

The SMU Enchiridion



1972-1973

## **Foreword**

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

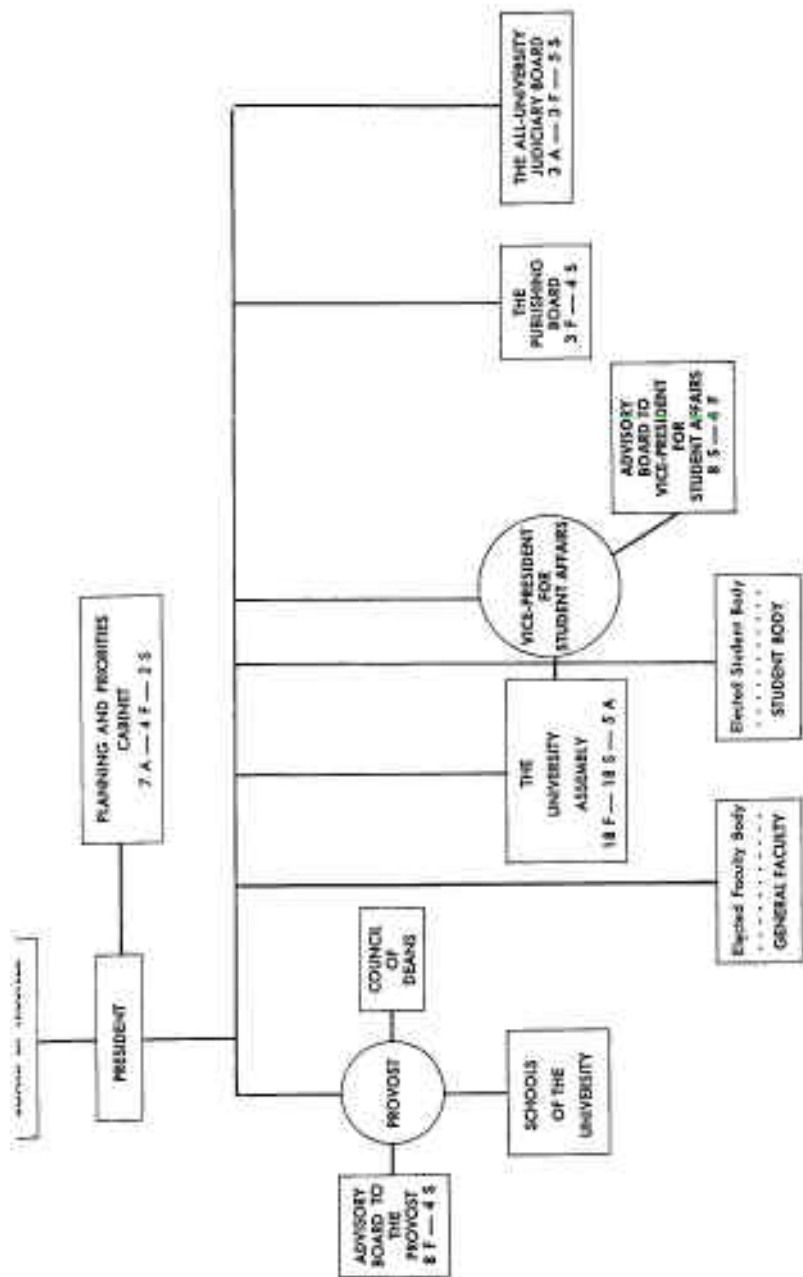
This publication was compiled by the Office of the Vice-President for Student Affairs. If for any reason a question arises which is not covered in this booklet, or if a statement is not clear as to its meaning, a student is responsible for searching out the answer by contacting the Dean of Student Programs, the Dean of Residential Living, or the Vice-President for Student Affairs.

The rules and regulations contained in this booklet are amendable to review and change by the University Assembly. An individual student or a group of students can bring the need for a change to the attention of the Assembly through a resolution presented by one of its members.

In accordance with the Governance Plan (see pages 17 and 18), the names *Faculty Senate* and *Student Caucus* have been adopted to designate the elected faculty and student bodies specified by the Governance Plan.

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# 1.

## The Governance of Southern Methodist University Dallas, Texas

Adopted as a working agreement between the Board of Trustees of Southern Methodist University and the groups within the University to whom responsibilities are given in this plan.

May 8, 1970

Note: The Board of Trustees voted that the above working agreement between the Board of Trustees of Southern Methodist University and the groups within the University to whom responsibilities are given in this plan be continued for one more year.

May 12, 1972

NOTE: The Governance Plan, adopted as a working document by the Board of Trustees on May 8, 1970, is under continuous review by a special committee from the Board of Trustees. Harry A. Shuford is chairman of the review committee which also includes the Board of Trustee Committee on the Bylaws.

## INTRODUCTION

In proposing a new plan of governance for SMU, we assume that the only valid test for any system of University Governance is the degree to which it advances the educational aims of the University, most recently set forth for SMU in the Master Plan of 1963. To advance these aims most effectively, all three major constituencies of the University—students, faculty, and administrators—must be involved in decision-making. Some decisions should be made by one constituency alone; others, perhaps most, should be made by the three constituencies acting together, but with sometimes one, sometimes another constituency having the major voice, depending on the area of decision-making involved. We further believe that engagement in decision-making is itself an educational process, and that participation by students in governance is justified partially by this consideration alone. We believe also that decision-making should be a visible process, and that decisions, once made, should be communicated rapidly throughout the community. We believe that effective decision-making must always put foremost the interests of the whole University, not of one school or of one constituency at the expense of the rest. We believe that effective decision-making involves a process of long-range planning and development, rather than simple extemporization to meet the demands of the moment. Finally, we realize that any governance system, if it is not to be restrictive and stultifying, must be subject to change and renewal. The governance plan here proposed is substantially, though not radically, different from that now in operation. It undoubtedly contains flaws impossible for us to foresee, some of them uncorrectable by the process of constitutional amendment. We therefore propose that a thorough review of the whole plan be made, at the discretion of the president, not earlier than three years nor later than five years from its adoption.

*The Executive Committee of the Governance Study*

## I. GOVERNANCE OF SCHOOLS

A. GOVERNANCE IN (1) SCHOOL OF HUMANITIES AND SCIENCES, (2) GRADUATE SCHOOL OF HUMANITIES AND SCIENCES, (3) MEADOWS SCHOOL OF THE ARTS, (4) SCHOOL OF BUSINESS ADMINISTRATION, (5) INSTITUTE OF TECHNOLOGY, (6) SCHOOL OF LAW, (7) SCHOOL OF THEOLOGY:

Each school, acting through a shared governance structure which shall include dean, faculty, and students, shall prescribe, subject to

the review of the Advisory Board to the Provost and to the approval of the provost, the president, and the Board of Trustees:

1. Policies for recruitment of students;
2. Requirements for the admission of students;
3. A system of academic counseling;
4. Rules and methods for the conduct of the educational work of the school, both instructional and research;
5. Procedures for the evaluation of students, faculty, and administrators;
6. Courses and study programs to be offered;
7. The nature of degrees to be conferred;
8. Conditions of graduation;
9. Action on individual student petitions;
10. Candidates for degrees, and persons to be awarded fellowships, scholarships, and prizes within the school;
11. Procedures for faculty recruitment;
12. Policies for faculty promotion;
13. Policies for research and study-leave programs.

In addition, the faculty or the governing body of the school shall be consulted by the dean on major budgetary policy.

During the school year 1970-1971, each school shall determine how a shared governance structure for carrying out the above functions shall be organized for that school. The following guidelines are to be used:

1) Each school shall prepare a written constitution and by-laws by which that school shall carry out the responsibilities assigned to it by the By-Laws of the University.

2) The committee charged to draft the constitution and by-laws for each school shall consist of elected faculty, elected students and the dean, and other administrative officers appointed by the dean. The committee shall consist, at a minimum, of at least 50 percent faculty and 20 percent students, elected by ballot.

3) Even if there are regular meetings of an academic council, provisions shall be made for the faculty to meet regularly, normally at least once each semester, and, in addition, provision shall be made for the faculty to meet on call of the dean or upon petition of its members.

4) Students shall be significantly involved in the governing body of the school.

5) Each school, through its established governing body, shall determine the method of work of its component subdivisions, if any (departments, centers, etc.).

6) Provisions shall be made by which faculty, students, or staff may appeal the decisions of a dean or department chairman to the appropriate superior administrative officers, with or without the endorsement of the dean or department chairman.

7) Constitution and by-laws shall be approved by a majority of the faculty of the school and forwarded to the provost for his review. After consultation with his advisory board, he may recommend to the president the adoption of the constitution and by-laws; he may return the documents to the school from which they originated with the request that certain specific sections be modified, or he may return the entire document with the request that it be re-submitted in response to a bill of particulars which describe the areas deemed by him to be unacceptable.

The final document shall be approved by the Board of Trustees upon recommendation of the president.

#### B. GOVERNANCE IN UNIVERSITY COLLEGE:

The presently constituted University College Council shall function as the academic council for the University College except that its membership shall be increased by the addition of six student members with voting privileges, two from University College, and one each from H & S, Arts, Business, Technology, elected by the students of these schools. The actions of the University College Council shall be subject to the review of the Advisory Board to the Provost and to the approval of the provost, the president, and the Board of Trustees. Also, the council shall reconsider any of its actions upon written petition of 5 percent of the full-time University faculty or of 5 percent of full-time undergraduate students. Within the above stipulations the University College Council shall prepare a written constitution for itself, using as its basic materials the provisions concerning it laid down by the Master Plan of 1963 and its own past minutes. This constitution and by-laws shall be submitted to the provost for review.

#### C. GOVERNANCE IN THE SCHOOL OF CONTINUING EDUCATION:

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

## II. THE ROLE OF ADMINISTRATION IN ACADEMIC GOVERNANCE

The University is a community of scholars, whose principal calling is the life of learning—study, teaching and critical inquiry. The proper and fruitful functioning of that community depends in large part upon the adequacy of the system by which it is governed and upon the understanding and support of that system by its members.

The governance of a university is unlike that of a corporation, the power of which resides in and is directed *downward* from a Board of Directors, or that of a democratic political entity, the power of which resides in and is directed *upward* from the electorate. The principal elements in the governance of the formal life of learning of a university are its trustees, its faculty, its students, and its administrators. The primary function of the trustees is to assure the financial support of the university and, through elected administrators, to assure the proper management of the resources of the university. The faculty are charged with responsibility for the formulation and proper function of the formal educational program of the university. Academic administrators, as leaders of the faculty of the educational units they head, must participate as the leaders of the units in the formulation of the program of the unit. In order to preserve faculty and student time for the primary purpose of scholarship, the day-to-day administration of the program ought to be carried on by the administrative staff of the unit.

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

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

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

should thus make regular reports to the Planning and Priorities Cabinet\* relating to matters of academic planning.

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

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

The dean of a school is the educational leader and spokesman for the faculty of that school and, as such, participates in the deliberations of the faculty in all academic matters. He is charged with the administration of the assets of that educational unit which he heads, and is accountable to the provost and, through him, to the president and the Board of Trustees for responsible administration of the unit. The dean is both the administrative officer for the school and the educational leader of it. In order to provide due faculty voice so that the dean is of the faculty and in order to provide a determination of responsible administration from the Trustees, the president and the provost shall at intervals no greater than every four years consult with the faculty and students of the school regarding the effectiveness of the dean.

Under the leadership of the dean, each school has the responsibility for determining (1) policies for the recruitment of faculty and students, (2) requirements for the admission of students, (3) procedures for the evaluation of students, faculty, and administrators, (4) the curriculum of the school, (5) the nature of degrees to be conferred, and (6) requirements for graduation.

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

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

#### THE ROLE OF THE DEPARTMENT CHAIRMAN IN ACADEMIC ADMINISTRATION:

The chairman is the educational leader of and spokesman for the faculty of the department and, as such, fully participates in the

\* The Planning and Priorities Cabinet established later; see pages 18-19.

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

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

#### RECOMMENDATIONS:

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

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

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

- 1) Give leadership to achieve and maintain a high quality of intellectual life for the University.

- 2) Promote and defend the maximum use of academic freedom.
- 3) Nominate persons to receive honorary degrees.
- 4) Provide regulations governing professional behavior of members of the University faculties, and make recommendations to the appropriate faculty member and/or administrative officers in instances where professional ethics are involved.
- 5) Recommend criteria for the granting of tenure and investigate alleged infractions of the conditions of tenure of a faculty member and make recommendations related thereto to the president and the Board of Trustees.
- 6) Give leadership to the professional educators' concerns, such as faculty salaries, benefits, and retirement.
- 7) Submit to the president nominations for the office of director of athletics and for positions on the coaching and office staff, recommend the approval of the budget of the Athletic Department, enforce regulations against recruiting and subsidizing athletes, control the eligibility of all participants in athletics, and scheduling of games, and all other matters embraced within the rules of the Southwest Conference.

*NOTE:* This function should remain one of the elected faculty body in view of the Southwest Athletic Conference's constitution regulation which stipulates terms of membership as follows:

"Article 3, Section, Membership in the Conference is limited to institutions in the southwest which have recognized collegiate standing, and in which there is complete faculty control of intercollegiate athletics, which shall include: (a) Responsibility delegated to the faculty by the Board of Trustees of the institution concerned for the proper conduct of intercollegiate athletics in that school; . . ."

This arrangement is necessary in order to satisfy the terms of the Southwest Conference by assuring that there are a majority of faculty on the committee and that the parent body of the committee is a faculty body. Significant presence of students on the committee is also assured.

The Athletic Committee shall consist of 7 faculty (which may include faculty holding administrative appointments) and 3 students appointed by the elected student body. The committee, because of its unusually heavy work load, should have an Executive Committee consisting of the chairman, vice-chairman, and secretary.

- 8) Represent the General Faculty in all undertakings that involve joint action with groups outside the University and that affect more than one school of the University.
- 9) Publish the Faculty Handbook.
- 10) Administer elections for all faculty positions on University governing bodies.

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

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

Upon approval of the Board of Trustees of this Governance Plan, the present Faculty Senate shall supervise the transition to the new elected faculty body and recommend procedures in the light of their experience. The new elected faculty body shall include the faculty members elected to the PLANNING AND PRIORITIES CABINET, the ADVISORY BOARD TO THE PROVOST, the UNIVERSITY ASSEMBLY, and the ADVISORY BOARD TO THE VICE-PRESIDENT FOR STUDENT AFFAIRS.\* Additional faculty members may be added to the new elected faculty body if deemed necessary by the present Faculty Senate or the new body. The new elected faculty body shall select its own name.†

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

There are areas of university life which are recognized as being the primary concern and responsibility of the students. The general student body is responsible for the following areas, through its elected body:

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

Upon approval of the Board of Trustees of this Governance Plan, the present Student Senate shall supervise the transition to the new

\* Manner of election for each of these bodies is described under each body: Planning and Priorities Cabinet, page 19.

Advisory Board to the Provost, pages 19 and 20.

University Assembly, pages 20 to 23.

Advisory Board to Vice-President for Student Affairs, pages 23 and 24.

† This body has subsequently selected the name Faculty Senate.

\*\* The University Assembly, pages 20 to 23.



lected student body and recommend procedures in the light of their experience. The new elected student body shall include the student members elected to the PLANNING AND PRIORITIES CABINET, the ADVISORY BOARD TO THE PROVOST, the UNIVERSITY ASSEMBLY, and the ADVISORY BOARD TO THE VICE-PRESIDENT FOR STUDENT AFFAIRS.\*

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

### V. THE SHARING OF GOVERNANCE IN APPROPRIATE AREAS

There are areas of University life which are appropriate for varying degrees of shared governance. In addition to the proposed sharing of the governance of the separate schools, the extent and manner of such sharing to be determined by each school,\*\* we propose degrees of shared governance in:

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

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

#### A. THE PLANNING AND PRIORITIES CABINET, Advisory to the President

##### Functions:

1. Establish a process by which priorities of the University are selected; recommend priorities to the president.
2. Establish a process by which planning for the future of the University is carried out. (It is recommended that the present functions of the Campus Planning Commission be subsumed under this PLANNING AND PRIORITIES CABINET.)
3. Advise the president about any policy made by any group which, in the judgment of this CABINET, by-passes or violates an established priority of the University.

\* Manner of election for each of these bodies is described under each body:

Planning and Priorities Cabinet, page 19.

Advisory Board to the Provost, pages 19 and 20.

University Assembly, pages 20 to 21.

Advisory Board to the Vice-President for Student Affairs, pages 21 and 24.

† This body has subsequently selected the name Student Caucus.

\*\* Page 8 ff., Governance of Schools.

4. Consult with the president or his designate on the total University budget.

##### Membership:

###### The vice-presidents

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

This CABINET is advisory to the president; it is free to consult with any person or representative from groups or specialized areas of the University. The CABINET shall meet with the president or his designate regularly and on call. It shall determine its own manner of work, and elect its own chairman.

#### B. ADVISORY BOARD TO THE PROVOST

##### Function:

To counsel and advise the provost as he carries out the responsibilities of his office; to consult with the provost on the instructional budget.

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

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

"Finally, and perhaps most important, is the essential role of the provost in *coordinating the academic planning* of the several

schools. This should be the basic ingredient for institutional planning for the entire university and will be provided by regular reports to the Planning and Priorities Cabinet."<sup>4</sup>

#### Membership:

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

#### Operational Procedure:

The ADVISORY BOARD to the provost shall meet at least monthly with the provost and/or the associate provost, and other appropriate persons as designated by the provost. It shall determine its own manner of work, and elect its own chairman.

### C. THE UNIVERSITY ASSEMBLY

#### 1. Membership:

The membership shall be composed of an equal number of faculty and students, plus administrators not to exceed 15 percent of the total membership. In the future, the over-all size of the ASSEMBLY may be adjusted by vote of the ASSEMBLY subject to the approval of the president, as long as the proportion remains the same. Initially, we recommend 18 faculty, 18 students, and five administrators. Faculty members shall be elected as follows:

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

Students shall be elected as follows:

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

The administrative members shall be the following:

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

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

#### 2. Officers:

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

<sup>4</sup> Section II, the Role of Administration in Academic Governance, page 11.

#### 3. Functions:

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

#### FUNCTIONS:

- (1) Establish policies for student center space and use.
- (2) Consult with the proper administrators and other governance bodies regarding the development, upkeep and utilization of the University's physical facilities to meet the needs of the schools of the University.
- (3) Propose policies for the University libraries, in consultation with appropriate academic officials.
- (4) Establish standards for the recognition and conduct of University groups.
- (5) Establish standards for individual conduct.
- (6) Recommend the Student Activity Fee.
- (7) Plan University Convocations in the interest of the total University community; this involves planning and making all arrangements for an annual program of EVENTS which speak to the issues of the day and the University's distinct concerns.
- (8) Establish a program of information services for the interior life of the University in order that there be high visibility of the actions of the governing bodies of the University. Consult with the Office of University Relations on the University's relationship to its various publics.
- (9) Establish criteria for the awarding of scholarships, loans, and other University financial aid to students.
- (10) Establish policies for appropriate safety, security, and traffic provisions for the campus.
- (11) Plan for the orientation of new students, in cooperation with the appropriate academic officials.
- (12) Consult with the president in the annual review of the budget.
- (13) Confer with the president on administrative appointments affecting more than one school.

#### Operational Procedures:

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

and easily available. Records of executive sessions are to be clearly identified as such.

#### 5. Committees of the ASSEMBLY:

It is recognized that experience may indicate future changes in the standing committees of the ASSEMBLY. It is recommended, therefore, that initially the following standing committees listed below be established. The operational relationship between the standing committees and the ASSEMBLY shall be determined by the ASSEMBLY. Each standing committee shall have as a member at least one assemblyman, but an assemblyman need not chair the standing committee of which he is a member. All students and faculty members of standing committees shall be elected by the assembly. The administrative members shall be appointed by the president. The chairman of each standing committee shall be elected by the assembly from the committee members, and shall vote only in case of a tie. Nominations shall be made by the Executive Committee of the assembly and from the floor. The term of office for committeemen is one year. Individuals may be re-elected or re-appointed. Faculty members may normally serve a maximum of six years.

#### STANDING COMMITTEES:

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

STANDING COMMITTEE:	FUNCTION	MEMBERSHIP: (Chairman)	NORMAL ASSIGNMENT OF STAFF TO THESE FUNCTIONS:*
Student Center	# 1	2F-7S†-3A (plus 2 alumni)	Student Center Manager
University Facilities	# 2	6F†-3S-2A	Provost's Designate and VP for Financial Administration's Designate

\* Each of the functions of the University Assembly include areas to which there normally is assigned one or more administrative staff. Such staff members will be assigned to work with these standing committees, but shall not be the members of the administration assigned to these committees. The staff member has a dual relationship, for he is accountable to his immediate supervising administrator and also responsible for the implementation of decisions of the standing committee as approved by the assembly. The evaluation of administration in academic governance (see page 15, #6) is also applicable for non-academic administration.

University Libraries	# 3	6F†-3S-1A	University Librarian or His Designate
Student Activity Fee	# 6	1F-3S†-3A	Vice-President for Student Affairs
University Convocations	# 7	4F†-4S-1A	Provost or His Designate
Communication Within and Beyond the University	# 8	3P-3S-1A†	Director of University Relations Designate
Financial Aid to Students	# 9	1F†-3S-1A	Director of Financial Aid
Safety and Security	#10	4F†-4S-2A	Director of Security
Orientation of New Students	#11	1F-4S†-2A	Vice-President for Student Affairs or His Designate

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

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

##### Functions:

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

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

\* Only the Office of Financial Aid is related to a policy-making standing committee of the University Assembly.

† For revised structure, see pages 32-34.

implementation of rules and regulations established by the University Assembly in accordance with the judicial procedures established by the All-University Judiciary Board.

**Membership:**

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

**OPERATIONAL PROCEDURE:**

The Advisory Board to the Vice-President for Student Affairs will meet regularly with the vice-president for student affairs and/or other appropriate persons designated by the vice-president for student affairs. The board shall determine its own manner of work, and elect its own chairman.

**THE JUDICIARY SYSTEM**

It is recommended that the Board of Trustees, through the president, establish an all-University Judiciary Board. This board will have the following responsibilities:

1. To establish a system of judiciary bodies on all levels of the University to hear the cases of all students who are accused of violating the rules and regulations of the University as established by the University Assembly.
2. To establish a system of judiciary bodies to hear cases of violations of the traffic laws of the University.
3. To serve as the final appeal body of the University for all cases heard by the lower judiciary bodies.
4. To establish appropriate procedures for all judiciary bodies to insure fair process for both the student and the University.

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

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

\* One of whom must be from the faculty of the School of Law, as revised by, 1971.

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

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

**F. THE PUBLISHING BOARD**

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

- Faculty: 3 faculty members, nominated by the new elected faculty body and appointed by the president, for rotating three-year terms. (A recommendation to the faculty body would be that one of these should normally be a member of the Division of Communication Arts, which includes the Department of Journalism.)
- Students: 2 students elected at large by the student body  
 2 students appointed by the new elected student body
- Editors, nonvoting. No editor or associate editor of any publication under the jurisdiction of this board shall be a voting member.†

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

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

It is recommended to the Board of Trustees that the following groups be asked to name representatives to a University committee which will consult with the Board of Trustees on the selection of a president of the University:

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

**VII. THE RIGHT AND RESPONSIBILITY TO SPEAK BY RESOLUTION**

It is expected that the following groups have the right and responsibility to speak by resolution to any administrative official of the University, or to any official body of the University, and through the president to the Trustees on any issue of general Uni-

\* See University Judicial Structure, Chapter 7.

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

versity interest or on any issue of specific concern to the group speaking:

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

### VIII. HIGH VISIBILITY OF DECISION-MAKING

We recommend that the assembly standing committee working with the Office of University Relations establish an all-University publication designed to help provide high visibility of decision making, for example, through the publication of agenda, minutes, actions, etc. of advisory boards, governing bodies, and committees.

We also recommend that the assembly office shall keep records of the actions of the assembly and its committees. These records shall be open and easily available. Records of executive sessions are to be clearly identified as such.

### IX. CONSULTATION BY THE PRESIDENT

In the event of an emergency, it is recommended that the president consult with the University Assembly or its executive committee.

Other bodies which the president may call upon for advice when appropriate include the Planning and Priorities Cabinet, the Advisory Boards to the Provost and the Vice-President for Student Affairs, the elected faculty body and the elected student body or their executive committees.

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

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

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

### APPENDICES

#### TARGET CALENDAR

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

\* See page 9, the Governance of the Schools.

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

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

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

#### THE SMU STUDENTS' PUBLISHING COMPANY

Since 1930 the SMU Publishing Company has existed as a private corporation under the laws of the State of Texas, through Charter No. 56866 (April 28, 1930). Its original purpose was the publication and sale of the *Campus* and *Rotunda*; since that time it has added the *Student Directory*, *Espejo*, *Insite* and *KSMU*.

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

### ACTION TAKEN BY THE BOARD OF TRUSTEES, MAY 8, 1970

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

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

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

\* See page 10, the Governance of the Schools.

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

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



WILLIS M. TATE  
President

## 2.

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### Structure of Responsibilities

The Board of Trustees of SMU is responsible for the management and direction of all affairs and interests of the University.\* To achieve this, the Board of Trustees delegates wide responsibility, authority and accountability to two executive officers: the Chancellor and the President. Each is given, in the Bylaws of the University, those responsibilities as defined by the Board of Trustees.†

The President of the University is responsible for, among other duties, representing the Board of Trustees in dealings with the faculty and students.\*\*

The President shall also designate certain administrative officers to assist him in carrying out the orderly functioning of the University.

#### THE DISCRETIONARY RESPONSIBILITY OF THE PRESIDENT

The President has been given by the Board of Trustees the responsibility, authority and accountability to make discretionary decisions when the safety, security, orderly process, and freedom of scholarly pursuits are threatened. These re-

\* *Bylaws of Southern Methodist University*, Sec. 1.20, Powers and Duties of the Board of Trustees.

† *Ibid.*, Art. IV, Offices of the University.

\*\* *Ibid.*, Sec. 4.14 and 4.14.4.

sponsibilities and powers have been implicit in the University structure, although they have rarely been used. These responsibilities and powers were confirmed in the Task Force Five Report to the second meeting of the President's Conference on March 29-30, 1968, and the bylaws were clarified (not changed) at that time to make clear this position.

In Article IV, paragraph 4.14.2 the bylaws indicate that "the President shall be the head of all educational departments, exercising such supervision and direction as *in his judgment* will promote their efficiency."

In paragraph 4.14.11 the bylaws indicate the president's responsibility to carry out the policies of the Board of Trustees. The president is empowered to "perform such other duties and functions as the Board of Trustees or Board of Governors may from time to time assign to him." Thus, the board has not only vested the president with very broad explicit powers for which he is to be held accountable, but it has foreseen the possibility of vesting him with certain of its own residual powers as it might deem necessary from time to time.

While being officially accountable to the Board of Trustees, the president also knows that he is informally accountable to the faculty, students, and other parts of the University community, and his leadership is only as effective as the support he receives from within the University. Therefore, the president, proceeding under the authority granted him in Article IV of the bylaws, will act to protect the safety, security, order, programs, processes, and freedoms of the University and the members of the University community. This authority to act, in person or by delegation, may and could include, among other powers, these particular powers *under provocation*:

1. Suspending with cause any student with (or without) a request for him to leave the campus. Such suspension is subject to a subsequent hearing by the duly-constituted discipline authority without undue delay.
2. Suspending a faculty member from some or all of his duties, subject to subsequent hearings and the due processes of tenure policies.
3. Order off the campus, subject to the president's later review, any objectionable non-University member, thus making a trespassing charge applicable if needed to enforce removal.
4. Call into session any University deliberative or judicial body to function on assignment of the President.
5. Request such legal measures as may be required to enforce the peace and order of the University campus.
6. Acting for the Board of Trustees, the President may veto any action of any University body (with the exception of the Board of Trustees and the Board of Governors), if such action on the part

of any University body is contrary to the policies of the board or to the constitution and bylaws of the University; the president will consult with the appropriate University body, either before or subsequent to his action.

7. The president may take such affirmative or negative actions he may think are necessary in the best interests of the University.

#### RESPONSIBILITY FOR ESTABLISHING STANDARDS IN STUDENT AFFAIRS

The General Faculty is responsible for the conduct of students (University Bylaws 5.10.1), has the power to delegate this responsibility (University Bylaws 5.11), and has delegated this responsibility to the Faculty Senate (see Faculty Senate Constitution, Article III, Section 2 and Article IV, Section 1).

The Faculty Senate has delegated to the University Assembly "... those faculty powers that were formerly exercised by the Faculty Senate and that are contemplated by the new Governance Plan to be exercised by the University Assembly." (See minutes of the Faculty Senate, October 12, 1970, page 2.) "Those faculty powers" refer to the standards for recognition of student organizations and standards for student conduct. In the new Governance Plan these powers delegated to the University Assembly are described as "establish standards for individual conduct" and "establish standards for the recognition and conduct of University groups." (see Section I on Governance)

#### MEETINGS WITH OR REQUESTS TO THE PRESIDENT OR VICE-PRESIDENTS

Representatives of any group desiring to see the President or Vice-Presidents (excepting the Vice-President for Student Affairs) may do so by appointment. Such meetings will be held with representatives of the group and shall not include more than five members of the group.

If the entire group wishes to speak to the President or Vice-Presidents, they may invite them to appear at a meeting of the group. These requests will be honored if possible.

Any group or individual who desires to make any written request or suggestions to the President or Vice-Presidents may do so in the following manner:

- A. The wording of the request should be in the form of constructive suggestions.
- B. Copy of the request should be made via writing and delivered by mail or by representatives of the group to the secretaries of the appropriate offices.
- C. Any request should be signed by the authors.

Any request will be answered as soon as possible. (Administrative Committee)

## Student Services

OFFICE OF THE VICE-PRESIDENT  
FOR STUDENT AFFAIRS

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

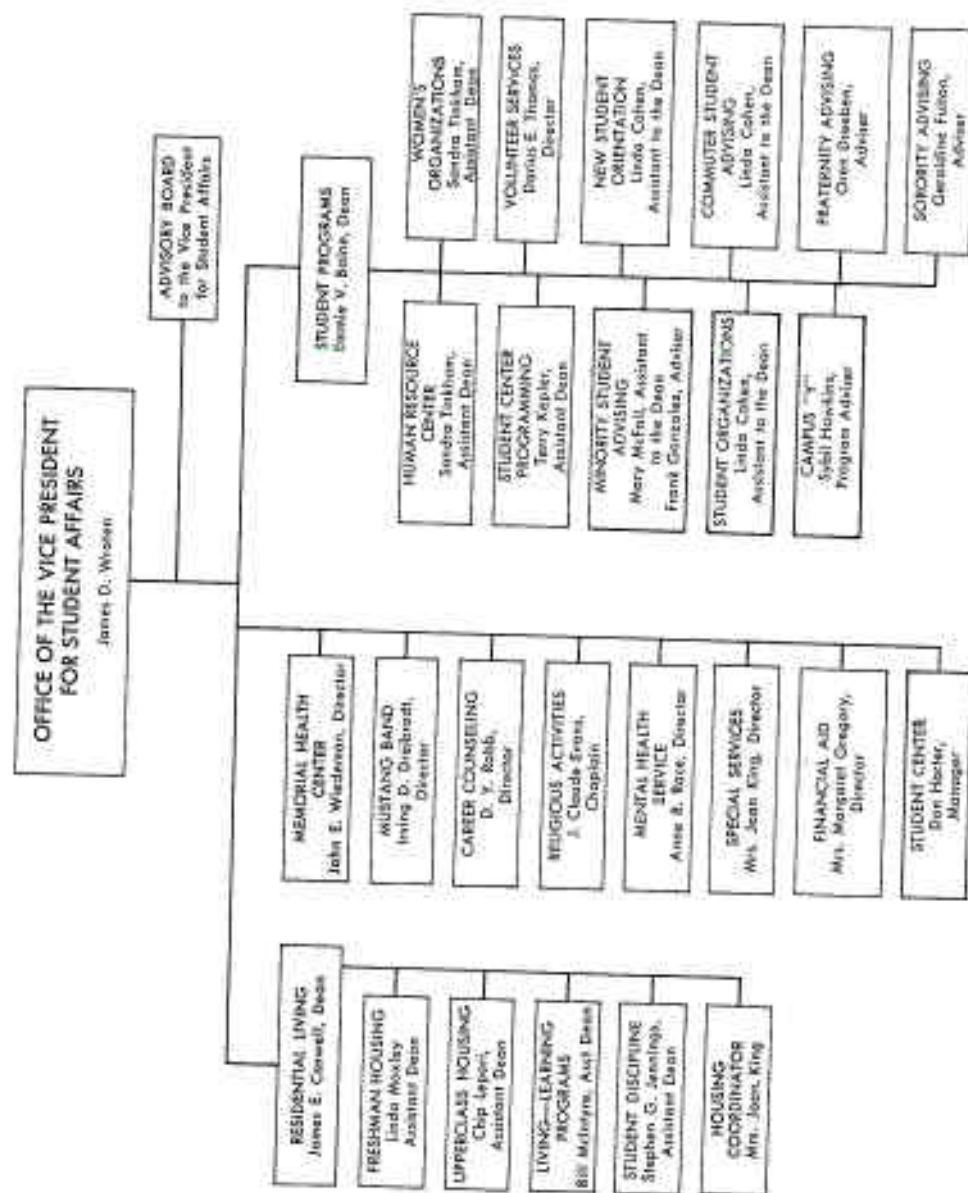
The Vice-President for Student Affairs is in charge of all student affairs and is the representative of the students to the administration. His responsibility is carried out with the assistance of the staff performing the various student personnel services.

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

The offices in this division are as follows:

THE OFFICE OF THE DEAN OF  
STUDENT PROGRAMS

EXPERIENTIAL LEARNING is both the GOAL and the PROCESS in the Student Programs area. This kind of learning is provided





through three central foci: the Human Resource Center, the Center for University Interaction, and the Center for Community Involvement.

Located at 3034 Daniels Avenue, the Human Resource Center offers training opportunities in individual growth and development, group interaction and organizational skills. The Human Relations class with a practicum in Student Programs, enables a student to earn three hours credit in the Psychology Department while developing skills in human relations through work in *student organizations*, as a *Student Programs Intern*, or as a *volunteer in the Dallas Community*. Special information and counseling for women students is available through the Women's Resource Center, a component of the Human Resource Center. Additionally, channels for meeting the special concerns of women at SMU are facilitated through the Dean of Student Programs who also serves as University Co-ordinator for Women.

The Center for University Interaction, focused in the Student Center program, brings together students, faculty, and administrators for dialogue on campus or national political and social issues, re-creation through music or dance, arts or crafts, movies or billiards—or a hamburger and talk in the snack bar.

The Center for Community Involvement places the students in volunteer experiences in health, welfare, housing, recreational, cultural or community action programs. Expedited by the Director of Volunteer Services, these assignments are open to all students. They may be secured through the student's own initiative or in some instances these assignments may fulfill the field requirement for certain academic courses.

An important responsibility of the area is counseling minority and commuter students, and assisting them in contributing to the various aspects of the University and in developing resources to meet their own particular needs. The Office of the Dean of Student Programs is also responsible for new student orientation, fraternities and sororities, and the Campus Y.

Members of the staff are selected for specific skills, as well as their experience in working with students. Each staff member has certain designated assignments. However, all are available to work with other organizations as well as with individuals, and informal groups of students who want help in working out a specific idea.

For information call extension 3419, Room 214 Student Center.

#### THE OFFICE OF THE DEAN OF RESIDENTIAL LIVING

The Office of the Dean of Residential Living coordinates the program area of all residence halls on campus. The Office is in charge of the counseling and program function for the freshmen residence areas, which is in the south part of the campus and is called the South Quadrangle. The North Quadrangle and the

auxiliary housing units comprise the upperclass student residences.

Each residence hall is staffed with a Hall Director and Resident Assistants who are responsible to the Residential Living Office. The Office of Special Services works in conjunction with the Office of Residential Living to make contracts for residence hall living, make arrangements for meal tickets to eat in the Student Cafeteria, and make reservations for their guests to stay in available rooms in the various residence halls.

The Office of the Dean of Residential Living has also been delegated by the Vice-President for Student Affairs, the responsibility for the implementation of student disciplinary procedures.

Additionally, the Office of Residential Living coordinates the Living-Learning classes of University College, the Ibero-American Studies Center, the Faculty in Residence Program, the Guest in Residence Program, the Ethnicity Center, the Yale I Living-Learning Center and the University College Advisors in Residence Program.

The Office of Residential Living is concerned with the total development of the students, inside and outside the classroom. All staff members, in Clements Hall and in the Residence Hall itself, are concerned with this total student development.

#### MEMORIAL HEALTH CENTER

##### *Pre-enrollment Physical Examination*

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

##### *Clinic and Hospital Services*

The University provides a convenient, economical, and first-class medical clinic and hospital facility on the campus. It is staffed by five full-time physicians, registered nurses, pharmacists, laboratory and X-ray technicians, and other personnel essential to providing good health care. All students, faculty, and staff are eligible for health services. In addition, dependent children (aged fifteen to twenty-one) and spouses are eligible for services. (All other persons even though they may be dependents of students, faculty, or staff are not eligible.) The long semester clinic hours are from 8:00 a.m. to 4:30 p.m. After 4:30 p.m. there is a nurse on duty and a physician on call. Patients may ring the bell at the front door or the south door of the health facility for service after hours. During summer sessions, Clinic hours are 9:00 a.m. to 4:00 p.m. The facility is closed on weekends in the summer and during

Thanksgiving, Christmas, and Easter student vacation periods. During vacation periods those persons needing care are advised to go to the emergency room of one of the large Dallas hospitals.

#### *Costs*

A nominal charge is made for most Clinic and Hospital services. It is most important that all students have adequate hospitalization insurance. A student hospitalization insurance policy, which is available and recommended, has very broad coverage and almost no exclusions at an annual premium of only \$40.00. Our hospital is a regularly licensed facility and recognized by most insurance companies. When necessary, patients are referred to medical or surgical specialists in Dallas. All major illnesses or surgical cases are referred. These patients are responsible for the costs of these services.

#### *Illness Excuse*

When a student is admitted to the hospital, his dean's office is notified. When dismissed he is given a card showing dates of hospitalization. If the student is not treated in the SMU Clinic or Hospital, he must handle his class excuse on his own.

#### MENTAL HEALTH SERVICE

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

Psychiatric evaluation, crisis intervention, and group psychotherapy are available for students, faculty, and staff. A psychiatrist is available by appointment between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. All interviews are conducted on a voluntary and confidential basis. There is no charge to students who pay the General Fee or for the first visit of campus personnel.

#### RELIGIOUS ACTIVITIES

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

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

#### CAREER COUNSELING

The Career Counseling Service, located in 208 Clements Hall, is open throughout the year to provide registrants with whatever guidance and placement they may need to find their way into the world of employment. Members of the staff assist students in establishing and pursuing career objectives and maintain close working relationships with employers who look to SMU as a prime source for the procurement of future leaders for the professions, business, industry, government, education, etc.

In addition to substantial listings of part-time, full-time, and career job opportunities, Career Counseling maintains a Teacher Placement Bureau and vocational library of general and employer occupational information.

Career Counselors are available daily to discuss career selection and to assist students in acquiring part-time and summer positions and to assist graduates of all schools to find suitable employment. Appointments may be made by calling 692-2290.

#### OFFICE OF FINANCIAL AID

The University's financial aid program includes scholarships, grants, loans, and work-study jobs which may be awarded to eligible students whose resources are insufficient to meet their educational expenses. Also, students who have a financial emergency may apply for a small, short-term loan. The Office of Financial Aid is in Room 101, Perkins Administration Building, telephone 692-3417.

#### OFFICE OF SPECIAL SERVICES

In the Office of Special Services, two major functions take place in the area of services to students.

In the Housing Division, students make contracts for residence hall living and receive building assignments, make arrangements for meal tickets to eat in the student cafeterias, and make reservations for their guests to stay in available rooms in the various residence halls. It is responsible also for housekeeping supervision, maintenance and refurbishing of residence halls. The Office of Special Services keeps a residence listing of students for answering inquiries about addresses and telephone numbers.

In the area of Community Service, students, and others, can make arrangements for housing, food service and meeting room space for conferences, workshops or meetings taking place on campus.

#### STUDENT CENTER

The Umphrey Lee Student Center is the center of the SMU community's co-curricular activities. Student groups, as well as individual students, are welcome to use the center's excellent facilities.\*

The Information Booth provides ticket sales for various campus

\* See Chapter 4.

activities, private storage locker rental, Xerox machine, and lost and found services. A variety of foods and drinks can be found within the Snack Bar area. Live entertainment performs regularly in the Circuit, and a variety of other recreational activities are available in the Recreation Area located in the basement of the Center. Other services located in the Student Center are the University Book Store, U.S. Post Office, Barber Shop, and a Notary Public.

#### MUSTANG BAND

Mustang Band is open to all male students in the University. Admission is by audition and can be secured at the beginning of each term. Mustang Band is the official University Band that performs for all athletic events and selected events during the year. The Mustang Band annually produces the Pigskin Revue that is presented at Homecoming. Recorded albums are made each four years. Presently three albums are available at the SMU Book Store. As the introduction says, "Ladies and Gentlemen, from High on the Hill-top the Best Dressed Band in the Land—96 Guys and a Doll."

### OTHER SERVICES

#### SECURITY OFFICE

The responsibility of the University Security Office includes the following general areas:

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

The Director of Security supervises the activities and performance of the Security Office and reports to the President. Liaison with the various committees on the campus and student and faculty organizations will provide the Security Office with current information regarding security problems and matters.

The Security Office, at the Computer Center, 3175 Yale Boulevard, is open at all times. Security officers patrol the Campus day and night, and may also be summoned by telephone: 692-3333 or 692-2493.

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

#### PSYCHOLOGICAL SERVICES CENTER

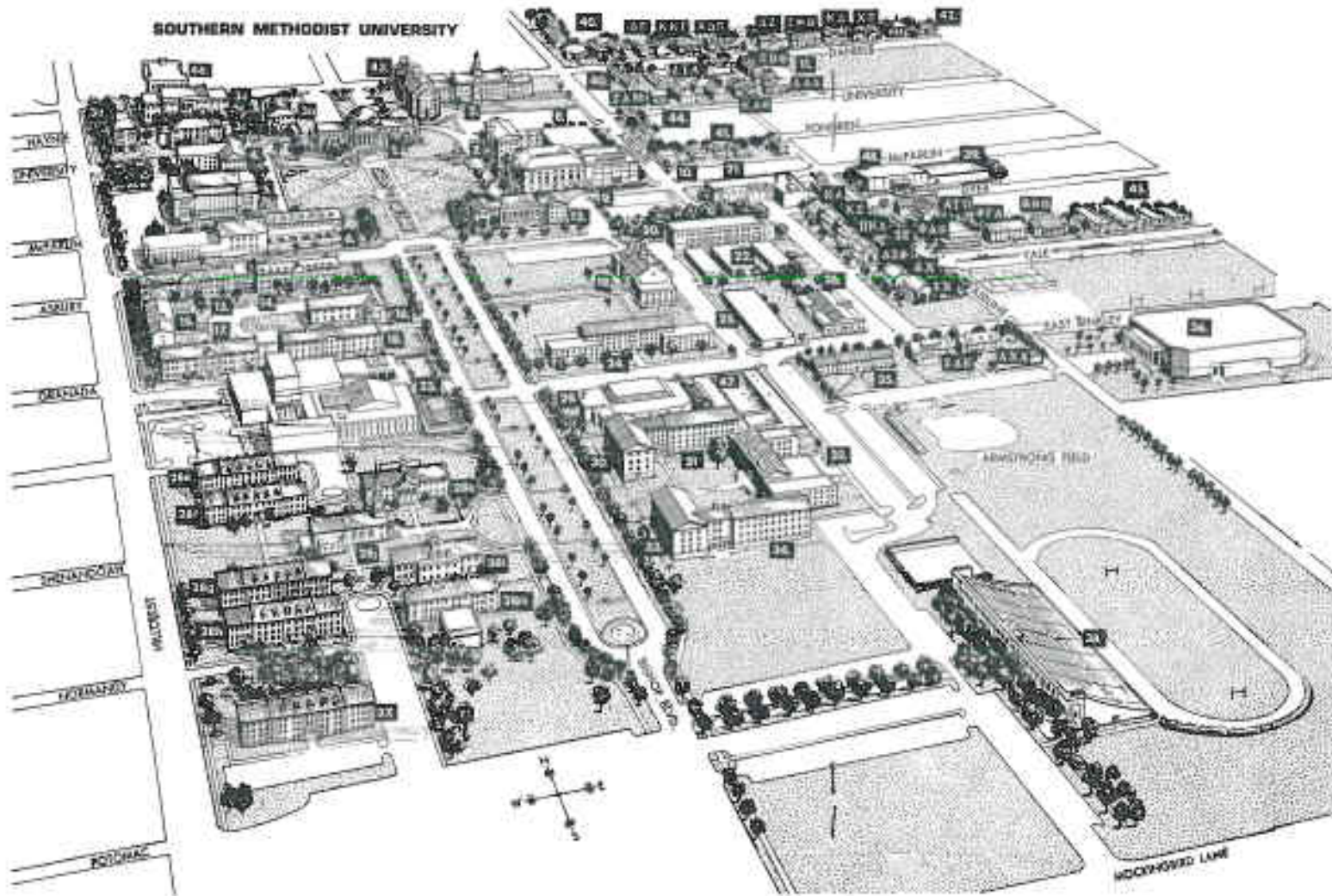
The Psychological Services Center was established in 1955 and

is located on the second floor of Clements Hall. Services are available throughout the year to registered students.

The center offers students assistance in the choice of a major field of study, vocational counseling and guidance; improvement of study habits and attitudes, and personal and marriage counseling. Psychological testing is available for those students who feel the need for a better understanding of their capabilities and interests. National standard tests are also administered through this office.

\* Traffic and parking regulations are listed on pages 54-60.

**SOUTHERN METHODIST UNIVERSITY**



**SOUTHERN METHODIST UNIVERSITY  
STRUCTURES FOR FUNCTIONS  
AND COMPLETION DATES**

1. DALLAS HALL (Academic Building)	1919
2. POWERS SCIENCE BUILDING	1938
3. LAW SCHOOL QUADRANGLE	
a. STONEY HALL (Low Academic Building)	1931
b. LAWYERS INN (Residence Hall)	1931
c. ROBINCE HALL (Low Academic Building)	1955
d. UNDERWOOD LAW LIBRARY	1970
4. FERRISS HALL OF ADMINISTRATION	1926, 1928, 1946, 1970
5. McFARLIN MEMORIAL AUDITORIUM	1926
6. LAMARBY 188 STEPHEN CENTER	
(Meeting & Reception Rooms, Book Store, Post Office, Book Box, Bulletin, Group Rooms, Etc.)	1955
7. HYER HALL (Academic Building)	1937
8. SCIENCE INFORMATION CENTER	
(Library, Science Facilities)	1961
9. FONGBEN LIBRARY	
(Central Library, Offices)	1946, 1969
10. PHILOSPHY HALL (Academic Building)	1936
11. SORORITY HOUSES	1951
12. CLIMBERS HALL (Academic Building)	1915
13. VIRGINIA HALL (Residence Hall)	1927
14. SMIDER HALL (Residence Hall)	1927
15. SMITHS HALL (Residence Hall)	1937
16. MEMORIAL HEALTH CENTER (Clinic, Laboratory, Hospital Facilities)	1952
17. MEYON HALL (Residence Hall)	1950
18. MARY MAY HALL (Residence Hall)	1950
19. JOHN W. WILKINSON MEMORIAL BUILDING	
(For the School of Business Administration)	1954
20. CARBON HALL (For the Institute of Technology)	1948
21. STANLEY PATTERSON HALL (Power Facilities)	1978
22. LABORATORY BUILDINGS (For the Institute of Technology)	1947, 1951, 1958
23. OWEN A. ROBINSON CENTER (Chorus Music Building, Folk Art Gallery, Virginia Meadows Museum, Carolee Auditorium, Elizabeth Woodson Sculpture Court and Garden, Madge Art Building, Bob Hope Theatre, Ruth Collins Sharp Drama Building, Margo Jones Experimental Theatre, Hastings Maritime Building)	1966, 1968
24. EDGEE HALL (Residence Hall)	1954
25. W. D. BRADFORD MEMORIAL COMPUTING CENTER	1957
26. WOMEN'S GYMNASIUM	1955
27. FRATERNITY HOUSES	
28. FERRISS SCHOOL OF THEOLOGY QUADRANGLE	
a. A. Frank Smith Hall (Residence, Offices)	1955
b. J. B. Perkins Hall (Residence Hall)	1955
c. Paul E. Martin Apartments (Residence Hall)	1955
d. Eugene B. Hunt Apartments (Residence Hall)	1955
e. Parker Chapel	1955
f. Student Library (Theology Library)	1955
g. Harper and Anne Kirby Hall (Academic, Theology Administration Building)	1955
h. Salomon Hall (Academic Building, The Lois Perkins Auditorium)	1954
29. JOE FERRISS HATATORIUM	
(Swimming, Facilities)	1942
30. ANDERSON HALL (Residence Hall)	1954
31. MCGINNIS HALL (Residence Hall)	1954
32. EDGEMAN ANDERSON HALL (Residence Hall)	1950
33. ANDERSON HALL (Residence Hall)	1944
34. COCKERELL HALL (Residence Hall)	1944
35. LITTLEBERRY MEMORIAL DORMITORY (Residence Hall)	1947
36. WOODY COUSEUM (Athletic Facilities, Offices)	1956
37. JOHN W. ANDERSON HALL	
(Married Graduate Apartments)	1959
38. OMBREY STADIUM	1955
39. MAINTENANCE SHOPS	1956
40. DARRIS HALL (Residence Complex)	1956
41. SCHUBERT HALL (Residence Complex)	1956
42. R. I. THOMPSON ALUMNI CENTER	1967
43. H. L. HERBY SCIENCE HALL	
(Birth and Max Research Center)	1969
44. MORGAN HALL (Residence Complex)	1967
45. YALE HALL (Residence Complex)	1967
46. DANIELS VI (Residence Complex)	1966
47. A. B. BARR POOL	1971
48. CENTRAL SERVICE BUILDING	1971

## University Facilities

### STUDENT CENTER POLICIES

#### GENERAL

The rooms in the building may be used for practice sessions or rehearsals only with the approval of the Student Center Manager.

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

All reservations for meeting space in the Center and equipment must be made through the reservations secretary, 692-2368. Space is not confirmed until the secretary has received and logged this information. A group should not assume that it has a reservation until it receives written confirmation. The reservations office will take note of organizations which fail to meet in accordance with bookings which have been confirmed. When two successive reservation dates are not honored, the organization president and adviser will be contacted in writing, and they will be requested to submit a new request for facilities.

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

Animals or pets are not allowed in the building. Gambling of any nature is prohibited within the Student Center.

\* For campus sales policy, see page 61.

The hours for the Student Center shall be:

- 7 a.m. - 12 midnight, Sunday-Thursday
- 7 a.m. - 1 a.m., Friday-Saturday

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

No minors are to be allowed in the building except those bearing an official ID. Persons not bearing an official ID will be asked to leave the building. This policy will be promulgated by signs posted at all entrances to read as follows:

No Minors Allowed  
Except with SMU ID Cards

#### Reservation Classification:

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

#### Class A (University)

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

#### Class B (University Related)

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

#### Class C (Outside)

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

#### Charges:

#### Class A—No Charge

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

Jr. Ballroom	35.00	40.00
Ballroom—less than 300 persons	65.00	75.00
Ballroom—more than 300 persons	75.00	100.00
Circuit Room	—	—
Senate Chamber	30.00	35.00
Assembly Room	45.00	50.00
101-104	20.00	25.00

*Class C*

Room A, B, C, F	\$ 35.00	\$ 45.00
Room D	20.00	25.00
Room E	30.00	35.00
Jr. Ballroom	50.00	60.00
Ballroom—less than 300 persons	200.00	275.00
Ballroom—more than 300 persons	250.00	300.00
Circuit Room	—	—
Senate Chamber	X	X
Assembly Room	—	—
101-104	—	—

*Additional Charges (applies to B & C)*

Projector	\$5.00
Screen	5.00
Projector and Screen	7.50
Record Player	5.00

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

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

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

**STUDENT CENTER SIGN POLICY**

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

The surface to which the sign is posted must not be damaged in any way.

No more than one copy of each item may be placed in each designated area; the maximum size for a sign on a bulletin board shall not exceed 24 x 24 inches.

Election rules pertaining to campaign signs shall be followed during election periods.

All signs must bear on the front the names of the University community organization or sponsor. All inquiries about signs and content must be addressed to the organization or sponsor.

Signs may be posted on the exterior of the Student Center only with the approval of the Student Center Committee.\*

**STUDENT CENTER ALLOCATION OF SPACE POLICY**

Groups must be student oriented and student involved. Priority of space will be given to groups serving the largest number of students in their activities.

Space other than the Post Office, Bookstore, Barbershop, and Food Services will be allocated in three divisions: (1) staff; (2) student officers; and (3) activity space (lounges, bathrooms, etc.).

Any approved group may request space in the Student Center. Approval will be by 2/3 of the University Assembly Student Center Committee and by the University Assembly.

Groups may be asked to share office space.

Groups considered by the Student Center Committee and the University Assembly which are highly restrictive in nature shall be given low priority in space allocation.

All contracts of Student Center Space must be approved by 2/3 of the Student Center Committee and by the University Assembly.

**RESERVATION POLICIES FOR THE STUDENT CENTER**

There will be four designated areas in the Student Center lobby for information tables or booths. Areas 1 and 2 will be by the Student Center Information Booth, and Areas 3 and 4 will be by display cases. Additional areas will be granted for use by special permission of the Student Center Committee. A group may use an area 14 days of a semester, with permission for additional days to be granted by the Student Center Committee. No group may occupy an area for more than 3 days consecutively.

Non-University groups will pay a 25% room deposit at the time they make a reservation to use a room or rooms in the Student Center. Reservations will not be made for groups until the deposit is made.

The lounge of the Student Center will be allowed to be reserved by authorized groups wishing to use the area after 2:00 p.m. Evaluation of this proposal is to be made between May 1 and the end of the semester.

**CAMPUS SIGN POLICY****SIGNS AND POSTERS INSIDE BUILDINGS**

All posters, flyers, notices, and messages to be placed inside campus buildings must be posted on an appropriate bulletin board or space specifically designated for that purpose. Non-campus commercial-type materials must be approved and signed by the Manager of Facilities Services of the University before posting. All posters and signs must bear the name of the sponsoring individual,

\* For approved locations, contact the Student Center Manager.

organization, or department. No more than one copy of each item may be placed on each bulletin board or designated space and the maximum size shall not exceed 24 inches x 24 inches. Signs should be clear and legible and should be appropriate and in good taste. Permission must be obtained from appropriate authorities to post signs in individual buildings. Failure to comply with these rules may result in the removal of signs without warning.

#### SIGNS AND POSTERS OUTSIDE CAMPUS BUILDINGS

Signs and decorations may not be attached to the exterior of buildings or trees.\* Signs, posters, and decorations on University grounds are limited to those which provide general information and benefit to the University community, e.g., Homecoming, student elections, and all University events. Approved student organizations or departments wishing to post such signs or decorations should apply to the Vice-President for Student Affairs for permission. If signs or displays are larger than small temporary ones the Grounds Section of the Physical Plant Department must be notified in order that they may provide assistance in proper and safe erection of such displays. This is necessary in order to minimize unsightly structures and prevent possible damage to water mains, electrical cables, etc.

#### USE OF THE UNIVERSITY FLAGPOLE

The flagpole located between the Student Center and Clements Hall is for the purpose of flying the United States Flag. The policy governing the flying of the United States Flag will normally correspond to those of the federal government.

The flag may be flown at half-mast when a member of the University community dies. No other flag may be flown from this flagpole.

#### USE OF THE GROUNDS

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

#### USE OF BUILDINGS

The University provost determines the schedule of academic classes on the campus and keeps a current record of all classroom use times and class locations by building and room number in his office at Perkins Administration Building. Housing facilities in the Perkins School of Theology are operated by that school. All other

\* For Student Center sign policy, see page 42.

† Activities which involve Campus streets should also be registered in the Security Office. See page 60.

housing facilities which belong to the University are the responsibility of the Special Services Office. Fraternity and sorority housing and administration are the responsibility of the Dean of Student Programs.

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

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

Because of crowded schedules and insufficient space, many classes and meetings are held after business hours until 10:00 p.m. on weeknights. Security officers should investigate any activity in classroom buildings after 10:30 p.m. to determine proper use which, if valid, should be obvious.

Students are not authorized to have keys to buildings, and unauthorized keys should be taken from students and submitted to the director of security where return of the keys can be made to the appropriate dean. Authorized SMU keys have the words, "SMU, DO NOT DUPLICATE" stamped into the metal.

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

one can accurately catalogue all the possible instances of dishonesty in academic work, considerable discretion is left to the faculties, and particularly to the instructor of the particular course in determining when dishonesty has occurred. However, when the instructor perceives a situation in which he has reason to believe that a violation of academic honesty has taken place, he does not have the choice to act or to overlook the matter. The situation must be confronted with positive action, however unpleasant and time-consuming it may be. The instructor who is unwilling to act affirmatively in these circumstances is an accessory with the student offender in undermining the integrity of the University.

#### PENALTIES

A. Penalties which may be implemented by the judiciaries\* (The below listed penalties are not listed in any type of specific order)

1. **SUSPENSION:** mandatory separation from the University for an assigned period of time and under such conditions as deemed necessary by the judiciary with regard to such factors as the individual's campus visiting privileges and terms of the individual's readmission to the University.
2. **FINE:** a student may be fined any amount not exceeding \$100.00.
3. **LOSS OF FINANCIAL ASSISTANCE:** a student may be restricted from receiving any type of financial grant or assistance from the University. It shall be the responsibility of the judiciary to stipulate the conditions and terms of this penalty.
4. **DISQUALIFICATION FROM HOLDING OFFICIAL STUDENT POSITIONS:** a student may be restricted from representing the University in any inter-collegiate activity or may be restricted from participation in any University activity or organization.
5. **RESTITUTION:** compensation for damages to persons or property caused by the student's actions; to be paid to the appropriate person or institution.
6. **CREATIVE DISCIPLINE:** procedures designed by the judiciary in consultation with the student in an effort to fit the discipline to the individual and the circumstances surrounding the particular case.
7. **JUDICIAL REPRIMAND:** a student may be given a judicial reprimand which is a formal statement by the judiciary that the student has violated University rules or regulations or has otherwise acted irresponsibly and if found guilty of further offense, his case will be considered much more seriously.

\* For the judicial process, see Chapter 7.

#### B. Probated Penalties:

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

#### RESPONSE TO OFFICIAL NOTICE

It is a student's responsibility to honor immediately any official request from a University official, e.g., properly identify oneself when asked for ID card, report upon request by faculty or administrator, leave when a crowd is asked to disperse, etc.

#### GUESTS ON CAMPUS

Any non-University-member on campus is considered a guest of the University. It is the guest's responsibility to properly identify himself when asked to do so by a University official, state his purpose for being on campus, and declare his host if he is not on official business.

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

The host of the guest is responsible for the guest's conduct while on campus.

While on campus, all guests are expected to uphold the regulations established by the University. (Adopted by Administrative Committee).

#### DRUGS

The University prohibits its students from possessing, using, or transmitting nonprescribed drugs having narcotic, addictive, hallucinogenic, and similar strong psychological or physiological effects.

The student is reminded of the state and national laws pertaining to the use and possession of drugs.

#### ALCOHOL POLICY\*

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

\* Adopted by the Board of Trustees on May 14, 1971.

† *Book of the Methodist Discipline*, 1968, p. 57.



purity of body, and responsible social behavior,"\* including recognition of the rights of others. The University will initiate disciplinary action when persons neglect or abdicate their own responsibility.

Students in particular should at all times be cognizant of state and local liquor laws. It is unlawful for any person under 21 years of age to possess, purchase, or consume alcoholic beverages except when said person is with either parent or adult spouse. It is also unlawful for any person to sell, furnish, give or cause to be sold, furnished, or given away to any person under the age of 21 years any alcoholic beverage in Texas. Moreover, it is unlawful for anyone to buy or sell alcoholic beverages in the City of University Park. The University expects that each individual and group within the University community will uphold these laws.

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

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

#### GUIDELINES

Recognizing that the above policy is broadly stated and that it is not possible to foresee every contingency which would require policy interpretation, the administration sets forth the following guidelines for policy implementation:

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

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

(2) The University prohibits the use of alcoholic beverages in public places on campus (public shall be defined as *any* area outside of a student's immediate living area, i.e., bedroom, apartment, or suite).

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

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

counsel and advise campus residents should he find himself unable, because of philosophic disagreement, to enforce the policies and regulations of the University.

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

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

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

#### FIREARMS-FIREWORKS

Explosion or possession of fireworks is prohibited on campus. Possession of firearms also is prohibited, though storage for a student's firearms can be arranged by the director of the residence hall or the staff of the Vice President for Student Affairs.

#### HAZING

Hazing is considered to be an affront—physical, mental, or moral—to the dignity of an individual by a group or any representative of a group. Activities strictly forbidden are paddling in any form, psychological or physical shocks, road trips, illegal scavenger hunts, rides and any other activity carried on outside the confines of the group's meeting place, engaging in humiliating public stunts, degrading and possibly injurious games, late work sessions on nights preceding class days, and any similar activities.

Any pre-initiation period involving mental anguish, physical suffering, or danger to life is strictly prohibited.

#### DRESS

Students should not enter public areas unless they are properly dressed. Dress on campus should be in keeping with the situation and occasion.

#### GAMBLING

No gambling is allowed on campus.

### REGULATIONS PERTAINING TO RESIDENT STUDENTS

#### VISITATION

Visitation is the privilege of entertaining guests of the opposite sex in one's living quarters.

\* *Book of the Methodist Discipline, 1968, p. 17.*

Visitation hours shall be determined by a two-thirds vote by secret ballot of the residents of each dormitory floor, Greek house, or individual apartment within the following limitations:

Freshman Residence Halls for the first month of the school year:

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

Traditional Residence Halls, Greek Houses, and Freshman Residence Halls after the first month of the school year:

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

Auxiliary Housing Units

- 8:30 a.m. to 3:00 a.m. every day

All guests participating in visitation must be escorted by a host or hostess.

The following detailed policies and procedures for the implementation and regulation of the visitation policy has been made by the Office of the Dean of Residential Living in conjunction with the Inter-Residence Hall Council:

Each student participating in visitation should have a host or hostess who will meet him or her in the lobby of the hall. The student will have his or her guest sign in at the reception desk. The student will then escort the guest to the floor. Upon leaving the floor, the guest will be escorted from the floor and will sign out at the reception desk. Any exceptions to this policy will be made through the Office of Residential Living and the Inter-Residence Hall Council.

#### QUIET HOURS

The hours from 7:00 p.m. to 7:00 a.m. are the official daily quiet hours for all residence halls. The atmosphere at this time should be especially conducive to study or sleep. This is to be observed by all students who live in the residence halls and their visitors.

#### GUESTS

Guests may visit overnight in the residence halls during the week and on weekends provided a bed is available. Guests must be registered on the Guest Book in the residence. The student is responsible for the conduct of the guest. The guest is expected to comply with the same university and house regulations as the host.

A Guest Book is provided at the residence hall desk where each guest is asked to register, giving name, home address, and the name and room of the host in the hall. Arrangements for guests staying

more than two days must have the approval of the hall director. No permanent guests may stay in any of the residence halls.

No person will be permitted to sleep or reside in the basement or any other part of any building without authorization from the director of said building or the Dean of Residential Living.

#### PET POLICY

There shall be no pets allowed in any student residences on campus.\*

#### SECURITY OF THE HALLS

The residence halls will be open during the following times:

- 7:00 a.m.-12:30 a.m.—Sunday-Thursday
- 7:00 a.m.- 2:00 a.m.—Friday-Saturday

Within an urban community at this time in history, precautions must be taken to secure persons and property against any violent acts that may be committed by non-campus citizens. SMU makes considerable effort in both time and money to assure that its residence community is safe and secure. To this end, three security officers patrol, on foot, both the South Quadrangle and the North Quadrangle and the auxiliary units from 11:00 p.m. until 7:00 a.m. seven days per week during the school year.

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

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

#### OFF-CAMPUS HOUSING

All freshmen students except those who live at home with close relatives, or who are married, are required to live in a University residence. Any exception to this policy must be approved by the Dean of Residential Living.

In order to provide a transitional experience between the structure of the University residence and the full independence of work and/or marriage, SMU permits upperclass students to live in off-campus apartments. Students are asked to discuss their intention with their parents if they are under 21 years of age. Students should be certain their correct address is listed with the Office of Residential Living at the time of registration. Any changes should be reported to that office immediately.

\* Adopted by the Administrative Committee on May 25, 1971.

### TRAFFIC REGULATIONS

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

All pertinent State and local laws apply to motor vehicles and bicycles on the Campus.

#### A. MOTOR VEHICLE REGISTRATION

1. Motor vehicles parked on the Campus must display a decal permit which is obtained when the vehicle is registered with the Security Office. The decal must be permanently fixed to the lower left side of the rear window so that it is plainly visible from the rear of the vehicle. On convertibles or other vehicles without rear windows, the decal should be placed on the lower right side of the front windshield. On motorcycles or other vehicles without windshields, the decal should be displayed in any conspicuous place.
2. Registration of a vehicle is accomplished by presenting to the Security Office verification of the vehicle license number and the driver's license number, and the appropriate fee listed below. If a decal permit is damaged or mutilated, it should be replaced promptly.
3. A vehicle which has not been registered may be parked on Campus only after a special temporary permit has been issued by the Security Office.
4. No fee will be charged for the registration of the vehicles of students who are enrolled in non-credit University special or short courses.
5. Only one vehicle at any one time may be registered by persons who reside on the University Campus.
6. Commuters to the Campus may register more than one vehicle, but only one such vehicle may be on Campus at a time.
7. The fees for vehicle registration are as follows:
 

a. Students (more than 9 credit-hours)	\$20.00
b. Students (9 or fewer credit-hours)	10.00
c. Disabled students (vehicle registration required)	no charge
d. Commuter's extra permit	1.00
e. Replacement for lost or damaged decal	1.00
f. Faculty and staff	2.00 monthly
g. Faculty and staff (Perkins lot and Reserved spaces)	5.00 monthly
h. Contract employees with personal vehicles	2.00 monthly in advance
i. Deposit for parking gate trip card	5.00

#### B. REFUNDS OF VEHICLE REGISTRATION FEES

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

1. Seniors graduating at the end of a fall semester will be refunded one-half the registration fee.
2. Students who maintain their status as registered students, but who are studying away from the Campus will be refunded one-half the registration fee.
3. Students who withdraw from the University under extenuating circumstances involving extreme hardship will be refunded a portion of the registration fee at the discretion of the Director of Security and the Committee on Safety and Security. They should make application at the Security Office.

#### C. TRAFFIC REGULATIONS

1. The following parking regulations are in effect on class days between 7 a.m. and 5 p.m., except where posted signs contain special instructions. All parking areas are unrestricted at other times, unless otherwise posted. A parking map may be obtained from the Security Office denoting areas assigned to registered vehicles.
  - a. No unregistered vehicle may be parked in areas assigned to registered vehicles.
  - b. Male freshmen are authorized to park only at the Ownby Stadium parking lot, the University Boulevard parking lot, or on the parking field at Moody Coliseum.
  - c. Other students who live on the Campus or in University property will be issued registration decals which authorize them to park in designated areas near their living quarters. Between the hours of 7 a.m. and 5 p.m. on class days, they may park in no other Campus parking areas, except that all upperclass students may use the two-hour parking area at the Student Center at any time.
  - d. Students who commute to the Campus will be issued registration decals which authorize them to park in certain designated areas, and are not permitted to park in areas assigned to resident students.
2. Curbs and pavements are marked to indicate the parking restrictions in effect between 7 a.m. and 5 p.m.
  - a. A letter or number is painted in white on the pavement or curb, indicating the type of decal a vehicle must display in order to park in a given space.
  - b. "Visitor" parking spaces are indicated by a painted designation, or by a sign at the parking lot entrance.
  - c. Spaces restricted to "Disabled Persons" are indicated by a painted designation.
  - d. "Reserved" parking spaces are indicated by an "R" or title painted on the curb or pavement, or by a posted sign.
  - e. No motor vehicle may be parked within three feet of any tree, shrub, or flower bed, to avoid damage from fuel or oil.

3. The speed limit on Campus is 15 mph at all times. On all parking lots, the speed limit is 5 mph. The only exceptions to these limits are designated by posted signs.

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

- Parking in a fire lane
- Blocking a driveway
- Parking in crosswalks or yellow-painted zones
- Double parking
- Exceeding the speed limit
- Moving traffic violations
- Displaying an altered or fictitious decal
- Displaying a decal issued for another vehicle
- Fraudulent registration

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

- Overtime parking
- Parking in an unauthorized area, including spaces designated "Visitor" or "Disabled Person"
- Parking outside the defined limits of a parking space
- Parking on sidewalks or grass
- Parking a trailer or boat on campus
- Failure to display a decal properly
- Failure to give the right of way to a pedestrian
- Improper use of a traffic citation

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

a. The operator of a vehicle in violation of regulations will receive a traffic citation, either in person or attached to his vehicle. He must present the citation at the Security Office within fifteen days, but not before 24 hours after the citation is issued. A traffic violation fee is a University fee, and must be paid promptly at the Security Office or, after fifteen days from the issue date, at the Cashier's Office. The failure to pay a traffic violation fee will result in delays for students in receiving degrees and transcripts, and in refusal of permission to register.

b. A sixth traffic violation will result not only in the fee for the violation, but also in the suspension of parking privileges, and in a report to the Vice-President for Student Affairs. During a suspension period, a student may not park any vehicle on the Campus, nor may anyone else park the banned vehicle on Campus. Vehicles that have been banned from the Campus may be parked only in the Coliseum parking lot.

c. Each violation of a vehicle suspension order will result in a penalty fee of \$25.00 and in a report to the Vice-President for Student Affairs.

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

e. Visitors to the Campus are expected to observe SMU parking and traffic regulations, and to park only in spaces marked "Visitor." In the event a visitor receives a citation, he should supply his name and address on the citation and return it promptly to the Security Office.

7. A traffic citation may be appealed to the Security Office within fifteen days of the date of the citation.\*

a. An appeal bond of \$2.00 will be collected from a person who desires to appeal a citation. Should he fail to complete his appeal, the bond will be forfeited. If the Traffic Appeals Board rules favorably for an appellant, the bond will be returned in full; if his appeal is unsuccessful, the bond will be applied towards payment of the penalty fee imposed.

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

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

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

c. Motorcycles may not be parked:

- in fire lanes
- inside any buildings except garages
- on sidewalks or lawns
- in driveways or loading areas
- within ten feet of any building walls
- in bicycle parking areas
- where official signs prohibit

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

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

b. A bicycle may be ridden on any Campus street or lawn or other area where pedestrians may walk, except the following:

- sidewalks
- inside any building except a garage

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

any landscape improvements not open to pedestrian use (including malls, flower beds, hedges, shrubbery)

any outside area designated for other than pedestrian use where official signs prohibit parking or riding

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

d. Bicycles may not be secured to any tree, shrub, or plant.

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

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

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

#### D. GENERAL SECURITY INFORMATION

1. All automobile accidents must be reported immediately to the Security Office.

2. Abandoned vehicles will be removed from the Campus, consistent with state law.

3. Theft or damage to vehicles should be reported immediately to the Security Office. It is advisable that vehicles be locked when they are parked, and that hubcaps or other easily detached equipment be inconspicuously marked with some identification so that they may be recognized and recovered in case of theft.

4. In order to set up the necessary traffic control measures, persons or organizations planning activities which involve Campus streets should notify the Security Office at least one week prior to the event.

5. The Security Office is the official lost and found office of the University.

6. The Security Office, at the Computer Center, 3175 Yale Boulevard, is open at all times. Security officers patrol the Campus day and night, and may also be summoned by telephone: 692-3333 or 692-2493.

#### PUBLIC DISTRIBUTION OF WRITTEN MATERIAL

Written material, including books, magazines, newspapers, monographs, journals, pictures, pamphlets, leaflets, etc., but not including (1) material of a predominantly advertising nature and (2) material which is illegal under the law and the United States Constitution, may be distributed publicly on the SMU campus subject only to the following limitations:

1. Students, faculty, and staff members of SMU may distribute written material publicly either by giving it away free of charge or by selling it, provided: (A) that such distribution is made in outdoor areas of the campus, inside of buildings in accordance with

designated procedure, or during organized group meetings within buildings; (B) that the manner of distribution shall be orderly so as not to interfere with the functioning of the University or with the rights of others within the University community; (C) that the distributor or distributors of the material shall conduct the distribution at or near a trash receptacle, or shall provide a trash receptacle at or near the site of distribution; and (D) that distribution shall be limited to members of the University community.

2. Adequate and permanent distribution areas, where written materials may be distributed within buildings, and reasonable procedures governing distribution inside buildings shall be designated and posted by the University Assembly Standing Committee on the Student Center, for the Student Center, and by the various deans or other appropriate officials, for buildings under their supervision.

3. Nothing contained herein shall be deemed to authorize the placing of any unattended sign or placard on the grounds of Southern Methodist University.

4. Any person or group not officially affiliated with the University must obtain permission, by going through appropriate administrative channels, for sales, solicitation, or distribution on campus of any written materials by non-members of the University community.

5. Members of the University community must obtain permission, by going through appropriate administrative channels, for sales, solicitation, or distribution on campus of any written materials to non-members of the University community.

#### SALES POLICY

Any officially recognized groups may request permission to have sales projects of items not covered in the provisions relating to written material.

These sales projects must be approved by the faculty sponsor of said group.

The requests should be submitted on the official form to the Office of the Dean of Student Programs, 214 Student Center, and should include the following information:

1. Name and address of group sponsoring event.
2. Purpose of event.
3. Description and cost of item to be sold.
4. Dates to sell item.

The sales project must be within the limits established and listed below:

1. The items to be sold may not be in direct competition with items sold by the University.
2. The monies gained through sales must be used for a worthwhile project as approved by the faculty sponsor.

3. The items sold must be in good taste.
  4. Sales may take place throughout the campus on a person-to-person basis except in the living units.
  5. Public sales booths will be available on a first-come, first-served basis in the Student Center. These tables may be reserved by a group by contacting the director of the Student Center for tables in that building. Approval of the project is required before these tables are reserved for sales.
  6. Tickets may be sold through the ticket office in the Student Center as well as individual sales booths.
- Individual students must seek permission to sell on campus from the Dean of Student Programs.
- Any outside agency or individual wishing to sell to the general student body is required to obtain permission from the Manager of Facilities Services.\*
- Any outside agency or individual wishing to sell to a specific student group must obtain permission from the student personnel staff working with the group.

### PROTESTS AND DEMONSTRATIONS

Order with reasonable flexibility is imperative for a university to carry on an effective educational program. Any person or group that deliberately disrupts the normal functioning pattern of the University will be stopped.

1. The University expects all of its members to respect the right of others.
2. Any University person or group desiring an audience with other persons on campus to discuss certain grievances are invited to make the request through appropriate channels.†
3. Any University persons or groups desiring to gather for purposes of demonstrations are expected to do so in a peaceful manner. This gathering should not deter the normal functioning and operation of the University.
4. During any peaceful demonstration, the group will be given ample opportunity to discuss its grievances with the appropriate persons.
5. Guests of the University are to be treated with respect and dignity.
6. Visitors customarily are welcome on campus; however, non-University members demonstrating on campus must abide by all University, as well as civil, regulations. The University reserves the right to ask non-University members who are demonstrating on campus to leave the campus.
7. Any persons or groups who disrupt the University's normal

\* For sales in the Student Center, see page 42.

† Meetings with President and Vice Presidents, see page 31.

functions will be asked to desist. If said request is ignored, each person will be subject to severe disciplinary action. This action will first come from within the University; and if this does not return the campus to normalcy, from without.

# 6.

## University Rules and Regulations for Student Organizations

### STUDENT PROGRAMS AND ORGANIZATIONS

An essential part of the learning environment at SMU is provided through the work of student organizations. Open to all students and facilitated through faculty and staff resources, these organizations develop many opportunities for experiential learning which supplement and reinforce the classroom activities.

Recognition of all student organizations and policies governing the conduct of all student organizations and activities are determined by the University Assembly. The implementation of these policies is the responsibility of the Vice-President for Student Affairs through the office of the Dean of Student Programs.

#### RECOGNITION OF NEW ORGANIZATIONS

Official recognition of a student organization grants many privileges. These include the use of University facilities for meetings and social gatherings, scheduling of events to avoid conflicts, University publicity of events, and the use of the University name. This privilege is accorded only to groups of students who have secured recognition from the University Assembly as an organization. Students who wish to be recognized as a student organization must seek

recognition from the University Assembly by submitting the following information to the Assembly Office.\*

1. A constitution and by-laws or statement of purpose which includes:

- (a) intention of the group
- (b) those eligible for membership
- (c) membership selection process
- (d) duties of the officers

2. Name of Officers

3. Name of Faculty Adviser

It should be remembered that student organizations, recognized or not, do not speak officially for the University.

#### ORGANIZATIONAL MEETINGS

A group of students seeking to be recognized as a student organization may request the use of University facilities for organizational meetings. The University Assembly office will handle these requests.†

#### ADVISERS

Faculty or staff advisers, chosen by each organization are normally required. However, recognition will not be withheld or withdrawn solely because of the inability of a student organization to secure an adviser. Advisers are to be considered as a resource for advice; they do not have the authority to control the policy of the organization.

#### CONTINUED RECOGNITION

By the end of the third week of classes in the fall semester, all student organizations must report the names of their officers and faculty adviser to the University Assembly and request continued recognition. Failure to submit this report by the required date may result in loss of recognition. The list of officers and faculty advisers must be kept up to date. Any change made in the constitution or by-laws of the organization must be submitted to the University Assembly. If, for any reason, an organization loses its recognition, it may be reinstated only on application to, and approval by, the University Assembly.

#### MEMBERSHIP

Participation in student activities and organizations is primarily for regularly enrolled students. Membership in organizations is restricted to regularly enrolled SMU students. Campus organizations, including those affiliated with an extramural organization, must be open to all students without respect to race, creed, or national

\* Implementation of this policy is handled through the Office of the Dean of Student Programs.

† Implementation of this policy is handled through the Office of the Dean of Student Programs.

origin, except for religious qualification which may be required by organizations whose aims are primarily sectarian.

#### POLICIES

While a given organization may set specific policies for its organization, these policies must be in accordance with those of the University and are subject to review by the University Assembly or its designated committee.

#### HAZING

Hazing is forbidden for any organization. Complaints concerning abuses should be directed to the Office of the Vice-President for Student Affairs for assignment to the proper judicial body.

### REGISTRATION OF FUNCTIONS

#### ON-CAMPUS FUNCTIONS

Any campus function given by a student organization must be scheduled in the Office of the Dean of Student Programs. Information required for scheduling includes type of function, date, place, hours, approximate number and type of participants expected, approximate cost, and whether or not security is needed. Coordinating of these events is through a central calendar maintained by that office. Also, a change in scheduling should be reported. This serves to avoid major conflicts and provides one central place at which information can be obtained concerning any on-campus activity. It is important that the adviser be consulted and informed of such events. If an event is believed to threaten the health, safety, or property of the members of the University community, the request for scheduling will be denied until it can be referred through the Vice-President for Student Affairs to the Executive Committee of the University Assembly for decision.

Any function requiring admission charges (or soliciting donations of any kind) must be approved by the Dean of Student Programs or referred to the University Assembly or its designated committee.

No public performance may be held by any group of students unless sponsored by a recognized organization.

#### OFF-CAMPUS FUNCTIONS

For informational purposes, it is recommended that organizations register all off-campus functions including social events, retreats, and out-of-town conferences. Each organization is reminded that it is responsible for both paying all financial obligations and for the arrangement of all necessary security measures.

During final examinations and the week preceding, organizations may not schedule meetings or activities which members are required to attend.

### RESERVATION OF FACILITIES

For room reservations in the Student Center, call the Student Center Reservations Office, extension 2368. For rooms in other campus buildings, call the Manager of Academic Schedules and Facility Assignment, extension 2823.\*

#### SPEAKER POLICY

Southern Methodist University recognizes that freedom of speech is regarded as basic and indispensable to a viable educational community. While ultimate responsibility and authority rest with the President of the University, the assumption of responsibility by a student organization which invites a speaker to campus is also essential. Therefore, the following guidelines are to be followed:

1. Before contacting the speaker, discuss with the adviser all facets of his visit (purpose, financial commitment, etc.). Be certain that proper advance arrangements are made for use of campus facilities.

2. The group must advise the Dean of Student Programs one week prior to issuing an official invitation to a speaker.

3. The exchange of opinions with guests and speakers is encouraged; however, respect for the speaker or other guest participants is essential.

4. Ascertain any potential campus and/or Dallas security requirements prior to the invitation. Before negotiations are begun, security needs, if warranted, must be discussed with the SMU Security Department.

### FRATERNITIES AND SORORITIES

Like other student organizations, fraternities and sororities at SMU draw their rights and privileges from the University Assembly. Only a student who has been enrolled during a fall semester in a college or university is eligible for pledging. A formal rushing period is held at the beginning of the second semester. Sororities hold a brief formal rush for upperclass women in the fall. Fraternities rush and pledge upperclass men during open rush in the fall semester. For specific regulations governing rush and other fraternity and sorority matters, consult the IFC and Panhellenic handbooks sent to entering students. Copies of these handbooks are available in the Office of the Dean of Student Programs.

#### EXCEPTIONS TO POLICY

Requests for special permission or for exceptions to policies pertaining to student organizations should be presented in writing and in person to the University Assembly or its designated committee.

\* For reservations in Canath Auditorium, Bob Hope Theatre, and McFarlin Auditorium, call the respective offices.



## University Judicial Structure

### ADJUDICATION OF RULES AND REGULATIONS

#### INTRODUCTION

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

#### PURPOSE OF THE JUDICIARY

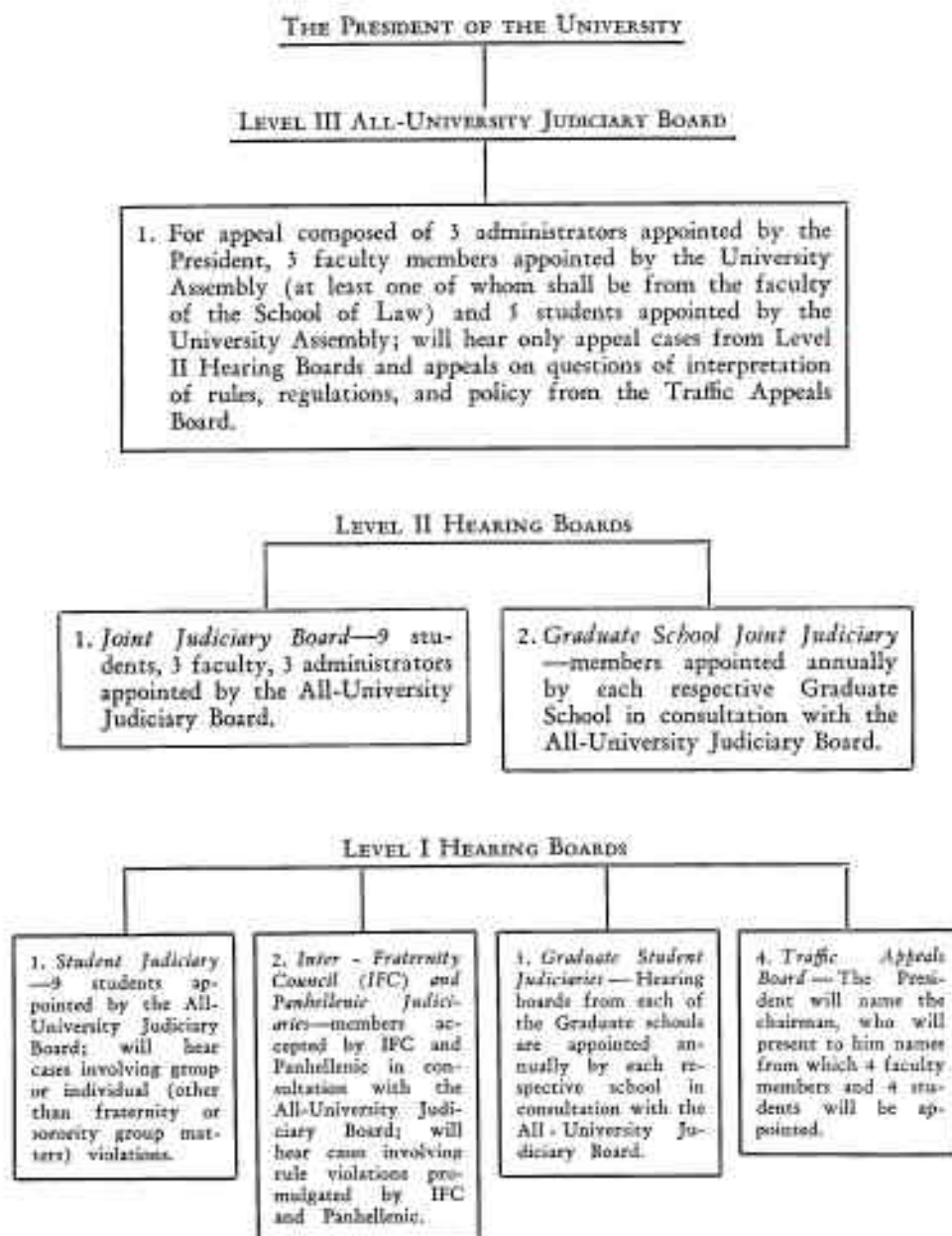
The function of the University judiciary system is to assure a fair hearing and when necessary, to impose appropriate penalties on those found guilty of violations of rules and regulations of the University.\*\* Members of the various hearing boards shall maintain at all times an impartiality about the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

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

† All-University Judiciary Board, pages 24 and 25.

\*\* Such violations and penalties are listed on pages 49-51.

### UNIVERSITY JUDICIAL STRUCTURE



## 1. THE ORGANIZATION OF THE JUDICIARY

### (a) LEVEL ONE HEARING BOARDS

#### (1) *The Student Judiciary*

The All-University Judiciary Board shall appoint each year nine students to serve as a Student Judiciary. The students thus selected shall be listed alphabetically by surnames and the first three shall constitute the hearing board for the first case assigned with the first listed name as chairman. The second, third, and fourth listed names shall constitute the hearing board for the second case assigned with the second listed named person as chairman, and so on in rotation as each new case is assigned. If a student is unable to serve in a particular case to which he is assigned, the next student in rotation shall be assigned as a replacement.

The hearing boards thus selected shall hear cases involving individual or group violations, other than those cases which are heard by the Interfraternity Council Judiciary, the Panhellenic Judiciary, and the judiciary bodies which are assigned cases involving graduate students.

#### (2) *The Interfraternity Council and Panhellenic Judiciary*

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

#### (3) *The Graduate Student Judiciaries*

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

#### (4) *The Traffic Appeals Board*

The President will name the Chairman, who in turn will present to him names from which four faculty members and four students will be appointed. A hearing can be held by three of these members if both faculty and students are represented. This Board will hear cases involving appeal of citations from the Security Office.

### (b) LEVEL TWO HEARING BOARDS

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

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

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

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

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

(2) The graduate schools in 1(a)(3) shall appoint similar joint judiciaries.

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

### (c) THE ALL-UNIVERSITY JUDICIARY BOARD

The All-University Judiciary Board shall be composed of three administrators appointed by the President, three faculty members appointed by the University Assembly (at least one of whom shall be from the faculty of the School of Law) and five students appointed by the University Assembly. It shall hear cases on appeal from Level Two hearing boards and the Traffic Appeals Board. Appeals from the Traffic Appeals Board shall be limited to questions on rules, regulations and policy. Questions of fact shall be resolved by the Traffic Appeals Board and are not subject to appeal to this Board.

## 2. COMPLAINTS

### (a) ASSIGNMENT OF CAUSE

If the Vice-President for Student Affairs upon information provided him shall in his judgment determine that a rule or regulation has been violated,<sup>\*</sup> he shall assign cases to one of the several hearing boards described in sections 1(a) and (b). As a general policy he shall assign a case to one of the Level One hearing boards (1, 2, or 3) described in section 1(a) if in his judgment (i) the alleged offense is minor, (ii) the alleged offense relates to rules established by resident halls or student organizations, or (iii) the alleged offense, although major, is appropriate for one of the Level One hearing boards. As a general policy he shall assign a case to one of the Level Two hearing boards described in section 1(b) if in his judgment (i) the alleged offense is major or, (ii) the alleged offense

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

has resulted in a substantial interference with the proceedings of the University.

(b) DELEGATION OF AUTHORITY

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

(c) NOTICE OF VIOLATION

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

(d) WAIVER

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

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

### 3. CONDUCT OF THE HEARING

(a) COMMENCEMENT

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

(b) EXTENSION OF TIME

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

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

(c) CHANGE IN ALLEGATIONS

Any change in the allegations against a student shall be regarded

\* The Office of Dean of Residential Living has been assigned this authority.

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

(d) THE HEARING

(1) *Quorum—Levels One and Two*

All members of the hearing board shall be present throughout the hearing, all members may vote, and all determinations shall be by majority vote. A failure to vote shall be registered as a negative vote.

(2) *Quorum—All-University Judiciary*

At least seven members, including at least one student, one faculty member, and one administrator, shall be present throughout the hearing, all members may vote and all determinations shall be by majority vote. A failure to vote shall be registered as a negative vote. On the question of guilt or innocence, a tie vote shall be treated as vote to acquit.

(3) *Disqualification*

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

(4) *Joinder and severance*

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

(5) *Open hearings*

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

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

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

(7) *Rules of evidence*

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

(8) *Order of testimony and documents*

The accused shall arrange with the chairman for the order of

calling witnesses and the presentation of documents. Ordinarily, the complainants shall proceed first with their case followed by the presentation of the accused.

(9) *Presence at the hearing—confrontation of witnesses*

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

(10) *Decorum*

The chairman shall maintain order for the proper conduct of the hearing, and he may clear the hearing room, if necessary, to assure the full development of the facts in a calm, deliberative setting.

(11) *Findings*

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

(e) RECORDS

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

#### 4. APPEALS

(a) LEVEL ONE HEARINGS

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

(b) TRAFFIC APPEALS BOARD

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

(c) LEVEL TWO HEARINGS

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

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

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

#### 5. HEARINGS

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

#### 6. CASES OF ACADEMIC DISHONESTY\*

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

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

\* For definition of Academic Dishonesty, see pages 49 and 10.