

University of Texas Rio Grande Valley

**ScholarWorks @ UTRGV**

---

University Archives - Student Handbook  
(Legacy)

Special Collections and Archives

---

1-1-1986

## **PAU Handbook 1986-1987**

Pan American University

Follow this and additional works at: <https://scholarworks.utrgv.edu/legacystudenthandbook>

---

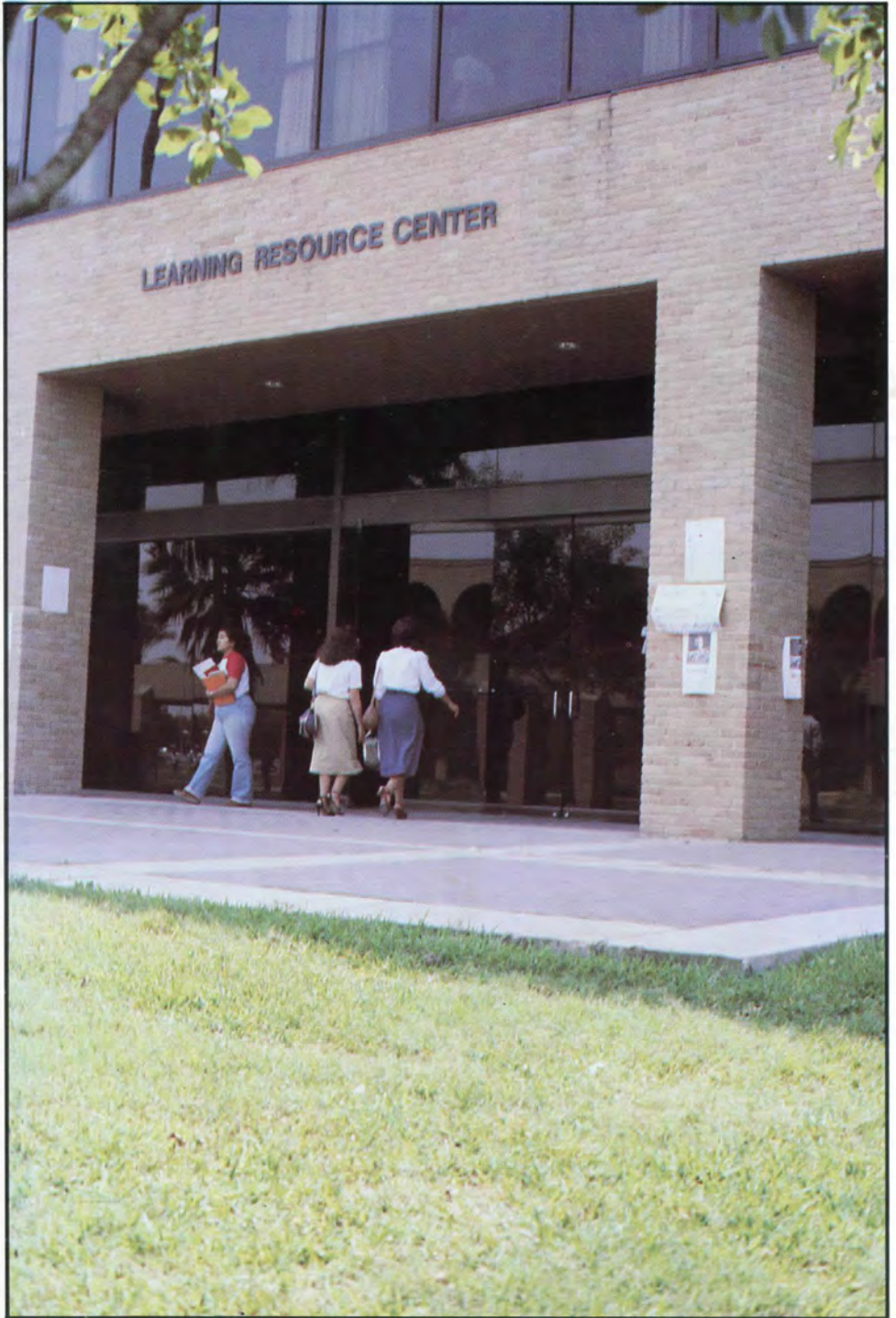
### **Recommended Citation**

University Archives - Student Handbook (Legacy), UTRGV Digital Library, The University of Texas - Rio Grande Valley. Accessed via <https://scholarworks.utrgv.edu/legacystudenthandbook>

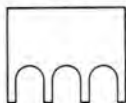
This Book is brought to you for free and open access by the Special Collections and Archives at ScholarWorks @ UTRGV. It has been accepted for inclusion in University Archives - Student Handbook (Legacy) by an authorized administrator of ScholarWorks @ UTRGV. For more information, please contact [justin.white@utrgv.edu](mailto:justin.white@utrgv.edu), [william.flores01@utrgv.edu](mailto:william.flores01@utrgv.edu).

# Pan American University

1986-87 Student Handbook







Office of  
the President

# Pan American University

Edinburg, Texas 78539



Dear Student:

It is with a great deal of pleasure that I welcome you to Pan American University. At the same time, it is my trust that we can assist you in developing a real belonging to the University community.

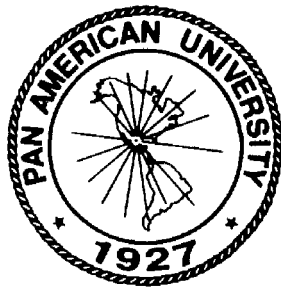
I take great personal pride in having the privilege of being President of Pan American University. It is out of this feeling that I pledge to you my interest and support and hope each of you will achieve your highest aspirations.

Sincerely,

Miguel A. Nevarez  
President



# Student Handbook



*PAN AMERICAN UNIVERSITY*  
*Edinburg, Texas 78539-2999*  
*1986*



# TABLE OF CONTENTS

## PART I GENERAL INFORMATION AND ACADEMIC RESPONSIBILITIES

STATEMENT OF INSTITUTIONAL PURPOSE .....	1	
<b>ARTICLE I</b>	<b>NON-DISCRIMINATION POLICY STATEMENTS</b> .. 2	
A.	Equal Employment Opportunity and Affirmative Action .....	2
B.	Non-Discrimination on the Basis of Sex .....	2
C.	Non-Discrimination on the Basis of Handicap .....	3
D.	Grievance Procedures in Cases of Alleged Discrimination .....	4
<b>ARTICLE II.</b>	<b>ACADEMIC RIGHTS AND RESPONSIBILITIES</b> ... 5	
A.	Guidelines of Classroom Responsibilities .....	5
B.	Student Academic Responsibilities .....	6
C.	Family Education Rights and Privacy Act of 1974 .....	6
D.	Academic Appeals .....	9
E.	Scholastic Probation and Suspension .....	9

## PART II. STUDENT CONDUCT

<b>ARTICLE III.</b>	<b>STANDARDS OF STUDENT CONDUCT</b> .....	12
A.	General Statement .....	12
B.	Delineation of Responsibilities .....	13
C.	General Rules and Regulations on Campus ..	13
<b>ARTICLE IV.</b>	<b>DISCIPLINARY CODE</b> .....	14
<b>ARTICLE V.</b>	<b>POLICY ON USE OF ALCOHOLIC BEVERAGES</b> ..	16
<b>ARTICLE VI.</b>	<b>POLICY ON DISRUPTION OF UNVIERSITY OPERATIONS AND EVENTS</b> .....	18
<b>ARTICLE VII.</b>	<b>TEXAS LAW ON DISRUPTIVE ACTIVITY</b> .....	19
<b>ARTICLE VIII.</b>	<b>TEXAS LAW ON NARCOTICS AND DANGEROUS DRUGS</b> .....	20
<b>ARTICLE IX.</b>	<b>TRAFFIC RULES AND REGULATIONS</b> .....	21
A.	General Regulations .....	21
B.	Definitions .....	21
C.	Registration of Motor Vehicles with Traffic and Security Department .....	21



D.	Traffic Regulations	23
E.	Violations Which May Result in Immediate Disciplinary Action	28
F.	Pedestrian Violations	28
G.	Penalties for Violations	28
H.	Payment of Citations	29
I.	Appeals	29
J.	Operation Identification	30

**ARTICLE X. DISCIPLINARY HEARING AND APPEALS PROCEDURES** . . . . . 31

A.	Hearing Procedures	31
B.	Notification of Charges	31
C.	Disciplinary Action	33
D.	Temporary Disciplinary Action	34
E.	Appeals	34

**ARTICLE XI. POLICY ON DISCIPLINARY RECORDS** . . . . . 34

A.	Maintenance of Records	34
B.	Availability of Records to Students	35

**PART III. CAMPUS LIFE AND STUDENT ORGANIZATIONS**

**ARTICLE XII. RECOGNITION AND APPROVAL OF STUDENT ORGANIZATIONS** . . . . . 36

A.	Statement of Policy	36
B.	Procedure for Seeking Approval for New Organizations	36
C.	Duties of the Advisor	38
D.	Maintenance of Good Standing	38

**ARTICLE XIII. POLICY ON STUDENT-SPONSORED ACTIVITIES**

A.	Registration	38
B.	Use of Alcoholic Beverages	39
C.	Use of University's Name	39
D.	Publications	40
E.	Eligibility for Representation	40
F.	Petitions	40
G.	Communications to the Board of Regents	41
H.	Appearance Before the Board of Regents	41
I.	Off-Campus Speakers	41
J.	Student Expression Area	44
K.	Use of Advertising Media	45
L.	Political Advertising	46
M.	Commercial Solicitation on Campus	46
N.	Concession Stands on Campus	47

<b>ARTICLE XIV. CAMPUS LIFE COMMITTEES</b> .....	47
A. Student Affairs Advisory Committee .....	48
B. Student-Faculty Publications Committee ....	48
C. Committee on Student Organizations .....	50
D. Student Financial Aid Committee .....	51
E. Food Committee .....	52
F. Student Rights Committee .....	53
G. Faculty-Student Disciplinary Committee ....	55
H. Committee on Student Award and Recogni- tions .....	56
 <b>ARTICLE XV. ACADEMIC COMMITTEE AND COUNCILS</b> ....	57
A. Regulations and Procedures for Student Membership on Academic Committees .....	57
 <b>WHERE TO GO FOR</b> .....	59
 <b>PAN AMERICAN UNIVERSITY STUDENT'S ASSOCIATION CONSTITU- TION'S PREAMBLE</b> .....	60



## Board of Regents

### Pan American University

Horacio Barrera	Brownsville, TX
Eddie Cano	McAllen, TX
Ramon Garcia	Edinburg, TX
Natividad Lopez	Harlingen, TX
Mrs. Margaret McAllen	Weslaco, TX
Homer Scott	Mission, TX
Kenton Schaefer	Brownsville, TX
Charles Villasenor	Austin, TX
Mrs. Lauren Gayle White	Dallas, TX

### ADMINISTRATION

Miguel A. Nevarez	President
Carol A. Rausch	Administrative Assistant to the President
Gary Petok	General Counsel
Ronald Applbaum	Vice President for Academic Affairs
Roy Flores	Vice President for Business Affairs
T. Edward Mercer	Vice President for Institutional Advancement
Ernest J. Baca	Dean, College of Arts and Sciences
F. J. Brewerton	Dean, School of Business Administration
Julian Castillo	Director, Division of Health Related Professions
Leslie M. Gower	Director, University Library
J. C. Nichols	Acting Dean, School of Education
Judy A. Vinson	Dean of Students



# PART I

## GENERAL INFORMATION AND ACADEMIC RESPONSIBILITIES

### STATEMENT OF INSTITUTIONAL PURPOSE

Pan American University is a democratic institution which exists for the purpose of providing quality education through the discovery, organization, preservation, and dissemination of knowledge. In carrying out this purpose, the University commits itself to:

reflecting and fostering the best features of the multi-cultural heritage of its location;

promoting the exchange of ideas and persons to facilitate an understanding of community—local, state, national and international;

answering the needs of and encouraging service to the community;

aiding all University members to develop increased skills in communication;

encouraging freedom of thought and the assumption of responsibility for actions and for expression of ideas;

providing programs and options which recognize that each student, as an individual, has the right to pursue areas of learning for which he is capable and suited and in which he is interested;

providing curricular and extra-curricular experiences conducive to the intellectual, moral, and physical development of all students;

encouraging the humanistic development of every member of the University by providing strong curriculum offering in the arts, humanities, and sciences;

recognizing the legitimate concerns of students with vocation and providing strong curricula leading to career opportunities;

providing personal and academic counseling and career planning for all students;

encouraging research leading to discovery, organization, refinement, and effective transmission of knowledge;

encouraging the growth of the professions by preparing students for successful graduate and professional study beyond the undergraduate level; and, providing a functional and aesthetic campus for the use and pleasure of the University and area communities.



## ARTICLE I

### NON-DISCRIMINATION POLICY STATEMENTS

#### A. **Purpose**

It is the purpose of this policy to set out not only the requirements of Federal and State law, but university policy concerning Equal Opportunity and Affirmative Action.

#### B. **Equal Employment Opportunity and Affirmative Action.**

Pan American University is committed to provide equal employment opportunities to all persons employed or seeking employment without regard to race, religion, color; sex, creed, handicap, age, or national origin. Beyond this commitment, the University shall exercise a good faith effort toward correcting any deficiencies that presently exist by implementing an aggressive Affirmative Action Plan.

#### C. **Non-Discrimination On The Basis of Sex:**

1. It is the policy of Pan American University not to discriminate on the basis of sex or marital status, pregnancy, and childbirth, or other related conditions in the employment of personnel. As required by Title IX the University will not discriminate in the educational programs or activities which it operates.

2. Any budgeted employee of the university who becomes pregnant is entitled to at least six weeks maternity leave. Maternity leave will be without pay and will begin at the expiration of all accrued vacation and sick leave taken in conjunction with confinement and recuperation.

#### **D. Sexual Harassment**

1. Pan American University condemns sexual harassment of the students, staff, and faculty at Pan American University. Any form of sexual harassment will be considered a serious matter to be dealt with accordingly.
2. Sexual harassment defined - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
  - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
  - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational, or living environment.

#### **E. Religion or National Origin**

1. It is the policy of Pan American University not to discriminate against an employee or applicant on the basis of religion or national origin.
2. Pan American University employees may observe their religious holidays by utilizing their accrued vacation, supervisor approved, as long as it does not provide undue hardship on the conduct of Pan American University business.

#### **F. Handicapped and Vietnam Era Disabled Veterans**

1. Pan American University will not discriminate against any individual on the basis of a handicap or because of Vietnam Era/Disabled Veteran status in either admission to, or treatment of employment in its programs and activities.



2. Further, it is the policy of Pan American University to take affirmative action in the employment of qualified handicapped individuals, Vietnam Era and Disabled Veterans. This will include all employment practices.
3. Reasonable accommodation will be provided whenever possible in an effort to advance employment or academic opportunities for handicapped individuals and Vietnam Era/Disabled Veterans. This may include special parking spaces, early registration, and, under certain circumstances, keys for elevators.
  - (a) student eligibility for accommodation will be certified by the Director of Student Health Services, in Emilia Hall.
  - (b) employee eligibility for accommodation will be determined by the Director of Personnel, in the Administration Building.

#### **G. Compliance Inquiries**

1. Employee inquiries concerning Equal Employment Opportunity, Affirmative Action, sexual discrimination or harassment should be directed to Carol Rausch, Compliance Officer, in Room 324, the Administration Building, telephone 381-2100. Student inquiries should be directed to Ms. Judy Vinson, in Room 102 of the University Center, 381-2147.
2. All inquiries concerning Section 504 of the Rehabilitation Act should be directed to Sylvia Lujan, Director of the Learning Assistance Center, Student Services Building, telephone 381-2585.
3. Employees, applicants, and students are protected from coercion, intimidation, interference or discrimination for filing a complaint or assisting in an investigation under the Acts covering these individuals.

#### **H. Grievance Procedures in Cases of Alleged Discrimination**

1. Any employee who believes he/she has been discriminated against in violation of any of the non-discrimination policies stated above may, after an initial interview with the appropriate compliance officer named above, initiate grievance proceedings in accordance with the provisions and procedures stipulated under "Grievance and Appeals Procedures" found in the Uniform Policy and Procedures Manual.
2. Any student who believes he/she has been discriminated against in violation of any of the three non-discrimination policies stated above may, after an initial interview with the appropriate compliance officer named above, initiate grievance proceedings with the Student

Rights Committee, in accordance with the provisions and procedures explained under the heading of "Student Rights Committee" in Article XIV of this handbook.

## ARTICLE II

### ACADEMIC RIGHTS AND RESPONSIBILITIES

- A. **Faculty Classroom Responsibilities.** To insure that students know what to expect in any given course, the Pan American University Faculty Senate and Council of Deans have approved the following faculty Classroom Responsibilities.
1. The faculty member shall issue a syllabus to students within the first two weeks of the semester which shall contain:
    - a. faculty member's office number and office hours
    - b. a complete list of required texts
    - c. tentative course subject outline in chronological order
    - d. grading system in course
    - e. faculty member's policy in regard to absences
    - f. faculty member's policy in regard to make-up work
  2. The faculty member shall notify each class, at least one week in advance, of each major exam. The type of exam (essay, objective, etc.) and the subject matter tested shall be specified at that time.
  3. The faculty member shall inform the class of any major essay assignment at least one week in advance. The assignment shall include: topic, length, methodology, style (analytical, descriptive, etc.), form and due date.
  4. The faculty member shall notify the class of any required research projects in the first month of the semester. The assignment shall include: subject, length, methodology, style, form, and due date.
  5. Examination and essay grades shall be returned to students before the next exam or essay assignment is due, or within a time limit specified by the faculty member.
  6. No more than twenty (20) percent of the course grade requirements shall be assigned during the last two weeks of the semester.

7. The faculty member shall notify the Library so that sufficient copies of any reserve reading shall be available to students. Recommended readings shall be made reasonably accessible.
8. The student is responsible for raising any questions concerning the policies indicated in the course syllabus or the course assignments. The student is responsible for completing all assignments within the time period designated by the instructors; acceptance of late work is at the instructor's discretion.
9. Final grades may be posted at the end of a semester by the student's social security number only when the student has given written permission to post the grade.

**B. Student Academic Responsibilities.** Each student is responsible for all the work in each of his classes. Any student guilty of scholastic dishonesty or disruption of classroom procedures and/or activities, is subject to disciplinary action upon faculty member referral as described in Article X of this Handbook.

**C. Family Educational Rights and Privacy Act of 1974.**

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

**1. Disclosure**

Pan American University accords all the rights under the law to all students. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Pan American University community, only those members individually or collectively, acting in the students' educational interest are allowed access to student education records. These members in-

clude personnel in the Office of Admissions and Records, Business Affairs, Student Affairs and academic personnel within the limitations of their need to know.

Individual final grades may be posted at the end of each semester by students' social security numbers only when the student gives written permission to the instructor to post the grades.

## 2. **Areas in which Student Records are Maintained**

### A. Academic Records

Registrar's Office	-David R. Zuniga
Admission's Office	-David R. Zuniga
Schools, Departments and Faculty Offices	
Foreign Student Advisor's Office	Hortensia Silva

### B. Student Affairs Records

Career Planing, Placement, and Testing Office	-Derly Guajardo
Dean of Students	-Judy A. Vinson
Housing	-Judy A. Vinson
Residence Hall	-Mildred Fagg (Women)
	-Darrel Troxel (Men)
Student Health Services	-Dora Castillo
Student Government	-PAUSA President

### C. Financial Records

Business Affairs	-William Chess
Financial Aid	-Clementine Cantu

## 3. **Challenge and Appeals**

A. **Disclosure.** Students who believe their records have bene disclosed in an unauthorizd manner should undertake the following procedures:

1. Discuss the violation informally with the faculty member or adminstrator initially responsible for the disclosure. If the student is satisfied with the results of the informal discussion, no additional steps need to be taken.

2. If the student's satisfaction is not a result of the informal discussion, he may appeal to The Student Rights Committee for a hearing on the matter.
  3. Students who believe that the adjudication of their challenges by The Student Rights Committee were unfair or not in keeping with the provisions of the act may request in writing an appeal to the President of the University no sooner than 15 days after the date of Committee's written recommendation and no later than 30 days after the recommendation date.
  4. Further, students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act Office (FERPA); Department of Education; Washington, D.C. 20201, concerning the alleged failure of Pan American University to comply with the act.
- B. **Accuracy:** Students who believe that their records contain information that is inaccurate or misleading should undertake the following procedures:
1. Discuss the violations informally with the University Registrar or administrator in charge of the records. If the decisions that result from this informal discussion are in agreement with the student's request, the appropriate records will be amended and the student will not need to take additional steps. The Registrar or administrator in charge must notify the student in writing of his decision within ten class days of the date of the informal discussion.
  2. If the records are not amended as a result of the informal discussion, and the student is still dissatisfied, he may appeal to The Student Rights Committee for a hearing on the matter.

Appeals to The Student Rights Committee must be made in writing within ten class days of the date of the Registrar's or administrator's decision. Written appeals are addressed to the Dean of Students who then calls a hearing with the committee. The hearing shall be held within ten class days of the receipt of the written appeal.

Decisions of The Student Rights Committee will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned within five class days of the hearing.

3. Students who believe that the adjudication of their challenges by The Student Rights Committee were unfair or not in keeping with the provisions of the act may request in writing an appeal to the President of the University no sooner than 15 days after the date of the Committee's written recommendation and no later than 30 days after the recommendation date.
4. Further, students who believe that their rights have been abridged may file complaints with The Family Educational Rights and Privacy Act Office (FERPA); Department of Education; Washington, D.C. 20201, concerning the alleged failure of Pan American University to comply with the act.

Revisions and clarifications will be published as experience with the law and this institution's policy warrants.

- D. **Academic Appeals.** Periodically, misunderstandings arise with regard to academic expectations and final grades. Students wishing to appeal final grades or misunderstandings in academic standards should discuss the matter with the individual instructor of the class. If no resolution occurs and the student wishes to pursue the matter further, he should appeal to the department head involved. Pursuant appeals should be written and directed through administrative channels, namely, the dean of the school, the Vice President for Academic Affairs, the President, and the Board of Regents.

E. **Scholastic Probation and Suspension - Undergraduate**

1. Scholastic probation or suspension will be determined annually on the basis of the student's cumulative grade point average. The term "grade point deficiency" as used here, refers to the number of grade points less than twice the total hours attempted with Drop and Drop Pass hours not counted. The student will be placed on probation for the spring semester if at the time of registration in January:

- a. His accumulated hours earned are 60 or less and his grade point deficiency is 12 or more; or,
  - b. His accumulated hours earned are more than 60 hours and his grade point deficiency is six or more.
2. During this semester of probation, the student must remove his excessive deficiency in grade points or be placed on a one-year academic suspension September through May of the following year.
  3. A student on suspension may not enroll for the next two regular semesters.
  4. A student on suspension may enroll for summer sessions to remove excess grade point deficiencies. This can be most efficiently accomplished by only enrolling for courses in which he has earned a low or failing grade.
  5. A student on suspension who removes his excess grade point deficiency during the summer will be reinstated as a student in good standing upon applying to the Office of Admissions and Records for reinstatement.
  6. If a student who has been suspended for failure to meet scholastic probation requirements feels that unusual circumstances warrant a review of his case, he may direct a written appeal to the Admissions Committee, in care of the Office of Admissions and Records, no later than one week prior to registration. Such a petition should detail his reasons for thinking the circumstances of his case warrant special consideration and should indicate valid reasons why the circumstances will not recur. The Committee will reinstate a suspended student, who has not served the period of suspension, only when it is convinced the best interests of both the University and the student will be served by such action.

*Warning:* Each student is responsible for knowing whether he is eligible to continue at the University. *An ineligible student who nevertheless registers at the University shall be dropped and cannot attend classes; and the student shall not receive special consideration on his plea for lack of knowledge of his scholastic status, regardless of whether he registered or preregistered and paid his fees.*

## Scholastic Probation and Suspension - Graduate

Grade points are assigned graduate students as follows: 4 for each semester hour of A, 3 for B, 2 for C, 0 for F. (D is not given.) **all grades earned (including those for repeated courses) will be used to compute the gradepoint average.** A minimum grade-point overall average of 3.0 (B) is required for a graduate degree. Every semester hour of C, therefore, must be balanced by one of A, since an overall average of B is required for a degree. Should a graduate student make less than a B average in a given semester, he will be placed on scholastic probation and warned that his continuance is in jeopardy. *During the following semester or summer school, he must recoup an overall B average or be automatically suspended.* He may be readmitted only after petitioning the Dean of the School and receiving his approval and that of the Council of Deans.

Students with other than clear admission are subject to criteria set forth under *General Admission Requirements.*





**PART II**  
**STUDENT CONDUCT**

**ARTICLE III**  
**STANDARDS OF STUDENT CONDUCT**

**A. General Statement**

Pan American University considers cultivation of self-discipline by its students to be of great importance in the development of responsible citizens. Therefore, the University expects its students to maintain standards of personal discipline that are in harmony with the education goals and purpose of Pan American University.

Although Pan American University is committed to the full support of the constitutional rights of its students, including due process, it also has an equal obligation to protect its educational purpose and the interest of the student body. Pan American University must therefore be concerned with the actions of individuals or groups that are in conflict with the welfare and integrity of the institution or in disregard of the rights of other students or faculty.

Attendance at a tax-supported educational institution of higher learning is optional and voluntary. By such voluntary entrance into the academic community of Pan American University, students voluntarily assume the obligations of performance and behavior imposed by the University relevant to its lawful missions, processes, and functions.

When a student enters Pan American University it is assumed that he has a serious purpose and a sincere interest in his own social and intellectual development. He is expected to learn to cope with problems with intelligence, reasonableness, and consideration for the rights of others; to obey laws and ordinances of the nation, state, and community for which he, as well as the University, is a part. As the student prizes rights and freedoms for himself he is expected to respect the rights and freedoms of others.

The administration of student discipline at Pan American University is a responsibility shared by students, faculty, and administrative staff. In many cases, peer group influence, counseling, admonition, and example may resolve problems of student conduct. Where these preferred means

fail, resort is made to disciplinary procedures. Any academic or administrative official, faculty members, or student may file a complaint against any student for misconduct. A student may be penalized herein, even though he is also punished by state and federal authorities for the same act.

Students are subject to federal, state, and local laws as well as University rules and regulations. Students are subject to reasonable disciplinary action, including suspension and expulsion in appropriate cases, for breach of federal, state or local laws or University rules and regulations. This principle extends to conduct off-campus which is likely to have an adverse effect on the University or on the educational process, or which stamps the offender as an unfit associate for the other students.

#### **B. Delineation of Responsibilities**

The Dean of Students, by delegation of the President of the University, is designated as the agent within the university which has student conduct as one of its responsibilities. The Dean is responsible to the President of the University for recommending policies relating to conduct and for formulating and recommending rules and enforcement procedures within the framework of existing policies, for disposal and referral of such individual cases as may properly come before it, and for recommending to the President of the University changes in the administration of any aspect of the standards of student conduct.

The President of the University has assigned to the Dean of Students the responsibility of development of policies on student life, the enforcement of rules governing student conduct, and the administration of student discipline.

#### **C. General Rules and Regulations on Campus**

Rules and regulations relating to the students of Pan American University are enacted with the view towards protecting the best interests of the individual, the general welfare of the entire student body, and the educational objectives of the University. These rules and regulations are few, and most students will not find them unduly restrictive. Violations of institutional rules and regulations, including those which may subsequently be enacted, may subject a student to disciplinary action.

A member of the University community is defined as any student, full or part-time, faculty or teaching personnel, administrative personnel, or non-academic employee of the University.

## **ARTICLE IV**

### **DISCIPLINARY CODE**

All students, whether full-time or part-time, are required to adhere to the Disciplinary Code. The following practices are considered unacceptable conduct for members of the University Community.

- A. Theft or damage to the property of the University or of property of a member of the University community or the property of a visitor to the University or accomplice to any of the above.
- B. Conviction of a crime or crimes, or offenses in courts of competent jurisdiction which involve the conviction of a felony, and also conviction of a crime or crimes involving moral turpitude, may subject a student to disciplinary action including suspension or expulsion. A student charged with committing a felony by local, state or federal authorities may be subject to disciplinary action pending disposition of the case.
- C. Physical abuse or detention, or attempted physical abuse or detention, of any person on University owned or University controlled property or at any University sponsored or supervised function, or conduct which endangers the health, welfare, or safety of any person.
- D. Illegal or unauthorized possession of firearms, explosives, dangerous chemicals or other weapons on University owned or University controlled property.
- E. Obstruction of the free flow of traffic, both pedestrian and vehicular, on or near University owned or University controlled property.
- F. Violation of rules governing residence in University owned or University controlled property.
- G. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including the University's public service functions or other authorized activities, on or near University owned or University controlled property, by a single student or in concert with others.

- H. Failure to comply with directions of security personnel on campus and to identify one's self to these officers, faculty, or administrative staff when requested to do so.
- I. Unauthorized entry to or use of University facilities, including both buildings and grounds.
- J. Failure to comply with the directions of University Officials acting in the performance of their duties, including the failure to respond to an official summons to the office of an administrative officer within the designated time.
- K. Disorderly conduct, use of obscene, vulgar, and profane language, which would disrupt the maintenance of order and propriety; breach of the peace, aiding, abetting, or procuring another to breach the peace on or near the University owned or University controlled property or at University sponsored or supervised functions.
- L. Intentionally furnishing false information to the University, or giving false testimony or other evidence in a University disciplinary proceeding.
- M. Violation of university established policies or regulations including regulations in the official catalog, the **Pan American University Bulletin**, the Board of Regents' **Policy and Procedures Manual, Traffic Rules and Regulations**, and other publications pertaining to student organizations, student faculty and administrative staff, non-academic employees' and visitors' conduct, the use of University facilities, or procedures concerning the time, place, and manner of public expression.
- N. No person may buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment, or other instrument which purports to signify merit or achievement conferred by an institution or to allow the fraudulent use of such document. (A person who violates this act or who aids another in violating this act is committing a misdemeanor and upon conviction is punishable by a fine of not more than \$1,000, and/or confinement in the county jail for a period not to exceed one year, according to the State Penal Code.)
- O. Unauthorized use of fire extinguishers, fire alarms or other safety equipment in or on University owned or university controlled property, or knowingly initiating, communicating or circulating a report of a fire or other emergency that is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies.
- P. Gambling in any form on University owned or University controlled property.

- Q. Academic or scholastic dishonesty, including plagiarism, collusion, or cheating on any examination, test, or classroom assignment. Cheating involves either the giving, receiving, offering, or soliciting of information, or the use of prepared material in an examination or test, or the attempt to give, receive, offer or solicit information, or the attempt to use prepared material in an examination or test.
- R. Hazing, defined to include any action or situation intentionally created to produce unnecessary and undue mental or physical discomfort, embarrassment, harrassment, ridicule, excessive fatigue, interference with scholarship or personal lives, or exposure to situations wherein one's physical or mental well-being may be endangered.
- S. Failure to meet financial obligations to the university.

## **ARTICLE V**

### **POLICY ON USE OF ALCOHOLIC BEVERAGES ON CAMPUS**

#### **A. General Statement**

1. Alcoholic beverages may be sold or dispensed on University property in keeping with the following regulations, established University rules and regulations, state laws, NCAA regulations, and the Alcoholic Beverage Commission's regulations. Any violations of the aforementioned laws, rules, or regulations will result in faculty, staff, students or student organizations being subject to disciplinary action.
2. The consumption of alcoholic beverages during instructional hours in any area utilized for instruction, while on duty, or reporting to work under the influence is prohibited.
3. Proper identification and proof of age will be required at any activity where alcoholic beverages are served.
4. No individual shall furnish or buy any alcoholic beverage for a minor on campus nor use false identification in order to obtain any alcoholic beverages on campus.
5. Appropriated University funds may not be expended to cover the costs of purchasing alcoholic beverages.

6. The sale and dispensing of alcoholic beverages will be limited to Pan American University students, employees, their accompanying guests, and guests of the University.
7. The sale and dispensing of alcoholic beverages will be in conjunction with special events. No facilities will be used to sell or dispense alcoholic beverages on a day to day, ongoing basis. Alcoholic beverages will be sold and dispensed after 5:00 p.m. and no later than 12:00 midnight Monday through Friday, and 2:00 p.m. and 12:00 midnight, Saturday and Sunday.
8. University students and employees will be responsible for the actions of their guests.
9. Alcoholic beverages may not leave the site where they were purchased or dispensed except in bulk form to be dispensed at another approved location.
10. Under no circumstances will the consumption of alcoholic beverages at an activity sponsored by a student organization be permitted unless it is in keeping with established University approved policy on the registration of student-sponsored activities, and is approved by the Dean of Students.
11. The advisor or his designee (must be a full-time employee of the University) of the student organization must assume responsibility for the event and consumption of alcoholic beverages, and must be present at all times during the event.
12. Under no circumstances may an organization publicly advertise an event using alcoholic beverages as an inducement to attend.
13. When deemed necessary by the Dean of Students or his designee, or the appropriate divisional vice president, security services at the expense of the sponsoring organization will be required at events where alcoholic beverages are served.

### **C. University Center Complex**

1. The sale of alcoholic beverages will be permitted within the physical boundaries of the University Center Complex, which includes the ballroom, banquet rooms, cafeteria, atrium, snack bar, UC circle, and faculty lounge.

2. Only the responsible university agent (license holder) may sell alcoholic beverages within the physical boundaries of the University Center Complex.

**D. University Residence Hall**

1. The consumption and possession of alcoholic beverages is limited to individual student residence hall rooms, and is prohibited in all other areas (i.e., halls, lobbies, balconies) of the residence halls.
2. Possession of alcoholic beverages in public areas of the residence hall is permitted only in the process of transporting the beverages to the resident's room.
3. Alcoholic beverages shall be transported to the resident's room concealed in a plain paper sack or wrapper.

**ARTICLE VI**

**POLICY ON DISRUPTION OF  
UNIVERSITY OPERATIONS AND EVENTS**

Students have the right to express their disagreement on issues which have captured their interest and to assemble peaceably for that purpose, subject to reasonable restrictions as to manner, place, and time. However, the following actions, among others, are specifically prohibited:

1. Interference with authorized functions or activities of the University or with its educational or service programs either by breach of the peace, physical obstruction or coercion, or by noise, tumult, or other disturbance.
2. Unauthorized occupancy of University facilities, or blocking of normal entrances to or from any University facility.
3. Interference with University traffic (pedestrian or motor vehicle).
4. Infringement of the rights of students, faculty, and/or other authorized persons to gain access to any University facility for the purpose of attending classes, participating in interviews, University conferences, and/or other University activities.

5. Picketing or demonstrating, with the use of obscene or indecent language, or with signs or banners containing such size, material, or construction as to create a hazard to persons or property.
6. Students shall not gather in such a manner as to disrupt the operation and functions of the University. University officials have the authority to determine when disruptive conditions prevail.
7. Students planning assemblies to be conducted on the Pan American University campus must identify their group at least 48 hours in advance to the Assistant Dean of Students and state the purpose of their assembly. Areas may be reserved wherever possible for the accommodations of approved assemblies.

Failure to abide by or comply with the regulations in this article shall make individuals subject to disciplinary action, hearing procedure, and appeals procedure as set forth in Articles III, IV, and X.

## **ARTICLE VII**

### **TEXAS LAW ON DISRUPTIVE ACTIVITY**

University Policy on Disruption of University Operations and Events also requires compliance with the additional provisions and conditions of the Texas Law on the subject. Section 4.30 of the Texas Education Code provides as follows:

**SECTION 1.** No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.

**SECTION 2A.** For the purpose of this act, "disruptive activity" means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of the administration of the school.
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration.



4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or,
5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

SECTION 2B. For the purpose of the Act, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Any person who violates any provision of this policy is subject to disciplinary action, hearing procedures, and appeals procedures as provided in Article III, IV, and X hereof.

## **ARTICLE VIII**

### **TEXAS LAW ON NARCOTICS AND DANGEROUS DRUGS**

The use, possession, distribution, manufacturing, or any act contrary to the Dangerous Drug Act, Article 4476-14, Texas Revised Civil Statutes, and Texas Controlled Substances Act, Article 4476-15, Texas Revised Civil Statutes describing narcotics, dangerous drugs, and drug paraphernalia, is strictly prohibited on the Pan American University campus, including all Residence Halls.

IT IS THE DUTY AND RESPONSIBILITY OF EACH  
STUDENT TO MAKE HIMSELF OR HERSELF AWARE  
OF POSSIBLE VIOLATIONS OF THESE AND OTHER  
PENAL PROVISIONS OF THIS STATE.

Copies of the Texas controlled Substances Act and the Dangerous Drugs Act are on file in the Dean of Students office on campus and are available for your inspection upon request.

Failure to abide by and comply with the regulations in this article shall make individuals subject to disciplinary action, hearing procedures and appeals procedures as set forth in Article III, IV, and X hereof.

# ARTICLE IX

## TRAFFIC RULES AND REGULATIONS

### Traffic and Parking Regulations

#### A. Purpose

The University Traffic and Security Department is responsible for the protection of life and property and for the enforcement of all state laws and university rules and regulations relating to motor vehicles and traffic on campus. To that end, the following rules and regulations are adopted.

#### B. Definitions

1. "Faculty/Staff" - Employees of the University as defined by the University Policy and Procedures Manual.
2. "Student" - Any person registered to attend classes who is not a faculty or a staff member.
3. "Dorm Students" - Students residing in the Men's Residence Hall or Women's Residence Hall.
4. "Visitor" - Any person who has no affiliation, association, connection, or relationship with the University as a faculty/staff member or student.
5. "Substitute Vehicle" - A vehicle not registered at the Traffic and Security department, but being operated on University campus by a student, or faculty/staff member on a temporary basis.

#### C. Registration

1. All motor vehicles to be operated on campus during the hours of 7:00 a.m. through 11:00 p.m. Monday through Friday by students, faculty or staff shall be registered at the Traffic and Security Department.
2. Motor vehicles must be registered each academic year (September 1 through August 31). This may be done as part of the academic registration procedure or at the time the vehicle is brought on campus.

3. A properly registered motor vehicle will be issued a permit to park in one or more designated spaces. (All parking permits expire annually on August 31st.)
4. A visitor operating a motor vehicle on campus for more than one day must register his/her vehicle, and obtain a temporary parking permit, which shall be available free of charge from the traffic and security department.
5. Vehicle Registration Fees:

	Full Year	Spring and Summer Sessions	Both Summer Sessions	Second Summer Session
Class A: If employees salary is \$15,000, or less	\$ 48.	\$ 32.	\$ 12.	\$ 8.
Class B:	36.	24.	9.	6.
Class C:	24.	16.	6.	4.
Class D:	12.	8.	4.	4.
Class D:	No charge - Considered part of dorm privileges			

6. **Replacement Permits** - may be purchased for a fee of fifty cents under the following circumstances, and only if the pieces from the old permit are brought in:
  - a. Owner changes vehicles
  - b. Permit becomes illegible
  - c. Permit is improperly displayed
  - d. Loss/theft of permit (exceptions may be made)



## D. Parking Permits

1. Pan American University issues the following classes of permits for parking in designated spaces:

DESIGNATED PARKING SPACES	PERMIT CLASS
(a) Name Spaces - Curb painted yellow marked with name (i) Available only to fulltime faculty and staff; (ii) Holders may obtain only one sticker; (iii) Holders may also park in areas requiring "B" or "C" permit.	"A"
(b) Reserved - Curb painted yellow marked "Reserve" (i) Available only to faculty and staff; (ii) Holders may obtain only one sticker; (iii) Holders may also park in areas requiring a "C" permit	"B"
(c) Handicap - Curb painted yellow marked "Handicap" (i) Proof of handicap must be provided through student health services; (ii) These spaces reserved exclusively for handicapped.	Handicap Permits
(d) Student - Curb painted white with no marking (i) Available only to faculty, staff, and students not residing in campus dorm facilities; (ii) Holders may park only in these designated areas.	"C"
(e) Dorm Parking - Curb painted yellow marked "Dorm" (i) Available only to students residing in University Dorm facilities; (ii) Holders may also park in areas requiring a "C" permit except lots B and E (congested areas); (iii) Holders may obtain only one sticker.	"D"
(f) Maintenance - Curb painted yellow marked "Maintenance"	Maintenance Vehicles
(g) Areas temporarily designated by Security department	
(h) Car Pool - Curb painted yellow marked "Car Pool"	Car Pool Permits
(i) Visitor - Curb painted yellow marked "Visitor" (i) Authorization to park for one day only; (ii) These areas reserved exclusively for visitors.	Temporary Permits

NOTE: Temporary permits may also be issued to students, faculty or staff, with current permits, for substitute motor vehicles.

2. Parking permits shall be properly displayed on the outside lower right rear window or on the right rear bumper of the registered automobile. Wording and numbers are to be in the upright position, parking permits or motorcycles shall be displayed in a conspicuous place.
3. A parking permit will not be honored if it is not current, not properly displayed, taped or affixed by unauthorized materials, and/or not

displayed on the vehicle the permit was issued to. It shall be unlawful to intentionally falsify any information on the application to register a motor vehicle. Anyone furnishing false information will be considered in violation of traffic regulations which may be grounds for cancellation of all parking privileges on campus, in addition to any penalty imposed by law.

4. Parking permits remain the property of Pan American University and are state property throughout the academic year of their validity.
5. A parking permit holder is liable for any traffic citations issued to a vehicle which displays the permit (current or expired) if the permit has not been removed.

Permits are cancelled and must be removed from vehicles when the following circumstances occur:

- a. When a registered vehicle is disposed of;
  - b. When a student, faculty or staff member is terminated or completes his/her career at the University; or
  - c. When a classification change takes place for parking purposes.
6. Handicap spaces, maintenance spaces, service drives, firelanes, and tow-away zones shall remain clear of all unauthorized vehicles at all times.
  7. Parking spaces marked "Reserved" or marked with an employee's name become unreserved after 5:00 p.m. Monday through Friday, on weekends, and on holidays with the exception of Lot H; it becomes unreserved after 6:30 p.m. Monday through Friday and on weekends and holidays. Dead days and other days when school is not in session are not holidays; therefore parking rules and regulations shall be observed.
  8. The Traffic and Security Department has traffic rules and regulations available to all members of the University and visitors.

#### **E. Moving Vehicles**

1. **SPEED LIMIT:** On Campus streets is 20 miles per hour. In parking lots the speed limit is 10 miles per hour.
2. **RIGHTS OF WAY:** Vehicles shall yield to pedestrians crossing the street in marked crosswalks and within 50 feet of an intersection.

3. **PASSING:** Prohibited in crosswalks or within 50 feet of an intersection.
4. **TRAFFIC CONTROL SIGNS:** Shall be observed at all times, including entrance and exit signs in all parking lots.

#### F. **Parking**

1. Parking is strictly limited to spaces on pavement between marked-off painted lines. Any space not so designated may not be used for parking. Parking with any part of the vehicle over the lines is a violation.
2. Loading/unloading passengers should be done in parking lots and is prohibited on campus streets and service drives.
3. Properly registered **motorcycles** are permitted to park on the white cross striped areas at the end of the vehicle parking row (within their respective areas as designated by class permit on vehicle) or in regular parking spaces. No parking is permitted in the yellow cross striped areas. Motorcycles are prohibited from parking in bicycle racks with the exception of moped types.

#### G. **Bicycles**

1. No bicycle will be ridden on any **sidewalk** or **walkway**, nor in any area where it poses a hazard to pedestrian traffic.
2. bicycle parking will be permitted only in bicycle racks.
3. Bicycles will not be tied, locked or secured in anyway to permanent fixtures to include: (a) buildings (b) trees, shrubs (c) handrails (d) banisters (e) walk guardrails.
4. Bicycles secured to permanent fixtures will be removed at the owner's expense.
5. Bicycles will not be taken into any building unless approved by **both** the Traffic and Security Department and the building monitor of that building.
6. Violations of the above regulations will be identified and disciplinary action will be taken. The necessary removal of a bicycle from the premises of Pan American University will be accomplished at the owner's expense.

## **VIOLATION PENALTIES AND PROCEDURES**

### **A. Moving and Non-Moving Violations**

1. Moving:
  - a. Operating a vehicle in a service drive.
  - b. Making a U-turn in a street or service drive.
  - c. Driving through a barricaded area.
  - d. Driving on lawns, turfs, or sidewalks.
  
2. Non-Moving:
  - a. Parking on campus streets (blocking one lane of traffic).
  - b. Parking on lawns, turfs, or in construction areas.
  - c. Obstruction of sidewalks.
  - d. Parking or stopping in service drives (unless vehicle is loading/unloading bulky packages of supplies or heavy equipment). No loading/unloading of passengers.
  - e. Parking in areas marked by red paint on curb (firelanes).
  - f. Parking in painted yellow "Maintenance" zones (unless employee is engaged in maintenance).
  - g. Parking in No Parking Zone (painted yellow curbs - yellow striped areas).
  - h. Parking so as to obstruct the servicing of a trash container.
  - i. Obstruction of crosswalk.
  - j. Parking with front of vehicle facing traffic aisle.
  - k. Failure to display valid vehicle registration parking permit.
  - l. Improperly displaying parking permit.
  - m. Improper registration of vehicle for parking permit.

Note: In addition to the above, all Texas Motor Vehicle Laws apply to traffic within the University.

### **B. Tow-Away and Immobilization of Vehicles**

1. Tow-away and immobilization of improperly parked vehicles\* will be enforced!
  
2. Improperly parked vehicles include those vehicles:
  - a. parked in unauthorized areas.
  - b. on campus without a parking permit and whose operators are difficult to identify.
  - c. bearing no license plates or plates expired in excess of one year.
  - d. parked on campus that interfere with emergency operations.

- e. parked on campus whose owner/operator has refused to move vehicle after being advised by PAU Security Officer to move.
- f. parked behind another (blocking exit from a parked position).
- g. abandoned on PAU campus.
- h. which have been issued five (5) or more citations which have not been cleared.

\*Please refer to moving and non-moving violations.

## **B. Tow-Away and Immobilization of Vehicles**

1. Tow-away and immobilization of improperly parked vehicles\* will be enforced!
2. Improperly parked vehicles include those vehicles:
  - a. parked in unauthorized areas.
  - b. on campus without a parking permit and whose operators are difficult to identify
  - c. bearing no license plates or plates expired in excess of one year.
  - d. parked on campus that interfere with emergency operations.
  - e. parked on campus whose owner/operator has refused to move vehicle after being advised by PAU Security Officer to move.
  - f. parked behind another (blocking exit from a parked position).
  - g. abandoned on PAU campus.
  - h. which have been issued five (5) or more citations which have not been cleared.

\* Please refer to moving and non-moving violations.

## **C. Vehicle Immobilization Attachments**

1. A vehicle immobilizer shall not be removed until the owner/operator of the vehicle is properly identified by PAU Traffic and Security Department. Should a vehicle immobilizer be placed on your vehicle do not attempt to remove it. Contact the Traffic and Security Department. The penalty for removing a vehicle immobilizer is \$10.00 plus the parking violation charge.
2. Courtesy warning citations do not apply to violations which are subject to immobilization or tow-away.
3. The owner/operator of a vehicle on which a vehicle immobilizer has been placed is liable for any and all damages incurred to the vehicle immobilizer and is subject to a penalty imposed by these regulations, by statute or both.



#### **D. Tow-Away**

The owner/operator of a motor vehicle shall be responsible for all costs incurred in removing, impounding, and storing of the vehicle and for any citations issued.

#### **E. Violations Which May Result In Immediate Disciplinary Action**

1. Failure or refusal to show proper identification or a Pan American I.D. Card to a University Traffic and Security Officer upon request.
2. Interfering with a Traffic and Security Officer in the performance of his/her duties.
3. The removal of, tampering with, or defacing of any barricade or any traffic regulating device.
4. Refusing to give information pertaining to a traffic accident or crime.
5. Tampering, removing, or defacing a valid parking permit, except by permission of vehicle registrant or proper University authority.
6. Deliberately inconveniencing, tampering with, or causing damage to another person's vehicle.

#### **F. Pedestrian Violations**

1. Failure to yield right-of-way to vehicles on campus at places other than crosswalks.
2. Stopping in crosswalks.
3. Walking in center of driving lane thus obstructing traffic flow in parking lots.
4. Loading/unloading pedestrians in streets or service drives.

#### **G. Penalties For Violations**

1. The first citation received each academic year (beginning September 1 - August 31) is a courtesy warning for which no fine is assessed with the exception of those violations in which a vehicle is subject to immobilization or tow-away (See Tow-Away and Immobilization of Vehicles).

- a. Second citation ..... \$2.00
  - b. Third citation ..... \$3.00
  - c. Fourth citation ..... \$4.00
  - d. Fifth citation ..... \$5.00
  - e. All subsequent citations are \$10.00 each.
2. Students who have accumulated ten or more violations during an academic year will be referred to the Dean of Students. In addition, the students may be required to appear before the Faculty-Senate Disciplinary Committee for action which may result in suspension.
  3. Students, ex-students, and employees of the University must clear all citations with the Traffic and Security Department each semester. Failure to clear citations will result in a "hold" being placed on students' registration packets. This pertains to ex-students and employees who attempt to register as well. A "hold" on university records will also prevent violators from registering or from obtaining financial assistance or university records such as official transcripts.

**H. Payment Of Citations**

Payment should be made at the Traffic and Security Office. If fees are not paid, violators will be sent a statement of account. When paying by mail, please submit the citation along with payment to: Traffic and Security Department, Pan American University, Edinburg, Texas 78539.

**I. Appeals**

Persons receiving citations who desire to contest them may request an appeal before a hearing panel of the Traffic and Parking Appeals Board. Each panel consists of one student, one staff employee, and one full-time faculty member. The Board consists of five students, five staff employees, and five full-time faculty members selected each year by the President, who serve on hearing panels on a rotating basis. A person desiring an appeal should follow the following procedures:

A "Request to Appeal" form should be completed at the Traffic and Security Office within ten class days after receipt of a citation. **The failure to timely request an appeal constitutes a waiver of the Right To Appeal.**

The Appeal form will be referred to the Dean of Students who will convene a hearing panel as soon as practicable.

The Dean of Students shall notify the appellant of the date, time, and place of the appeal hearing at least five class days before the hearing. If the ap-

pellant is unable to appear for good cause at the time scheduled, a new hearing may be rescheduled, but only if the Dean of Students is notified at least two class days before the scheduled hearing. The Dean of Students shall have the sole discretion to determine good cause for rescheduling a hearing.

The hearing shall be informal; no formal rules of procedure or evidence will be followed; and no person other than the appellant may present the appellants' case. The appellant may present witnesses and documentary evidence, and the panel may hear from any witness on behalf of the Traffic and Security Department.

At the conclusion of the hearing, the panel shall deliberate and announce its decision in writing, giving one copy to the appellant and sending another to the Traffic and Security Department. The decision of the panel shall be final.

## **J. OPERATION IDENTIFICATION**

In order to protect the university community from car theft or theft from cars, the Traffic and Security Department recommends the following steps of precaution:

1. Never leave valuable items visible inside parked vehicles. Such items should be placed in an inconspicuous place or left at home.
2. Never leave vehicle unlocked or with keys in the ignition.
3. Take advantage of "Operation Identification" by engraving removable items such as C.B.'s, radios and tape decks. Engravers are available free of charge from the Traffic and Security Department for your use.
4. Keep records of serial numbers of valuables and/or engrave drivers license number on them.
5. Enter name, social security number, and address in all textbooks.

## ARTICLE X

### DISCIPLINARY HEARING AND APPEALS PROCEDURES

#### A. Hearing Procedures

The Dean of Students, upon receipt of information about an alleged infraction of a University rule, state, or federal law as specified in this publication, shall send an official summons to the student involved and meet with him. The official summons must be written and delivered by certified mail, or, when the student lives on campus, by personal delivery. After completing a preliminary investigation, the Dean may dismiss the allegation as unfounded or:

1. Proceed administratively to dispose of the violation by taking appropriate disciplinary measures. In such cases the student can appeal to the Disciplinary Committee.
2. Prepare a charge based on the infraction and call a meeting of the Faculty-Student Disciplinary Committee.

#### B. Notification of Charges

1. In cases where the Dean of Students administratively proceeds to dispose of the violation by taking appropriate action, the following steps are taken:
  - a. The student is notified in writing within five class days after the preliminary investigation of the disciplinary measure to be taken. The decision shall go into effect the day the decision is made, unless otherwise specified.
  - b. If the student decides to appeal the Dean of Students' decision, the appeal must be made in writing to the Disciplinary Committee within ten class days of the date the disciplinary measures go into effect. The appeal hearing shall take place within ten class days of the date the written appeals is received by the Disciplinary Committee chairperson.
2. In the case where the student is referred to the Disciplinary Committee, the following steps will be taken.
  - a. At least three class days prior to the hearing before the committee, the Dean of Students or his representative will inform the

accused student of the charges brought against him/her, and the source of that evidence. The parents of students under 18 years of age will be notified of such charges. The student is also advised of his/her rights, privileges, and responsibilities, including the following:

- (1) He/she may have witnesses appear on his/her behalf.
  - (2) The accused shall not be required to testify against himself/herself.
  - (3) He/she has the right to seek and be advised by legal counsel. (If the student is to be represented by legal counsel, he/she should notify the Dean of Students at least three days prior to the disciplinary hearing or meeting. When a student has legal counsel, the University shall also have a legal counsel present.)
  - (4) He/she has the right to appeal and to know the procedure for appealing.
  - (5) All hearings will be closed. Only the Disciplinary Committee members, the complainant, the accused student, student's parents or guardians, and witnesses may be present during the hearing. Witnesses shall testify one at a time and must leave the hearing room after testifying.
- b. The Dean of Students or his/her representative prepares a resume of the case and establishes a time, date, and place for the hearing. The student will be given a summons by certified mail at the address shown on his/her permanent records at the University to appear before the committee. In appropriate cases, the Dean of Students may deliver the summons to the student involved, receiving a receipt thereof.
- c. Should the student fail to appear for the hearing without a valid reason and prior notice to the Dean of Students, the hearing shall be held in his absence. If the student fails to appear at a disciplinary hearing without a valid reason, he/she forfeits his/her right to subsequent hearings and appeals.
- d. The decision of the Faculty-Student Disciplinary Committee will be communicated to the Dean of Students, who will notify the student involved in writing of the decision, as well as his/her parents, if the student is under 18 years of age.

## C. Disciplinary Action

### 1. Oral Reprimand

The student may be issued an oral reprimand in cases of minor infractions. The Dean of Students will keep a record of such reprimands in his/her office. When a student graduates or leaves the university such reprimands shall be come null, void, and will be destroyed.

### 2. Written Warning

The student may be issued a written warning. A warning indicates future violations may result in more severe disciplinary action.

### 3. Disciplinary Probation

A student may be placed on probation for a serious infraction of the rules and regulations. This period of probation will be a final period of trial. The student placed on probation is required to show improved changes in attitude and behavior. Furthermore, the student is not eligible to represent the University in any event. When a student graduates, this disciplinary action shall become null and void. The length of the period of probation will be determined according to the seriousness of the infraction. Probation may include other conditions and/or terms, including counseling, restitution, suspension from the residence hall, etc..

### 4. Suspension

The Faculty-Student Dicipinary Committee may suspend any student for a specific period of time (no more than three years), at the end of which the student may apply for re-admission. Students under Disciplinary Suspension are required to disassociate themselves from the University during the period of suspension except for appointments for counseling purposes.

### 5. Expulsion

The Faculty-Student Disciplinary Committee may recommend expulsion of a student in cases of serious violations. Expulsions are administered by the President of Pan American University, which action may be appealed to the Board of Regents of the University as provided herein. Students under Disciplinary Expulsion are required to disassociate themselves from the University except for appointments for counseling purposes.

6. **Hold on Academic Records**

The Dean of Students may place a "hold" on a student's academic records and enrollment if the student fails to respond to an official summons. A "hold" will instruct the University Registrar not to release any official grades, transcripts, or any other records on behalf of the student involved or allow the student to enroll in classes until the Dean of Students clears the hold.

D. **Temporary Disciplinary Action**

1. In the event the Dean of Students or the President has reasonable cause to believe that a student's continued enrollment poses (a) a danger to the safety of the student, other persons, or university property or (b) an ongoing threat of disrupting the academic process, the Dean of Students or the President may impose any of the disciplinary penalties provided above, pending a hearing.
2. Upon his decision to impose temporary disciplinary action, the Dean of Students shall notify the student by the most expeditious means available.
3. Upon notification to the student of the temporary disciplinary action, the Dean of Students shall immediately initiate hearing procedures as provided in this article.

E. **Appeal**

Decisions of the Disciplinary Committee go into effect the day the decision is made, unless otherwise specified. Students who wish to appeal the decisions of the Faculty-Student Disciplinary Committee are entitled to request, in writing, a hearing before the President of the University within ten days after the Disciplinary Committee has arrived at its decision.

## **ARTICLE XI**

### **POLICY ON DISCIPLINARY RECORDS**

A. **Maintenance of Records**

In the process of counseling students and administering disciplinary action to students who violate University policies and regulations as the cir-

cumstances may dictate, Pan American University deems it essential to maintain records.

Disciplinary records shall be kept on file in the Student Affairs Office as designated by the Dean of Students.

The Disciplinary Committee, upon the conclusion of an official hearing requiring some form of disciplinary action, shall determine the length of time records are to be kept on file for future reference with the following reservations.

1. Records of expulsion shall be kept on file indefinitely in the Dean of Student's Office. Upon administration of expulsion by the president, the Dean of Students shall notify the following university officers of the expulsion:

Vice President for Academic Affairs  
Registrar  
Director of Personnel  
Director of Financial Aid  
Chief of Security

2. Records of suspension shall be kept on file in the Dean of Students' Office for a period of no less than three years after the student's graduation or its equivalent, if the student withdraws from school. The disciplinary Committee may determine a longer period of time for such records to be maintained if the circumstances so dictate.
3. Written warnings and probationary status administered by the Office of Student Affairs, or any other official of the University designated by the President, shall be kept on file until graduation or its equivalent time if the student withdraws from school.

#### B. Availability of Records to Students

Students' disciplinary records as well as all "educational records" as defined in the Family Educational Rights and Privacy Act of 1974, are accessible to students upon request. Pan American University administrators and personnel responsible for the maintenance of student records shall honor all student and parental requests within the guidelines of The Family Educational Rights and Privacy Act of 1974.



**PART III**  
**CAMPUS LIFE AND STUDENT ORGANIZATIONS**

**ARTICLE XII**

**RECOGNITION AND APPROVAL OF  
STUDENT ORGANIZATIONS**

**A. Statement of Policy**

Pan American University recognizes and encourages student organizations as an integral part of University life.

Student organizations offer an opportunity for personal growth and development of special talents and interests.

Student participation in the planning and administration of varied University activities affords practical learning experiences of invaluable benefit to all.

Student and faculty fraternalism is fostered and thus provides for an atmosphere conducive to long-lasting friendship as well as meaningful learning experience.

The Assistant Dean of Students has the responsibility for the registration and official University recognition of student organizations. Approval of student organizations may be obtained from the Assistant Dean of Students after approval has been obtained from the committee on Student Organizations.

**B. Procedure for Seeking Approval for New Organizations.**

1. The student group should notify the Assistant Dean of Students of its decision to organize a new student organization.
  - a. The Assistant Dean of Students will provide a form entitled "Request for Temporary Permission to Organize."
  - b. The student group must fill out four copies of "Request for Temporary Permission to Organize" and submit them to the Assistant Dean of Students for approval as indicated on the form.

- c. Upon approval to organize temporarily, the organization may function as a student organization eligible to all privileges entitled thereof.
  - d. Within 30 days of approval, a copy of the student organization's constitution and two lists of officers and active members must be submitted to the Assistant Dean of Students.
2. Every student organization must select its own advisor. When an advisor resigns his position, a new advisor must be selected as soon as possible.
3. Any amendments in the statement of purpose or amendments to the constitution of student organizations are subject to review and approval by the Committee on Student Organizations. Upon acceptance, a copy of the revised or amended constitution must be submitted to the Assistant Dean within two weeks after such amendments or revisions have been adopted.
4. There is no automatic guarantee that official recognition will be granted. Each organization will be evaluated according to the following criteria:
  - a. All members of the student organization shall be enrolled at PAU-Edinburg.
  - b. The advisor of the student organization shall be a full-time faculty member, full-time administrator or an approved full-time staff member.
  - c. The student organization membership shall consist of a minimum of ten active members. Exceptions may be made for academic and honor societies.
  - d. The constitution of the student organization shall adhere to university philosophy, policies and regulations as established by the board of regents and the university administration, and no statement contained in this constitution shall contradict any university rule, regulation, policy or any public law.
  - e. The proposed organization should not duplicate (in specific purpose) existing organizations. Exceptions may be made for academic and honor societies.
5. A majority vote of the total membership of the committee on student organizations is necessary to deny or grant official status to an applicant group.

### **C. Duties of the Advisor**

1. Each Organization must have an advisor who is a full-time member of either the university staff or faculty. This advisor should be available for:
  - a. Attending group meetings.
  - b. Assisting in program and/or project development.
  - c. Serving as a resource to the organization regarding university policy and regulations.
  - d. Advising the organization regarding financial matters. For the purpose of financial accounting, the advisor should ensure that adequate accounting procedures be established with auditing procedures upon change of executive board, preferably with stipulated written guidelines in the organization's constitution or by-law.
  - e. Advising and counseling the organization toward its goals or organizational growth in meeting its objectives.

### **D. Maintenance of Good Standing**

In order for a student organization to maintain active standing, an up-dated membership (Members in good standing, minimum of ten) and officer list must be submitted by October 1 and February 1 of each academic year. Additionally, a financial statement must be submitted annually by October 1. These forms are supplied by the office of student development.

Official University recognition of a student organization may be withdrawn and the organization suspended for non-compliance with University policies and regulations.

Failure to comply with the above-mentioned procedures and regulations shall make the student group or student organization subject to the penalties, hearing procedures, and appeal procedures as provided in Article XIV.

## **ARTICLE XIII**

### **POLICY ON STUDENT-SPONSORED ACTIVITIES**

#### **A. Registration.**

All student or student organization-sponsored activities, whether held on

campus or off campus, must be registered with the Assistant Dean of Students Office. Any individual or student organization at Pan American University who participates in a registered or unregistered student organization-sponsored activity, either on or off campus, during which the student or organization violates any of the rules and regulations of the University, will be subject to disciplinary action. Registration procedures are as follows:

1. **On-Campus Activities:** These activities are registered by submitting a Registration of On-Campus Activity form, commonly referred to as the "green form," to the Assistant Dean of Students Office. It requires the approval of the supervisor of the facility to be used and the Assistant Dean of Students. This form must be submitted to the Assistant Dean of Students Office at least seven calendar days prior to the activity, except for on-campus speakers which requires that the "green form" be submitted two weeks in advanced in accordance with Section I. of this Article.
2. **Off-Campus Activities:** These activities are registered by submitting a Registration of Off Campus Activity form, commonly called the "yellow form," to the Assistant Dean of Students Office. This form must be submitted at least seven calendar days prior to the activity.

#### **B. Use of Alcoholic Beverages**

1. **On-Campus.** The use of alcoholic beverages at student-sponsored activities on campus shall be in compliance with Article V, POLICY ON USE OF ALCOHOLIC BEVERAGES, in **The Student Handbook**.
2. **Off-Campus.** In any off-campus activity where alcoholic beverages are to be served, responsibility for compliance with the Texas Alcoholic Beverage Code lies with student organizations, and the group will be held accountable if infractions occur. Any individual or organization is subject to disciplinary action if individual or group conduct is affected by the use of alcohol, or if there is a violation of state laws regarding alcoholic beverages.

#### **C. Use of University's Name**

Student organizations may indicate that they are affiliated with Pan American University only after receiving approval (as per Section A of this Article) for an off-campus activity or through participation in national or regional meetings, or participation with an organization with which it is affiliated and/or to which it is representing the University in an official capacity.

A student organization must indicate that it is a student organization and not give the impression that the activity is sponsored by Pan American University.

Failure to comply with regulations set forth in this article shall make individual students and/or student organizations subject to the penalties, hearing procedures, and appeal procedures as set forth in Articles III, IV, and X hereof, as deemed applicable by the Dean of Students.

#### D. **Publications**

Publications must be registered for a designation of time, place and manner of distribution with the Student-Faculty Publications Committee through the Dean of Students Office. All publications circulated on campus shall contain the names and addresses of all persons, individuals, or corporate publishing area. (See Policy on Advertising Media)

#### E. **Eligibility For Representation**

To represent the University in any type of contest or to receive awards for previous participation, a student must meet the University eligibility requirements:

1. Be a full-time student.
2. Meet the eligibility requirements of any conference or association in which he competes as a representative of the University.
3. Meet the eligibility requirements of any organization which he is to represent.
4. A student must not be on disciplinary probation.
5. Before leaving the campus on any University-sponsored trip, each student is required to have his eligibility certified by the dean of the school in which the student is enrolled, and by the Dean of Students. In addition, an Authorization for Off-Campus Travel must be submitted to the Dean of Students' office at least one week prior to the trip.

#### F. **Petititons**

Petitions by any student or group of students may be circulated on campus only after first having been registered as an on-campus activity in keeping with Section A, Article XIII, registration of Student Sponsored Activities of **The Student Handbook**.

A petition may be presented to the Board of Regents for consideration only after it has been presented to the president of the Student Association for handling through proper administrative channels to the Board of Regents, at which time, at the Board's discretion, it may or may not be considered. It is further recommended that any violation of this regulation by any student or group of students shall make them subject to disciplinary action, hearing procedure, and appeals procedure as set forth in Articles III, IV and X.

#### **G. Communications to the Board of Regents**

Communications to the Board from persons not members thereof, except in the case of the President of the University shall be in duplicate. Any communications that might be sent directly to the Board members shall be acknowledged, if desired, and if deemed necessary by the recipient, immediately referred to the President of the university, with copy to the President of the Board, for appropriate action. Nothing herein shall be construed to prevent members of the Board of Regents from informing themselves as to their duties and obligations in such a manner as they may deem proper. The regular channel of communication with members of the Board is through the President of any University; however, each Board member shall determine the propriety of any direct approach to him by an employee of the University. All staff proposals shall be presented to the President of the University in sufficient time to permit him to consider them no later than 10 days prior to the next meeting of the Board. Except where emergency proposals are involved, all proposals not submitted within the time prescribed shall automatically be deferred until the next meeting of the Board.

#### **H. Appearance Before the Board of Regents**

Notice of desire to appear before the Board shall be filed in duplicate with the President of the University five days prior to the meeting of the Board, and the President of the University shall send or cause to be sent a copy to each member of the Board of Regents at least seven days prior to such meeting.

Any student or student organization interested in appearing before the Board of Regents, should work through the regular channels within Student Affairs before presenting the notice to the President. This means that the students should communicate with their advisor or the Dean of Students in presenting their notice to appear before the Board of Regents.

#### **I. Off-Campus Speakers**

##### **1. Rationale for Policy Development**

Pan American University was created by the Legislature of the State of Texas for the educational benefit of the people of this area and of the state in general. It has the responsibility, like all other such state universities and public institutions of higher learning, to develop educational opportunities for its students and to educate the broader public which it serves.

No mature university or college serving a knowledgeable student population and an aware public can merely reflect the society or modes of the general geographic area in which it exists. It should be a laboratory where inquiry is encouraged and where new ideas can develop. It should be a workshop wherein truth is responsibly and freely sought. If the University is to maintain its place as an institution of stature, it should be a forum where many philosophies and divergent ideas may be objectively examined.

Therefore, Pan American University can recognize the need to go beyond the doors of the classroom for additional academic work. The discussion and inquiry into the problems and issues of the present, past and future are of vital concern to a growing body which must be able to function effectively in today's society. Some of the most common ways of examining these problems are through films, group discussions, lectures, and speakers. Expert knowledge about current issues and inquiry into the issues of the day necessitates going beyond the perimeter of the campus for reference and for speakers who possess first-hand expertise and/or knowledge of these issues.

## 2. General Guidelines

The purpose of this registration shall be to provide information on coming events and to provide for the orderly and efficient use of University facilities. On any issue or problem of concern to organizations, or to the general student body, expertise and knowledge of the specific subject should be sought first from among the faculty and staff of the institution itself. If in the opinion of the organization, or the sponsoring group, an off-campus speaker is desired, the following general guidelines are to be taken into consideration:

- a. Speakers should be scheduled and planned to satisfy various areas of interest and degrees of interest within the University community.
- b. Sponsoring organizations are responsible for selecting the speaker to appear, for contacting the speaker, and for making all arrangements for the speaker's appearance.

- c. The sponsoring organization should consider:
  - (1.) The expense of the speaker.
  - (2.) Available dates.
  - (3.) Relevant topics which might be discussed.
  - (4.) Public appeal and attendance at the program.
  - (5.) Possibilities for critical evaluation and scheduled rebuttal.

A. Policy Statement on Scheduling Speakers

Recognized student or faculty organizations may use University facilities for meetings subject to the general statement and to the procedures listed below:

- a. The request for scheduling a speaker shall be signed by the president of the organization and by the faculty advisor after the organization has agreed to invite the speaker to a regular or special called meeting of the organization
- b. The schedule request form shall contain sufficient information to identify the speaker and the topic.
- c. All speakers using the University facilities (other than those having to do with regular class activities), must be scheduled through the Assistant Dean of Students.
- d. Requests for scheduling a speaker must be filed with the Assistant Dean of Students at least two weeks in advance of the speaker. Speakers will be scheduled provided there is space available to hold such meeting as requested.
- e. Should an occasion arise where securing a speaker will not allow the two weeks advanced notice provided in Section 3.D., the inviting organization may petition in writing, the Assistant Dean of Students for a time waiver. This waiver will be granted when the petitioning organization can show that there are unusual and extenuating circumstances which prevent the normal two weeks notice from being in effect.

Observance of proper channels of communication and the practice of generally accepted guidelines of ethical procedure and of courtesy require that the officers of any organization wishing to sponsor a program, speaker,



or meeting which could conceivably result in an attitude or effect detrimental to the welfare and reputation of the University, its faculty, and student body, will discuss the proposed situation (program) in advance with the Dean of Students.

The generally accepted philosophy of administrative responsibility of institutions of higher learning states that the president of the institution is responsible for the general welfare of the University community and may not delegate final authority for events being scheduled on campus.

Publicity and communications concerning any meeting shall clearly identify the sponsoring organization and shall carefully avoid any statement of implied University sponsorship.

4. Policy for Selection and Approval of Paid Guest Speakers/Lecturers from University Budgets.

Payment of fees for guests speakers/lecturers from University budgets are allowable provided established University procedures are followed, including approval by the appropriate budgetary head. The following standards must also be met and documented:

- a. Must show necessity for the service and that the need cannot be met by a speaker not requesting a fee.
- b. That a selection process was employed to secure the most qualified individual available considering the nature and extent of the speaker's topic/services to be required.
- c. That the organization that is requesting payment for the speaker be willing to provide a balanced program, allowing for divergent views in keeping with the mission of the University.
- d. That the fee is appropriate considering the qualifications of the consultant, his/her normal charges, and the nature of the services provided.
- e. That the speaker is scheduled in keeping with existing policy on off-campus speakers.

J. **Student Expression Area**

In keeping with the concept that students need an area to discuss issues of concerns, and since the university may prescribe reasonable, non-discriminatory regulations as to the time, place, and manner of student

expressions and demonstrations, the University Center Circle has been designated as the Student Expression Area. Use of the Circle is done by scheduling it through the office of the Assistant Dean for Student Development, at least 48 hours in advance of the activity. Rules pertaining to the use of the Circle include:

1. No interference with the free flow of traffic.
2. No interruption of the orderly conduct of University affairs.
3. No obscene materials; and,
4. The individual(s) must leave the area clean and in a good state of repair.

#### **K. Use of Advertising Media**

Any student, student organization, or University community personnel wishing to advertise within the University Center Complex, covered walkway, or outside buildings within the University campus must secure permission from the office of the Assistant Dean of Students. The following regulations must be observed in placing advertising literature:

1. Any student or student organization who wishes to advertise sponsored activities, whether held on campus or off campus, must have registered the activity ("green" or "yellow" form submitted and processed) with the Assistant Dean of Students Office before permission to advertise is granted.
2. Distribution of handbills, pamphlets, etc. is a privilege granted only to registered student organizations and other members of the university. A copy of the literature to be distributed must be filed with the assistant dean's office.
3. All signs (posters banners, etc.) must be stamped APPROVED FOR POSTING, UNIVERSITY CENTER and dated by the Assistant Dean of Students Office and can be posted for a period not to exceed two weeks.
4. The name of the sponsoring group or unit must appear on each flyer, sign and display.
5. No signs or advertising literature are to be placed on any glass surface (doors, windows, etc.) of any building, nor on any trees or palm trees.

6. Approved signs may be tied with string and/or rope around the columns of the covered walkway and buildings. No tape or glue may be used on any building, walkway or column.
7. Banners made of soft material may be stretched between columns of the covered walkway, but the lowest portion of the banner must have a minimum clearance above the walkway floor of seven feet, six inches. No signs or banners may be suspended from any pipe, conduit, or hanger inside the covered walkway or buildings.
8. Distribution of commercial advertisement such as leaflets, posters, advertising sales or other such written commercial endeavors are not permitted on campus.
9. All advertising media must be REMOVED by the INDIVIDUAL or ORGANIZATION POSTING IT by the date placed on it by the Assistant Dean of Students Office.
10. Distribution of advertising literature on automobile windshields is not permitted on University lots.
11. All advertising media must be approved by the building supervisor in which it is to be posted or distributed.

The University Center bulletin boards are available to all students, student organizations or University community personnel for posting advertising literature--this will be done by the Assistant Dean of Students Office.

All signs, posters banners, and other printed materials posted WITHOUT APPROVAL of the Assistant for Student Development WILL BE REMOVED.

#### **L. Political Advertising**

Pan American University's policy is such that an unbiased position is adopted with care taken to offer equal opportunity for advertisement to all interested candidates. Political cards, posters, leaflets, brochures, and other political literature may be distributed and advertising may be posted. The number of political signs or posters shall be limited to 20 per candidate.

#### **M. Commerical Solicitation on Campus**

No commerical solcitation is permitted on campus, including the Residence Halls, except by University-sponsored student organizations who must secure permission from the Assistant Dean of Students and by approved University outlets. Any individual or group not in the above classification must secure permission from the Office for Business Affairs.

## **N. Concession Stands on Campus**

Student organizations may set up concession stands for fundraising activities on campus upon request through the Assistant Dean of Students Office. Concession stands at sports events and all university functions are primarily reserved and are the responsibility of the Food Service department. Events where the Food Service department does not plan to provide a concession stand may be used by student organizations for such purpose upon request. Determination as to the number of concession stands and which student organization shall provide them, shall be the responsibility of the Assistant Dean of Students.

## **ARTICLE XIV**

### **CAMPUS LIFE COMMITTEES**

Each campus life committee shall be composed of faculty, students and administrators from Pan American University. Three unexcused absences from committee meetings shall result in automatic dismissal from the committee.

Faculty appointments shall be for three years, scheduled on a staggered basis. Faculty recommendations for these committees shall be submitted to the Dean of Students by the Faculty Senate on or before May 1. Terms are from September 1 through August 31.

Administrator appointments shall be for three years, scheduled on a staggered basis. The President of the University shall appoint administrators to student life committees on or before May 1. Terms run from September 1 though August 31.

Student members are appointed by the Pan American University Student Association President or elected by the student body in general elections, depending on committee criteria as specified below. Student committee members shall be enrolled in at least 6 semester hours and maintain at least a 2.0 cumulative grade point average.

**APPOINTMENTS.** Student appointments shall be made by the PAUSA President on or before September 15 of each year. Students wishing to be appointed to student life committees shall apply for positions with the PAUSA office no later than September 1. Student appointments shall be for one academic year. However, a student may be appointed to a committee for two or more consecutive terms. Terms run from September 1 though August 31.

**ELECTIONS.** Student elections to student life committees shall be held during regular student government elections during the spring. Committee position fil-

ing deadlines and other committee election procedures shall follow the PAUSA Election Code. Vacancies in elected positions shall be filled by appointment by the PAUSA President.

#### **A. Student Affairs Advisory Committee**

##### **1. Purpose**

This committee has been established as an advisory committee to the Division of Student Affairs to offer reflections, opinions, and suggestions in all matters concerning university student life. Students and faculty are encouraged to channel their opinions for the betterment of student development through this committee.

##### **2. Membership**

The membership of this committee shall be composed of three faculty members, the Assistant Dean of Students, the president of PAUSA, the editor of the student newspaper, the president of UCPC, and three students at large. The students at large shall be elected to the committee by the student body during regular student government elections in the spring. The Dean of Students shall serve as ex-officio member.

##### **3. Responsibilities:**

- a. Advise the Dean of Students on all matters brought to the attention of this committee regarding student life and well-being within the responsibility of the University.
- b. Advise allocation of student service fees by conducting hearings, reviewing budget requests and recommending fee allocations to the President and the Dean of Students.

#### **B. Student-Faculty Publications Committee**

##### **1. Purpose:**

The primary purpose of this committee is to provide a body of administrative, faculty, and student input for the purpose of updating publication guidelines and policies, and to cause student publications to adhere to established and approved publication guidelines and policies.

## 2. Membership

The Publications Committee shall be composed of two faculty, two administrators and four students as follows.

- a. one faculty member with a journalism or communications background at the college level.
- b. one faculty member at large.
- c. one representative from the Public Information Office.
- d. one administrator at large.
- e. four students appointed by the PAUSA president, none of whom shall be current elected PAUSA officers, members of the executive or judicial branches of PAUSA, senators, current editors or staff of either student publication.

The Advisor of Student Publications, and the editors of *The Pan American* and the *El Bronco* shall serve as ex-officio members. Should a grievance be brought before the Publications Committee, the editors of *The Pan American* and *El Bronco* shall be excused as ex-officio members of the committee and shall testify if necessary in said hearing brought before the committee.

## 3. Responsibilities

- a. Recommend to the Dean of Students the editors of *The Pan American* and *El Bronco*.
- b. Serve as an appeals board for student grievances against a student publication.
- c. Determine and set forth guidelines and policies for the distribution of printed material by students within the framework of the law and University policy. Cause individual students and student organizations to comply with these guidelines and policies.
- d. Consider requests to distribute printed materials, free or otherwise, on campus and grant or deny permission to distribute.
- e. Determine and maintain a current, viable *Student Publications Handbook*.
- f. Advise the editors and advisor of the University's student newspaper and yearbook on publications policy.

## C. Committee on Student Organizations.

### 1. Purpose:

The purpose of the committee on student organizations is to recommend university policies and procedures for governing student organizations.

### 2. Membership:

The committee on student organizations shall be composed of three faculty members, one administrator, and five students appointed by the PAUSA President.

### 3. Responsibilities

The primary responsibilities of the committee on student organizations are:

- a. To review policies for the approval and supervision of student organizations.
- b. To approve or deny requests of student organizations for official recognition.
- c. To recommend appropriate disciplinary action upon assessing reports of an organization's violation of university regulations or law. Recommendations may take the form of one of the following actions:
  - (1) Reprimand. When an organization is reprimanded, written notification shall be made to the organization warning that continuation or repetition of specified conduct may be cause for other disciplinary action. A reprimand becomes part of an organization's disciplinary record in the Assistant Dean of Student's office. A reprimand may also include notification to the organization's chapter headquarters.
  - (2) Probation. When an organization is placed on probation, written notification shall be made to the organization, placing the organization on probationary status for a specified period of time. If an organization, while on probation, violates any of the provisions of this **handbook**, the organization may be suspended from the university. Probation may include restrictive conditions, the terms of which shall be furnished in writing to the organization.

Terms of probation for organizations may include but are not limited to the following:

- (a) The organization may be denied use of university facilities.
  - (b) The organization may be prohibited from engaging in certain organizational and/or university programs or functions.
  - (c) The organization may be required to make monetary restitution, particularly in cases of theft, property damage, or injury to others.
- (3) Suspension. The committee may recommend the suspension of a student organization for a specific time, but not to exceed one academic year. This is designated as a time for the organization in question to reevaluate itself and its goals. At the end of the suspension period, the organization may again request permission to organize, following the procedure as outlined for a new student organization as indicated in article IV. If the committee deems necessary, it may recommend additional periods of suspension. During the suspension of an organization, the registration and privileges of the organization are suspended.

The committee on student organizations will inform student organizations of committee findings in writing.

- d. To hear grievances presented by a student organization. All decisions of this committee are forwarded to the Dean of Students for administrative action. Subsequent appeals shall be made to the Dean of Students and the president of the university.

#### **D. Student Financial Aid Committee**

##### **1. Purpose**

This committee's main function is to serve in an advisory capacity for the operation of all responsibilities of the Financial Aid Office.

##### **2. Membership**

The Student Financial Aid Committee shall consist of three faculty members, one administrator, the Registrar, the Comptroller, the Finan-



cial Aid Director at PAU-Brownsville, the Dean of Students or his/her designee, and three students appointed by the PAUSA president.

### 3. Responsibilities

- a. Review existing Financial Aid policies and recommend to the Financial Aid Director modifications and/or new policies as necessary.
- b. Advise the Financial Aid Director on procedural matters.
- c. Establish criteria for dispensing scholarship funds which have no established criteria.
- d. Establish an appeals procedure, including a hearing, for students wishing to appeal financial aid probation, suspension, determination of satisfactory progress, or denial of financial aid.

## E. Food Committee

### 1. Purpose

This committee is organized for the purpose of advising the University and the director of Dining Services on all policies regarding food services.

### 2. Membership

This committee shall be composed of six students: two from the Women's Residence Hall, two from the Men's Residence Hall, and two commuting students, appointed by the PAUSA president; the director of dining services and the Comptroller. The Men's or Women's Residence Hall manager shall serve as ex-officio member.

### 3. Responsibilities:

- a. Maintain open lines of communication between Dining Services and students.
- b. Help plan special functions for the students who eat in the cafeteria.
- c. Assist the food service manager in bettering the food service and making the cafeteria a more enjoyable place to eat.
- d. Channel student and faculty recommendation to the food service staff.

## F. Student Rights Committee

In keeping with Pan American University's policy of providing fair, objective processes and appeals procedures to hear student complaints and in cooperation and compliance with the spirit of the non-discrimination regulations of Title VI of the Civil Rights Act of 1964 (employment), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap), as well as other student grievances further specified, this committee is so established.

Students with questions concerning discrimination in employment or based on sex or handicap should contact the appropriate administrator indicated in Article II of this publication prior to initiating grievance procedures.

Other grievances should first be discussed with the appropriate Pan American University staff in the department in which the complaint originated.

The Student Rights Committee shall meet upon receipt of a written request indicating the nature of the grievance. Such requests should be submitted to the Dean of Students in order to initiate the grievance process.

### 1. Purpose:

The purpose of this committee shall be to provide a hearing process for students who wish to file complaints alleging discrimination in admissions, recruiting, education programs and activities, housing, financial and employment assistance, health and insurance benefits, services to students and athletic programs.

In addition, the Student Rights Committee shall hear student complaints and grievances of a non-academic nature against PAU staff, faculty, policy or regulations.

### 2. Membership:

The Student Rights Committee shall be composed of three faculty members, two administrators, and five students as follows:

- a. Three members of the student court recommended by the chief justice, and appointed by the PAUSA president.
- b. Two members at large appointed by the PAUSA president.
- c. One alternate student at large appointed by the PAUSA president.

The Dean of Students shall serve as ex-officio member.

### 3. Responsibilities:

#### a. Discrimination Grievances

- (1) Schedule a hearing as requested by students after alleged discrimination charges have been discussed with the appropriate administrator as designated in Article II.
2. Invite to meetings of the committee all parties concerned: department heads, deans, students and staff, as the case may dictate, in order to obtain all the facts involved in the case.
3. Hear student grievances concerning alleged discrimination charges contrary to the guidelines of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973.
4. Report the findings of the committee to all parties involved, with copies to the President and the respective Vice President of the Division in question. The committee shall include in its recommendations the corrective measures to be taken when so deemed. A 15-day minimum period shall be established as a deadline to take corrective steps necessary before the matter is referred to the President for proper action.

#### b. Appeals for Tuition Refunds.

- (1) A revolving panel consisting of one student, one faculty and one administrator shall be formed to hear students appealing tuition refund decisions.
- (2) The panel shall meet as requested by the student, the Registrar or the Comptroller.
- (3) The panel shall, upon hearing the appeal, deliberate and announce its decision in writing.

#### c. Other Student Complaints and Grievances

Hearing for student complaints and grievances of non-academic nature shall be handled in the same manner as those for discrimination grievances as stipulated in section F.3 a. of this article.

#### 4. Appeals Procedure

Students who wish to appeal a decision of the Student Rights committee are entitled to request in writing a hearing before the Vice President of the division in which the case originates. If the student wishes to pursue his appeal further, the President of Pan American University should be notified, in writing, and lastly, the Board of Regents will decide on appeals forwarded to them through proper administrative channels, as indicated in Article XIII, Sections G and H.

### G. Faculty-Student Disciplinary Committee

#### 1. Purpose

The Faculty-Student Disciplinary Committee and the Dean of Students, by delegation of the University President, are designated as the agencies within the University which have authority for the disposition of infractions or breaches of conduct and violations of University policies, rules and regulations. The committee shall be responsible to the President for disposal of such cases as may properly come before it.

#### 2. Membership

The Faculty Student Disciplinary Committee shall be composed of three faculty members (an alternate faculty member shall be designated to serve in case of a faculty member's absence), one administrator, and four members of the student court appointed by the PAUSA president. (The Chief Justice of the Student Court shall serve as an alternate in case of student justice absence.) The Dean of Students or his/her designee shall serve as ex-officio member.

#### 3. Responsibilities:

- a. Provide a system of due process that complies with University policy and procedure as stipulated in Article X of this Handbook, including a fair and impartial hearing, for students charged with violation of University rules and regulations.
- b. Determine guilt or innocence on the basis of evidence presented.
- c. Take appropriate disciplinary action which would be in the best interest of the student, the University and the community.

## H. Committee on Student Awards and Recognitions

### 1. Purpose

The purpose of this committee is to coordinate the selection of students for *Who's Who Among Students in American Universities and Colleges*, plan the annual awards and recognition event for University students, and recommend to the administration other methods of recognizing outstanding, deserving University students.

### 2. Membership

The committee on Student Awards and Recognitions shall be composed of five faculty members (one from each academic school and one each from the Division of Health Related Professions and the Library) and five students appointed by the PAUSA President, as follows:

- a. One student from each academic school and one from the Division of Health Related Professions.
- b. One student at large

The Dean of Students or his/her designee shall serve as ex-officio member.

### 3. Responsibilities:

- a. Coordinate annual nomination procedures for *Who's Who Among Students in American Universities and Colleges*.
- b. Serve as selection committee for *Who's Who Among Students in American Universities and Colleges*.
- c. Plan and coordinate an annual University awards and recognition event to be held each spring.
- d. Recommend to the University administration other methods of recognizing outstanding and deserving PAU students.

## **ARTICLE XV**

### **ACADEMIC COMMITTEES AND COUNCILS**

Academic Committees and Councils have a membership of nine faculty members and two students. Specific areas to be represented by the faculty members and specific status of the student members are indicated, where appropriate, in the individual descriptions of the committees and councils which follow. Term of office for faculty members is three years, with one-third of the faculty members rotating off the committees and councils each year. When a vacancy occurs in an unexpired term of membership, the replacement shall be appointed to serve the remainder of the three-year term. Term of office for student members is one year. Department chairs are not eligible for membership. No faculty member shall be appointed to two consecutive terms on any of the committees or councils, and no faculty member shall serve on more than one academic committee or council at a time.

The Vice-President for Academic Affairs is an ex-officio member of all academic committees and councils. In addition, the Vice President for Academic Affairs shall designate a non-voting "administrator" for each committee or council who shall be responsible for routine administration.

Other ex-officio members of these committees and councils are identified, where appropriate, in the individual descriptions which follow.

Each committee and council will elect from among its members a chairman, a vice chairman, and a secretary for terms of one year. Minutes of each meeting will be distributed to the members, to the Faculty Senate, and to the Vice President for Academic Affairs.

The findings of any of these committees and councils takes the form of recommendations to the administration through the Council of Deans and, when appropriate, to the general faculty as a whole.

#### **A. Regulations and Procedures for Student Membership on Academic Committees**

1. Students are invited and encouraged to complete an application form requesting consideration to serve on academic committees. This shall be submitted to the Vice President for Academic Affairs for a decision narrowing the list of candidates.
2. Minimum academic requirements for undergraduate students are:
  - a. The completion of one regular semester at Pan American University within the previous three-year period.

- b. A total GPA of 2.50 or better as of September 1 of the year of academic committee service.
  - c. a personal statement enumerating reasons for wishing to serve on academic committees.
3. Minimum academic requirements for graduate students are:
  - a. Graduate students must have clear admission to the graduate program at Pan American University.
  - b. A personal statement enumerating reasons for wishing to serve on academic committees.
4. The President of P.A.U.S.A. will submit to the Vice President for Academic Affairs the names and background information on 14 undergraduate and 4 graduate students to be considered for serving on academic committees.
5. The Vice President for Academic Affairs will review these 18 candidates with appropriate input from other segments of the academic community and return 10 or more approved names to the President of P.A.U.S.A.
6. The President of P.A.U.S.A. will select and appoint 10 student members to the 5 academic committees.

Any changes in these regulations and procedures must be approved in writing by the President of P.A.U.S.A. and the Vice President for Academic Affairs.



**Where to go for . . . . .**

<b>SERVICES</b>	<b>LOCATION</b>	<b>OFFICE/ BUILDING</b>	<b>PHONE NO.</b>
Academic Advice	Counseling Center	SS 513	2586
Activities on Campus	University Center	205	2260
Alumni Services	University Center	111	2500
Baptist Student Center	1304 West University	Edinburg	383-7491
Campus Ministries	1615 West Kuhn	Edinburg	383-0133
Career Counseling	Placement Office	SS 148	2246
Career Information	Placement Office	SS 148	2244
Cash Checks	Paying and Collections	AB 137	2715
Change of Major	Department Head		
Cooperative Education	Placement Office	SS 125	2781
Discussing Problems	Counseling Center	SS 513	2585
Dropping out of School	Counseling Center	SS 513	2585
Drug Concern	Counseling Center	SS 513	2585
Emergency Referrals	Counseling Center	SS 513	2585
Employment Opportunity	Placement Office	SS 148	2244
Employment, Part-Time Jobs	Placement Office	SS 148	2244
Financial Aid	Student Services Bldg.	SS 168	2501
Food Stamps	402 N. 13 Street	Edinburg	383-2421
Foreign Student Advisor	Emilia Hall	EH 201	2147
Getting Involved	UCPC Office	UC 303	2266
Grades	Professors & Career Planners		
Gynecological Services	Student Health Services	EH 110	2511
Helpline	1425 S. 9th Street	Edinburg	383-5324
Honors Program	Liberal Arts Building	LA 355	2515
Hospital Services	Edinburg General	333 W.	383-6211
Illness	Emilia Hall	Freddy Gonzalez	
Insurance, Student Accident	Emilia Hall	EH 110	2511
Intramurals	Physical Education Bldg.	PEC 132	383-8171
Legal Aid	216 South Closner	Edinburg	381-8171
Library	LRC		2755
Lost and Found	Traffic and Security	A.S.F. 132	2737
Lost I.D. Cards	University Center	225	2260
Mental Health, Mental Retardation	1409 South 9th	Edinburg	383-0121
Money for College	Financial Aid Office	SS 148	2501
Newspaper-The Pan American	Emilia Hall	EH 100	2544
Place to Live, On-Campus	Dean of Students Office	104	2147
Place to Live, Off-Campus	216 North 12th	Edinburg	383-5083
Planned Parenthood	Student Health Services	EH 100	2511
Pregnancy	Tutorial Program	SS 417	2434
Reading Improvement	100 North Closner	Edinburg	
Rehabilitation Services	University Center	314	2517
Student Government	Student Health Services	EH 110	2511
Sexuality Information	School of Education	ED 116	3408
Teacher Certification	Academic Support Facilities	ASF 132	
Traffic and Security	Counseling Center	SS 513	
Transfer to or from PAU	Admissions	SS 109	2586/2208
Tutoring	Learning Assistance Center/Camp	SS 622	2529/2574
Veneral Disease Information	Student Health Services	EH 110	2511
Veteran Affairs	Student Service Building	SS 629	2280



# PAN AMERICAN UNIVERSITY

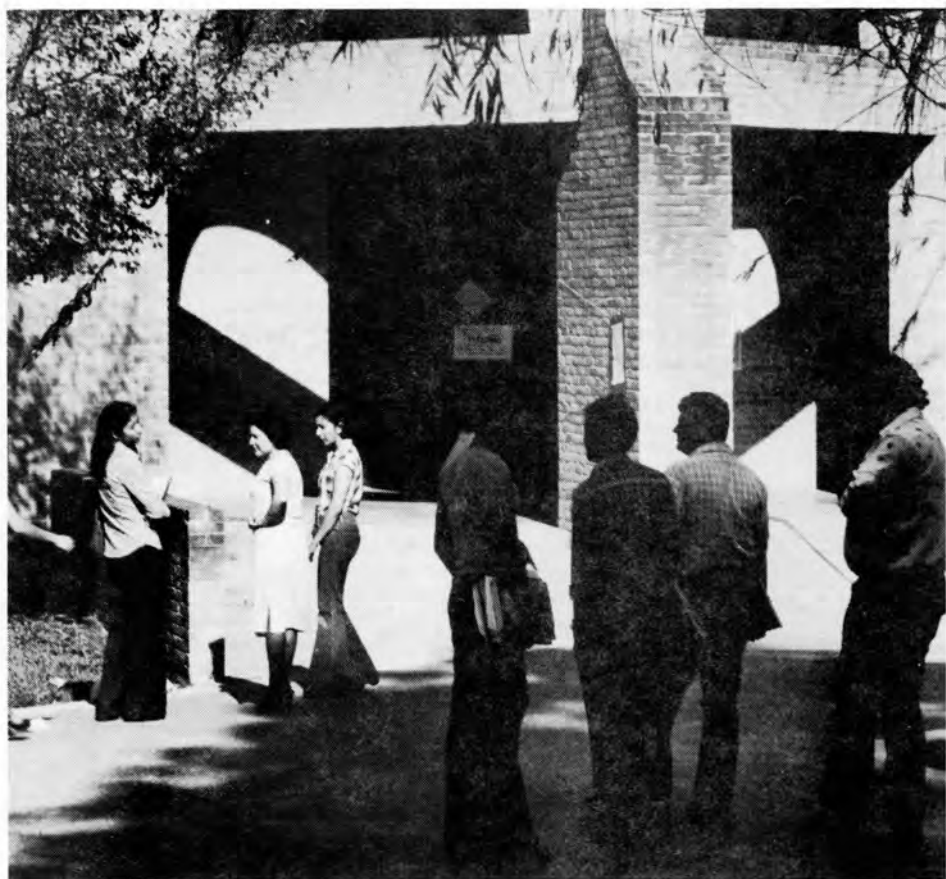
## STUDENTS' ASSOCIATION

### CONSTITUTION'S

#### PREAMBLE

We, the students of Pan American University at Edinburg, in order to provide an official student representative body to receive questions and suggestions, promote the rights of each student of the University, provide the official voice through which student opinion may be expressed, encourage the development of responsible and constructive student participation in the overall policy and decision-making processes of the University community, foster awareness of the students' role in the academic community, assist in enhancing the quality and scope of the education at Pan American University, provide means for responsible and effective participation in all facets of campus life, and provide identified services to students, do establish this Constitution for the Students' Association of Pan American University at Edinburg.









# PAN AMERICAN UNIVERSITY

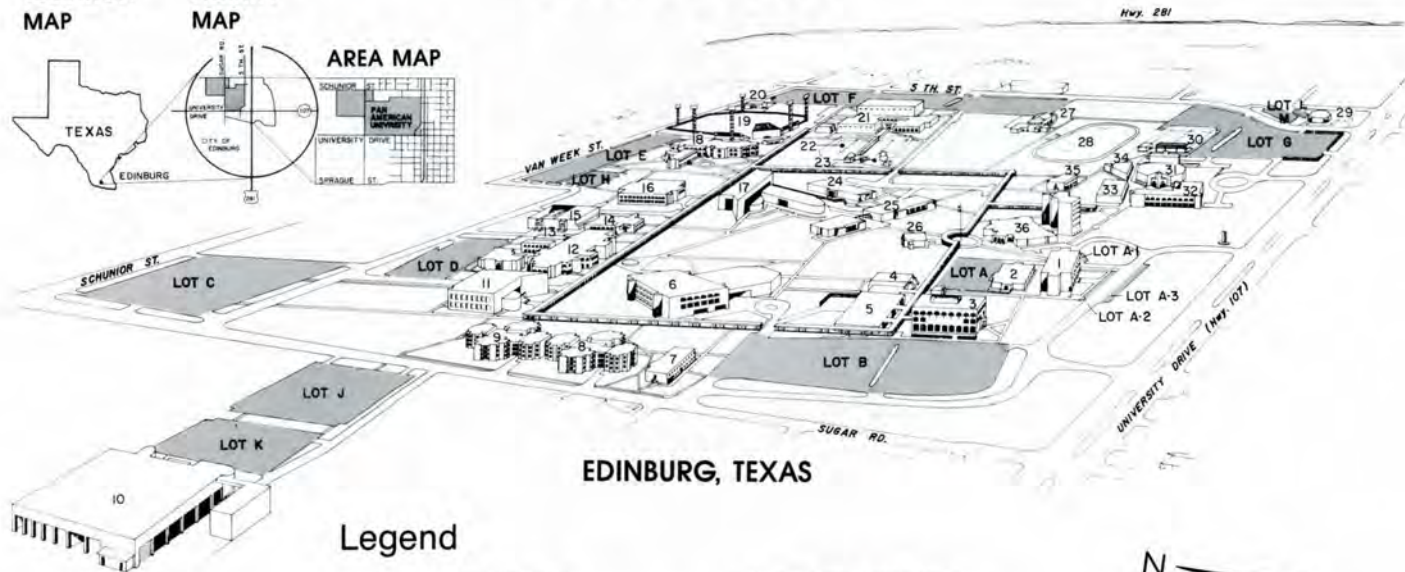
LOCATION  
MAP



VICINITY  
MAP



AREA MAP



EDINBURG, TEXAS

## Legend

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>A. Administration Bldg. Parking Lot</li> <li>A-1 Administration Bldg. Parking Area</li> <li>A-2 Administration Bldg. Parking Area</li> <li>A-3 Administration Bldg. Parking Area</li> <li>B. University Center Parking Lot</li> <li>C. North Sugar Road Parking Lot</li> <li>D. Science Bldg. Parking Lot</li> <li>E. Education Bldg. Parking Lot</li> <li>F. Fieldhouse &amp; Baseball Stadium Parking Lot</li> <li>G. Fine Arts &amp; Cox Tennis Courts Parking Lot</li> <li>H. Business Administration &amp; Faculty Parking Lot</li> <li>J. Dormitory Parking</li> <li>K. Support Facilities Parking Lot</li> <li>L. University Bookstore Service Parking</li> <li>M. University Bookstore Parking Lot</li> </ul> | <ul style="list-style-type: none"> <li>1. Administration Bldg.</li> <li>2. Computer Center Bldg.</li> <li>3. University Center (Student Activity Bldg.)</li> <li>4. Ballroom</li> <li>5. Cafeteria &amp; Snack Bar</li> <li>6. Communication Arts &amp; Science Bldg.</li> <li>7. Emilia Hall</li> <li>8. Women's Dorm.</li> <li>9. Men's Dorm.</li> <li>10. Support Facilities</li> <li>11. Liberal Arts Bldg.</li> <li>12. Science Complex</li> <li>13. Biology Annex</li> <li>14. Nursing Education Bldg.</li> <li>15. Central Utility Plant</li> <li>16. Business Administration Bldg.</li> <li>17. Learning Resource Center</li> <li>18. Education Complex</li> <li>19. Jody Ramsey Baseball Stadium</li> <li>20. Early Childhood Demonstration Center</li> <li>21. Health &amp; Physical Education Bldg.</li> <li>22. New Tennis Courts</li> <li>23. Astro Science Complex</li> <li>24. Mathematics Bldg.</li> <li>25. Physical Science Bldg.</li> <li>26. Chapel</li> <li>27. Physical Education (Old Gym)</li> <li>28. Field &amp; Track Facilities</li> <li>29. University Bookstore</li> <li>30. Orville Cox Tennis Courts</li> <li>31. Fine Arts Auditorium</li> <li>32. Fine Arts Bldg. B</li> <li>33. Fine Arts Bldg. C</li> <li>34. Fine Arts Annex</li> <li>35. Southwick Hall</li> <li>36. Student Service Bldg.</li> </ul> |
|--|---|



**PAN AMERICAN UNIVERSITY**

1201 W. University Drive / Edinburg, Tx. 78539

COURTESY PHYSICAL PLANT DIV.  
PLANNING DEPT.  
DATE: 10/1 1984