

The SMU Enchiridion



1974-1975

Foreword

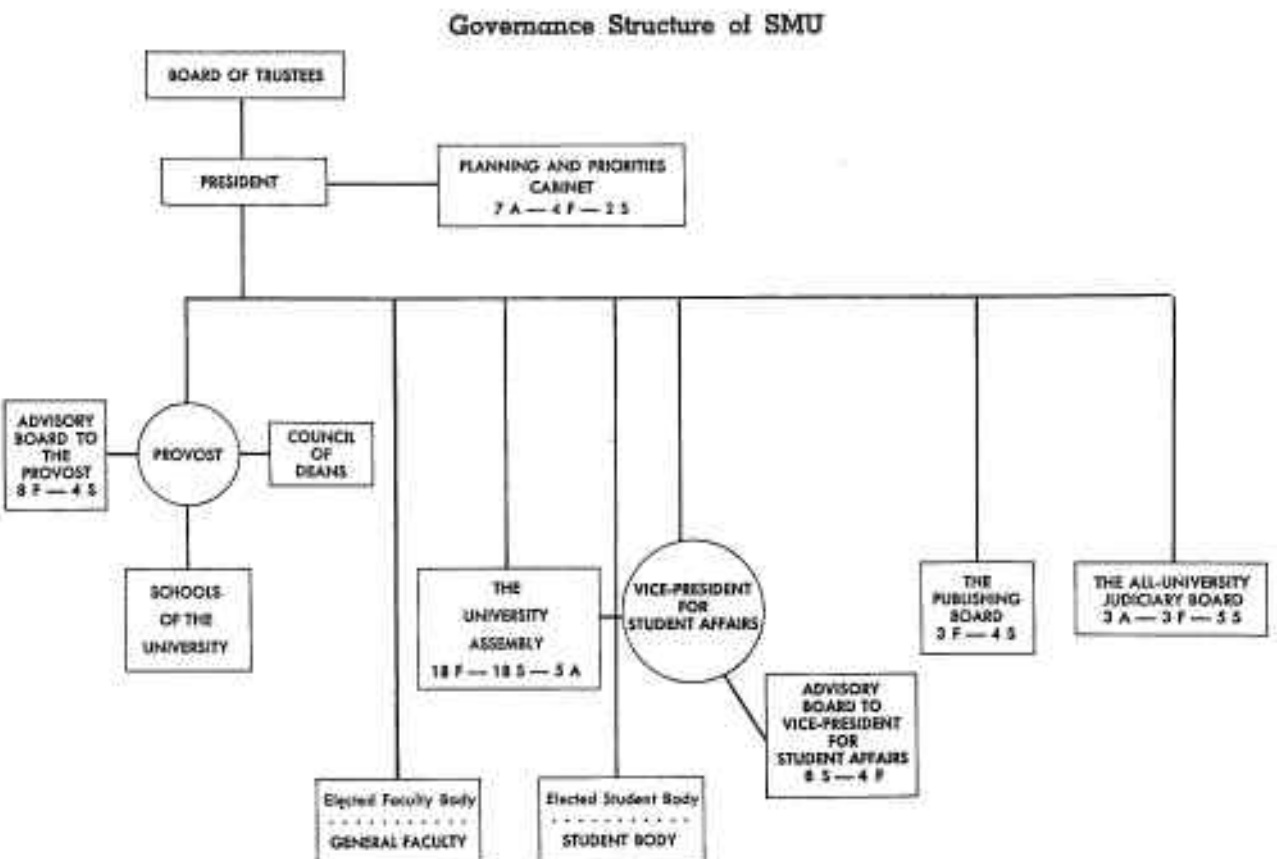
This publication brings together under one cover the major rules and regulations affecting students within the University and information concerning the workings of the University. It is important that every student be informed of its content as matriculation in the University makes one responsible for 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 Office of the Dean of Students or the Office of the Vice-President for Student Affairs.

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

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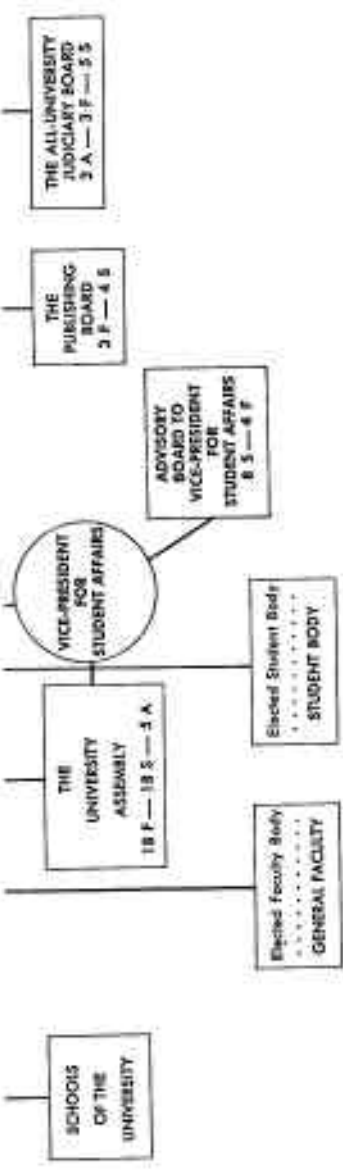
1.

The Governance of Southern Methodist University, Dallas, Texas

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

In accordance with the plan, the Board of Trustees process be set in motion. A committee, comprised of faculty and students, was established to conduct a three-year experiment. In its third year of operation, the committee issued a report that recommended a reconstituted committee to extend the scope of the plan. The committee's alterations in the original plan were put into practice, and a new governance structure was made operational in 1975.*

* See Governance Plan Review, 1975.



1.

The Governance of Southern Methodist University Dallas, Texas

The Governance Plan was adopted on May 8, 1970, as a working agreement between the Board of Trustees of Southern Methodist University and the groups within the University to whom responsibilities are given in this plan. On May 11, 1973, the Board of Trustees voted that the working agreement be continued for two more years.

In accordance with the recommendation that an evaluation process be set in motion, the President's Governance Evaluation Committee, comprised of faculty, students, and administrators, was established to conduct a thorough review of the entire plan during its third year of experimentation. The work of this committee culminated in a report issued in the spring, 1973. In the fall of 1973, a reconstituted committee continued the evaluative process and extended the scope of recommendations to embrace several major alterations in the original plan. Subsequently, these changes were put into practice, and a revised, though incomplete, governance structure was made operational toward the end of the calendar year 1973.*

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

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 origi-

nated 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.

THE ROLE OF THE BOARD OF TRUSTEES IN ACADEMIC ADMINISTRATION:

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

in the interval between the meetings of the Board of Trustees, the powers of the Board of Trustees, the management and the business affairs of the University, except for such academic administrative affairs as have been delegated to the Committee on Instruction, and as to those matters, the Board of Governors shall act in an advisory capacity." While the Boards of Trustees and governors do have the ultimate responsibility and authority for all activities of the University, they have empowered the Committee on Instruction of the Board of Trustees and the elected officers and the faculty of the University to deal with all matters of academic administration and to make academic policy decisions.

According to the By-Laws of the University, the Committee on Instruction shall consider all changes in the academic staff whether by election, promotion, or transfer, proposed by the president of the University, and shall make recommendations to the Board of Trustees regarding the same, specifying the terms of their employment in accordance with the provisions of Section 2.33—The Budget. It shall also be the duty of the Committee on Instruction to examine the system and courses of instruction, educational management, rules, discipline, and all other matters pertaining to the educational policies and problems of the University, and to report and make recommendations thereon to the Board of Trustees.

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

THE ROLE OF THE PRESIDENT IN ACADEMIC ADMINISTRATION:

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

THE ROLE OF THE PROVOST IN ACADEMIC ADMINISTRATION:

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

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

is responsible for the effective coordination of all of the academic programs of the University and is a *member of and spokesman for the faculty* of the University. He is also *elected by the trustees and is accountable to the trustees* through the president. His nomination and election, which is for a term of one year, are contingent upon consultation by the president with the Advisory Board to the Provost, with the Council of Deans and with other faculty members, students, and administrators as appropriate to insure that he is effective in the office.

The provost is responsible for the proper functioning and coordination of the programs of the several schools of the University and of the various offices and agencies that support the academic enterprise. These include, specifically, the University libraries, Research Services and Coordinated Academic Services (Office of Recruiting, Office of Admissions, Office of the Registrar, Offices of Scholarships, Office of Academic Research). In addition to the University College and the Schools of Undergraduate Humanities and Sciences, Graduate Humanities and Sciences, Arts, Business Administration, Technology, Law, Theology, and Continuing Education, he is responsible for centers which cross school lines, such as the Center for Ibero-American Studies, Institute for Urban Studies, Center for 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 of proposals to delete programs and to insure periodic review of all academic programs. An important aspect of this procedure is the responsibility to coordinate the academic programs between the several schools so as to insure the optimum use of both human and fiscal resources.

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

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

THE ROLE OF THE DEAN IN ACADEMIC ADMINISTRATION:

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

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

RECOMMENDATIONS:

1. That, 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

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

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 Trustee 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 elected 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.

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

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.
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

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

† *Ibid.*

** *Ibid.*

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.

Membership:

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

Operational Procedure:

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

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

appropriate persons as designated by 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.

3. Functions:

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

FUNCTIONS:

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

ance 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

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

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

STANDING COMMITTEES:

The Executive Committee: The UNIVERSITY ASSEMBLY shall have an Executive Committee consisting of the three officers of the assembly and four additional 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
University Libraries	# 3	6F†-3S-1A	University Librarian or His Designate
Student Activity Fee	# 6	1F-5S†-3A	Vice-President for Student Affairs
University Convocations	# 7	4F†-6S-1A	Provost or His Designate
Communication Within and Beyond the University	# 8	1F-3S-1A†	Director of University Relations Designate
Financial Aid to Students	# 9	1F†-3S-1A	Director of Financial Aid
Safety and Security	#10	4F†-6S-2A	Director of Security
Orientation of New Students	#11	3F-4S†-2A	Vice-President for Student Affairs or His Designate

* Each of the functions of the University Assembly include areas to which there normally is assigned one or more administrative staff. Such staff members will be assigned to work with these standing committees, but shall not be 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 is also applicable for non-academic administration.

(The following functions will be the responsibility of the ASSEMBLY as a whole, with ad hoc committees appointed as needed: #4, Establish standards for the recognition and 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, 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 implementation of rules and regulations established by the University Assembly in accordance with the judicial procedures established by the All-University Judiciary Board.

Membership:

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

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

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

OPERATIONAL PROCEDURE:

The Advisory Board to the Vice-President for Student Affairs shall 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.

E. THE JUDICIARY SYSTEM

It is recommended that the Board of Trustees, through the president, establish an all-University Judiciary Board. This board shall 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.†
- 3 Students appointed by the University Assembly, appointed annually.

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

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

F. THE PUBLISHING BOARD

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

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

† One of whom must be from the faculty of the School of Law, as revised May, 1971.

** See University Judicial Structure, Chapter 3.

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

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

VIII. HIGH VISIBILITY OF DECISION-MAKING

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

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

making, for example, through the publication of agendas, minutes, 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.

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;

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

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

Willis M. Tate

WILLIS M. TATE
President

GOVERNANCE PLAN REVISIONS

1. Abolish the Planning and Priorities Cabinet, with the understanding that during the 1973-1974 year the duly elected members of this group shall retain their membership on their respective senates until the expiration of their terms.

2. Abolish the University Assembly, with the understanding that during the 1973-1974 year the duly elected members of this group shall retain their membership on their respective senates until the expiration of their terms.

3. Establish a Shared Governance Council, such Council to be composed of the Executive Committee of the Student Senate (not to exceed six members), the Executive Committee of the Faculty Senate (not to exceed six members), the President of SMU, all Vice Presidents of SMU, and the Chancellor (or the Chancellor's designate). The Shared Governance Council will be a coordinating and mutual accountability committee to meet monthly or more often. It shall elect its own chairman and determine its own rules of operation.

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

a. The functions related to the Student Center and its use, Student Organizations, Student Conduct, and the Student Activity Fee (Functions 1, 4, 5, 6 on page 21 of the 1973-1974 *Enchiridion*) shall be assigned to the Student Senate.

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

(1) Administrative Diverse Committees

Facilities (with the stipulation that there shall be elected student and faculty representatives on the Building Committee)

Convocations

Safety and Security (with the understanding that the membership shall be two administrators, two faculty, two students, and two staff members, and that the Shared Governance Council will determine the method of appointment for staff representation)

Orientation (with the understanding that there shall be a student majority on the committee and that there shall be a diverse report to the Student Senate and to the Faculty Senate)

Budget (with the understanding that the Faculty Senate and

Student Senate will receive timely information on the tentative annual budget of the University, as presently stated in the Governance Plan)

(2) Faculty Diverse Committees

Libraries

(3) Unassigned Functions

Communication

Financial Aid (with the understanding that the Shared Governance Council will assign this function if it is determined that such a need exists)

Administrative Appointments (ad hoc committees as needed)

c. The student and faculty members on the All-University Judiciary Board shall be appointed by the Student Senate and the Faculty Senate respectively, after consultation with the other constituency. The Board shall elect its own chairperson annually from among the faculty and administrative members.

5. Establish a Joint Committee, composed of faculty and student members, to establish procedures to review annually the performance of the following administrative officers and the administrative staffs responsible to them presenting a report to the Board of Trustees through the President of the University:

a. The President

b. The Vice President/Provost

c. The Vice President/Treasurer

d. The Vice President for Student Affairs

e. The Vice President for University Relations

6. The Student Senate and the Faculty Senate shall determine the composition of their respective senates.

7. Upon petition to the Chairperson of the Shared Governance Council any campus constituency, if it has not been satisfied in petitioning the appropriate senate, administrator, or governance body, may address the Shared Governance Council on any particular concern.

8. Committee structures of the Student Senate, Faculty Senate, and the Administration shall be adjusted as follows:

a. Upon request from the Student Senate, the Faculty Senate and the Administration shall provide members for its committees.

b. Upon request from the Faculty Senate, the Student Senate and the Administration shall provide members for its committees.

c. Upon request from the Administration, the Student Senate and the Faculty Senate shall provide members for its committees.

If any constituency feels that a committee has not been appropriately opened to diverse membership, a petition should be presented to the parent organization; failing satisfactory action, the concern may be taken to the Shared Governance Council for its recommendation.

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

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

a. *Functions*

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

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

b. *Membership*

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

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

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

c. *Operational Procedures*

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

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

a. *Functions*

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

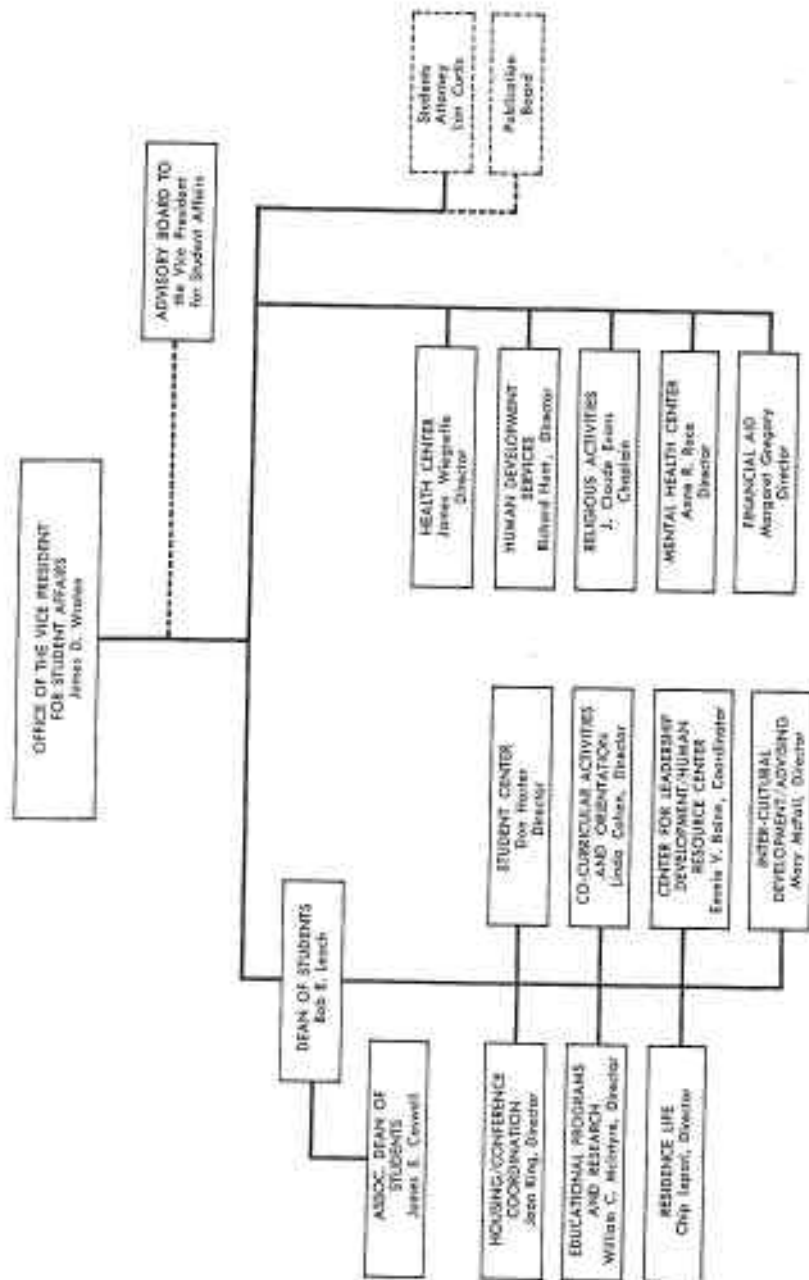
Preparation Program. The Provost is the officer to whom the deans of the several schools, the directors of the various academic programs and Libraries report. . . ."

Delete the last sentence.

b. *Membership*

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

5 students elected at large, for one-year terms.



2.

Student Affairs

OFFICE OF THE VICE-PRESIDENT FOR STUDENT AFFAIRS

One of the 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 STUDENTS

The Dean of Students is accountable to the Vice President for Student Affairs and is primarily responsible for the daily out-of-classroom life and activities of students. This responsibility is dis-

charged with the assistance of an Associate Dean of Students and a professional staff of experienced educators, administrators, and counselors. The Dean of Students and the Associate Dean of Students provide both staff and students with guidance, support, administrative and budgetary direction. The objective of the Dean of Students' Office is to coordinate the efforts of the staff to achieve an effective, uniform, and comprehensive program that is in keeping with University goals.

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

RESIDENCE LIFE

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

HOUSING AND CONFERENCE COORDINATION

The Office of Housing and Conference Coordination is responsible for the physical and fiscal operations of all University housing. 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.

EDUCATIONAL PROGRAMS AND RESEARCH

The Office of Educational Programs and Research is responsible for out-of-classroom education, program evaluation, and research within the area of Student Affairs. This office acts as a catalyst in the creation of new programs.

LEADERSHIP/HUMAN RESOURCE CENTER

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

UNIVERSITY INTER-CULTURAL DEVELOPMENT AND ADVISING

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

CO-CURRICULAR ACTIVITIES AND ORIENTATION

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

the development of the student center program, and the facilities of the student's on-going orientation to the University.

UMPHREY LEE STUDENT CENTER

The Office of the Director of the Umphrey Lee Student Center is responsible for the various operations within the Student Center, including the management and operation of the ticket office, the Information and Referral Center, the Snack Bar, the Recreation Area, and the coordinator of all room reservations.

SMU CLINIC AND HOSPITAL (Memorial Health Center Building)

Pre-Enrollment Physical Examination

On acceptance at Southern Methodist University, the student 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, when returned directly to the Director of SMU Clinic-Hospital, 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 and well-equipped medical clinic and hospital facility on the campus. It is staffed by three full-time physicians, registered nurses, pharmacists, laboratory and x-ray technicians, and other personnel essential to providing good health care. The long semester clinic hours are from 9:00 a.m. to 4:00 p.m. weekdays. Patients requiring emergency care after hours should contact the nurse on duty by phone or by appearing in person, and she in turn may contact the University physician on call or refer to the emergency room of a large Dallas hospital. Patients are requested not to call the physicians directly. For service after hours patients may ring the bell at the front door or the south door of the health facility. The facility is closed during Thanksgiving, Christmas, and Easter student vacation periods and on weekends in the summer. During vacation periods, and on weekends in the summer, 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. 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.

Class Absences

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

MENTAL HEALTH SERVICE

The Mental Health Service, located in the SMU Clinic-Hospital building, provides measures for promotion of mental health and prevention of mental illness on campus. This includes consultation with the Clinic-Hospital physicians, student personnel staff (including Residence Life and Dean of Students staff), special students who counsel (Hall Directors, Resident Hall Assistants, etc.), faculty and others directly involved with guidance and counseling of students.

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

RELIGIOUS ACTIVITIES

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

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

In addition to the Chaplain's Office and the Campus Ministry Office (208 Student Center) provided by SMU, various denominational campus ministers and faculty sponsors also have responsibility for religious activities on campus.

OFFICE OF FINANCIAL AID

The University's financial aid program includes scholarships, grants, loans, and work-study jobs which may be awarded to eligible students whose resources are insufficient to meet their educational

expenses. Placement services are offered to students desiring campus employment. Also, students who have a financial emergency may apply for a small, short-term loan. The Office of Financial Aid is located in Room 101, Perkins Administration Building, telephone 692-3417.

HUMAN DEVELOPMENT SERVICES

Counseling, testing, career and life planning, and job placement services are provided through the four units of the Human Development Services. All services are available to the SMU community throughout the year.

Counseling Center (Clements Hall, Room 209, 692-2266): Personal, vocational, marriage, and other types of counseling services are available at no charge to SMU students. Psychologists provide assistance to students in areas such as improving motivation, overcoming anxieties, conflicts with family and friends, choosing a major, human relationships, and other personal concerns.

Career Center (Clements Hall, Room 208, 692-2290): Assistance is available to students in establishing and pursuing career objectives in relation to the world of work. Interviews for career opportunities and part-time, full-time, and career job listings are provided through this office. Teacher placement services are also offered.

Testing Center (Clements Hall, Room 209, 692-2266): National tests such as Miller Analogies Test, Graduate Record Examination, and College Level Examination Program are available through this office. Registration forms for many tests, test schedules, and other testing information and resources are available through this office.

Discovery Center (Clements Hall, 692-2266): Opportunities for self-discovery, information about career opportunities, and educational planning to aid students in combining personal goals with career opportunities is available through this center. Counselors and academic advisers are available, and the Center offers a course in personal and vocational development and planning.

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

OFFICE OF THE STUDENTS ATTORNEY

The Office of the Students Attorney provides free of charge legal services and counseling to all students of the University. The office is located in Room 17 of Storey Hall and is open daily on a set schedule, but appointments are available.

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

A wide range of legal services is available through this program. A nominal charge is made for mailing costs if necessary. The only

other charges made to the student in the event of litigation are those engendered by filing fees.

OTHER SERVICES

TRAFFIC AND SAFETY OFFICE

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

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

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

The Traffic and Safety Office, at Patterson Hall, 3128 Dyer, is open at all times. Traffic and Safety officers patrol the Campus day and night, and may also be summoned by telephone: 692-3333 or 692-2490.

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

GOVERNANCE OFFICE

The University Governance Office facilitates the operations of the various governing bodies in their assigned responsibilities and serves as the central depository for all governance records. Included among its responsibilities are service functions for the Faculty Senate, the Student Senate, the Judiciary Boards, the Shared Governance Council, the Advisory Boards, and other shared governance groups. These functions include secretarial work, arrangements and notices for meetings, preparation of minutes, and preparation and editing of documents, including the *Enchiridion*. The Office reports administratively to the Office of the President. In this capacity, the Office occasionally is asked to serve separate but governance-related groups also; for example, it currently provides the above mentioned services to the University's Energy Commission and Equal Rights and Opportunities Commission. It is the responsibility of the Office to serve the needs of the various decision-making bodies as fully as possible while at the same time working within the bounds of its accountability to the University.

* Traffic and parking regulations are listed on pages 39-47.

3.

University Policies And Facilities

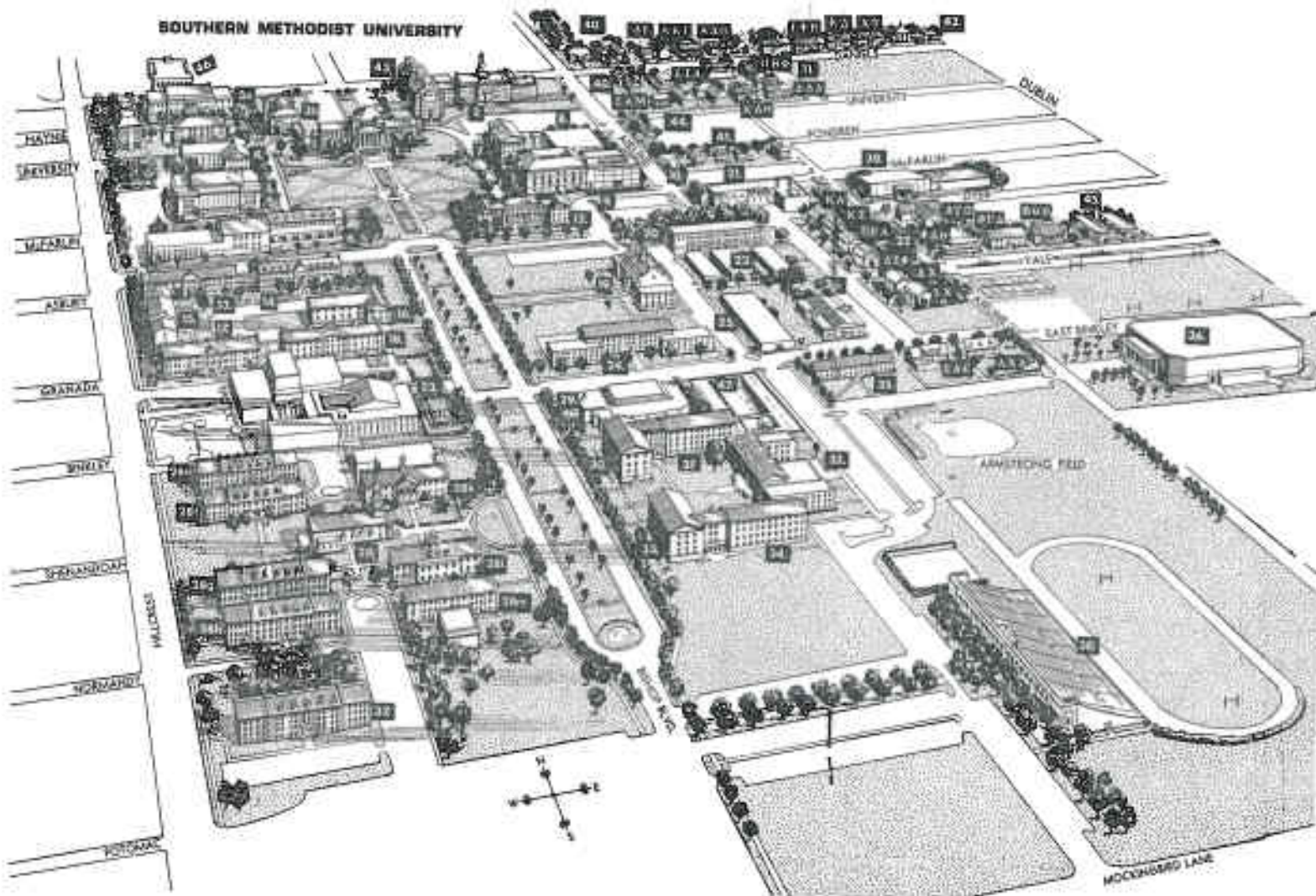
The following University policies and information concerning University facilities are matters with which every student needs to familiarize himself. Matriculation in Southern Methodist University makes one responsible for abiding by University regulations; violators of these regulations will be subject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

TRAFFIC REGULATIONS

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

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

SOUTHERN METHODIST UNIVERSITY



**SOUTHERN METHODIST UNIVERSITY
BUILDINGS PLUS FUNCTIONS
AND COMPLETION DATES**

1. DALLAS HALL (Academic Building) 1918
2. FONDREN SCIENCE BUILDING
(Economics, Meteorology) 1930
3. LAW SCHOOL QUADRANGLE
a. STORBY HALL (Law Academic Building)
Barber Auditorium 1931
- b. LAWYER INN (Residence Hall) 1931
- c. FLORENCE HALL (Law Academic Building) 1931
- d. UNDERWOOD LAW LIBRARY 1970
4. PERKINS HALL OF
ADMINISTRATIVE 1924, 1939, 1946, 1970
5. MCFARLIN MEMORIAL AUDITORIUM
(Central Auditorium) 1934
6. LIMPNEY LEE STUDENT CENTER
Meeting & Recreation Rooms, Book Store,
Post Office, Snack Bar, Ballroom,
Dining Room, etc. 1965
7. HYER HALL (Academic Building) 1927
8. SCIENCE INFORMATION CENTER
(Library, Science Facilities) 1961
9. FONDREN LIBRARY
(Central Library, Offices) 1946, 1969
10. FRIEDRICH HALL (Academic Building) 1934
11. SOCIETY HOUSES 1935
12. CLINENTS HALL (Academic Building) 1919
13. VIRGINIA HALL (Residence Hall) 1922
14. BRIDER HALL (Residence Hall) 1927
15. SHUTTLES HALL (Residence Hall) 1937
16. MEDICAL HEALTH CENTER (Clinic,
Laboratory, Hospital Facilities) 1968
17. PEYTON HALL (Residence Hall) 1950
18. WABY HAY HALL (Residence Hall) 1959
19. JOSEPH WYLE ENGINE MEMORIAL BUILDING
(for the School of Business Administration) 1954
20. GARITH HALL (for the Institute of Technology) 1949
21. STANLEY PATTERSON HALL (Power Facilities) 1908
22. LABORATORY BUILDINGS (for the Institute
of Technology) 1947, 1951, 1958
23. DWAN ARTS CENTER (Theater, Music, Building,
Pyllos Art Gallery, Virginia Heesler Museum,
Coryell Auditorium, Elizabeth Woodson Sculpture
Court and Garden, Mudge Art Building, Bob Hope
Theater, Ruth Gibbs Hays Drama Building, Hugo
Jesse Experimental Theatre, Hastings Harrison
Building) 1964, 1966
24. BOAZ HALL (Residence Hall) 1956
25. W. O. BRADFORD MEMORIAL
COMPUTING CENTER 1967
26. WOODRIF GYMNASIUM 1925
27. FRATERNITY HOUSES
28. HERRING SCHOOL OF THEOLOGY QUADRANGLE
a. A. Frank Smith Hall (Residence, Offices) 1932
- b. S. B. Perkins Hall (Residence Hall) 1931
- c. Paul F. Morris Apartments 1931
- d. Eugene E. Hays Apartments 1931
- e. Perkins Chapel 1931
- f. Bridwell Library (Theology Library) 1931
- g. Hoyer and Annie Kirby Hall (Residence),
Dawson Administrative Building 1933
- h. Selamon Hall (Academic Building, The
Lak Parker Auditorium) 1934
29. JOE PERKINS MATHEMATICS
Building (Physics) 1943
30. MOHRISON HALL (Residence Hall) 1944
31. MCGINNIS HALL (Residence Hall) 1944
32. EUGENE McFARLANE HALL (Residence Hall) 1944
33. McINTOSH HALL (Residence Hall) 1944
34. COCKERILL HALL (Residence Hall) 1944
35. LITTELMAN'S MEMORIAL OBSERVATORY
Residence Hall 1947
36. MOODY COLISEUM (Athletic
Facilities, Offices) 1956
37. JOHN W. MOORE HALL
Married Graduate Apartments 1959
38. DWANE STADIUM 1926
39. ASSISTANCE SHOP 1918
40. DANIELS HALL (Residence Complex) 1944
41. TOWERS HALL (Residence Complex) 1944
42. E. L. THOMPSON ALUMNI CENTER 1967
43. H. L. WROOY SCIENCE HALL
(Bark and Man Research Center) 1968
44. WESTLAND HALL (Residence Complex) 1967
45. YALE HALL (Residence Complex) 1967
46. DANIELS VI (Residence Complex) 1944
47. A. E. BARR POOL 1971

A. MOTOR VEHICLE REGISTRATION

1. Motor vehicles parked on any University property or street, except visitors, must display a decal permit which is obtained when the vehicle is registered with the Traffic and Safety 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 Traffic and Safety Office verification of the vehicle license number and the driver's license number, and the appropriate fee listed below. The decal must be affixed to the vehicle in the required manner within 24 hours of issuance. If a decal permit is damaged or mutilated or lost, 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 Traffic and Safety Office.

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

5. Only one vehicle at any one time may be registered by persons who reside on the University campus. At the discretion of the Director of Traffic and Safety, in exceptional cases resident students may register more than one vehicle, following procedures outlined in Item 6.

6. Commuters to the Campus may register more than one vehicle, but only one such vehicle may be on the Campus at a time. When subsequent vehicles are registered, it will be necessary to present the current license receipts or titles of all vehicles. When any operator registers more than one vehicle, he must complete a certification stating only one of the vehicles will be on campus at a time. Breach of the certification may nullify the vehicle registration and result in disciplinary action.

7. Non-expiring vehicle identification decals will be issued to faculty and staff. Evidence of employment or position must be established by the applicant. Faculty and staff parking fees for permanent decals must be deducted from individuals' pay on a regular basis. Individuals desiring to pay in advance may be issued temporary decals for periods not to exceed 12 months or extended beyond August 31 of any year. Payroll deductions will be continued unless the individual desires to cancel the vehicle parking decal and he returns the decal and assigned parking gate card to the Traffic and Safety Office.

8. The fees for vehicle registration are as follows:

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

d. Replacement for lost or damaged decal	2.00
e. Faculty and Staff	2.00 monthly
f. Faculty and staff (Perkins lot and Reserved spaces)	5.00 monthly
g. Contract employees with personal vehicles	2.00 monthly in advance
h. Deposit for parking gate trip car	5.00
i. Summer registration	5.00

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

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 Traffic and Safety and the Committee on Safety and Security. They should make application at the Traffic and Safety Office.

C. TRAFFIC REGULATIONS

1. No unregistered vehicle may be parked in areas assigned to registered vehicles.

2. The following parking regulations are in effect on Monday through Friday between 7 a.m. and 5 p.m., except where posted signs contain special instructions. All parking areas are unrestricted at other times, unless otherwise posted. A parking map may be obtained from the Traffic and Safety Office denoting areas assigned to registered vehicles.

a. Male freshmen are authorized to park only at the Owenby Stadium parking lot, the University Boulevard parking lot, or on the parking field at Moody Coliseum.

b. Other students who live on the Campus or in University property will be issued registration decals which authorize them to park in designated areas near their living quarters. Between the hours of 7 a.m. and 5 p.m. on class days, they may park in no other Campus parking areas, except that all upperclass students may use the two-hour parking area at the Student Center at any time.

c. Students who commute to the Campus will be issued registration decals which authorize them to park in certain designated areas,

and are not permitted to park in areas assigned to resident students.

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

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

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.

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

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

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

7. The speed limit on the Campus is 20 mph at all times. On all parking lots, the speed limit is 5 mph. The only exception to these limits is designated by posted signs. Speed limits are enforced by the use of radar.

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

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

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

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

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

- a. The operator of a vehicle in violation of regulations will re-

ceive a traffic citation, either in person or attached to his vehicle. He may present the citation at the Traffic and Safety Office within fifteen days after the citation is issued. A traffic violation fee is a University fee, and must be paid promptly at the Traffic and Safety 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 on 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 for parking in a reserved area, he should supply his name and address on the citation and return it promptly to the Traffic and Safety Office. Visitors who violate traffic laws and ordinances will be cited to the City Traffic Court of University Park.

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

11. A traffic citation may be appealed to the Traffic and Safety 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 appear at the appeal hearing the bond will be forfeited. Upon his appearance for an appeal hearing, the appeal fee of \$2.00 will be returned to the individual prior to the hearing.

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

a. Motorcycles may be driven only on the streets and driveways of the Campus, and are explicitly prohibited from sidewalks, lawns,

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

versity will notify the Department of Traffic and Safety if the flag is to be flown at other than full staff.

USE OF THE GROUNDS

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

USE OF BUILDINGS

The University provost determines the schedule of academic classes on the campus and a current record of class times and locations by building and room number is maintained in his office at Perkins Administration Building. Because of crowded schedules and insufficient space, many classes and meetings are held after business hours until 10:00 p.m. on weeknights. Unless previous arrangements have been made and reported to the Traffic and Safety Office, Traffic and Safety officers will investigate any activity in classroom buildings after 10:30 p.m. to ascertain whether proper use is being made of the facility.

All housing facilities which belong to the University are the responsibility of the Office of the Dean of Students.†

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

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

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

Keys to buildings are issued through the Traffic and Safety Office to authorized persons only. Keys found in the possession of unauthorized persons should be returned to the Director of Traffic and Safety. Authorized SMU keys have the words, SMU, DO NOT DUPLICATE" stamped into the metal.

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

FIREARMS AND FIREWORKS

Possession or use of firearms, explosives, fireworks, or incendiary devices is prohibited on University property, with the exceptions

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

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

that student-owned sporting rifles and shotguns may be registered and stored through arrangements with the Vice-President for Student Affairs or his designated representative. Duly authorized members of the Campus Security force or other accredited law enforcement officers may carry firearms when specifically so instructed by their superior officers.

Violation of this policy is considered a serious offense.

GUESTS ON CAMPUS

Members of the University community are, in a very real sense, ambassadors of the University. The treatment accorded visitors to the campus has much to do with the view taken of the University by the community around it. All visitors are regarded as guests of the University. It is expected that all members of the faculty, staff, and student body will treat such guests with courtesy and respect. By the same token, it is expected that guests to the campus will so conduct themselves as to merit that courtesy and respect.

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

The conduct of a guest to the campus is the responsibility of the person serving as host.

While on campus, all guests are expected to uphold the regulations established by the University.

It is the responsibility of a guest, when called upon to do so by a University official, to identify himself properly, to state the purpose of his visit to the Campus, and to identify his host if he is not on official business.

PROTESTS AND DEMONSTRATIONS

The maintenance of order, with a reasonable flexibility of interpretation of that term, is imperative if a university is to conduct an effective educational program. Any person or group that deliberately disrupts the normal pattern of functioning of the University will be made to stop his disruption.

The University expects all members of its community and its visitors and guests to respect the rights of other individuals.

Any person or group desiring an audience with another individual or group on campus to discuss grievances may request such an audience through appropriate channels.

Any person or group desiring to initiate or participate in a gathering on campus for purposes of demonstration is expected to do so in a peaceful manner. Such a gathering must not interfere with the normal functioning and operation of the University.

During any peaceful demonstration, the demonstrating group will be given ample opportunity to discuss its grievances with appropriate persons.

All guests of the University are to be accorded respect and dignity at all times.

Visitors to the campus normally are welcome. However, non-members of the University community who are engaged in on-campus demonstrations must abide by all University, as well as civil, regulations. The University reserves the right to order from the campus any non-University persons who are involved in on-campus demonstrations.

Any person or group who disrupts the normal functioning of the University will be requested to desist. If said request is ignored each person who is involved will be subject to severe disciplinary action. Such action will initiate from within the University. If such action fails to restore the campus to normalcy, action to restore order will be taken from without the University.

RESIDENCE INFORMATION

CAMPUS HOUSING

Security of the Halls

The residence halls will be open during the following times:

7:00 a.m.-12:30 a.m.—Sunday-Thursday

7:00 a.m.- 2:00 a.m.—Friday-Saturday

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

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

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

Safety Regulations

Policies concerning fire prevention and the general safety of resident students have been developed by the Office of Residence Life. It is the responsibility of each resident student to obtain a copy of these regulations from the Office of Residence Life.

OFF-CAMPUS HOUSING

All freshmen students except those who live at home with close relatives, or who are married, are required to live in a University

residence. Any exception to this policy must be approved by the Director of Residence Life.

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

STUDENT CENTER POLICIES*

GENERAL

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

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 advisor 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 Director.

Animals or pets are not allowed in the building.

Gambling of any nature is prohibited within the Student Center.

The hours for the Student Center shall be:

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

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

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

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

RESERVATION POLICIES FOR THE STUDENT CENTER

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

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

dent 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.

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 Room Rental, 10% surcharge on all food and beverage services.

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

Ballroom—less than 300 persons	65.00	75.00
Ballroom—more than 300 persons	75.00	100.00
Circuit Room	—	—
Senate Chamber	30.00	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.

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

STUDENT CENTER SIGN POLICY

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

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

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

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

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

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

STUDENT CENTER SHOWCASE POLICY

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

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

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

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

STUDENT CENTER ALLOCATION OF SPACE POLICY

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

Space will be allocated after classification by the Student Center Board subject to the approval of the Student Senate, in 4 divisions: a) Revenue producing areas, b) Staff, c) Offices for University related groups, and d) Activity space (lounges, restrooms, etc.).

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

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

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

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

4.

Student Code*

INTRODUCTION

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

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

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

responsible for providing input to the elected officials of the Students' Association in order that the Student Code can be a reasonable document for students within the university community.

I. POLICIES PERTAINING TO ALL STUDENTS

A. *Rights and Responsibilities of Students*

Students should conduct themselves as responsible people and law-abiding citizens. Violations of responsibilities as delineated in the Student Code and/or University policy shall result in proper disciplinary action. All local, state, and federal laws are upheld by the Students' Association of Southern Methodist University, and violations of these could be disciplined by civil authorities and/or the University. The responsibilities and rights of students contained in this Student Code and all other legislation of the Students' Association are established by students for students. Violations of these rules and University policy by students will result in the imposition by other students of penalties on the violators. A summary of violations and penalties may be found as Appendix 1 to this document. Matriculation in SMU is considered by the Students' Association and the University as an implicit declaration of acceptance on the part of the student of the Student Code and University policies.

B. *Guests on Campus*

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

C. *Drugs*

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

D. *Alcohol*

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

The University prohibits the consumption of alcoholic beverages in public places on campus. The Board of Trustees 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, purity of body, and responsible social behavior,"* including recognition of the rights of others. The University will initiate dis-

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

ciplinary 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 18 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 18 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 areas on campus. (Public shall be defined as: all University grounds, all academic buildings, including offices, all dining areas, all lobby areas in traditional residence halls, all administrative buildings, Student Center, McFarlin Auditorium, Moody Coliseum, and all libraries.)

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

(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.

E. Firearms and Fireworks

Students are prohibited from the use of firearms, explosives, fireworks, or incendiary devices on University property. Student owned sporting rifles and shotguns may be registered and stored through arrangements with the Vice President for Student Affairs or his/her designate.

F. Hazing

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

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

G. Pets

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

H. Sales and Distribution

Any student or recognized student organization (See III, *Policies Pertaining to Recognized Student Organizations*) may request permission from the Student Senate to have sales projects. The request should be submitted to the Secretary of the Students' Association and should include the following information:

1. 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 below:

1. Sales to students may take place throughout the campus on a person-to-person basis except in the living units.

2. Public sales booths will be available on a first-come, first-served basis in the Student Center. These tables may be reserved by a recognized student organization by contacting the Director of the Student Center. Approval of the project through the Student Senate Program Council is required before these tables are reserved for sales.

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

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

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

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

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

I. Protests and Demonstrations

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

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

the grievances of demonstrating students or recognized student organizations with the group or its representatives.

J. *Response to Official Notice*

Students are expected to honor immediately any request from a University official, who properly identifies him/herself as such, e.g. properly identify oneself when asked for ID card, report on request by faculty or administrator, etc.

K. *Housing*

Freshmen students live in University housing except those who live at home with close relatives or who are married. Exceptions to this policy are made solely by the Student Senate University Residents Council in consultation with the Director of Residence Life.

Upperclass students may live in either University housing or off-campus, and are requested to report to the Office of the Director of Residence Life their correct address.

L. *Exceptions to Student Code Policies*

Exceptions to policies contained in the Student Code are made by the Student Senate. Procedures for obtaining exceptions to the policies may be obtained through the Office of the Student Body President.

II. POLICIES PERTAINING TO RESIDENT STUDENTS

A. *Visitation*

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

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

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

FRESHMAN RESIDENCE HALLS until the end of the first two weeks of classes:

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

FRESHMAN RESIDENCE HALLS until the end of the first two classes:

Upon completion of the first two weeks of classes, the residents of each freshman floor will determine the visitation hours for their floor. The visitation hours for any given floor must receive a two-thirds majority vote by secret ballot and must fall within the following limitations:

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

Monday-Thursday 2:00 p.m. until 12:00 midnight

TRADITIONAL UPPERCLASS RESIDENCE HALLS (other than limited visitation floors), **GREEK HOUSING**, and **AUXILIARY HOUSING**:

Each floor in upperclass residence halls (other than limited visitation floors) each Greek house, and each auxiliary apartment will determine by a two-thirds secret ballot of the residents the hours of visitation.

UPPERCLASS LIMITED VISITATION FLOORS:

Any upperclass person may request to be assigned to an upperclass visitation floor when making their housing request. The visitation hours must receive a two-thirds majority secret ballot vote and must fall within the following limitations:

Monday-Thursday 2:00 p.m. until 12:00 midnight

Friday-Saturday 2:00 p.m. until 2 a.m.

Sunday 12:00 noon until 12:00 midnight

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

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

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

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

B. *Quiet Hours*

The hours from 7 p.m. to 7 a.m. are the official daily quiet hours for students living in residence halls. The atmosphere at this time 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. Exceptions to this policy will be made by the Student Senate through the University Residents Council.

C. *Guests*

Guests may visit a student (host) overnight in the residence halls provided that an unoccupied bed is available. The host is responsible for the conduct of the guests. The guest is expected to comply with the same regulations as the host.

A Guest Book is provided at the residence hall desk where each guest must register, giving name, home address, and the name and room number of the host.

The host will not permit the guest to sleep or reside in the basement or any other part of any building without authorization from the director of said building or the Director of Residence Life.

D. *Bicycles and Motorcycles*

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

III. POLICIES PERTAINING TO RECOGNIZED STUDENT ORGANIZATIONS

A. *Recognized Student Organizations*

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

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

B. *Granting Recognized Student Organization Status*

The Student Senate will grant recognition on the basis of the following information:

- 1) A Constitution, By-Laws, or Statement of Purpose which includes all of the following:
 - a. intention of the group
 - b. membership selection process
 - c. duties of the officers
- 2) Names of officers, addresses, and phone numbers
- 3) Name of representative to the Student Senate Program Council, address and phone number
- 4) Names of faculty, staff, or alumnae advisor, address and phone number, if advisor is desired

This information must be turned in to the University Governance Office. Groups re-applying for recognized student organization status must submit this information no later than the end of the third week of classes in the fall semester. Previously un-recognized groups requesting recognition during the course of an academic year may submit this information at any time.

C. *Denying or Removing Recognized Student Organization Status*

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

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

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

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

D. *Organizational Meetings*

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

E. *Advisors*

Faculty, alumnae, or staff advisors may be chosen by each organization. The advisors may serve in any capacity the recognized student organization determines, but they do not have the authority to control the policy or funds of the recognized student organization.

F. *Specific Policies*

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

G. *Membership*

Participation in student activities and membership in recognized student organization is primarily for students. Membership in recognized student organization must be open to all members of the Students' Association without respect to sex, race, creed, or national origin.

H. *Finances*

Monies from the Student Activity Fee shall be used to benefit recognized student organizations and the SMU community as a whole. If a recognized student organization disbands, the assets of

that recognized student organization will revert to the source of funding. Neither the Students' Association nor the University is liable for the debts incurred by a recognized student organization.

I. *Contracts*

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

J. *Sales*

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

K. *Registration of On-Campus Functions*

Any campus programming or social functions given by a recognized student organization must be scheduled through the Student Senate Program Council. Possible types of information may include the type of function, date, place, hours, approximate number of participants expected, and whether or not security is needed. Coordination of these events is through a central calendar maintained by the Program Council. Changes in scheduling should be reported to the Program Council since this serves to avoid major conflicts and provides one central place at which information can be obtained concerning any on-campus activity. If an event is believed to threaten the health, safety, or property of the members of the student community, the request for scheduling will be denied until it can be referred through the Program Council to the Office of the Student Body President for direction to the Student Senate.

No public performance may be held by any group of students or off-campus persons unless sponsored by a recognized student organization.

L. *Registration of Off-Campus Functions*

Recognized student organizations must register all off-campus functions including social events, retreats, and out-of-town conferences with the Program Council. Each recognized student organization is reminded that it is responsible for paying all financial obligations and for arranging all necessary security measures. (See III, *Policies Pertaining to Recognized Student Organizations*, Section K, *Registration of On-Campus Functions*)

M. *Fraternities and Sororities*

Like all other recognized student organizations at SMU, fraternities and sororities draw their rights and privileges from the Student Senate. Specific regulations governing rush and Greek policies are established by the Inter-Fraternity Council and by the Panhellenic

Council for fraternities and sororities, with final approval residing in the Student Senate. These policies are subject to review by the Student Senate and shall be in accord with the Student Code or any other form of Student Senate legislation.

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

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

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

A rush function shall be defined as any contact between unaffiliated and fraternity/sorority members on or off campus with the intent to pledge the unaffiliated student at which fraternity or sorority chapter funds or alumnae funds or funds of an individual member of that fraternity or sorority are spent on food, beverage, or entertainment.

Appendix 1

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

VIOLATIONS:

A. *Technical and Minor Violations:*

The student's actions are clearly a violation of the Student Code and/or university policy but of a nature such that severe disciplinary action is not warranted. Penalties include any one or more of the following:

Judicial reprimand, Creative discipline, and/or fine.

B. *Irresponsible Conduct Without Aggravating Circumstances:*

The student's conduct is deemed irresponsible and unacceptable to the student community. Penalties include any one or more of the following:

Fine, Creative discipline, and/or Disqualification from office.

C. *Irresponsible Conduct With Aggravating Circumstances:*

The student's conduct is deemed irresponsible and unacceptable to the student community and involves significant infringements on the personal or property rights of others. Repeated violations of any Student Code or university policy may be deemed aggravating circumstances. Penalties include any one or more of the following:

Creative discipline, Fines, Disqualification from office, Suspension and/or Restitution.

D. Dishonesty:

Dishonesty will be deemed a serious offense subject to the range of penalties given in category "C." Academic dishonesty carries the recommended penalty of suspension.

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

The following penalties have been prescribed by the Student Senate:

PENALTIES:**A. Penalties which may be implemented by the judiciaries:**

1. Suspension: mandatory separation from the University for an assigned period of time and under such conditions as deemed necessary by the judiciary with regard to such factors as the student's campus visiting privileges and terms of the student's readmission to the University.
2. Fine: a student may be fined any amount not exceeding \$100.00.
3. Disqualification from holding official student positions: a student may be restricted from representing the University in any inter-collegiate activity or may be restricted from participation in any University activity or organization.
4. Restitution: compensation for damages to persons or property caused by the student's actions to be paid to the appropriate person or institution.
5. Creative discipline: procedures designed by the judiciary in consultation with the student in an effort to fit the discipline to the individual and the circumstances surrounding the particular case.
6. Judicial reprimand: a student may be given a judicial reprimand which is a formal statement by the judiciary that the student has violated Student Code and/or university policy or has otherwise acted irresponsibly and if found guilty of further offense, his/her case will be considered much more serious.

B. Probated Penalties:

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

5.

University Judicial Structure

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, page 24.

UNIVERSITY JUDICIAL STRUCTURE

THE PRESIDENT OF THE UNIVERSITY

LEVEL III ALL-UNIVERSITY JUDICIARY BOARD

1. For appeal composed of 3 administrators appointed by the President, 3 faculty members appointed by the University Assembly (at least one of whom shall be from the faculty of the School of Law) and 3 students appointed by the University Assembly,* will hear only appeal cases from Level II Hearing Boards and appeals on questions of interpretation of rules, regulations, and policy from the Traffic Appeals Board.

LEVEL II HEARING BOARDS

1. *Joint Judiciary Board*—9 students, 3 faculty, 3 administrators appointed by the All-University Judiciary Board.

2. *Graduate School Joint Judiciary*—members appointed annually by each respective Graduate School in consultation with the All-University Judiciary Board.

LEVEL I HEARING BOARDS

1. *Student Judiciary*—9 students appointed by the All-University Judiciary Board; will hear cases involving group or individual (other than fraternity or sorority group matters) violations.

2. *Inter - Fraternity Council (IFC) and Panhellenic Judiciary*—members accepted by IFC and Panhellenic in consultation with the All-University Judiciary Board; will hear cases involving rule violations promulgated by IFC and Panhellenic.

3. *Graduate Student Judiciary*—Hearing boards from each of the Graduate schools are appointed annually by each respective school in consultation with the All-University Judiciary Board.

4. *Traffic Appeals Board*—The President will name the chairman, who will present to him names from which 4 faculty members and 4 students will be appointed.

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

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 Traffic and Safety Office.

(b) LEVEL TWO HEARING BOARDS

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

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

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

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

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

(2) The graduate schools in 1(a)(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 in his judgment determines that a rule or regulation has been violated,† he shall assign cases to one of the several hearing boards described in sections 1(a) and (b). As a general policy he shall assign a case to one of the Level One hearing boards (1, 2, or 3) described in section 1(a) if in his judgment (i) the alleged offense is minor, (ii) the alleged offense relates to rules established by resident 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

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

† Normally, the following types of offenses will be handled by the criminal court system and will not go through the University judicial structure: (1) homicides; (2) armed robbery and/or abuse of firearms law; (3) rape cases; (4) aggravated assault; (5) DWI resulting in injury to other persons or property; (6) felony thefts with extenuating circumstances; and (7) habitual offenders of the State and/or federal laws pertaining to the use 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 Students 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 Traffic and Safety Office. Appeals must be made to the Chairman of the Board, through the Traffic and Safety Office, within fifteen days after issuance of the citation.

(c) **LEVEL TWO HEARINGS**

All cases heard by Level Two hearing boards may be appealed by the accused student to the All-University Judiciary Board where the matter shall be heard *de novo* in the same manner as those cases heard in the first instance by 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 page 66.

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