas, or Houston. If you choose to do so, you may report information of a crime to a Campus Security Authority who will then relay the information to TWU DPS. The Director of Public Safety, or designated other official, is responsible for determining if a Crime Alert will be issued. The determination will be made on a case by case basis after due consideration of all available facts of the crime, such as the nature of the crime and whether or not a continuing danger to the campus community exists. Crime Alerts will contain sufficient information about the nature of an identified threat to assist members of the campus community in taking appropriate action to protect themselves or their property. It is important to note that in some cases law enforcement may need to withhold some of the facts if releasing the information would compromise an ongoing investigation or the identity of the victim. Crime Alerts will be issued through the University Pioneer Alert emergency notification system.

To receive notification by text message, personal telephone, or personal e-mail you must register your information in a secure data base by going to the main TWU DPS website and clicking on 'Pioneer Alert.'

THE CLERY ACT AND THE ANNUAL SECURITY & FIRE SAFETY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (known as the Clery Act) is the landmark federal law which requires colleges and universities to disclose information about certain crimes on and around their campus as well as information about certain university policies and procedures, prevention and awareness programs, emergency notification and evacuation procedures, fire statistic information, missing student notification procedures and more. In compliance with the Clery Act, TWU publishes an Annual Security & Fire Safety Report by October 1st and sends notification emails to all faculty, staff and students about its availability.

The current Annual Security & Fire Safety Report can be found on the Clery Act Information section of the TWU DPS website: www.twu.edu/dps/12587.asp. If you would like a paper copy of the report you may request one from TWU DPS.

Campus Safety

PROHIBITED ITEMS

The following are prohibited for use and/or possession in the residence halls. This is not a comprehensive list. Any other item that is deemed unsafe or inappropriate for residential living may be considered prohibited, at the discretion of the Director of Housing and Residence Life.

1. Hoverboards
2. Skateboards and roller skates/blade on sidewalks
3. Air Conditioners (not issued and installed by the College)
4. Candles
5. Extension cords
6. Fireworks
7. Flammable decorations
8. Grills (including George Foreman and other like materials)
9. Halogen lamps
10. Holiday lights
11. Hookahs
12. Incense
13. Live Christmas trees
14. Microwave ovens
15. Open flames of any kind
16. Refrigerators (large). Students may have up to 2.4 cu ft of refrigerator, per person, per apartment. So a residence hall with 2 people could have two (2) 2.4 cu ft refrigerators or one (1) 4.8 cu ft refrigerator.
17. Rope lights
18. Space Heaters
19. String lights
20. Tattoo equipment
21. Waterbeds
22. Weapons or facsimile weapons (not covered under Campus Carry)



SECURITY ACCESS TO RESIDENCE HALLS AND RESIDENCE APARTMENTS

The exterior doors of Guinn Hall and Stark Hall are locked 24 hours a day. Residents of Guinn Hall or Stark Hall can swipe their TWU ID card in the card reader to gain entry to the lobby of the building and then use their key to gain entry to their specific residence hall room. Jones Hall exterior doors will be locked after 5:00 pm on weekdays and 24 hours on weekends and holidays. During that time, residents may gain entry by swiping their TWU ID card in the card reader. Once inside, Jones Hall residents will use their key to gain entry to their specific floor and residence hall room. Lowry Wood residential apartments are gated and require residents to swipe their TWU ID card to gain entry to the apartment building where they live. Once inside the gate, residents have a key to open their specific apartment. Bent Tree, Lone Star, Austin Villas, Austin Place, La Maureta, Vineyard, Withers Place, 912 Bell and Grove Street Apartments all require keys to gain access to the individual apartment and have deadbolts for added security.

Lost TWU ID cards should be reported immediately to the ID & Dining Services Office for deactivation. This will prevent anyone from using the lost card to gain access to the residence halls and apartments.

The University reserves the right to remove any item from the residential facilities, including students' apartments that are either prohibited by college policy or compromises student health or safety. Residents will be held accountable through the conduct process and the item in question may or may not be returned to the student.

SERIOUS ILLNESS OR INJURY PROTOCOL

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.

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

If you are trained in first aid or cardiopulmonary resuscitation (CPR), you should begin to help the individual. 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.

Campus Safety

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.

DPS 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 following radio stations will provide weather information:

- Civil Defense Emergency (Radio)
- Dallas: KLIF, 1190 AM
- Dallas: KRLD, 1080 AM
- Houston: KPRC, 950 AM

For additional information about emergency preparedness and procedures visit Emergency Management: www.twu.edu/emergency/. You are encouraged to read the Emergency Guidebook for detailed information: www.twu.edu/media/documents/emergency-management/TWU-Emergency-Guidebook.pdf. Houston students are encouraged to learn more about inclement weather conditions, including hurricane tracking and evacuation at www.twu.edu/houston/weather-information/.



Section 7

University Housing and Residence Life



Jill Eckardt, Director
Phone: 940.898.3676
Fax: 940.898.3638
Email: housing@twu.edu
Website: www.twu.edu/housing/default.asp
Location: Jones Hall 336

University Housing and Residence Life (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. Housing and Residence Life strives to provide a positive educational living experience for resident students.

Housing offers a team approach in understanding and providing for needs of the residential hall students. All matters related to residence halls and apartments such as assignments, charges, maintenance, staffing, and programs are coordinated within Housing. University regulations that apply to residential hall living and individual building procedures are designed to provide health, security, and reasonable privacy for all residents. You are responsible for knowing and complying with these regulations in the interest of the safety, comfort, and convenience of the entire residential community.

HOUSING RESIDENCY REQUIREMENT

(see www.twu.edu/policy/ for complete policies and regulations)

All TWU full-time single undergraduates who have not completed 60 credit hours are required to live in University residential communities unless one of the following exceptions applies. The student:

- Is 21 years of age or older
- Is active duty military or veterans of military service
- Is living with parents or legal guardians within the commuting distance
- Has children living with them
- Has completed 48 hours with a cumulative GPA of 3.0

Students commuting from the homes of parents or legal guardians must submit a notarized certification of living with parent(s)/ legal guardian(s) form prior to registration so that they can be cleared for registration. If you wish to be released from the residency requirement, then you must present your request in writing via the Request for Release from the Residency Requirement form. Additional information is available from Housing and Residential Life.

To be eligible to live in University Housing, you must be enrolled full-time and registered as a TWU student. Agreements are issued with the assumption that you have been or will be accepted for admission to the University and currently are or will be enrolled in classes. In the event you are not enrolled in classes, you will be expected to vacate the room or apartment within 72 hours of notification.

University Housing and Residence Life

Students who fall under the Residency Requirement will automatically be blocked from registering for more than eleven (11) hours of coursework in the fall and spring semesters and five (5) hours of coursework for each summer term. To comply with the residency requirement and remove the registration hold a student must do one of the following (forms located on the Housing and Residence Life website):

- Complete a University Housing Application.
- Complete a Certification of Living with Parent or Legal Guardian Form and have it notarized prior to submission.
- Students who believe they have extenuating circumstances for an exemption to the Housing Residency Requirement, must complete a Request for Release from the Residency Requirement form. The form will be reviewed and the student(s) will be informed of whether an exemption to the residency requirement has been met.

Each student must complete one of these steps in order to register for full-time hours. All forms submitted will be subject to final approval by Housing and Residence Life.

HOUSING APPLICATION AND AGREEMENT

Application and/or Agreements will not be accepted or processed without a non-refundable application fee and deposit for a TWU student room or apartment. All students desiring on-campus housing are required to sign the University Housing/Food Services Agreement or a Family Housing Agreement. A dining plan is required with a housing agreement for traditional residence halls.

The University Housing application and agreement are legally binding between the University and the resident for the entire academic year, unless: 1) a student graduates or withdraws from the University; 2) registers to student teach; or 3) participates in a departmental internship or affiliation away from campus. Cancellation of the application for the initial semester will take place when written notification to cancel is received by the University Housing Office on or before June 1st for the fall semester, December 1st for the spring semester, or May 1st for summer semesters. If cancellation takes place after the above dates, the University will retain the deposit. Additional information is available from University Housing upon request.

MEAL PLAN REQUIREMENTS

All students, under the residency requirement, living in 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.

The TWU ID/meal card may not be transferred to another individual nor can missed meals be carried over to another semester. 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 and Dining Office, Admissions, Student Life, and the website twu.campusdish.com/.

RESIDENCE HALL STAFF

Resident Assistants (RAs) are student leaders who live on the floors of the residence halls with the residents. RAs promote and provide leadership, support, friendship, programs, and special events. They assist residents in becoming more integrated into the campus and residential community. They are trained in conflict mediation and will help you find the University resources you need. RAs are directly supervised by Resident Directors who also live in campus housing.

University Housing and Residence Life

Residential hall staff members play a vital role in many important aspects of residential life. Residence Directors are full-time professional staff members who assume major responsibility for the overall operation of the residence hall and apartment communities. These staff members help you 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 and apartments are Peer Advisors who work with the Living Learning Communities, Technology Assistants, Maintenance Assistants, Students Assistants, and Clubhouse recreation staff. All of these staff members provide valuable services to the residents in living on campus.

DAMAGES

Upon checking into University Housing, it is your responsibility to review the Room Occupancy and Clearance Form with the RA, noting the condition of the room assigned. Any damages in the room's condition discovered at the time of check-out not noted on the Occupancy and Clearance Form will be your responsibility. Charges for damage and/or cleaning will be assessed against you by the University and must be paid promptly. Determination of the amount of such loss or damage will be made at the sole discretion of the University. Failure to pay the assessment will result in a hold or block of your registration and/or issuance of grades or transcript. Residents who have excessive damages and/or cleaning charges will not be allowed to return to University Housing, and risk eviction during the semester.

HEALTH AND SAFETY COMPLIANCE

To ensure the safety and comfort of all residents, University Housing staff members conduct fire, health, and safety inspections of all student rooms each semester.

Students living in campus housing are expected to comply with all federal and state laws as well as TWU policies, regulations, and procedures. Violations may result in fines, sanctions, and/or other student conduct action.

Residents shall comply with all requests from the Department of University Housing pertaining to the correction of health and safety concerns or violations in their assigned rooms or apartments. A specific amount of time will be given (typically 24 hours) to correct the health and safety concerns or violations. Should the resident fail to correct the violation in the prescribed time period, Housing and Resident Life reserves the right to send in maintenance/cleaning staff to correct the concerns or violation and the resident will be responsible for the cost of such.

SPECIAL FEATURES

There are six residential communities 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.

The residential 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, wired and wireless internet service, 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 application. Residential communities are also available for students with families. All residential communities are tobacco and e-cig free.

University Housing and Residence Life

APARTMENTS

Apartment housing is offered for upperclassmen, non-traditional students, and students with families. Furnished and unfurnished one bedroom, two-bedroom and three bedroom apartments are available.

FAMILY HOUSING

Family Housing provides living options for married students with a maximum of four children, and married students without children. Family housing is provided in the Lowry Woods Community. Two and three bedroom unfurnished apartments are available.

THE CLUBHOUSE

The TWU Clubhouse after school and summer enrichment program provides a healthy, active and academically supportive environment for children of students, faculty and staff, while at the same time, offering hands on classroom management experiences for TWU student staff studying in related fields. The Clubhouse is a recreational program designed for school age children between the ages of 5 and 12 (at the time of the child's enrollment) of enrolled TWU students, with priority given to TWU students living on-campus in family housing. During the fall and spring semester the Clubhouse is open for drop off at 3:00 pm and vans pick up children at area schools on a first come, first serve basis and arrive at the Clubhouse around 3:30 pm. The Clubhouse closes promptly at 6:00 pm during these months. Summer hours of operation are 7:30 am – 5:30 pm. The Clubhouse is located in the Lowry Woods Community Center.

SCHOLARS COMMUNITY

Students admitted to the TWU Honors Scholars Program have the opportunity to live on one of three floors with their peers in Stark or 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.



University Housing and Residence Life

LIVING LEARNING COMMUNITIES

Living Learning Communities (LLCs) provide learning opportunities outside of the classroom that strengthen student intellectual and personal growth. They are designed to integrate curricular and co-curricular experiences that complement and extend classroom learning by fostering faculty and resident interaction that enhances the intellectual and personal development of the residents. The various communities have been developed around an academic or special interest theme and are structured so that students have a high degree of involvement in the program. LLCs include Neighbors Educated Together (NET), First Year Connections (FYC), Arts, and Sophomore Year Community (SYC).

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 current Living Learning Community opportunities:

- Neighbors Educated Together (NET)
 - College of Arts & Sciences Majors
 - College of Health Sciences Majors
 - College of Nursing Majors
 - College of Professional Education Majors
 - Honors Scholars Program Members
 - Commuter (students living off campus)
- First year Connections (FYC)
 - TWU Serves: Community Service
 - Lead Maroon: Leadership
 - SUCCESS: Mentoring for 1st Generation College Students
- The Arts Community
- Sophomore Year Community

For more information about LLCs, please visit:
www.twu.edu/housing/living-learning-communities.asp.

RESIDENCE HALL ASSOCIATION

The Residence Hall Association (RHA) is the coordinating body for the TWU residence hall and apartment communities and is composed of voting representatives from each community. RHA works with the Housing staff and residents in the development of residence hall policies, programs, and facilities. With the cooperation of the community councils, a variety of activities are provided in order to bring the residents and hall communities together. RHA acts as a liaison between the residence hall students and University Housing.

COMMUNITY COUNCIL

The Community Council is the student governing organization in each residence area on campus. Each Community Council promotes the welfare of individual residence hall and apartment communities and encourages the acceptance and consensus in the creation of activities and rules for both students with families and single students living on campus. Each Council serves as a communication for the residents of that community to University Housing.

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. Each card is programmed for use only by the specific student card holder.

University Housing and Residence Life

If an ID card is lost, it should be reported immediately to the ID 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 fee will be charged for replacement of the ID card.

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. Keys are for the exclusive use of assigned residents and should remain in their possession to ensure the safety and security of the room and personal property. In the event a key is lost, the student should immediately notify Residence Hall staff.

If the key is not found within twenty-four (24) hours, the room lock will be changed with new keys issued to the residents in that specific room. The resident losing the key will be charged a fee to cover the lock change and new keys.

If a student feels at risk due to her or his key being stolen or lost and are concerned people may be able to identify where it goes, then the student may request an emergency lock change. The circumstances surrounding this request must be provided to the Residence Hall staff. If the locksmith cannot come out in a reasonable period of time, the student will be offered a temporary relocation and the lock will be incapacitated until the locksmith can make the lock change.

If keys are not returned at the time of room checkout, then the student will be charged for a lock change and new keys for the room.



University Housing and Residence Life

HOUSING PROTOCOLS, GUIDELINES, AND URPS

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 Campus Living Handbook covers all housing policies and procedures including quiet hours, cooking appliances, possession of alcohol, drugs and firearms, keys, damage complaints, hall closing, etc. All students are encouraged to carefully read the Campus Living Handbook, which can be accessed on the TWU website.

Refunds/Contract Breakage

The Housing Contract is in effect for the entire academic year (two semesters), unless you graduate in December, withdraw from the University, register to student teach, or participate in a departmental internship or affiliation away from campus.

After you have taken occupancy (i.e., checked out keys), you may cancel a contract providing you 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 you, the student, officially checks out of the residence hall or apartment. 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. No housing refunds are issued after November 1 in the fall semester and April 1 in the spring semester.

Room Assignments

Room assignments are made on a space available basis; however, students who applied prior to July 1 selected their own room for the academic year. 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.

The College reserves the right to change room or hall assignments, to relocate individuals, or groups of individuals to eliminate a disruptive environment or to consolidate vacancies. When a vacancy occurs, the College reserves the right to show the room and assign a new occupant.

Residents assigned to a space that has unoccupied beds or bedrooms should expect another student to be assigned to these spaces at any time. Notification of a new roommate will be sent to students when possible; however, this is not always the case. Residents should not utilize unoccupied beds, furniture or space so that it will be available to an incoming student at any time. All unoccupied spaces should be kept accessible and clean.

VISITATION REGULATION

Each resident residing in University housing possesses certain individual rights and responsibilities which must be held in high regard. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents. The purpose of this University regulation is to provide clarity of University residents' rights and the procedures that must be followed to ensure the rights of all residents equally.

All residents should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their need for socialization. The rights of University housing residents should be protected but should not infringe upon the reasonable exercise of the right defined below.

University Housing and Residence Life

Visitors and overnight guests are expected to respect the stated rights of the roommate of the host and of other hall or apartment residents. Cohabitation in University housing is not allowed.

Any violation of these rights is subject to review and action by the University Housing and will follow the TWU Student Code of Conduct process.

Definitions

- **Cohabitation:** Hosting any visitor or guest (resident or non-resident) in a residence hall room or suite for a period of time exceeding two consecutive days/nights or in an apartment three consecutive days/nights in a given week.
- **Guest:** Any individual of the same sex or immediate family members (male or female) who, with permission, stay in a TWU residence hall room or apartment at the invitation of one of the assigned room/apartment residents and permission of the roommate(s).
- **Host:** The individual residing in University housing who has an authorized visitor.
- **Resident:** An individual who lives in University Housing during part or all of a semester.
- **Resident Rights include:**
 - the right to read and study free of undue interference in one's room or apartment, the right to sleep, the right to one's personal belongings, the right to free access to one's room or apartment and suite facilities, the right to a clean environment in which to live, and the right to have grievances heard.
 - the right to initiate referrals to residence hall or apartment staff or to the disciplinary process regarding a person's behavior that infringes on her or his rights and the rights of others.
 - the right to be free from fear, intimidation, and physical or emotional harm.
 - the right to privacy.
 - the right to host visitors or overnight guests.
- **Roommate:** Shares living quarters with the host.
- **University Housing:** includes all residential housing and apartments owned or under the management of Texas Woman's University's division of Housing and Residential Life.
- **Visitors:** Authorized guests of residents residing in University housing.



University Housing and Residence Life

Applicability

All residents residing in University housing and authorized visitors of residents.

Student residents agree that University Housing will be occupied by the residents listed on the Housing/Food Service or Family Housing Agreement. No other residents are permitted to reside in University Housing. Persons not listed on the original agreement, who are guests of a resident, may not stay for more than two consecutive days without written consent from the Resident Hall staff and not more than fifteen days in any academic semester.

Violations of this procedure will be subject to student conduct action, which includes the removal of the privilege to participate in visitation or hosting of guests. Repeated violations may be grounds for removing the individual or individuals from that living area and may be reported as a violation of the Student Code of Conduct. The Executive Director of Civility and Community Standards will make the determination whether incident or complaints follow the Code of Conduct Review process, or if they are handled by University Housing.

Guests

- University Housing residents are given the opportunity to host visitors in their residence hall rooms or apartments for one to two days/nights within a given week. Only female individuals will be allowed overnight privileges in Stark and Jones Hall.
- A resident may host a guest overnight in her/his residence hall room or apartment with permission of the roommate(s).
- Visitors may not stay more than two consecutive nights.
- Cohabitation in the residence halls and apartments is a violation of the agreement between the Department of University Housing and the resident.

See the Campus Living Handbook for complete Housing and Residence Life rules. To read all TWU Regents Policies and University Regulations and Procedure go to: www.twu.edu/policy.



Section 8 - Selected Regent Policies, University Regulations & Procedures, and Guidelines

The following Policies, University Regulations & Procedures, and Protocols govern all students enrolled at Texas Woman's University, regardless of status and/or location where they attend classes. Students are required to be familiar with all University Policies and URPs. Current policies and URPs are listed on the TWU website: www.twu.edu/policy/. They supersede any other previous version, print or electronic. The following list includes abridged information from many, but not all, policies, URPs, and protocols of most interest to students. To read the policies and URPs in their entirety, please go to the TWU Website.

ALCOHOL AND OTHER DRUGS

Alcohol and Drugs

It is our goal to provide a healthy, satisfying working and learning environment which promotes personal opportunities for growth. In meeting these goals, it is the policy of the TWU Board of Regents to (1) assure that employees and students are not impaired in their ability to learn or perform assigned duties in a safe, productive, and healthy manner; (2) create an environment free from the adverse effects of drug and alcohol substance abuse or misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of alcohol and controlled substances; and (4) to encourage students and employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to learn or perform their assigned duties. (Regent Policy A.05.02)

Alcohol

A. General University Regulation and Procedures (URP) 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 regulation and procedures 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 or 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 TWU Catering. Any exceptions to this policy must be authorized by the University Special 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 Special Event Form. Forms may be obtained from the Office of Student Life, SU 206 or the Student Union Office, SU 209 (Denton campus); the Assistant Director for Student Life (Dallas Parkland center); the Assistant Director for Student Life (Houston center). In order to provide time for processing, Special Events 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 the Special Event 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 University President's home and other private residences rented to individuals by the University.
6. Special Event 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 personnel, the Vice President for Student Life (or designee) and the Department of Public Safety. In addition, student organizations must receive written authorization from the Center for Student Development. The Vice President for Student Life and the Department of Public Safety will be notified each time a request for use of alcoholic beverages on campus is approved. A copy of the approved Special Event Form must be available at any event where alcoholic beverages will be present as proof that permission was obtained.
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 (excluding the golf course) except for those specifically designated by this URP or those specifically approved on a per-event basis via the Special Event Form.
8. With the exception of the Golf Course Clubhouse, all sales of alcoholic beverages on the Denton campus will be coordinated through TWU Catering.
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. 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.
 - c. 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 issued by the Texas Department of Public Safety.
 - d. Possession or use of a false identification will result in appropriate disciplinary and/or criminal action.

- e. 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.
 - f. 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 Distribution of Information URP 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 refer to the amount or quantity of alcohol e.g., two-keg party, etc.
 - d. 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.
 - e. Alcoholic beverages must not be provided as awards, door prizes, or giveaways.

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 or him are reasons for appropriate disciplinary action by the University.

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 or apartments by those residents and their invited guests who are of legal drinking age.
2. All alcoholic beverages that are transported through public areas must be unopened and concealed. See Section A.7 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 (6) occupants (residents and guests) is allowed per room or apartment.
4. Students may not possess an excessive amount of alcoholic beverages. The definition of "excessive" is at the discretion of the University Housing and Residence Life. 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 Alcoholic Beverage URP will be referred to the appropriate Vice President 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 Alcoholic Beverage URP. Persons found guilty of non-compliance with this regulation 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 Code of Conduct, Faculty/Staff Handbooks, and Sections A-L under “Legal Requirements Concerning the Use of Alcohol” in this URP.

1. Student violations of the Alcohol URP will result in confiscation and disposal of the alcoholic beverages and referral to the University Code of Conduct Review process for appropriate action.
2. Non-affiliated groups or organizations in violation of this URP 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 if under the immediate supervision of a commissioned peace officer engaged in enforcing the provisions of this code; consumes an alcoholic beverage except in the visible presence of the minor’s adult parent, guardian, or spouse; or she/he possesses an alcoholic beverage except during employment by a licensee or permittee and the employment is not prohibited by this code or in the visible presence of the minor’s adult parent, guardian, spouse, other adult to whom committed by a court, or the immediate supervision of a commissioned peace officer engaged in enforcing the provisions of this code. 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 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 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 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 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 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 intoxicated, the offense is a felony of the third degree. (Sec. 49.09 Penal Code)

Guidelines

Misrepresentation of the required information will result in the immediate loss of alcohol use privileges and further disciplinary actions at the discretion of approving individuals.

No public University funds may be used to purchase alcohol on or off campus. This includes the use of student services fees, Student Union fees, or residence hall fees.

A cash damage deposit will be paid once the request for alcohol use has been approved. The amount will vary with the facility and type of event.

University components, University affiliates, non-university individuals, organizations, or groups providing alcoholic beverages for use on campus with approval must purchase all alcoholic beverages and hire a bartender through TWU Catering. The only exceptions to Special Events procedural requirements are private use in residence hall rooms/apartments or champagne toasts at wedding receptions held outside of Hubbard Hall. All other exceptions to this policy must be approved in advance by the University Special Event Committee.

Drugs

The use, possession, and/or distribution of illegal drugs are prohibited on Texas Woman's University property. Such use of drugs by TWU students is subject to the processes and penalties set out in the Student Code of Conduct University Regulation and Procedures (URP). Sanctions include suspension or expulsion from attendance or enrollment at Texas Woman's University.

Definitions

- 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.
- "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.
- "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.
- "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.

Selected Regent Policies, University Regulations and Procedures, and Guidelines

- 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.
- “University Regulations and Procedures (URP)” means the TWU website published regulations and procedures of the Texas Woman’s University which prohibits the use of illegal drugs by students on University property.

Complaint Filed

Any person having knowledge of use of illegal drugs on campus should report said event to the Department of Public Safety (DPS).

Investigations, Summons, and Interview

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

- Make whatever investigation is appropriate;
- Summon the student to advise her or him of the allegations of a possible violation of university rules and regulations and discuss the charges and evidence with student;
- Afford the student an opportunity to respond and to offer mitigating circumstances; and
- 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.

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 on-going 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.

Procedure Before the Hearing Committee/Hearing Official

Procedures are those established by the Student Code of Conduct Review Process as denoted in the Student Code of Conduct URP on the TWU website.



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

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:
 - 1st conviction and the amount of crack possessed exceeds 5 grams.
 - 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
 - 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.

DRUG-FREE CAMPUSES AND COMMUNITIES

Texas Woman's University notifies each employee and student annually that the unlawful manufacture, sale, distribution, possession, or use of a controlled substance in or on any premises or property owned or controlled by the University is prohibited. A controlled substance is any substance so defined by federal or state statute or regulations. The notification places TWU in compliance with the Drug-Free Workplace Act of 1988, the Drug-Free Campuses (formerly Drug-Free Schools) and Communities Act Amendments of 1989, Public Law 101.226.

An employee or student who unlawfully manufactures, sells, distributes, possesses, or uses a controlled substance in or on premises or property owned or controlled by the University, regardless of whether such activity results in the imposition of a penalty under a criminal statute, will be subject to appropriate disciplinary action up to and including termination of employment, or dismissal from school, or will be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program or both.

Students or employees involved with the unlawful manufacture, sale, distribution, possession, or use of a controlled substance in or on Texas Woman's University property will be subject to appropriate disciplinary procedures. TWU students are subject to the processes and sanctions set out in the Student Code of Conduct which includes suspension from attendance or enrollment at TWU.

TWU is committed to protecting the safety, health and well-being of all employees and students on our campuses. We recognize that alcohol and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment. TWU encourages students and employees to voluntarily seek help with drug and alcohol problems.

Definitions

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 Special Event 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. Drug abuse prevention programs are available through the Office of Student Life, TWU Counseling Center, and the Office of Human Resources (OHR).

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, including termination of employment, dismissal from school, and/or required participation in an approved drug abuse assistance or rehabilitation program. For more information on Federal trafficking penalties go to pages 88-94.

DISTRIBUTION OF INFORMATION & PRINTED MATERIALS

(Refer to www.twu.edu/Policy/default.asp for complete URP).

The freedoms of speech, expression, and assembly are fundamental rights of all persons and are central to the mission of the University. Students, faculty members, and staff members are free to express their views, individually or in organized groups, orally or in writing or

by other symbols, on any topic, in all parts of the campus, subject only to rules necessary to preserve the equal rights of others and the other functions of the University.

The distribution of printed information, including the hanging of signs and banners, on TWU property must comply with Federal, State, and Local laws, and with University policies, regulations, and procedures. This regulation is also designed to establish procedures regarding chalking of exterior spaces to comply with University standards.

Distribution of Printed Materials

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 after giving notice to the CSD of the time, place, and manner of such distribution and by filing a copy of the material to be distributed with the CSD 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.

All distributed materials must be stamped (hand-stamped, or electronically stamped) by the CSD prior to distribution. A stamp is not an endorsement of the information provided. A stamp indicates that the information required by the CSD is contained in the materials.

If the distributed information is to publicize an event, it must include the following:

- What entity or individual is sponsoring the event
- Contact information for the event sponsor(s)
- The date and time of the event
- The location of the event
- The purpose of the event

Any entity may distribute information in the Free Speech Areas per University Regulation and Procedures for Free Speech.

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.

No person or organization may sell, distribute, or display on campus any publication operated for profit.

Posting Procedures

All TWU Campuses

The University provides bulletin boards, electronic signage, 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 the name of the TWU department and/or organization and a phone or e-mail contact. Obscene or libelous information may not be posted or publicized on bulletin boards and other university facilities. Posters should be no larger than 11”x 17” in size unless special permission for posting is secured. All posters must include the name of the sponsoring organization.

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.

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.

University officials will remove all flyers and posters from all Student Union bulletin boards the first class day of each month.

Dallas Campus

The Student Life Office must approve all materials prior to posting in the following locations:

There are two bulletin boards (one on the third floor by the main stairwell, and the other in the Student Organization Office within the Student Life Suite) available to Student Organizations for publicizing various activities. Bulletin boards in other areas of the building may not be used for the posting of these types of advertisements. Student Organizations may also send digital flyers in PowerPoint format to Student Life to be included on the first and third floor digital boards, pending Student Life approval.

For entities not associated with the University, materials may also be sent to the Student Life Office for review and, if approved, then the announcements will be posted internally within the “resource corner” in the Student Life Suite.

Selected Regent Policies, University Regulations and Procedures, and Guidelines

In addition, the Free Speech Bulletin Board located on the 3rd floor may be used by entities not associated with the University and/or student organizations without prior approval from the Student Life Office.

Posting remain up for a month or until the date of the event has passed.

Houston Campus

There are two bulletin board (one on the third floor in the Vending Area across from the stairwell, and the other is within the Student Life Suite) available to Student Organizations for publicizing various activities. Bulletin boards in other areas of the building may not be used for the posting of these types of advertisements. The third floor public bulletin board is reviewed weekly, and items are removed as appropriate. For additional posting on other floors, brushed chrome metal stands can be checked-out from Enrollment Services on the first floor.

For entities not associated with the University, flyers/materials can be sent to the Student Life Office, or left with DPS on the first floor of the building for review. If approved, then the announcements will be posted on the third floor bulletin board and/or internally within one of the multi-themed ring binders housed within the office.

CHALKING PROTOCOLS

Denton Campus

- Chalk must be made for use on sidewalks and must be easily removed by water.
- Chalking is only allowed on smooth sidewalks where the weather or sprinklers will eventually remove the chalking.
- Profanity and/or harassment will not be tolerated.
- Chalked advertisements for non-TWU sponsored events are limited to Free Speech Areas.

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

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

Dallas Campus

Please see the Office of Student Life for information about chalking on the Dallas campus.

Houston Campus

No chalking is allowed on the Houston campus.

FINALS GUIDELINES

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.

FREE SPEECH AREAS

(Refer to www.twu.edu/Policy/default.asp for complete URP)

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.

An important goal for TWU is to provide a comfortable and hospitable environment for the entire University community. At the same time, the University is strongly committed to freedom of expression. In the exercise of first amendment rights, members of the community are encouraged to 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

- 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
- Student Union Patio (only area to allow amplified sound on Denton Campus)

Houston

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

Dallas

- Sidewalk area between Parking Garage and Main Entrance.

Designated free speech areas may be reserved in order to avoid scheduling conflicts and are otherwise available on a first to arrive basis. The accommodation of speakers does not imply endorsement by TWU of the views expressed. TWU reserves the right to remove those responsible for conduct that is impermissible or disruptive.

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.

Posting

In addition to the free speech areas, bulletin boards, which require no approval for posting, are provided on each campus. Materials, placed on the free speech boards 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 each board that denotes the removal of all materials on a monthly basis.

For safety reasons, all signs must be hand held and not placed on sticks or poles. In addition, no open flames are permitted in the free speech areas.

Vending sales and overnight camping are prohibited in all free speech areas.

GRIEVANCE PROCESS FOR DISCRIMINATION

(Refer to www.twu.edu/Policy/default.asp for complete URP)

The purpose of the Grievance Process for Discrimination URP is to outline the procedures for the reporting, investigation, and resolution of student grievances concerning discrimination. The process includes a timely preliminary inquiry to determine if there is reasonable cause to believe discrimination occurred. If it is believed discrimination has occurred, then the University will initiate an investigation that is thorough, reliable, impartial, prompt and fair. This investigation determines whether discrimination has occurred. If it has, then the University will promptly implement an effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

Texas Woman's University, in accordance with federal and state law as well as University policy prohibits discrimination, harassment, and/or retaliation on the basis of race, ethnicity, color, creed, national origin, citizenship status, gender and/or gender expression or identity, sex, sexual orientation, pregnancy status, predisposing genetic characteristic, religion, age, physical or mental disability, veteran or military status, marital status, partnership status, or any other legally protected class. Any student who believes she or he has been subjected to discrimination in violation of this University Regulation and Procedure (URP) should follow the procedures outlined in this URP to report these concerns.

All members of the TWU community are expected to comply with federal, state, local, and University statutes, policies, and regulations regarding discrimination. All members of the TWU community are also protected under said statutes, policies, and regulations. For gender-based discrimination procedures, refer to the Sexual Misconduct Adjudication Process URP.

The TWU community is comprised of students, TWU employees, applicants for admission or employment, contractors, individuals who are volunteers or participants in TWU programs, services, or activities; however, this URP outlines the student grievance process only.

Any student has the opportunity to obtain a just and timely review of grievances evolving from any policy, regulation, or practice, which is considered, by the individual to be harmful, unfair, prohibited or discriminatory. This document addresses the internal process within TWU for grievances related to discrimination for students. Students who wish to file a Discrimination Grievance should contact the Office of Civility and Community Standards. Individuals may have legal remedies available outside of TWU, including filing charges with the police, filing a civil action and/or filing an administrative action.

HAZING

(Refer to www.twu.edu/Policy/default.asp for complete URP)

Texas Woman's University students and registered student organizations assume an obligation to conduct themselves in a manner compatible with the University's function as an educational community. 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 or its members. Graduate students and undergraduate students must adhere to the Texas Woman's University Student Code of Conduct.

Hazing: 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:

1. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. 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;
3. 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;
4. 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
5. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Personal Hazing: A person commits an offense if the person:

1. engages in hazing;
2. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. recklessly permits hazing to occur; or
4. has firsthand 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 officials of the institution.
 - a. Having knowledge of hazing and not reporting could result in sanctions.

INFORMATION TECHNOLOGY USE RULES

(Refer to www.twu.edu/Policy/default.asp for URPs regarding Information Technology and related topics)

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 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 usage 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 go to: www.twu.edu/service-desk/.

MEDICAL RELATED URPs AND PROTOCOLS

(Refer to www.twu.edu/Policy/default.asp for complete URPs)

HIV INFECTION/AIDS

This information is provided pursuant to Texas Education Code 51.919.

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, regulations, and protocols.

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: 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 or working situations. Each component of the University may develop and maintain appropriate additional guidelines consistent with approved TWU policies, regulations, and protocols concerning HIV/AIDS. University personnel who supervise students and/or employees in applicable learning or working situations will be responsible for the education of their supervisors concerning CDC and University policies, regulations, protocols, and guidelines.
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.

IMMUNIZATIONS

Immunization documentation is not required for University enrollment, except for those in allied health studies and for those required to have the meningitis vaccine. However, immunizations against diphtheria, hepatitis A and 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 Assistant Director of Student Life in Dallas, and from the Assistant Director of 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 and the Texas Administrative Code 25 TAC 97.

Tuberculosis Screen and Case Management Policy

(Refer to www.twu.edu/Policy/default.asp for complete Regent Policy)

TWU follows the recommendations of the American College Health Association (ACHA) and the Centers for Disease Control (CDC) regarding tuberculosis screening and case management.

- All new international, newly transferred international students, and undocumented students are required to have completed the appropriate screening process for tuberculosis prior to the first day of class.
- Students who are noncompliant with this policy will be blocked from registration and class attendance until they come into compliance.
- Health Professional Students will undergo tuberculosis screening before beginning clinical rotations and annually thereafter as required by their individual departments and/or clinical assignments.
 - Students who are noncompliant with this policy will be blocked from attending clinical rotations until they come into compliance.
- Persons with signs or symptoms of active tuberculosis or who have close contact with a person with active tuberculosis will undergo screening as determined by a medical practitioner at Student Health Services and/or a pulmonary or infectious disease specialist in conjunction with the Local County Health Department.

All screening must take place within the United States. The screening process must be completed prior to registration for classes at TWU.

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

POLITICAL CAMPAIGNS AND VOTER REGISTRATION

TWU encourages 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 TWU campuses 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 (TWU) facilities (including internal mail facilities and personnel) are not to be used for political purposes.

REPORTING CRIMINAL INCIDENTS AND EMERGENCIES

Obligation to Report

University employees who become aware of a discriminatory or criminal offense should immediately report it to TWU police or to TWU Office of Student Life. Specifically, faculty and staff should report any instances of gender discrimination, sexual harassment and sexual misconduct by another faculty or staff member to the Title IX Coordinator or to the TWU Department of Public Safety. If a university employee becomes aware of a student instance of sexual misconduct, he or she shall immediately report this complaint to the Title IX Coordinator or to TWU Department of Public Safety.

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. Emergency telephones in residence halls ring to the front desk of the respective residence hall.

All reported incidents will be investigated and, as appropriate, referred to the criminal courts for prosecution, Director of Human Resources and/or to the Executive Director of Civility and Community Standards for University Conduct Review. 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. The University takes prompt and effective response to all reports of a sexual misconduct nature and takes immediate action to investigate, stop the behavior, provide remedial support for the victim and take action to prevent the recurrence.

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 Board, University Housing and Residence Life, the Residence Hall Association, Student Health Services, Counseling Center, Student Life and the Department of Public Safety.

SEXUAL HARASSMENT/SEXUAL ASSAULT

(Refer to www.twu.edu/Policy/default.asp for complete URP)

The purpose of the Texas Woman's University operating policy and procedure is to provide the University community (faculty, staff, administrators, and students) a workplace and educational environment free of sexual harassment. All employees and students will be subject to disciplinary action, up to and including employment dismissal for employees and suspension/expulsion for students, for violation of this policy.

Texas Woman's University is committed to investigating all allegations of Sexual Misconduct that are alleged against any individual by a Texas Woman's University student, faculty member, staff member, or anyone else affiliated with Texas Woman's University. This Regulation and Procedure outlines the Process and Procedure under which allegations of Sexual Misconduct, including sexual assault, will be resolved. This document addresses the internal process within TWU. Under ordinary circumstances during the academic year, the Sexual Misconduct Adjudication Process should be completed within 60 to 90 days from the receipt of the disciplinary complaint. Forms for use with the Sexual Misconduct Adjudication Process can be obtained from the Director of Civility & Community Standards/Judicial Affairs Administrator, Kyle Voyles (jvoyles@twu.edu 940.898.2913) or from the Title IX Coordinator (GMabry@mail.twu.edu 940-898-3518). Students also may have legal remedies available outside of TWU, including filing charges with the police, filing a civil action and/or filing an administrative action.

Texas Woman's University recognizes that the decision about whether to bring a complaint against another person can be complicated and challenging. However all complaints will be taken seriously and will be investigated.

SMOKING AND TOBACCO

(Refer to www.twu.edu/Policy/default.asp for complete URP)

It is the Policy of the TWU Board of Regents that all TWU campuses are Tobacco-Free and Smoke-free.

Texas Woman's University discourages the use of all tobacco products and prohibits the use of all smoking and tobacco products on property owned and/or operated by Texas Woman's University.

Use of tobacco and smoking products is prohibited indoors and outdoors at the Denton, Dallas, and Houston campuses, facilities, and all student housing units. In addition, tobacco and the use of smoking products is prohibited in all university owned vehicles operated by all personnel.

Texas Woman's University prohibits the sale of tobacco products on all campuses. TWU also prohibits advertisements for tobacco in all official campus publications. The distribution of tobacco samples on all campuses is prohibited. Campus student organizations are prohibited from accepting money or gifts from tobacco companies.