



SOUTHERN METHODIST UNIVERSITY



STUDENT HANDBOOK
2007-2008

Student Information

This Planner belongs to:

Name: _____

Email: _____

Phone: _____

Please return if found!

Campus Phone Numbers at a Glance

(All Numbers - Area Code	214-SMU-xxxx)
Alcohol and Drug Abuse Prevention.....	768-4021
Altschuler Learning Enhancement Center.....	768-3648
Athletic Ticket Office.....	768-2902
Enrollment Services	768-2084
Chaplain's Office.....	768-4502
Computer/Phone Help Desk	768-HELP (4357)
Counseling and Testing Center.....	768-2211
Dean of Student Life	768-4564
Dedman Center for Lifetime Sports	768-3366
Dedman Advising Center	768-2291
Dining Services.....	768-2367
Financial Aid	768-3417
Health Services Center.....	768-2141
Hegi Family Career Development Center	768-2266
Hughes-Trigg Mane Desk.....	768-4444
Images Copy Center	768-3898
Judicial Affairs	768-4563
Leadership & Community Involvement	768-4403
Mental Health Services (24 hours).....	768-2860
New Student Programs	768-4560
Park 'n Pony - Parking	768-PARK (7275)
Park 'n Pony - IDs & Pony Express.....	768-PONY (7669)
Registrar	768-2038
Residence Life & Student Housing.....	768-2407
Services for Students with Disabilities.....	768-4557
SMU Bookstore.....	768-2435
SMU Info / Emergency Hotline	768-INFO (4636)
SMU Police Dispatch / NON-Emergency.....	768-3388
SMU Post Office in Hughes-Trigg.....	768-4450
Student Activities & Multicultural Student Affairs (SAMSA).....	768-4400
Women's Center	768-4792

Cover Design & Photo Credit

2007-2008 Student Handbook cover design by SMU student Dan Shevenell.
Photographs © SMU, Hillsman S. Jackson



Dear students:

Welcome to the Southern Methodist University (SMU) Community! Whether you are entering for your first semester or returning to continue your studies, we are glad you are here. If you are a new student, we hope you will quickly find new friends and new opportunities for personal and intellectual growth.

The SMU Student Handbook is your guide to information and services available through your affiliation with SMU. It includes information related to your rights and responsibilities as members of the SMU community, both on and off campus. The Handbook includes the Student Code of Conduct, the Judicial Code, Honor Code, and information/expectations that SMU needs to communicate to its students.

You will be held accountable for adhering to the policies and procedures outlined in this Handbook, both on and off campus. Please become familiar with this information and let us know if you have questions.

Again, we are pleased that you are a part of the SMU community. We believe SMU offers much to its students, and we hope that you will take full advantage of all SMU has to offer you. We also look forward to what you have to contribute to our community.

Sincerely,

LORI S. WHITE

Vice President for Student Affairs

The information in this book was the best available at press time. Watch for additional information and changes.



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SCHOOLS OF THE UNIVERSITY

DEDMAN COLLEGE OF HUMANITIES & SCIENCES

Dean *ad interim*: Caroline B. Brettell
201 Dallas Hall
smu.edu/dedman/

(214) 768-3212

MEADOWS SCHOOL OF THE ARTS

Dean: José Antonio Bowen
3rd Floor, Greer Garson Theatre
smu.edu/meadows

(214) 768-2880

COX SCHOOL OF BUSINESS

Dean: Albert Niemi
200 Fincher Building
cox.smu.edu

(214) 768-3012

SCHOOL OF EDUCATION & HUMAN DEVELOPMENT

Dean *ad interim*: Narayan Bhat
6410 N. Ownby
smu.edu/teacher_education/school.asp

(214) 768-5465

SCHOOL OF ENGINEERING

Dean: Geoffrey Orsak
115 Caruth Hall
enr.smu.edu

(214) 768-3050

DEDMAN SCHOOL OF LAW

Dean: John B. Attanasio
Dean’s Suite, Storey Hall
law.smu.edu

(214) 768-8999

PERKINS SCHOOL OF THEOLOGY

Dean: William B. Lawrence
202 Kirby Hall
smu.edu/theology/

(214) 768-2125

For further information on any school, please refer to either the Undergraduate Bulletin, the Graduate Bulletin, or the SMU web site - www.smu.edu.

UNIVERSITY LIBRARIES

smu.edu/libraries/

Records of the holdings of all SMU libraries are accessible through PONI, the Public Online Information system (poni.smu.edu). Users can key into the database from personal computers in the libraries, or from any terminal or personal computer, on or off campus, that can connect to SMU through the Internet or through the use of PPP software to connect to SMU's network.

BRIDWELL LIBRARY

Interim Director: James McMillan
smu.edu/bridwell/

Circulation Desk: (214) 768-1866
Other Inquiries: (214) 768-3483

BUSINESS INFORMATION CENTER (BIC)

Director: Sandy Miller
bic.cox.smu.edu

Information Desk: (214) 768-4107

DEGOYLER LIBRARY

Director: Russell L. Martin III
smu.edu/cul/degooyer/

Information Desk: (214) 768-3231

UNIVERSITY ARCHIVES

Archivist: Joan Gosnell

Phone: (214) 768-2261

FONDREN LIBRARY CENTER

Central University Librarian: Gillian M. McCombs
smu.edu/cul/flc/

Circulation/Reserves: (214) 768-2329
Info/Reference Desk: (214) 768-2326
Recording of Hours: (214) 768-7378

HAMON ARTS LIBRARY

Director: Tinsley Silcox
smu.edu/cul/hamon/

Circulation Desk: (214) 768-3813
Computer Lab: (214) 768-2652
Recording of Hours: (214) 768-2894

INSTITUTE FOR THE STUDY OF EARTH AND MAN

Director: John F. S. Phinney
smu.edu/cul/ismrr/

Information Desk Phone: (214) 768-2430

UNDERWOOD LAW LIBRARY

Director: Gail Daly
library.law.smu.edu

Recording of Hours: (214) 768-3216

ACADEMIC SUPPORT SERVICES

ADVISING CENTER

Director & Associate Dean: Dr. Robb Pocklington
smu.edu/dedman/advise/
108 Clements Hall

Ph: (214) 768-2291

Academic advisors assist students in planning course schedules, and in focusing on long-range planning and curricular design to help achieve multiple goals. Students may arrange individual advising conference and advisors welcome drop-in visits. **Students must have written approval from their advisor to add or drop any course.**

The Academic Advisors

Dr. Scott Bartlett
sbartlet@smu.edu
125 Clements Hall 8-1526

Ms. Pamela Chiu
pchiu@smu.edu
110 Clements Hall..... 8-4819

Ms. Janet Hopkins
jhopkins@smu.edu
111 Clements Hall..... 8-1272

Ms. Gwendolyn LaCroix
glacroix@smu.edu
121 Clements Hall..... 8-1970

Ms. Barbara Mohrle
bmohrle@smu.edu
123 Clements Hall..... 8-4142

Ms. Ann Parrett
aparrett@smu.edu
113 Clements Hall..... 8-2305

Dr. Betsy Willis
bwillis@smu.edu
127 Clements Hall..... 8-1732

Ms. Eileen Hoy
ehoy@smu.edu
115 Clements Hall..... 8-3415

Ms. Prisma Virasin
pvirasin@smu.edu
117 Clements Hall..... 8-2310

Dedman College Internships

Jeanene Renfro
jeanene@smu.edu
108 Clements Hall..... 8-2103

Pre-Law Services

Judy McMaster
jmcmaste@smu.edu
108 Clements Hall..... 8-3533

Pre-Med Services

Karen de Olivares
kdeoliva@smu.edu
135 Dedman Life Sciences 8-2308

THE NORWICK CENTER FOR MEDIA AND INSTRUCTIONAL TECHNOLOGY (NCMIT)

Director: Bill Dworaczuk
smu.edu/cul/ncmit/
103 Fondren Library West

Ph: (214) 768-3456

The primary mission of the NCMIT is to enhance the effective utilization of media and technology in the classroom and other learning environments. A wide range of services and materials is provided to the entire SMU community, including an extensive media library, viewing facilities, equipment distribution, classroom and event support services, media production and duplication services, teleconferencing and satellite downlink services.

MEDIA LIBRARY CIRCULATION DESK

Ph. (214) 768-3199

CLASSROOM DISTRIBUTION SERVICES

Ph. (214) 768-3456

PUBLIC ACCESS COMPUTER LABS (ACADEMIC COMPUTER SERVICES)

smu.edu/its/acs/

Fondren Library East

Ph: (214) 768-1835

INFORMATION TECHNOLOGY SERVICES

Assoc. VP for Budgets & Information Technology Services: Randall Powell

smu.edu/its/

Blanton Student Services Bldg

Help Desk: (214) 768-4357

THE ALTSHULER LEARNING ENHANCEMENT CENTER (A-LEC)

Director: Vicki Hill

smu.edu/alec/

202 Loyd Center

Student Appointments: (214) 768-3648

Business Office: (214) 768-6725

The A-LEC offers many different opportunities for students to maximize their learning effectiveness. Students may register for EDU 1110: ORACLE (Optimum Reading, Attention, Comprehension, and Learning Efficiency), a class devoted to developing students' reading rate, comprehension, and vocabulary. The A-LEC provides free drop-in workshops to allow students to improve their study skills and tutoring is provided by SMU undergraduate students for most first- and second-year courses. For students who want help with a problem in studying a particular text or preparing for a test, A-LEC Learning Specialists offer individual appointments.

LEARNING DISABILITIES SPECIALIST

LD Specialist: Alexa Ray

202 Loyd Center

Ph: (214) 768-1918

The A-LEC's Learning Disabilities Specialist provides individual academic support for students with documented learning disabilities (LD) and Attention Deficit/Hyperactivity Disorder (AD/HD).

WRITING CENTER

Coordinator: Lee Gibson

smu.edu/alec/wc.html

202 Loyd Center

Ph: (214) 768-4253

The Writing Center, staffed by English department faculty, provides students with assistance in the process of developing and drafting papers for SMU courses. The Writing Center faculty will not edit or proofread work, but they will answer any specific questions the student may have about his or her draft. Appointments are necessary in order to reserve a half-hour tutorial. Please call at least two days ahead of time.

UNIVERSITY SERVICES

SMU BOOKSTORE

Manager: Mary Mebus
3060 Mockingbird Lane
smu.bkstore.com

Ph: (214) 768-2435

COMPUTER CORNER BY HIED

Manager: Greg Hinds
Hughes-Trigg 202
www.smucomputercorner.com

Ph: (214) 768-4033

DINING SERVICES

Director: Gil Heiselt
Umphrey Lee Building, Rm 101
smudining.com

Ph: (214) 768-2367

FINANCIAL AID

Director: Marc Peterson
Blanton Bldg 1st Floor
smu.edu/financial_aid/

Ph: (214) 768-3417

IMAGES PRINT SHOP

Manager: Patrick Cullen
Clements Hall—Basement
images.smu.edu

Ph: (214) 768-3400

PARK 'N PONY OFFICE

Director: Mark Rhodes
Hughes-Trigg Rm 218
smu.edu/auxiliaryservices/parknpony.asp

Parking: (214) 768-7275
Pony Express: (214) 768-7669

SMU POLICE DEPARTMENT

Interim Chief: Rick Shafer
Patterson Hall, 2nd Floor
smu.edu/pd/

EMERGENCY: Call 911
Dispatch (Non-Emergencies): (214)768-3388

STUDENT EMPLOYMENT

Director: Mary Beard
Blanton Bldg. 119A
smu.edu/financial_aid/StEmploy.asp

Ph: (214) 768-2414

STUDENT FINANCIAL SERVICES/BURSAR

Director: Laura Del Rio
Blanton Bldg, 220
smu.edu/bursar/

Ph: (214) 768-3417

DIVISION OF STUDENT AFFAIRS

OFFICE OF THE VICE PRESIDENT

Vice President for Student Affairs: Dr. Lori S. White

Perkins Administration Building, Room 203

smu.edu/studentaffairs/

Ph: (214) 768-2821

The Division of Student Affairs is responsible for the oversight of educational and developmental programs in and out of the classroom settings at the University. The initial purpose of the Division is to support academic endeavors, however, it also works to extend what is learned in the traditional classroom into the free time and recreational activities of students. The Division is staffed by masters and doctoral degree professionals and a number of clerical and service personnel. Many students are also employed by the Division in positions of leadership in the residence halls and other activities areas. The sense of community for students is critical to student success inside and outside of the classroom. The many programs and services which are sponsored by the Division are directed towards the creation of a very close and lasting sense of community, which allows students to support each other while they grow through their shared college experiences.

DEAN OF STUDENT LIFE

Dean of Student Life: Dr. Dee Siscoe

Hughes-Trigg Student Center, Rm 302

smu.edu/studentlife/

Ph: (214) 768-4564

CENTER FOR ALCOHOL & DRUG ABUSE PREVENTION

Director: John Sanger

Memorial Health Center, 2nd Floor

smu.edu/alcoholeducation/

Ph: (214) 768-4021

CHAPLAIN AND UNIVERSITY MINISTRIES

Chaplain & Minister to the University: William M. Finnin, Th.D.

Asst. Chaplain: Judy Henneberger

Hughes-Trigg Rm 316

smu.edu/chaplain/

Ph: (214) 768-4502

COUNSELING AND TESTING

Director: Dr. Karen Settle

Memorial Health Center, 2nd Floor

smu.edu/counseling/

Ph: (214) 768-2211

DEDMAN CENTER FOR LIFETIME SPORTS

Executive Director: Judith Banas

smu.edu/recsports/

Ph: (214) 768-3368

Associate Director/Sport Clubs/Camps: Tim A. Moore

smu.edu/recsports/club_sports.htm

Ph: (214) 768-3362

Assistant Director/Intramurals: Jack Harper

smu.edu/recsports/intramurals/

Ph: (214) 768-3367

Co-Coordinator of Facilities: Ed Kranz

smu.edu/recsports/dedman_center.htm

Ph: (214) 768-4825

Spirit Squads Coordinator: Zac Brannon

smu.edu/recsports/spirit.htm

Ph: (214) 768-1500

Aquatics Coordinator: Sarah Donahue

smu.edu/recsports/aquatics/

Ph: (214) 768-4823

Fitness Coordinator: Brook Dabbs

smu.edu/recsports/dedman_center_classes.htm

Ph: (214) 768-4824

Outdoor Adventures Coordinator: David Chambers

smu.edu/recsports/adventure/

Ph: (214) 768-4822

Reservations:

Dedman Center Rooms: (214) 768-4732

Courts: (214) 768-3374

Outdoor Field: (214) 768-3367

HEALTH SERVICES

Executive Director: Patrick Hite

Memorial Health Center

smu.edu/healthcenter/

Outpatient Medical Clinic

Mental Health Center

Ph: (214) 768-2141

Ph: (214) 768-2860

HEGI FAMILY CAREER DEVELOPMENT CENTER

Executive Director: Troy Behrens

Hughes-Trigg Rm 200

smu.edu/career/

Ph: (214) 768-2266

HUGHES-TRIGG STUDENT CENTER

Director: Tim Moore

3140 Dyer Street (Staff Office - Rm 315)

smu.edu/htrigg/

Ph: (214) 768-4500

JUDICIAL AFFAIRS

Assistant Dean of Student Life & Director: Dr. Margo McClinton

Hughes-Trigg Rm 302

smu.edu/studentlife/

Ph: (214) 768-4563

LEADERSHIP & COMMUNITY INVOLVEMENT

Director: Dr. Carol Clyde

Hughes-Trigg Rm 318

smu.edu/lci/

Ph: (214) 768-4403

NEW STUDENT PROGRAMS

Director: Missy Bryant

Hughes-Trigg Rm 307

smu.edu/newstudent/

Ph: (214) 768-4560

PARENT & FAMILY PROGRAMS

Coordinator: Deanie Kepler

Hughes-Trigg Rm 307

smu.edu/parents/

Ph: (214) 768-4797

RESIDENCE LIFE AND STUDENT HOUSING

Director: Dr. Doug Hallenbeck

Boaz Hall, Room 101

smu.edu/housing/

Ph: (214) 768-2407

SERVICES FOR STUDENTS WITH DISABILITIES

Coordinator: Rebecca Marin

Memorial Health Center, Rm 220

smu.edu/studentlife/OSSD_Facts.asp

Ph: (214) 768-4557

STUDENT ACTIVITIES & MULTICULTURAL STUDENT AFFAIRS

Assistant Dean of Student Life & Director: Jennifer M. Jones

Hughes-Trigg Rm 300

smu.edu/samsa/

Ph: (214) 768-4400

WOMEN'S CENTER

Director: Karen Click

3116 Fondren Drive

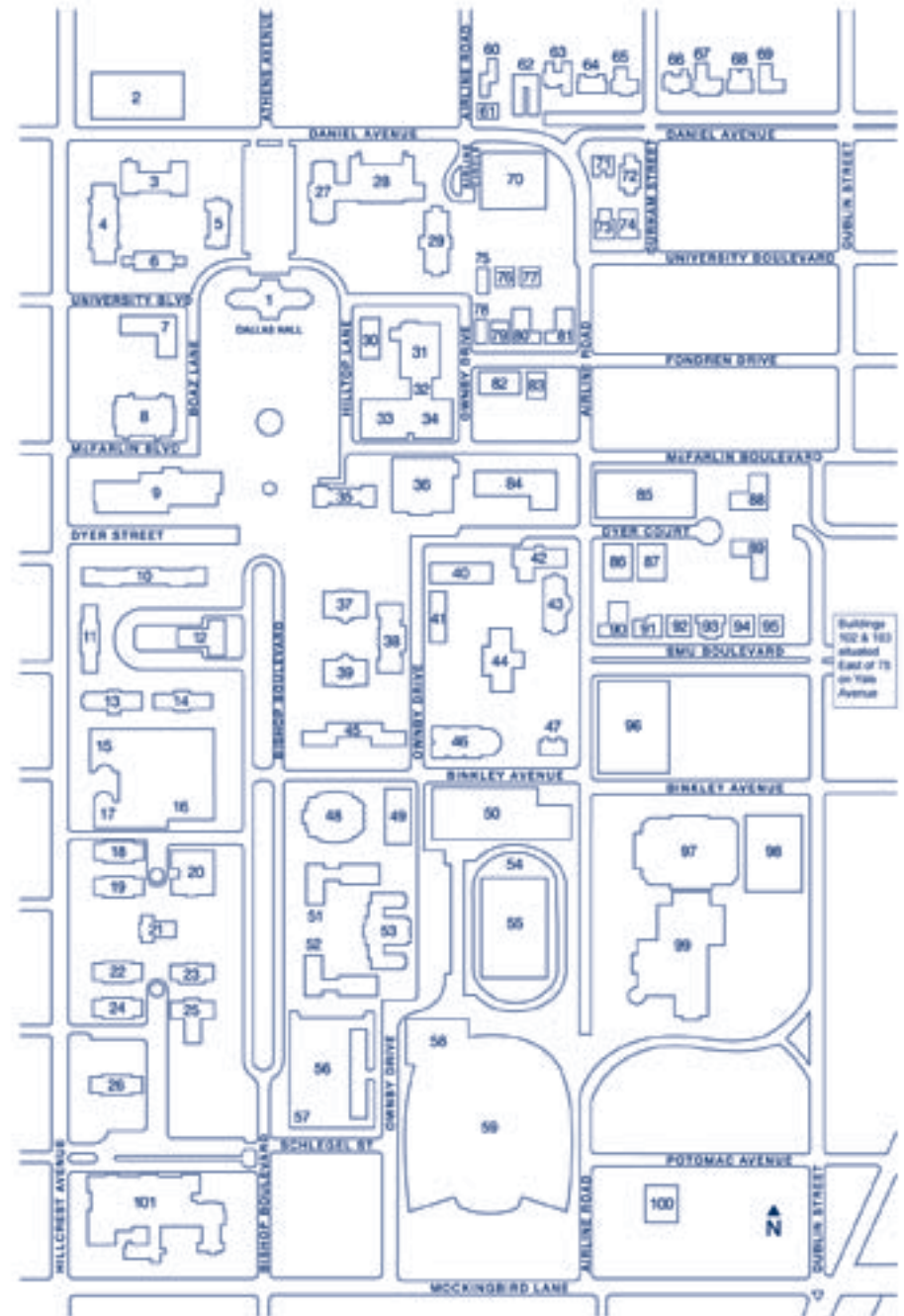
smu.edu/womenscenter/

Ph: (214) 768-4792

SMU CAMPUS MAP - LEGEND

- | | | |
|---|--|---|
| 1. Dallas Hall | 37. Maguire Building | 72. Pi Beta Phi |
| 2. Law Parking Garage | 38. Fincher Memorial Building | 73. Kappa Alpha Theta |
| 3. Storey Hall | 39. Crow Building | 74. Delta Delta Delta |
| 4. Underwood Law Library | 40. Caruth Hall | 75. Education and Human Development #1 |
| 5. Collins Hall | 41. Engineering Lab 3 | 76. SMU Apartments |
| 6. Florence Hall | 42. Embrey Engineering Building | 77. Delta Sigma Theta |
| 7. Perkins Administration Building | 43. Junkins Engineering Building | 78. Education and Human Development #2 |
| 8. McFarlin Auditorium | 44. Blanton Student Services Building | 79. Women's Center |
| 9. Umphrey Lee Center | 45. Boaz Hall | 80. Education and Human Development #3 |
| 10. Virginia-Snyder Hall | 46. Collins Executive Education Center | 81. Education and Human Development #4 |
| 11. Shuttles Hall | 47. Sigma Chi | 82. Tower Apartments |
| 12. Memorial Health Center | 48. Perkins Natatorium | 83. Alpha Kappa Alpha |
| 13. Peyton Hall | 49. Barr Pool | 84. Patterson Hall/SMU Police |
| 14. Mary Hay Hall | 50. Parking Garage (Future Site) | 85. Dawson Service Center |
| 15. Greer Garson Theatre | 51. Morrison-McGinnis Hall | 86. SMU Service House |
| 16. Owen Arts Center | 52. Cockrell-McIntosh Hall | 87. Pi Kappa Alpha |
| 17. Hamon Arts Library | 53. McElvaney Hall | 88. Lambda Chi Alpha |
| 18. Smith Hall | 54. Morrison-Bell Track | 89. Sigma Alpha Epsilon |
| 19. Perkins Hall | 55. Westcott Field | 90. Phi Delta Theta |
| 20. Bridwell Library | 56. Meadows Museum | 91. Phi Gamma Delta |
| 21. Perkins Chapel | 57. Museum Parking Garage | 92. Residence Life and Student Housing |
| 22. Martin Hall | 58. Loyd All-Sports Center | 93. Sigma Phi Epsilon |
| 23. Kirby Hall | 59. Ford Stadium | 94. Kappa Sigma |
| 24. Hawk Hall | 60. Daniels II | 95. Kappa Alpha Order |
| 25. Selecman Hall | 61. Alpha Psi Lambda | 96. Moody Parking Garage |
| 26. Moore Hall | 62. SMU Apartments | 97. Moody Coliseum |
| 27. Heroy Science Hall | 63. Delta Gamma | 98. Crum Basketball Center (Future Site) |
| 28. Fondren Science Building | 64. Kappa Kappa Gamma | 99. Dedman Center for Lifetime Sports |
| 29. Dedman Life Sciences Building | 65. Panhellenic House #2 | 100. SMU Bookstore |
| 30. Hyer Hall | 66. Faculty Club | 101. Highland Park United Methodist Church |
| 31. Science Information Center | 67. Gamma Phi Beta | 102. 6200 Central (East of 75 - not shown) |
| 32. Fondren Library Center | 68. Alpha Chi Omega | 103. Expressway Towers (East of 75 - not shown) |
| 33. Fondren Library West (DeGolyer Library) | 69. Chi Omega | |
| 34. Fondren Library East (Fondren Library) | 70. Airline Parking Garage | |
| 35. Clements Hall | 71. Panhellenic House #1 | |

SMU CAMPUS MAP



AUGUST 2007

{MONDAY}	{TUESDAY}	{WEDNESDAY}	
		1	
6	7	8	
13	14	15	
20	9:00 AM - Residence Halls Open 7:00 PM - A Night at the Club - 7:00 pm - Hall of Champions and Stadium Club	21 Common reading Discussion Convocation Mandatory Floor meeting in residence halls Rotunda Passage	22
27		28	29
7:00 PM - Violence Prevention Program sponsored by the Delta Gamma Foundation Lectureship in Values and Ethics		Great Escape	

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
2	3	4
9	10	5 11
16	17	12 18
23	24	19 25
30	31	26
Classes begin First day of Classes		Mustang Corral Check-in

SEPTEMBER 2007

{MONDAY}	{TUESDAY}	{WEDNESDAY}
<p>3</p> <p>Labor Day Football SMU VS Texas Tech (ESPN televised game) University Holiday</p>	<p>4</p> <p>Room & Hall change requests begin. See your Residence hall or Community Director</p>	<p>5</p> <p>4:00 PM - Time Management Workshop (A-LEC)</p>
<p>10</p>	<p>11</p> <p>5:00 PM - Textbook Study-Reading Workshop (A-LEC)</p>	<p>12</p> <p>Rosh Hashanah begins at sundown Meadows Museum: Student Evening - "Tile Design in Valencia: From the Middle Ages through the Early 20th Century" 5:00 PM - Taking & Using Notes (A-LEC)</p>
<p>17</p> <p>5:00 PM - Preparing for Tests Workshop (A-LEC)</p>	<p>18</p> <p>5:00 PM - Essay Exams Workshop (A-LEC)</p>	<p>19</p> <p>4:00 PM - Multiple Choice Tests Workshop (A-LEC)</p>
<p>24</p> <p>4:00 PM - Time Management Workshop (Fondren Library East Rm 323)</p>	<p>25</p>	<p>26</p> <p>4:00 PM - Punctuation Matters Workshop (A-LEC)</p>

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
		<p>1</p>
		<p>2</p>
<p>6</p> <p>4:00 PM - Organization Workshop (A-LEC)</p>	<p>7</p>	<p>8</p> <p>Football SMU VS North Texas</p>
		<p>9</p>
<p>13</p>	<p>14</p>	<p>15</p> <p>Football SMU VS Arkansas State, at Arkansas</p>
		<p>16</p>
<p>20</p> <p>5:00 PM - Test Anxiety Workshop (A-LEC)</p>	<p>21</p> <p>Yom Kippur begins at sundown</p>	<p>22</p> <p>Football SMU VS TCU, at TCU</p>
		<p>23</p> <p>First Day of Autumn</p>
<p>27</p> <p>TBA - SAMSA Connect Mixer</p>	<p>28</p> <p>SMU Family Weekend, September 28th - 30th</p>	<p>29</p> <p>SMU Family Weekend/ Football game at 2:00 pm Football SMU VS University of Texas at El Paso (UTEP)</p>
		<p>30</p>

OCTOBER 2007

{MONDAY}	{TUESDAY}	{WEDNESDAY}
1	2	3 4:00 PM - Time Management Workshop (A-LEC)
4 <i>Columbus Day (Observed)</i> 4:00 PM - Concentration Workshop (A-LEC)	5 4:00 PM - Using Your Learning & Memory Styles Workshop (A-LEC)	6
7	8	9
10	11	12
13	14	15 4:00 PM - Preparing for Tests Workshop (Fondren Library East Rm 323)
16	17	18
19 5:00 PM - GPA 101: SMU Survival Skills Workshop (A-LEC) TBA - SAMSA African American Recruitment Conference	20 4:00 PM - GPA 101: SMU Survival Skills Workshop (A-LEC)	21 4:00 PM - Textbook Study-Reading Workshop (A-LEC)
22	23	24
25	26	27
28 4:00 PM - Preparing for Tests Workshop (A-LEC)	29 5:00 PM - Essay Exams Workshop (A-LEC)	30 <i>Halloween</i> 4:00 PM - Multiple Choice Tests Workshop (A-LEC)
31		

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
1	2	3
4	5	6
7	8	9
10	11	12 Football SMU VS Southern Miss, at Southern Miss
13	14	15
16	17	18
19	20	21 Football SMU VS Tulane
22	23	24
25 5:00 PM - Taking & Using Notes Workshop (A-LEC)	26	27 Football SMU VS Tulsa, at Tulsa
28	29	30
31		

NOVEMBER 2007

{MONDAY}	{TUESDAY}	{WEDNESDAY}
Homecoming: Once Upon a Hilltop, November 3rd - 10th 5	<i>Election Day</i> Homecoming: Once Upon a Hilltop, November 3rd - 10th 6	Homecoming: Once Upon a Hilltop, November 3rd - 10th 7
4:00 PM - Preparing for Finals Workshop (Fondren Library East Rm 323) TBA - SAMSA Holiday Gathering/ Mixer 12	3:00 PM - Preparing for Finals Workshop (A-LEC) 5:00 PM - Preparing for Finals Workshop. Bring your syllabi! 13	3:00 PM - Preparing for Finals Workshop (A-LEC) 6:00 PM - Preparing for Finals Workshop. Bring your syllabi! 14
Fall Break 19	Fall Break 20	No Classes 21
3:00 PM - Preparing for Finals Workshop (A-LEC) 7:00 PM - Preparing for Finals Workshop. Bring your syllabi! (A-LEC) 26	4:00 PM - Preparing for Finals Workshop (A-LEC) 6:00 PM - Preparing for Finals Workshop. Bring your syllabi! (A-LEC) 27	4:00 PM - Preparing for Finals Workshop (A-LEC) 6:00 PM - Preparing for Finals Workshop. Bring your syllabi! (A-LEC) 28

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
Room & Hall Change Requests End 5:00 PM - Text Anxiety Workshop (A-LEC) 1	2	Homecoming: Once Upon a Hilltop, November 3rd - 10th 3
		<i>Standard Time returns</i> Homecoming: Once Upon a Hilltop, November 3rd - 10th Football SMU VS Houston, at Houston (ESPN televised game) 4
Homecoming: Once Upon a Hilltop, November 3rd - 10th 8	Homecoming: Once Upon a Hilltop, November 3rd - 10th 9	Homecoming/ Football game at 2 pm Football SMU VS Rice 10
		<i>Veterans Day</i> 11
2:00 PM - Preparing for Finals Workshop (A-LEC) 6:00 PM - Preparing for Finals Workshop. Bring your syllabi! 15	16	Football SMU VS UCF 17
		18
University Holiday-Thanksgiving 22	University Holiday-Thanksgiving 23	Football SMU VS Memphis, at Memphis 24
		25
3:00 PM - Preparing for Finals Workshop (A-LEC) 5:00 PM - Preparing for Finals Workshop (Fondren Library East Rm 323) 29	30	

DECEMBER 2007

{MONDAY}	{TUESDAY}	{WEDNESDAY}
3	<i>Hanukkah begins at sundown</i>	4
		5
Exams	10	Exams
		11
		Exams
		12
17		18
		19
University Holiday	24	<i>Christmas</i> University Holiday
		25
		<i>Kwanzaa begins</i> University Holiday
		26
31		

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
		Football Conference USA Championship Game (ESPN televised game) 1
		Celebration of Lights 2
	6	7
		8
		9
Exams	13	Exams
		14
		December Commencement 15
		10:00 AM - Residence Halls close 16
	20	21
		<i>First Day of Winter</i> 22
		23
University Holiday	27	University Holiday 28
		29
		30

JANUARY 2008

{MONDAY}	{TUESDAY}	{WEDNESDAY}
	New Year's Day 1	2
9:00 AM - Residence Halls open 7	8	9
14	First day of classes 15	16
Martin Luther King, Jr. Day University Holiday 4:00 PM - Time Management Workshop (Fondren Library East Rm 323) 21	Meadows Museum: Student Evening - "Coming of Age: American Art, 1850s to 1950s" SAMSA Martin Luther King Week 5:00 PM - Time Management & Organization Workshop (A-LEC) 22	SAMSA Martin Luther King Week 4:00 PM - Textbook Study-Reading Workshop (A-LEC) 23
SAMSA - Sing Song 2008 Tryouts 28	5:00 PM - Goal Setting Workshop (A-LEC) 29	30

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
3	4	5
10	11	6
17	18	12
24	25	13
SAMSA Martin Luther King Week 24	SAMSA Martin Luther King Week 25	19
31		20
4:00 PM - Taking & Using Notes Workshop (A-LEC) 31		26
		27

FEBRUARY 2008

{MONDAY}	{TUESDAY}	{WEDNESDAY}
4:00 PM - Improving Concentration Workshop (A-LEC) 4	5	Ash Wednesday 4:00 PM - Using Your Learning & Memory Styles Workshop (A-LEC) 6
4:00 PM - Preparing for Tests Workshop (A-LEC) 11	4:00 PM - Multiple Choice Workshop (A-LEC) 12	4:00 PM - Essay Exams Workshop (A-LEC) 13
Presidents' Day 18	19	4:00 PM - Multiple Choice Tests Workshop (Fondren Library East Rm 323) 20
25	26	27

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
		1 Groundhog Day 2
		3
		9
		10
Valentine's Day 4:00 PM - Reducing Text Anxiety Workshop (A-LEC) 14	15	16
		17
		23
		24
		29

APRIL 2008

{MONDAY}	{TUESDAY}	{WEDNESDAY}
	April Fools' Day 1	Meadows Museum: Student Evening - "Fernando Gallego and His workshop" 2
7	8	9
2:00 PM - Preparing for Finals Workshop! Bring your calendar and all syllabi. (A-LEC) 14	3:00 PM - Preparing for Finals Workshop! Bring your calendar and all syllabi. (A-LEC) 15	4:00 PM - Preparing for Finals Workshop! Bring your calendar and all syllabi. (A-LEC) 6:00 PM - Preparing for Finals Workshop (A-LEC) 16
2:00 PM - Preparing for Finals Workshop! Bring your calendar and all syllabi. (A-LEC) 4:00 PM - Preparing for Finals Workshop (A-LEC) 21	Earth Day 4:00 PM - Preparing for Finals Workshop! Bring your calendar and all syllabi. (A-LEC) 7:00 PM - Preparing for Finals Workshop (A-LEC) 22	4:00 PM - Preparing for Finals Workshop (Fondren Library East Rm 323) 23
28	29	Mane Event 30

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
3	Sing Song 2008-Program Council - Sing Song Committee 4	5
10	11	12
17	18	Passover begins at sundown SAMSA - Gala 19
4:00 PM - Preparing for Finals Workshop! Bring your calendar and all syllabi. (A-LEC) 5:00 PM - Preparing for Finals Workshop (A-LEC) 17	18	20
24	25	26
		27

MAY 2008

{MONDAY}	{TUESDAY}	{WEDNESDAY}
Examinations 5	Examinations 6	Examinations 7
12	13	14
19	20	21
Memorial Day (Observed) 26	27	28

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
1	2	Examinations 3
		Examinations 4
Examinations 8	Examinations 9	1:00 PM - Residence Halls close 10
		Mother's Day 11
15	16	Commencement 17
		1:00 PM - Residence Halls close for seniors 18
22	23	24
		25
29	30	31

JUNE 2008

{MONDAY}	{TUESDAY}	{WEDNESDAY}
2	3	4
9	10	11
16	17	18
23	24	25
30		

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
		1
5	6	7
		8
12	13	14 <i>Flag Day</i>
		<i>Father's Day</i> 15
19	20	21 <i>First Day of Summer</i>
		22
26	27	28
		29

JULY 2008

{MONDAY}	{TUESDAY}	{WEDNESDAY}
	1	2
7	8	9
14	15	16
21	22	23
28	29	30

{THURSDAY}	{FRIDAY}	{SATURDAY & SUNDAY}
3	4 <i>Independence Day</i>	5
		6
10	11	12
		13
17	18	19
		20
24	25	26
		27
31		



Southern Methodist University

MUSTANGS

"The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy." – Martin Luther King, Jr.

AUGUST						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY

August

13

TUESDAY

August

14

WEDNESDAY

August

15

August

16

THURSDAY

August

17

FRIDAY

August

18

SATURDAY

August

19

SUNDAY

Mustang Corral Check-in



Southern Methodist University
MUSTANGS

*"You cannot achieve a new goal by applying the same level of thinking that got you where you are today."
- Albert Einstein*

AUGUST						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
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SEPTEMBER						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MONDAY

August
20

TUESDAY

August
21

WEDNESDAY

August
22

9:00 AM - Residence Halls Open
7:00 PM - A Night at the CLub
- 7:00 pm - Hall of Champions
and Stadium Club

Common reading Discussion
Convocation
Mandatory Floor meeting in
residence halls
Rotunda Passage

Classes begin
First day of Classes

August
23

THURSDAY

August
24

FRIDAY

August
25

SATURDAY

August
26

SUNDAY



Southern Methodist University
MUSTANGS

*"Adventure is worthwhile in itself."
- Amelia Earhart*

SEPTEMBER

S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

MONDAY - **24**

4:00 PM - Time Management Workshop (Fondren Library East Rm 323)

September

TUESDAY - **25**

September

WEDNESDAY - **26**

4:00 PM - Punctuation Matters Workshop (A-LEC)

TBA - SAMSA Connect Mixer

September **27** - **THURSDAY**

September

SMU Family Weekend, September 28th - 30th

September **28** - **FRIDAY**

September

SMU Family Weekend/ Football game at 2:00 pm
Football SMU VS University of Texas at El Paso (UTEP)

September **29** - **SATURDAY**

September

September **30** - **SUNDAY**



Southern Methodist University
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*"This is the team. We're trying to go to the moon.
If you can't put someone up, please don't put them down."
— NASA motto*

OCTOBER						
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NOVEMBER						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

MONDAY

October

8

Columbus Day (Observed)
4:00 PM - Concentration
Workshop (A-LEC)

TUESDAY

October

9

4:00 PM - Using Your Learning
& Memory Styles Workshop
(A-LEC)

WEDNESDAY

October

10

October

11

THURSDAY

October

12

FRIDAY

October

13

SATURDAY

October

14

SUNDAY

Football SMU VS Southern Miss,
at Southern Miss



Southern Methodist University
MUSTANGS

*"I have found that among its other benefits,
giving liberates the soul of the giver."
— Maya Angelou*

OCTOBER						
S	M	T	W	T	F	S
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NOVEMBER						
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25	26	27	28	29	30	

MONDAY

October
22

5:00 PM - GPA 101: SMU Survival Skills Workshop (A-LEC)
TBA - SAMSA African American Recruitment Conference

TUESDAY

October
23

4:00 PM - GPA 101: SMU Survival Skills Workshop (A-LEC)

WEDNESDAY

October
24

4:00 PM - Textbook Study-Reading Workshop (A-LEC)

October
25

THURSDAY

5:00 PM - Taking & Using Notes Workshop (A-LEC)

October
26

FRIDAY

October
27

SATURDAY

October
28

SUNDAY

Football SMU VS Tulsa, at Tulsa



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MUSTANGS

*"The harder you work, the harder it is to surrender."
— Vince Lombardi*

OCTOBER						
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28	29	30	31			

NOVEMBER						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MONDAY

October
29

4:00 PM - Preparing for Tests Workshop (A-LEC)

TUESDAY

October
30

5:00 PM - Essay Exams Workshop (A-LEC)

WEDNESDAY

October
31

Halloween
4:00 PM - Multiple Choice Tests Workshop (A-LEC)

November

1

THURSDAY

Room & Hall Change Requests End
5:00 PM - Text Anxiety Workshop (A-LEC)

November

2

FRIDAY

November

3

SATURDAY

Homecoming: Once Upon a Hilltop, November 3rd - 10th

November

4

SUNDAY

Standard Time returns
Homecoming: Once Upon a Hilltop, November 3rd - 10th
Football SMU VS Houston, at Houston (ESPN televised game)



Southern Methodist University
MUSTANGS

*"The quality of an individual is reflected in the standards they set for themselves."
— Ray Kroc*

NOVEMBER						
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DECEMBER						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY

November

5

Homecoming: Once Upon a Hilltop, November 3rd - 10th

TUESDAY

November

6

Election Day
Homecoming: Once Upon a Hilltop, November 3rd - 10th

WEDNESDAY

November

7

Homecoming: Once Upon a Hilltop, November 3rd - 10th

November

8

THURSDAY

Homecoming: Once Upon a Hilltop, November 3rd - 10th

November

9

FRIDAY

Homecoming: Once Upon a Hilltop, November 3rd - 10th

November

10

SATURDAY

Homecoming/ Football game at 2 pm
Football SMU VS Rice

November

11

SUNDAY

Veterans Day



Southern Methodist University
MUSTANGS

*"Common sense is seeing things as they are;
and doing things as they ought to be."
— Harriet Beecher Stowe*

NOVEMBER						
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DECEMBER						
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23	24	25	26	27	28	29
30	31					

November **19** **MONDAY**

Fall Break

November **20** **TUESDAY**

Fall Break

November **21** **WEDNESDAY**

No Classes

November **22** **THURSDAY**

University Holiday-Thanksgiving

November **23** **FRIDAY**

University Holiday-Thanksgiving

November **24** **SATURDAY**

Football SMU VS Memphis, at Memphis

November **25** **SUNDAY**



Southern Methodist University
MUSTANGS

*"No one can make you feel inferior without your consent."
- Eleanor Roosevelt*

NOVEMBER						
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DECEMBER						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY

November
26

3:00 PM - Preparing for Finals
Workshop (A-LEC)
7:00 PM - Preparing for Finals
Workshop. Bring your syllabi!
(A-LEC)

TUESDAY

November
27

4:00 PM - Preparing for Finals
Workshop (A-LEC)
6:00 PM - Preparing for Finals
Workshop. Bring your syllabi!
(A-LEC)

WEDNESDAY

November
28

4:00 PM - Preparing for Finals
Workshop (A-LEC)
6:00 PM - Preparing for Finals
Workshop. Bring your syllabi!
(A-LEC)

November

29

THURSDAY

3:00 PM - Preparing for Finals
Workshop (A-LEC)
5:00 PM - Preparing for Finals
Workshop (Fondren Library
East Rm 323)

November

30

FRIDAY

December

1

SATURDAY

Football Conference USA
Championship Game (ESPN
televised game)

December

2

SUNDAY

Celebration of Lights



Southern Methodist University
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"Do the best you can in every task, no matter how unimportant it may seem at the time. No one learns more about a problem than the person at the bottom." – Sandra Day O'Connor

DECEMBER

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23	24	25	26	27	28	29
30	31					

JANUARY

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20	21	22	23	24	25	26
27	28	29	30	31		

MONDAY

December **10**

Exams

TUESDAY

December **11**

Exams

WEDNESDAY

December **12**

Exams

Exams

December

13

THURSDAY

Exams

December

14

FRIDAY

December Commencement

December

15

SATURDAY

10:00 AM - Residence Halls close

December

16

SUNDAY



Southern Methodist University
MUSTANGS

"We plant seeds that will flower as results in our lives, so best to remove the weeds of anger, avarice, envy and doubt, that peace and abundance may manifest for all." – Dorothy Day

JANUARY						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

FEBRUARY						
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17	18	19	20	21	22	23
24	25	26	27	28	29	

MONDAY

January

7

9:00 AM - Residence Halls open

TUESDAY

January

8

WEDNESDAY

January

9

January

10

THURSDAY

January

11

FRIDAY

January

12

SATURDAY

January

13

SUNDAY



Southern Methodist University
MUSTANGS

*"I've finally stopped running away from myself.
Who else is there better to be?"*
— Goldie Hawn

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30	31		

FEBRUARY						
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17	18	19	20	21	22	23
24	25	26	27	28	29	

MONDAY

January
14

TUESDAY

January
15

WEDNESDAY

January
16



First day of classes

January

17

THURSDAY

January

18

FRIDAY

January

19

SATURDAY

January

20

SUNDAY



Southern Methodist University
MUSTANGS

*"Imagination rules the world."
- Napoleon Bonaparte*

JANUARY						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

FEBRUARY						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

MONDAY

January
28

SAMSA - Sing Song 2008 Tryouts

TUESDAY

January
29

5:00 PM - Goal Setting Workshop (A-LEC)

WEDNESDAY

January
30

January

31

THURSDAY

4:00 PM - Taking & Using Notes Workshop (A-LEC)

February

1

FRIDAY

February

2

SATURDAY

Groundhog Day

February

3

SUNDAY



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MUSTANGS

*"A creative man is motivated by the desire to achieve,
not by the desire to beat others."
— Ayn Rand*

FEBRUARY						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	

MARCH						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY

February

4

4:00 PM - Improving Concentration
Workshop (A-LEC)

TUESDAY

February

5

WEDNESDAY

February

6

Ash Wednesday
4:00 PM - Using Your Learning
& Memory Styles Workshop
(A-LEC)

February

7

THURSDAY

February

8

FRIDAY

February

9

SATURDAY

February

10

SUNDAY



Southern Methodist University
MUSTANGS

“Opportunity is missed by most people because it is dressed in overalls and looks like work.”
— Thomas Edison

FEBRUARY						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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24	25	26	27	28	29	

MARCH						
S	M	T	W	T	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY

February
11

4:00 PM - Preparing for Tests Workshop (A-LEC)

TUESDAY

February
12

4:00 PM - Multiple Choice Workshop (A-LEC)

WEDNESDAY

February
13

4:00 PM - Essay Exams Workshop (A-LEC)

February

14

THURSDAY

Valentine's Day
4:00 PM - Reducing Text Anxiety Workshop (A-LEC)

February

15

FRIDAY

February

16

SATURDAY

February

17

SUNDAY



Southern Methodist University

MUSTANGS

"Lots of people want to ride with you in the limo, but what you want is someone who will take the bus with you when the limo breaks down." – Oprah Winfrey

FEBRUARY						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

MARCH						
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MONDAY

February 18

Presidents' Day

TUESDAY

February 19

WEDNESDAY

February 20

4:00 PM - Multiple Choice Tests Workshop (Fondren Library East Rm 323)

February

21

THURSDAY

February

22

FRIDAY

February

23

SATURDAY

February

24

SUNDAY



Southern Methodist University
MUSTANGS

"Nothing is so embarrassing as watching someone do something that you said couldn't be done."
— Sam Ewing

MARCH						
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MONDAY

March **24**

TUESDAY

March **25**

WEDNESDAY

March **26**



March **27**

THURSDAY

March **28**

FRIDAY

March **29**

SATURDAY

March **30**

SUNDAY

TBA - SAMSA Multicultural Gala

TBA - SAMSA Minority Academic Awards



Southern Methodist University
MUSTANGS

*"I can accept failure. Everyone fails at something.
But I can't accept not trying."
— Michael Jordan*

APRIL

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MONDAY

April

7

TUESDAY

April

8

WEDNESDAY

April

9



April

10

THURSDAY



April

11

FRIDAY



April

12

SATURDAY



April

13

SUNDAY





Southern Methodist University
MUSTANGS

*"It's lack of faith that makes people afraid of meeting challenges, and I believe in myself."
— Muhammad Ali*

APRIL

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MONDAY

April

14

2:00 PM - Preparing for Finals Workshop! Bring your calendar and all syllabi. (A-LEC)

TUESDAY

April

15

3:00 PM - Preparing for Finals Workshop! Bring your calendar and all syllabi. (A-LEC)

WEDNESDAY

April

16

4:00 PM - Preparing for Finals Workshop! Bring your calendar and all syllabi. (A-LEC)
6:00 PM - Preparing for Finals Workshop (A-LEC)

April

17

THURSDAY

4:00 PM - Preparing for Finals Workshop! Bring your calendar and all syllabi. (A-LEC)
5:00 PM - Preparing for Finals Workshop (A-LEC)

April

18

FRIDAY

April

19

SATURDAY

Passover begins at sundown
SAMSA - Gala

April

20

SUNDAY



Southern Methodist University
MUSTANGS

“Challenges make you discover things about yourself that you never really knew. They’re what make the instrument stretch—what make you go beyond the norm.” – Cicely Tyson

APRIL

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MAY

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MONDAY

April

21

2:00 PM - Preparing for Finals Workshop Bring your calendar and all syllabi. (A-LEC)
4:00 PM - Preparing for Finals Workshop (A-LEC)

TUESDAY

April

22

Earth Day
4:00 PM - Preparing for Finals Workshop! Bring your calendar and all syllabi. (A-LEC)
7:00 PM - Preparing for Finals Workshop (A-LEC)

WEDNESDAY

April

23

4:00 PM - Preparing for Finals Workshop (Fondren Library East Rm 323)

April

24

THURSDAY

April

25

FRIDAY

April

26

SATURDAY

April

27

SUNDAY



Southern Methodist University
MUSTANGS

*"Courage is the ladder on which all the other virtues mount."
- Clare Boothe Luce*

MAY

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JUNE

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MONDAY

May

5

Examinations

TUESDAY

May

6

Examinations

WEDNESDAY

May

7

Examinations

Examinations

May

8

THURSDAY

Examinations

May

9

FRIDAY

1:00 PM - Residence Halls close

May

10

SATURDAY

Mother's Day

May

11

SUNDAY



Southern Methodist University

MUSTANGS

"Some of the world's greatest feats were accomplished by people not smart enough to know they were impossible."

— Doug Larson

MAY

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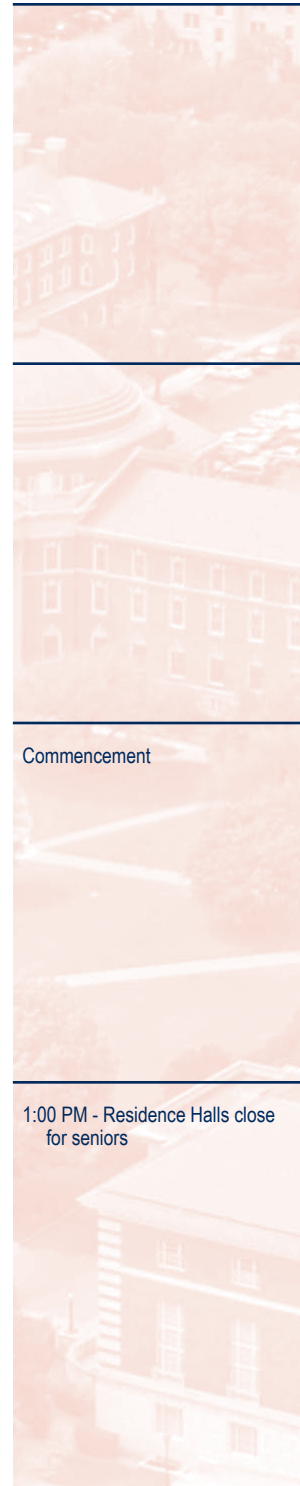
JUNE

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May **12** **MONDAY**

May **13** **TUESDAY**

May **14** **WEDNESDAY**



Commencement

1:00 PM - Residence Halls close for seniors

May **15** **THURSDAY**

May **16** **FRIDAY**

May **17** **SATURDAY**

May **18** **SUNDAY**



Southern Methodist University
MUSTANGS

*"If there is to be any peace it will come
through being, not having."
— Henry Miller*

JUNE						
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JULY						
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MONDAY

June

2

TUESDAY

June

3

WEDNESDAY

June

4



June

5

THURSDAY

June

6

FRIDAY

June

7

SATURDAY

June

8

SUNDAY



Southern Methodist University

MUSTANGS

"There is no man living who isn't capable of doing more than he thinks he can do."

— Henry Ford

JUNE

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JULY

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MONDAY

June **16**

TUESDAY

June **17**

WEDNESDAY

June **18**

June **19**

THURSDAY

June **20**

FRIDAY

June **21**

SATURDAY

June **22**

SUNDAY

First Day of Summer



Southern Methodist University

MUSTANGS

*"The time is always right to do what is right."
- Martin Luther King, Jr.*

JULY

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AUGUST

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MONDAY

July

7

TUESDAY

July

8

WEDNESDAY

July

9

July

10

THURSDAY

July

11

FRIDAY

July

12

SATURDAY

July

13

SUNDAY

STUDENT CODE OF CONDUCT

1.0 INTRODUCTION

SOUTHERN METHODIST UNIVERSITY'S Student Code of Conduct exists to identify and explain to the student body those University policies that most directly affect student life. Having voluntarily enrolled as students at Southern Methodist University and assumed a place in the University community, all students are presumed to be knowledgeable of, and to have agreed to abide by, the rules and regulations set forth in this Student Code of Conduct, both on and off campus. The Student Code is received and evaluated by the Student Senate, which is the legislative body representing student interests. The writing of the Student Code involves students, is for students, and is the expression of the student body's relationship to the rest of the University. Hence, the Student Senate may at any time make recommendations to the code and the senate shall be asked to endorse it. Changes to the Student Code adopted by the Student Senate are subject to approval by the President of the University.

Based on the action of the Board of Trustees, the President of the University is authorized, at his discretion, to review all decisions of the Student Senate and all other student organizations, and all decisions of the University judiciary, including the University Judicial Council and all other judicial bodies. Such review shall include the power to take any action deemed appropriate, including reversing, amending, or remanding with instructions concerning such decisions. The President's power of review as stated herein is not limited in any way, and the President is authorized to act at his/her sole discretion in conducting such review and in deciding what action is appropriate.

This Code is subject to the Articles of Incorporation and Bylaws of Southern Methodist University as well as any and all resolutions, policies, and regulations of the University. In the event of conflict between this Code and said Articles, Bylaws, resolutions, policies, and regulations of the University, the University Articles, Bylaws, resolutions, policy, and/or regulation in question shall be controlling. The University Policy Manual may be accessed through the SMU web page at smu.edu/policy.

1.01 DEFINITIONS When used in the Student Code of Conduct:

- 1.01(a)** the terms "campus" and "campus grounds" refer to any buildings or grounds owned, leased, operated, controlled, or supervised by the University
- 1.01(b)** the term "college" means any academic division of the University
- 1.01(c)** the term "Greek housing" refers to any housing, University owned or otherwise, designated for members of Greek chapters
- 1.01(d)** the terms "institution" and "University" refer to Southern Methodist University and all of its undergraduate, graduate and professional schools and colleges, divisions, and programs
- 1.01(e)** the term "public place(s)" includes, but is not limited to any dining hall, lobby, hallway, lounge, study area, stairwell or restroom of on-campus buildings and Greek housing, or any outdoor areas on campus grounds
- 1.01(f)** the term "recognized organization" shall refer to any organization who has been designated by the Students' Association as having either a probationary, temporary, or full charter
- 1.01(g)** the term "student" means any person for whom the University maintains educational records, as defined by the Family Educational Rights and Privacy Act of 1974 and related regulations, and who is currently enrolled and/or is part of a degree-seeking program
- 1.01(h)** the term "University community" means any student, faculty, administration or staff member at the University
- 1.01(i)** the term "vendor" shall refer to any individual or entity who is promoting or exchanging goods or services for money and is not affiliated with the University

2.0 STUDENT RIGHTS, FREEDOMS & RESPONSIBILITIES

In recognition of Southern Methodist University's long history of dedication to the best principles of higher education in a democratic society, the following rights, freedoms, and responsibilities are set forth:

- 2.01** All students of the University are citizens of the community and members of the University, and as such are guaranteed freedom of expression, inquiry, and assembly. Students have the right to organize groups or to join associations in support of any cause or common interest as long as that support is voiced in an orderly manner and place that does not disrupt the regular operations of the University.
- 2.02** The student press is to be free of censorship except as applicable under appropriate laws.
- 2.03** The role of student government and its responsibilities shall be made explicit, and clearly defined means shall be provided to ensure student expression in the formulation and application of institutional policies affecting academic and student affairs, where appropriate. The Student Senate is an appropriate forum for individual students' concerns, question or problems. It may be contacted through the Student Body Officers, Student Senators, or Student Senate Committee Chairs.
- 2.04** The authority to allocate student activity fees for use by student organizations shall be delegated to the Student Senate.
- 2.05** A student, group, or organization may distribute written material on campus, with prior approval, according to the code's distribution policy if the distribution does not disrupt the regular operations of the University.
- 2.06** All applicable local, state, and federal laws shall be upheld by the SMU community at all times. The University expects that each individual and group within the University community will obey these laws. Failure to do so subjects the offender(s) to the possibility of University judicial action and/or action by civil authorities.
- 2.07** Students are bound by the Student Code and all University policies.
- 2.08** Students accused of violating institutional regulations or laws upheld by SMU retain the following rights:
 - 2.08(a)** Upon arrest by authorized University officials, students will be informed of their rights in accordance with all federal, state, and local laws.
 - 2.08(b)** Students will not be subject to any form of harassment.
 - 2.08(c)** No searches of residence hall rooms, Greek housing, University apartments (hereinafter referred to as student living areas, properties whose tenants are students) and/or private property will be conducted unless such an order is issued upon reasonable cause through the Dean of Student Life and Director of Residence Life and Student Housing. When such an order is issued, a search of student living areas on University owned property may be conducted at any time by the residence hall staff, University officials and/or the SMU Police Department, and their entrance shall not be denied. Nothing herein shall be construed to deny the University the right at any reasonable time to conduct inspections of student living areas on University owned property to determine compliance with health and safety regulations or to address a perceived emergency situation regarding a person's health and/or safety.
 - 2.08(d)** Every student shall be granted a fair hearing before an impartial judiciary body of peers, or an administrative official, whichever is deemed appropriate by the judicial officer, after consultation with the student.
- 2.09** Students will, at all times and in all activities, respect the rights of others, maintain responsible behavior conducive to the teaching and learning environment, and uphold the integrity of the University both on and off campus.

- 2.10 In addition to abiding by the Student Code of Conduct, students assuming leadership roles, in either elected or appointed capacities, will accept the responsibility to uphold and support the Student Code.
- 2.11 When behavior deemed to be in violation of or not in accordance with the Student Code, University policy, or any law upheld by SMU comes to the attention of the University, the University has the right to take disciplinary and/or civil action against those involved.
- 2.12 The privacy and confidentiality of all student records shall be preserved, in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.
- 2.13 Unless otherwise specified in the Student Code, requests for changes to the Student Code are made by the Student Senate. Requests for changes may be submitted to the Student Body Secretary to investigate.
- 2.14 According to University Policy, all students are required to maintain their personal records with the University and to check regularly their SMU e-mail account. Students may be deemed ineligible to enroll or may suffer administrative sanctions for failing to comply. University personnel will distribute important information to students through the SMU e-mail system, which will be an official means of notification to students by the University.
- 2.15 **RELIGIOUS HOLIDAY POLICY** The University, as a nonsectarian institution of higher learning affiliated with the United Methodist Church, recognizes and welcomes the diversity of religious traditions represented on campus. The Official Academic Calendar (responsibility of Faculty Senate) will be published for each year. An addendum to that calendar will list religious holidays (responsibility of the Provost's Office through the Chaplain's Office). University policy authorizes members of the SMU community to request alternative accommodations for required activities when observation of a religious holiday (specified in the addendum) requires an absence.

2.15(a) Students must notify the class instructor in writing by the 12th day of the semester of any such absences that will occur during that semester as a result of this policy. Accommodations are to be made without penalty.

3.0 GENERAL POLICIES

3.01 ALCOHOL The University is dedicated to providing a healthy, safe, comfortable, and productive environment for students, faculty, staff, and guests. All members of the University community are expected to maintain self-control. Conduct should be consistent with ideals of academic excellence, health, and responsible social behavior, including recognition of the rights of others.

In recognition of the University's being owned by the South Central Jurisdiction of the United Methodist Church, community members are urged to adhere to the Social Principles of the United Methodist Church which states:

We affirm our long-standing support of abstinence from alcohol as a faithful witness to God's liberating and redeeming love for persons...Since the use of alcohol and illegal drugs is a major factor in crime, disease, death, and family dysfunction, we support educational programs encouraging abstinence from such use. (*The Book of Discipline of the United Methodist Church, para. 66j*).

It is also recognized that Southern Methodist University is a community of free and open inquiry in which adults are encouraged to make responsible decisions in their lives; including abstinence from or careful use of alcohol. The University recognizes the freedom of conscience that determines such issues, but cautions that such freedom does not imply license to violate the law or University policy.

3.01(a) All members of the University community should at all times be cognizant of and comply with state and local liquor laws. It is illegal in the state of Texas and against University policy for any person under the age of twenty-one

(21) to possess, purchase, or consume alcoholic beverages, except when with either a parent or adult spouse. Possession or consumption of alcohol is prohibited on University property except where expressly permitted. Consumption or possession of alcoholic beverages by minors, regardless of location, is a violation of this policy and of Texas law. Provision of alcohol to minors, other than where the law provides, is also prohibited. A violation of this policy subjects the offender(s) to the possibility of University disciplinary process and/or action by civil authorities.

3.01(b) The possession and consumption of alcoholic beverages in public places on campus is prohibited, with the exception of "The Boulevard" on home football game days, at times to be designated by the University President, for those persons twenty-one years of age or older. The definition of public places includes, but is not limited to, any outdoor area, cafeteria, lobby, hallway, lounge, study area, or restroom of on-campus buildings, Greek housing, and University properties.

3.01(c) The University prohibits the possession and consumption of alcoholic beverages on campus, with the exception of individual residential rooms of persons 21 year of age or older.

3.01(d) Kegs, containing or having contained alcohol, including, but not limited to, 1/2 kegs, party balls or pony kegs, are not permitted anywhere on campus, including University owned property and streets surrounded by University owned property.

3.01(e) SMU is located within the city of University Park, Texas, which is a "dry" area. By statute, dry area means it is illegal to sell alcoholic beverages in University Park. In addition, transportation and/or possession of more than 24 12-ounce bottles of beer or more than one quart of hard liquor, is considered prima facie evidence of intent to sell, and, therefore, evidence that the law has been violated. Alcoholic beverages that are transported into a dry area may not be transported back out of the dry area.

3.01(f) It is illegal in the state of Texas and against University policy for any person, regardless of age, to be publicly intoxicated. Public Intoxication is defined as "a person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger him or herself or another."

3.02 ANIMALS/PETS It is the policy of the University to prohibit the presence of animals/pets on University property, except for fish and assistance animals necessary to help persons with disabilities. This includes residence halls, fraternity and sorority houses, apartments, classroom and administrative buildings, the Student Center, athletic facilities, and University grounds. Assistance animals and fish are allowed in the residence halls and fraternity and sorority houses, with the use of suitable equipment, if permission is granted by the Department of Residence Life and Student Housing.

3.03 ASSAULT Physical abuse and/or other conduct which endangers the health or safety of any person is prohibited. Examples include, but are not limited to: fighting or assault in any form. All combatants may be charged.

3.04 CAMPUS FACILITIES

3.04(a) USE OF BUILDINGS Students may not be in University buildings after 10:00 P.M. without appropriate authorization unless the building is designated as open after 10:00 P.M. Permission to sleep or reside in any part of any building requires prior approval.

3.04(b) USE OF GROUNDS

- 3.04(b)(1)** Activities taking place during the academic year on streets and grounds must be sponsored by members of the University Community (chartered student organizations, faculty, staff, and departments) and must be approved by the Director of Student Activities or his/her designee, who in turn, will notify Campus Planning and Plant Operations, the SMU Police Department, the Office of Risk Management, and all other offices pertinent to the request. During the summer months, the Director of Student Activities or his/her designee, will approve the use of grounds in consultation with the Office of Conference and Event Services. The Vice President for Student Affairs must approve specific requests for the use of campus grounds that may be considered extraordinary by the University, including display of automobiles. All requests for the area in front of Dallas Hall will require initial approval by the Vice President for Student Affairs.
- 3.04(b)(2)** If the event becomes disruptive of the normal operations of the University, it may be canceled at any time before or during the event by the Director of Student Activities, the SMU Police Department, and/or Dean of Student Life.
- 3.04(b)(3)** Members of the University Community (chartered student organizations, faculty, staff, and departments) requesting a table for the area outside of the west entrance of the Hughes-Trigg Student Center must obtain approval from the Hughes-Trigg Student Center Meeting and Events Coordinator or his/her designee. Only 3 tables are allowed at any one time.
- 3.04(b)(4)** The approval for requests for Use of Campus Grounds for events that can be defined as “runs”, “walkathons,” or relays for charitable endeavors will be limited to one per semester. The Vice President for Student Affairs must grant any exceptions to this policy.
- 3.04(b)(5)** Approved structures must comply with all requirements of the city, e.g., having fire extinguishers on the site, posting no smoking signs, etc.
- 3.04(b)(6)** On home football game days for The Boulevard, University Community members who have requested a Mustang Club tent or space for an event requiring additional staging, tables, chairs, set up, power, etc., must submit a Use of Campus Grounds form for the event. This request will require an additional Athletics Department signature before approval will be granted by the Director of Student Activities or his/her designee.
- 3.04(c) USE OF THE UNIVERSITY FLAGPOLE** The flagpole in the main quadrangle is used for flying the colors of the United States. No other use may be made of the flagpole without the approval of the President or his/her designee.
- 3.04(d) LOADING OF BUSES ON CAMPUS** Buses that are contracted to come on campus to transport students, members of student organizations, or other University community members must use 3000 block of Binkley (south side of the intramural fields) to load when leaving campus and unload when returning to campus. SMU Police Department must be contacted prior to the use of this area for the buses, and use of outside security agencies for the loading and unloading of buses must be approved by the

SMU Police Department. The Director of Student Activities and the SMU Police Department may grant permission for buses to load and unload from other locations on campus; this request must be made with a Use of Campus Grounds form. Alcoholic beverages may not be loaded onto buses at any time.

- 3.04(e) DEFACEMENT OF UNIVERSITY PROPERTY** Any activity that can cause the defacement of university property, such as, but not limited to, stapling of posters to trees, taping to street lamp posts, etc., is not permitted.
- 3.04(f) CHALKING OF SIDEWALKS** The chalking of sidewalks for advertising by recognized organizations or University departments is permitted as long as prior approval is granted by the Student Activities Center.
- 3.05 DISHONESTY** Dishonesty is defined as an individual or group’s action, or omission of action, which is intended to mislead, defraud, or deprive University officials, hearing boards, students, faculty members, or members of the community at large of rights to information, accuracy of record, or property. Dishonesty includes, but is not limited to: the intention to produce counterfeit documents, possession of equipment with the intent to produce counterfeit documents, production of counterfeit documents, forgery, falsification of records, lying, falsification of checks, money orders, etc., theft, unauthorized entry into University facilities; falsification and/or manipulation of computer data.
- 3.06 DRUGS** Every person subject to the jurisdiction of this Code shall be responsible for compliance with all local, state, and federal laws regarding controlled substances and/or prescription drugs including, but not limited to, their use, sale, distribution, possession, or manufacture. Violations of any local, state, or federal law regarding controlled substances and/or prescription drugs may subject the person to disciplinary proceedings in the University Judicial System without regard to any proceedings in local, state, or federal courts. It is in violation of this policy to possess drug paraphernalia, as defined as paraphernalia containing and/or having contained illegal drugs or substances.
- 3.07 EMERGENCY EQUIPMENT** Tampering with or misuse of fire-fighting equipment, including fire suppression systems (sprinklers, etc.) call boxes, emergency exits, warning devices, etc., or any hindrance of emergency procedures is a threat to the community and is grounds for immediate judicial action, fines, and any other University response as may be appropriate.
- 3.08 ELEVATOR** Tampering with elevators and/or elevator equipment, such as forcing open the doors, riding outside the cab, or performing any other activity that endangers personal safety or the safety of others or affects the functioning of the elevator, is prohibited.
- 3.09 ELECTRONIC MEDIA** SMU computing and networking facilities are intended for conducting and fostering the instructional, research, and administrative activities of the University. The following activities involving the use of University Computer Resources and Facilities (including computers, computer networks, connections to network services such as the Internet and web pages, subscriptions to external computing services, any peripheral devices, computer labs, computing centers, public access areas and any SMU-provided computing) are prohibited and may result, at a minimum, in the immediate denial of computer access and privileges:
- 3.09(a)** Creating, modifying, executing, reverse engineering, or retransmitting any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, a Computer Resource, Software, or Licensed Software.
- 3.09(b)** Communicating any information concerning any password, personal identification number or other confidential information without the permission of

its owner or the controlling authority of the Computer Facility that oversees that information.

- 3.09(c) Creating, modifying, executing, or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as “Messages,” including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of messages;
- 3.09(d) Accessing or intentionally destroying files, Software, or Licensed Software on a Computer Resource without the permission of the owner of such files, Software, or Licensed Software or the controlling authority of the Computing Resource or Facility.
- 3.09(e) Making unauthorized copies of Licensed Software.
- 3.09(f) Communicating any credit card number or other financial account number without the permission of its owner.
- 3.09(g) Using Computer Resources in a manner inconsistent with the University’s contractual obligations to suppliers of Computer Resources or with any published University policy.
- 3.09(h) Inhibiting or interfering with the use of the network or computing resources by others.
- 3.09(i) Transmitting unsolicited information that contains obscene, indecent, lewd or lascivious material.
- 3.09(j) Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.
- 3.09(k) Conducting any commercial venture through smu.edu, including domain name registration, file hosting, or using University address or telephone number as contact information for a commercial venture unless otherwise allowed by SMU policies or authorized in writing by the President, the Provost, or a vice president after consultation with the Controller.
- 3.09(l) Using any encryption device, system, or service that prevents compliance with University policy.

3.10 EVENT POLICY All members of the SMU community are expected to maintain self-control and to uphold their dignity and that of the University at all times on University property. Conduct should be consistent with ideals of excellence of mind, healthy bodies, and responsible social behavior, including recognition of the rights of others. Recognizing the above, SMU prohibits entertainment on campus by strippers or other such dancers whose activities fall outside of the educational mission of the University.

3.11 FAILURE TO COMPLY Students who do not comply with reasonable requests from University staff or administrators or who do not complete their judicial sanctions may have their University records placed on hold, and appropriately charged with failure to comply.

3.12 GAMBLING & RAFFLES

3.12(a) Gambling. Every person subject to the jurisdiction of this code shall be responsible for compliance with all local, state, and federal laws regarding gambling. Violations of any local, state, or federal law regarding gambling may subject the person to disciplinary proceedings in the University Judicial System without regard to any proceedings in local, state, or federal courts. Texas law says that gambling requires a “bet,” defined as “an agreement to win or lose something of value solely or partially by chance.” Texas law adds, among other things: “A person commits an offense if he . . . plays and bets for money or other thing of value at any game played with cards, dice, balls, or any other gambling device.”

3.12(b) Raffles. Texas law defines the word “Raffle” as, “. . . the award of one or more prizes by chance at a single occasion among a single pool or group of persons who have paid or promised a thing of value for a ticket that represents a chance to win a prize.” Raffles, which are connected to the University or include the name SMU, in any way, are prohibited.

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

3.13(a) Guests are subject to all applicable rules and policies as are members of the University.

3.13(b) A guest must identify him/herself when called upon by a university official, including residence hall staff, and to identify his/her host.

3.13(c) The conduct of a guest is the responsibility of the student serving as host.

3.13(d) See rules regarding Guests and Visitation in the Community Standards and Student Conduct in University Residence Halls section.

3.13(e) The University provides parking for guests in designated areas of campus. Members of the University community or their guests may contact the SMU Police Department to obtain maps showing designated visitor parking areas and explaining University parking regulations. Guests are subject to the same parking regulations as members of the SMU community.

3.13(f) The University reserves the right to order from the campus any non-University person(s) disrupting the normal operations of the University.

3.14 HARASSMENT

3.14(a) The University expects its campus community to respect the rights and dignity of all its members in matters of personnel consideration, admissions, or academic evaluation. The University will not tolerate disrespect for the rights of anyone but will maintain the University as a forum for the free expression of ideas under the laws of the state and nation. All members of the University community are protected from harassment, including, but not limited to, members according to their race, ethnicity, age, gender, disability, sexual orientation, and religion. Any words or acts deliberately designed to disregard the safety or rights of another and which intimidate, degrade, demean, threaten, haze, or otherwise interfere with another person’s rightful action will not be tolerated on the basis of the standards of the SMU community. Such physical, psychological, verbal, electronic, and/or written acts directed toward an individual or group of individuals are prohibited and therefore may be subject to judicial action. Due to the University’s commitment to freedom of speech and expression, harassment is more than insensitivity or conduct that offends or creates an uncomfortable situation for certain members of the community. All individuals shall be afforded the full rights and privileges which are inherent in living, studying, working and visiting on the campuses of Southern Methodist University.

3.14(b) SEXUAL HARASSMENT SMU prohibits sexual harassment of its students, employees, and those who seek to join the campus community in any capacity. Sexual harassment includes such behavior as unwelcome or forced sexual advances, requests for sexual favors, and other verbal, psychological, and/or physical conduct of a sexual nature directed toward employees, students, or applicants, particularly when any of the following circumstances are present:

3.14(b)(1) Toleration of the conduct is an explicit or implicit term or condition of employment, admission, or academic evaluation.

3.14(b)(2) Submission to or rejection of such conduct is used as a basis for personnel or academic evaluation affecting the individual.

3.14(b)(3) Such conduct has the purpose or effect of interfering with an individual's work or academic performance or which creates an intimidating, demeaning, hostile, or offensive residential, work, or academic environment.

Students with complaints of student-to-student sexual harassment should report such complaints to the Office of the Dean of Student Life. Students with complaints of faculty/staff-to-student sexual harassment should report such complaints to any of the following: the Institutional Access and Equity Office, the Coordinator of Psychological Services for Women, the Women's Center, and/or the Office of the Dean of Student Life. Pursuant to University Policy 2.5, however, if such complaints against faculty and/or staff are reported to any office other than the Institutional Access and Equity Office, documentation related to each complaint must be filed with the Institutional Access and Equity Office. Students wishing to receive counseling/advice prior to filing a formal complaint may contact a mental health professional at the Memorial Health Center.

3.15 HAZING Hazing, being hazed, and/or failing to report hazing incidents is prohibited. "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include, students at an educational situation. *Texas Education Code* (V.T.C.A., Education Code 51.936 and 37.151 et seq.) Added by Acts 1995, 74th Leg., ch. 260, § 1, eff. May 30, 1995.

3.16 IDENTIFICATION CARDS Student ID cards are the property of the University, are not transferable, and must be surrendered to the University upon request.

3.16(a) SMU IDs may not be used by anyone but the student pictured on the ID card for use of SMU facilities. ID cards may not be altered.

3.16(b) Personal Accounts programmed onto Student ID cards are for use at the discretion of the student on campus or at authorized locations off campus at the discretion of the student, pursuant to the rules under which the accounts were formed, including Pony Express Accounts. For purchases exceeding \$25, the student using the card must provide a form of government issued photo ID and sign for the purchase.

3.16(c) Possession and/or use of a fake identification card is considered dishonesty and is against the law.

3.16(d) The SMU Pony Express stored value card was meant to provide members of the University Community a convenient way to purchase items needed for their educational and living expenses. Due to its intended use, the purchase of any Alcohol, Pornography or Tobacco products with the card is hereby expressly prohibited. This prohibition includes all members of the University Community both under and over twenty-one years of age.

3.17 INTERFERENCE A student shall conduct his/her self in a manner that does not interfere with or disrupt any University teaching, research, administrative, disciplinary, public service, learning or any other authorized activity.

3.18 IRRESPONSIBLE CONDUCT

3.18(a) Individuals and groups shall behave in a manner that does not infringe on the personal or property rights of others and is appropriate for a community of scholars.

3.18(b) Repeated or serious infringement on the personal or property rights of others will be considered aggravating circumstances leading to more severe sanctions. Failure to complete judicial sanctions will be an aggravating circumstance.

3.19 NOISE The following procedures will be required for any activities that have the potential for excessive noise and activities that involve sound amplification equipment.

3.19(a) Any noise of exterior or interior origin that creates or causes an unreasonable or offensive noise level inside the room or living quarters of the Complainant, any SMU classroom, office, or library building is prohibited at all times.

3.19(b) Any noise level that creates or causes an unreasonable or offensive noise level, given the time of day on the property line at the source of the noise, is prohibited. Those producing such unreasonable or offensive noise can be required to cease.

3.19(c) University community members, faculty, staff, departments, and/or chartered student organizations requesting amplified sound outside must receive clearance from the Office of the Provost. No amplified sound will be allowed outside after 8 p.m. for any events scheduled on university property, unless otherwise approved by the Office of the Provost. Under no circumstances may the decibel level exceed that permitted under University Park ordinances.

3.20 NOTICE OF NONDISCRIMINATION Southern Methodist University does not discriminate on the basis of race, color, national origin, sex, veteran status, religion, age, or disability. SMU's commitment to equal opportunity includes non-discrimination on the basis of sexual orientation. The Director of Institutional Access and Equity has been designated to handle inquiries regarding the non-discrimination policies. The University's complete nondiscrimination statement is available on the SMU web site at smu.edu/policy.

3.21 OFFICIAL NOTICES

3.21(a) Students shall respond immediately to any reasonable request from any University official, who properly identifies himself/herself as such.

3.21(b) When asked for their ID cards, students are required to surrender their student ID card and to comply with the request of the officer, administrator, staff, or faculty member.

3.21(c) If, after responding, a student feels that the authority made an unfair request, he/she may submit a formal complaint to the Dean of Student Life.

3.21(d) Students shall respond promptly to all correspondence from the University and its officials. All correspondence is sent to the address the student has provided the University Registrar. The University will consider notice served if delivered to the address provided the Registrar. Students have a responsibility to maintain a current address on file with the Registrar's Office at all times.

3.22 PROTESTS AND DEMONSTRATIONS

3.22(a) Peaceful demonstrations may take place on campus provided that:

3.22(a)(1) a permit is obtained from the Director of Student Activities three (3) days prior to the demonstration to ensure the rights and safety of all involved. The Director of Student Activities has the authority to grant a permit in less than three (3) days if all processes related to issuing the permit are completed and approved;

3.22(a)(2) the normal function of the University is not disrupted;

3.22(a)(3) respect for the rights of others is maintained.

3.22(b) Visitors to the SMU campus who are not on official business must be a guest of a University student, faculty member, or staff member, and normally will be welcomed; however, non-SMU personnel must abide by all University and civil regulations. The University reserves the right to order from the campus any non-University protesters disrupting the campus or any non-University person(s) disrupting the normal operation of the University.

3.23 RESIDENCE HALLS Students with an SMU-owned or operated housing contract are expected to abide by the Community Standards as outlined by the Department of Residence Life and Student Housing. Revisions to the Community Standards and Student Code of Conduct in Residence Halls should be made to the Residence Hall Association. The Office of the Vice President of Student Affairs shall evaluate recommendations to ensure consistency with the SMU Student Code of Conduct.

3.24 SALES, DISTRIBUTIONS, AND SOLICITATION Solicitation of off-campus donors or sponsors, including solicitation of goods and merchandise, must be approved by and coordinated with the Vice President for Development and External Affairs, the Vice President for Business and Finance, and the Vice President for Student Affairs.

3.24(a) SALES PROJECTS AND SOLICITATIONS Any solicitation, sale, or offer of any products, goods, food, beverages, or service on campus is subject to prior authorization from the Director of Student Activities or his/her designee, and must be conducted in accordance with regulations established by the staff operating the facility in which the activity takes place. For purposes of regulation, distinction is made between “commercial” and “noncommercial” activities. Commercial activity is defined as any sale or offer of sale for the purpose of securing a profit for the benefit of an individual or group. Such activities will generally be prohibited unless the University does not offer the service or goods and/or it is determined that the activity is necessary to the educational mission of the University. Noncommercial activity is defined as any sale or offer of sale for the purpose of securing a profit for the benefit of any nonprofit organization. (Fund-raising activities of student organizations are treated as noncommercial activities.) If any portion of the proceeds from such sales is used to the benefit of any individual making or soliciting the sale, the activity can be treated as a commercial activity.

3.24(a)(1) Any individual or agency wishing to sell on the SMU campus must be sponsored by a University department or chartered student organization.

3.24(a)(2) Any items that are illegal may not be sold.

3.24(a)(3) Organizations must request permission to conduct sales through the Director of Student Activities or his/her designee. Request forms may be obtained in the Student Activity Center and must be returned at least 14 days prior to the requested date of the sale. Sales will be governed by the policies of the relevant facility in addition to overall University policies.

3.24(b) SOLICITATION OF GREEK HOUSES Vendors are not allowed to make direct contact with the Greek houses.

3.24(c) SOLICITATION IN RESIDENCE HALLS No solicitation is allowed in the residence halls. Under some circumstances, exceptions may be made by the Office of Residence Life and Student Housing and the University Residence Hall Association. (See Community Standards and Student Conduct in the Residence Halls.)

3.24(d) SALES IN OTHER CAMPUS FACILITIES

3.24(d)(1) Sales of goods and services in all academic buildings is prohibited.

3.24(d)(2) Sales of goods and services by students or student organizations, excluding tutoring, in other campus facilities, as with all sales, must have the approval of the Director of Student Activities or his/her designee and are governed by the policies established for the area of campus in which the sale will be conducted, and by the nature of the sale.

3.24(d)(3) Sales on the streets and grounds are approved through the Student Activities Center and are governed by the policies established for use of campus grounds.

3.24(d)(4) Sales on campus by student organizations utilizing Pony Express must be approved by the Director of Student Activities or his/her designee and follow the procedure established by the Park and Pony Office and the Student Activities Center.

3.24(e) DISTRIBUTION OF WRITTEN MATERIAL

3.24(e)(1) Any individual or agency wishing to distribute written material on the SMU campus must be sponsored by a University department or a student organization.

3.24(e)(2) Any illegal items may not be distributed.

3.24(e)(3) Distribution of publications, excluding official University publications, must be approved by the Director of Student Activities or his/her designee.

3.24(e)(4) Distribution shall be orderly and not interfere with the rights of students or other members of the University community and must be conducted by members of the sponsoring organization. Distributors must supply a trash receptacle at the site of distribution and are responsible for all distributed material discarded on campus grounds.

3.24(e)(5) Distribution in the Student Center may be done only from a reserved area. Reservations must be made through the Student Center reservations office.

3.24(e)(6) Distribution in residence halls must have prior approval by the Department of Residence Life and Student Housing. (See Community Standards and Student Conduct in the Residence Halls.)

3.24(f) COLLECTIONS AND DONATIONS

3.24(f)(1) Two annual solicitations for charitable purposes have been approved by the University: The United Way and the Annual Fund.

3.24(f)(2) No other collection or solicitations of donations are permitted without approval from the Director of Student Activities for chartered student organizations and the Vice President for Development and External Affairs, the Vice President for Business and Finance, and the Vice President for Student Affairs for nonstudent, off-campus requests.

3.24(g) SURVEYS Only recognized student organizations or University departments may survey members of the SMU community. An outline of the way in which the results will be used and a copy of the actual survey must be approved by the Student Activities Center.

3.25 SEXUAL MISCONDUCT AND SEXUAL ASSAULT

3.25(a) Sexual misconduct includes:

3.25(a)(1) intentionally or knowingly touching or attempting to touch another person’s intimate parts, including but not limited to, the genitalia,

groin, breast, or buttocks, or the clothing covering them, without the other person's consent;

3.25(a)(2) intentionally or knowingly causing or attempting to cause another to touch a person's intimate parts without the consent of the person who does the touching;

3.25(b) Sexual assault includes the engaging or the attempt to engage, without the other person's consent, in:

3.25(b)(1) sexual intercourse, sodomy, or oral copulation with another, and/or

3.25(b)(2) the penetration (however slight) of another person's anal or genital region with any object.

3.25(c) Consent means knowing and voluntary assent in fact, whether express or implied.

3.25(d) An accused may be found to have committed the offense of sexual misconduct or sexual assault only if the other person did not consent to the sexual conduct and the accused either knew or was aware of a risk that the other person had not consented.

3.25(e) In determining whether a person consented to the sexual touching or other conduct by the accused, the following factors may be taken into consideration as well as other factors relevant to the case:

3.25(e)(1) whether the person was physically or mentally impaired;

3.25(e)(2) whether the person was unaware that the sexual conduct was occurring;

3.25(e)(3) whether the person's power to appraise or control his or her conduct or to consent was substantially impaired for any reason, including but not limited to, the ingestion of drugs or alcohol; or,

3.25(e)(4) whether the person by word or conduct attempted to resist the accused.

3.25(f) In determining whether the accused was aware of a risk that the other person was not consenting, the accused's subjective awareness of the following may be considered as well as other factors relevant to the case:

3.25(f)(1) that the other person might have been physically or mentally impaired;

3.25(f)(2) that the other person might have been unaware that the sexual contact was occurring;

3.25(f)(3) that the other person's power to appraise or control his or her conduct or ability to consent might have been substantially impaired for any reason, including, but not limited to, the ingestion of drugs or alcohol; or

3.25(f)(4) that the other person had by word or conduct attempted to resist the accused.

3.25(g) If the accused's failure to be aware of a risk that the other person was not consenting resulted from the accused's voluntary and knowing ingestion of any substances, such as drugs, medicine, or alcohol, the accused's failure to perceive the risk is not a defense to a charge of sexual misconduct or assault.

3.26 SIGNS AND POSTERS

3.26(a) All posters and signs must bear the name of the sponsoring organization or department. The approval process for each facility must be followed before hanging any signs or posters. Specific guidelines for each facility may be

found in the Student Organization Manual which is published by the Student Organization Committee of the Student Senate.

3.26(b) All signage posted on the University campus should uphold the rights of others, reflect responsible behavior, be conducive to the educational environment and uphold the integrity of the University.

3.26(c) Any member of the University community who wishes to use the campus grounds for advertising must receive prior approval from the Director of Student Activities or his/her designee. The request form must be delivered to the Student Activities Center at least 3 days prior to the date of the event.

3.27 SMOKING RESTRICTIONS ON CAMPUS All areas in University buildings, including residence halls and greek houses are smoke-free.

3.28 SPEAKER'S POLICY Any member of the student body, or any individual who is sponsored by a chartered student organization, may address any group on campus, subject only to reasonable regulations for time, place, and manner. These regulations are not imposed to prohibit any speaker except in the rare circumstances when it is shown that the speaker constitutes a clear and present danger of disruption or violence. This determination is to be made by the person charged with the duty of approving the use of the location of the activity. Any questions should be presented to the Director of Student Activities. Organizations having speakers for regularly scheduled meetings are not required to make special arrangements beyond the normal scheduling of the use of the facility.

3.28(a) The area designated for Speaker's Corner is located on the west side of the Hughes-Trigg Student Center in the Senior Class Plaza. Persons authorized to use the Speakers Corner must remain on or in the designated area throughout the time they are authorized to speak or utilize this area. All policies and procedures pertaining to the use of this area can be found in the Organizations Manual which is located on the Student Activities Center website at sac.smu.edu. Amplifying equipment may not be used.

3.29 STUDENT ORGANIZATIONS The Student Senate has the authority to grant and review the charters of all student organizations and to establish policies that govern student organizations. Individual students and student organizations are expected to abide by the policies which may be found in the Student Organizations Manual, published by the Student Senate Organizations Committee, available on the Student Activities Center web site. The Organizations Committee will review these policies and recommend changes to the Student Senate.

3.30 WEAPONS

3.30(a) Students are prohibited from the use and possession of dangerous weapons or facsimiles of dangerous weapons on University property. Concealed handguns and/or other weapons covered under the Texas firearms statute which took effect on January 1, 1996, are not permitted on campus. Self-defense sprays legally sold over the counter for personal defense are permitted on campus.

3.30(b) Student-owned sporting firearms or other weapons (including all BB and pellet guns) must be registered and stored through arrangements with the SMU Police Department.

3.30(c) Weapons or reasonable facsimiles of weapons are not to be used in any game or play situations unless approved by the Director of Student Activities or his/her designee for use in activities sponsored by recognized organizations or University departments.

3.31 CONDUCT POLICY FOR UNIVERSITY-SANCTIONED TRIPS It is the University policy that students traveling on University-sanctioned trips are representing Southern Methodist University and are expected to make responsible decisions

regarding their behavior so that they maintain appropriate standards of conduct at all times. Students on such trips are under the jurisdiction of the Student Code of Conduct. Therefore, all provisions of the Student Code of Conduct apply during the entire University-sanctioned trip. This includes, but is not limited to, the prohibitions against the use of all illegal drugs and the illegal use of alcohol. Team rules and/or persons under whose auspices or direction the trip is conducted may state additional expectations appropriate to the type and venue of a particular trip. When possible, such guidelines should be provided in writing to students prior to the beginning of the trip, but such is not required. The person(s) in charge of the trip may institute additional standards of conduct as, at their discretion, they deem appropriate. Such supplemental instructions are also subject to the Student Code of Conduct.

3.32 STUDENTS ORDERED TO ACTIVE MILITARY DUTY The policy and procedure pertaining to students who are ordered to active military duty can be found in the University Policy manual, available on the SMU website.

3.33 Use of Copyrighted and/or Trademarked Materials Students/student organizations must be aware of, and abide by, all applicable copyright and trademark/service mark laws. It is a violation of University policy for a student/student organization knowingly to use and/or present copyrighted/ trademarked materials without obtaining the permission of the copyright/trademark or service mark holder.

“Copyright” is the right of an author, artist, composer or other creator of intellectual work to control another’s use of that work. Federal copyright law extends protection to literary musical, artistic, dramatic, and other kinds of intellectual work. To ensure compliance with copyright laws, any student/student organization that wishes to perform or exhibit copyrighted works publicly must secure permission to do so. This requirement applies even though the student/student organization seeking to use or present a copyrighted work is part of a nonprofit organization and even though admission is not charged. Personal purchase of copyrighted material does not give the right for public use/presentation.

Copyright law provides that the “fair use” of a copyrighted work for purposes such as criticism, comment, news reporting, teaching, scholarship, or research, is not an infringement of copyright. Using copyrighted materials in an educational setting, however, does not automatically qualify as “fair use.” Additional information is available at www.copyright.gov.

A “trademark” is a word, phrase, symbol or design, or a combination of words, phrases, symbols or designs, that identifies and distinguishes the source of the goods of one party from those of others. A “service mark” is the same as a trademark, except that it identifies and distinguishes the source of a service rather than a product. Logos, images, pictures and other designs that might be put on tee shirts and promotional materials, for example, may be protected through a trademark (TM) and/or service mark (SM). Students/student organizations must have permission to use trademarks and service marks from the owner of the trademark or service mark. Additional information on trademarks/service marks may be obtained from www.uspto.gov.

The Director of Student Activities, with help from the Legal Affairs Office, will assist students or student organizations in obtaining permission, if there are no restrictions upon granting permission, to use copyrighted and/or trademarked or service marked materials. A student/student organization must give the Director of Student Activities 21 days’ notice to pursue permission and any license or other fees must be paid by the student/student organization.

4.0 POLICIES PERTAINING TO STUDENT ORGANIZATIONS

4.01 GENERAL DESCRIPTION Student organizations are formed to further the common interests of the members of the group and the SMU community. The work of student organizations is an essential part of the learning environment at SMU. These organizations develop many opportunities to supplement and reinforce the classroom activities

of students. No organization is authorized to act or make statements on behalf of the University, the SMU Students’ Association, or the Student Senate. The Student Senate is the authority on all matters relating to recognition of student organizations.

4.01(a) All solely graduate organizations of the Dedman School of Law, Perkins School of Theology, Cox School of Business, Meadows School of the Arts, and engineering school will not be recognized through this process but must seek recognition through their respective schools. Such decisions are subject to the review of the Student Senate.

4.01(b) All organizations comprised of students in the SMU certificate programs (such as Guild Hall, Dispute and Resolution, etc.) will be not be recognized through this process but must seek recognition through their respective schools. Such decisions are subject to the review of the Student Senate.

4.01(c) Undergraduate and graduate student organizations or student groups may not hold programs, events, and/or official meetings during periods designated as reading days on their school’s respective academic calendar.

4.01(d) Any undergraduate organization that uses any money allocated from the Students’ Association to purchase alcohol will be ineligible to receive funding from the Student Senate for three years.

4.02 RECOGNITION Student organizations must be chartered or be in the process of receiving a charter in order to be recognized by the University. There are three tiers in the recognition process.

4.02(a) PRELIMINARY REQUIREMENTS In order to be recognized by the University a group must adhere to the Student Code of Conduct including the section dealing with responsibilities and requirements of student organizations. Additionally, before a group can begin the recognition process the following must be submitted to the Chair of the Student Senate Organizations Committee:

4.02(a)(1) Constitution including the following sections:

4.02(a)(1)(i) a nondiscrimination clause compliant with University Policy and the Student Code of Conduct. Organizations which are exempt from nondiscrimination policy as listed in Title IX are not required to have the nondiscrimination clause

4.02(a)(1)(ii) a statement of purpose

4.02(a)(2) By-laws

4.02(a)(3) Leadership roster with contact information

4.02(a)(4) Membership roster (including a minimum of eight SMU student members)

4.02(a)(5) Completed “New Student Organization Questionnaire”

4.02(a)(6) Name and contact information of a faculty/staff advisor

4.02(b) PROBATIONARY TIER Upon receipt of the aforementioned documents, the Organizations Committee Chair shall review the documents. If the documents are found to be in good order, the Organizations Committee will invite the organization’s leadership and advisor to a committee meeting. In order to receive probationary status an organization must demonstrate to the committee that it shows promise that it will be beneficial to the University community, that it will be a good financial steward of the Students’ Association monies, and that it will contribute to the University in a manner different than any existing student organization. If the committee determines the organization has met the necessary requirements, it will make a recommendation to the Student Senate that the organization be advanced to probationary status. That

recommendation will stand unless it is complained against in accordance with the Student Senate Policies and Procedures. The Student Senate is the authority on all matters relating to recognition of student organizations.

4.02(b)(1) Probationary status will be granted for 8 weeks in which the Student Senate meets in regular session, and may be extended upon the recommendation of the Organizations Committee and approval of the Student Senate.

4.02(b)(2) During the probationary period, the Organizations Committee Chair will assign a committee member to provide assistance to the organization. Also, the Student Body Vice President will assign a Senator to help the organization.

4.02(c) TEMPORARY CHARTER After the 8 week probationary period has elapsed, the Organizations Committee will meet a second time with the organization's leadership. At this point the organization's probationary status may be extended or terminated, or the organization will advance to temporary chartered status.

4.02(c)(1) An organization is eligible to receive a Temporary Charter if the Organizations Committee determines it has met the following requirements:

4.02(c)(1)(i) held an event aimed at membership growth

4.02(c)(1)(ii) has a minimum of 12 members

4.02(c)(1)(iii) has met any other requirements set forth by the Student Senate Organizations Committee bylaws and/or the Student Senate bylaws

4.02(c)(2) The organization must also demonstrate to the Organizations Committee the following:

4.02(c)(2)(i) adherence to the groups founding documents

4.02(c)(2)(ii) adherence to the original criteria necessary to receive a probationary charter

4.02(c)(2)(iii) ongoing benefit to the University Community

4.02(c)(3) Upon recommendation of the Organizations Committee, the Student Senate will vote on what action to take.

4.02(c)(4) A Temporary Charter will be valid for one year and may not be extended.

4.02(c)(4)(i) within three weeks, in which the Student Senate meets in regular session, of the expiration of the Temporary Charter, the organization must again go before the Organizations Committee.

4.02(c)(4)(ii) during this time period, the Organization will maintain its Temporary Charter

4.02(c)(5) During the one year temporary period the organization must experience at least one leadership transition.

4.02(d) FULL CHARTER Once the Temporary Charter has expired the organization will come before the Organizations Committee for review. If the committee determines the organization has met the necessary requirements, it will make a recommendation to the Student Senate that the organization be advanced to full chartered status. That recommendation will stand unless it is complained against in accordance with the Student Senate Policies and Procedures. If the committee recommends that the organization lose its chartered status the Student Senate will vote on the matter after following the complaint process included in the Student Senate Policies and Procedures.

4.02(d)(1) In order to receive a Full Charter, the organization must also demonstrate to the Organizations Committee the following:

4.02(d)(1)(i) adherence to the groups founding documents.

4.02(d)(1)(ii) adherence to the preliminary requirements necessary to receive temporary status.

4.02(d)(1)(iii) ongoing benefit to the University Community.

4.03 PRIVILEGES OF STUDENT ORGANIZATIONS Each tier entitles the organization to specific rights.

4.03(a) PROBATIONARY ORGANIZATIONS

4.03(a)(1) May petition for meeting space in the Hughes-Trigg Student Center.

4.03(a)(2) Have access to a Students' Association Checking Account maintained by the Students' Association Comptroller.

4.03(a)(3) Have access to monies for advertising, membership recruitment, and administrative expenses. A request for this money must be made to the Organizations Committee Chair as the funds will be a part of the Organizations Committee's allocated budget.

4.03(a)(4) May petition to advertise on campus in accordance with existing University regulations (e.g. stake signs, flyer, tables, table tents, etc.)

4.03(a)(5) May petition the Organizations Committee Chair for a mailbox in the Student Activities Center.

4.03(a)(6) Have access to the Student Senate special projects and residual fund.

4.03(a)(7) Are responsible for and expected to abide by information and policies set forth in the Student Organizations Manual, which is available on the Student Activities Center web site, sac.smu.edu.

4.03(a)(8) May request to participate in the Activities Fair(s).

4.03(b) TEMPORARY CHARTERED ORGANIZATIONS Organizations with a temporary Charter will have all the rights of fully chartered organizations except that they will not have access to an allocated annual budget. Organizations with this type of charter will be able to request money through all other avenues of funding (e.g. rolling appropriations, capital fund, etc.)

4.03(c) CHARTERED ORGANIZATIONS Privileges of Chartered Student Organizations include the following:

4.03(c)(1) May include "SMU" or "Southern Methodist University" as part of the name of the organization; however, the organization may not under any circumstances use the name "SMU" or "Southern Methodist University" in such a way as to represent to others that the organization is authorized to act on behalf of the University (e.g. when negotiating or signing contracts)

4.03(c)(2) Will be assigned a mailbox in the Student Activities Center through which all official communication with the organization will be conducted

4.03(c)(3) May request meeting space in the Hughes-Trigg Student Center

4.03(c)(4) May request an appropriated budget from the Students' Association as outlined in the Student Code of Conduct and the Student Senate Policies and Procedures (This privilege does not apply to Temporary Chartered Organizations).

- 4.03(c)(5) Will be included on the Student Activities Center's directory of organizations for referrals to interested individuals
- 4.03(c)(6) Will be assigned an affiliate senator by the Student Body Vice-President
- 4.03(c)(7) May place stake signs in accordance with existing University regulations
- 4.03(c)(8) May request for advertising in the *Daily Campus Students' Association* Bulletin Board
- 4.03(c)(9) May request inclusion in the Dean of Student Life's Friday mass e-mail updates
- 4.03(c)(10) May request assistance from the Student Activities Center administrative assistants
- 4.03(c)(11) May request to participate in the Activities Fair
- 4.03(c)(12) May petition the Department of Residence Life and Student Housing to distribute flyers in Residence Halls
- 4.03(c)(13) May petition Hughes-Trigg Student Center for table or banner space in the Student Center or on the West Bridge
- 4.03(c)(14) May open a Students' Association checking account controlled by the Students' Association Comptroller
- 4.03(c)(15) Will be given web space with a link from the Student Activities web site so long as all material posted on the web site upholds the integrity of the University
- 4.03(c)(16) May request use of the Students' Association vans after meeting the set requirements
- 4.03(c)(17) May request a copy code from the Student Activities Center and use the Student Activities Center copier.
- 4.03(c)(18) May request free Coke product through the Hughes-Trigg Student Center office.

4.04 RESPONSIBILITIES AND REQUIREMENTS OF STUDENT ORGANIZATIONS All recognized student organizations, regardless of the tier in which they are currently located, must adhere to the following responsibilities and requirements:

- 4.04(a) The purpose of the organization must be consistent with the goals and philosophies of Southern Methodist University.
- 4.04(b) Membership must be open to all members of the SMU student body without respect to sex, sexual orientation, race, color, religion, disability, age, veteran status, or national origin. This applies to all groups with the exception of those organizations specifically exempted in Title IX of the Educational Amendments of 1972. Organizations may establish additional membership and academic eligibility requirements for their organizations.
- 4.04(c) All the members of an organization must be SMU students, staff, or faculty. Exceptions, if any, must be approved in writing by the Vice President for Student Affairs. In order to be officially recognized as a member of an organization, one must self-join and be approved by organization leadership on Access.smu.edu.
- 4.04(d) All persons holding office must be currently enrolled full-time students and have a cumulative GPA of 2.0. Each organization is expected to include within its Constitution and/or Bylaws academic requirements it feels are appropriate to hold office.
- 4.04(e) Every recognized organization must have an SMU faculty or staff member serving as advisor. The advisor does not have the authority to control the policy or funds of the organization.

- 4.04(f) The organization's current Constitution and/or Bylaws must be on file with the Director of Student Activities.
- 4.04(f)(1) Any organization wishing to change its name must do so in its constitution
- 4.04(g) Religious organizations wishing to be recognized as a student organization must have a written recommendation from the Campus Ministry Council (CMC) before appearing before the Organizations Committee. Generally, CMC convenes only one meeting per month. In order to be recognized, new religious organizations must be willing to participate as a member of the CMC. (Participation is defined as attending monthly CMC meetings.)
- 4.04(h) Groups designated as sports clubs must have waivers of liability for all members on file with the Associate Director of Recreational Sports / Sport Club Director before participating in any activity of the group. Due to the unique nature and activity of sports clubs, additional requirements may be imposed before the University will sanction their activities.
- 4.04(i) Membership must adhere to the Constitution and Bylaws of the organization. Policies of a recognized organization must be in accordance with the Student Code and are subject to review by the Student Senate.
- 4.04(j) To continue to receive any privileges once recognized, an organization must be represented at two mandatory organizations meetings each semester (one for organization presidents and one for treasurers) and submit an Officer Update Form each semester to the Senate Organizations Committee within two weeks of changes in officers and/or advisor.
- 4.04(j)(1) If an organization fails to attend two consecutive mandatory organization meetings, the organization's privileges as outlined in 4.03 will be suspended and the organization will be brought before the Executive Committee of the Student Senate for charter review.
- 4.04(j)(2) For the spring semester, if a student organization fails to attend the mandatory organizations meeting the organization's status will be suspended and its budget request will not be accepted until contact has been made. If after four weeks the organization has failed to contact the Student Senate Organizations Chair or Director of Student Activities the Senate Organizations Committee Chair will recommend to the Student Senate that the organization's charter be revoked. If the Senate, after following its complaint process, votes to revoke the organization's charter, the organization will cease to be recognized and all appropriated funds will be returned to the Students' Association. If an organization makes contact prior to their respective Budget interview, their budget request will be accepted. If a student organization not seeking appropriated funds fails to attend the mandatory organizations meeting the organization's status will be suspended until contact has been made. If after four weeks the organization has failed to contact the Student Organizations Chair or Director of Student Activities the Senate Organizations Committee Chair will recommend to the Student Senate that the organization's charter be revoked. If the Senate, after following its complaint process, votes to revoke the organization's charter, the organization will cease to be recognized and all appropriated funds will be returned to the Students' Association.
- 4.04(k) All funds of the organization must be administered in accordance with the guidelines set by the Student Senate. Organizational financial records are

subject to review by the Students' Association Comptroller. Organizations receiving student activity fees must meet the following guidelines:

4.04(k)(1) All funds must be held in a Students' Association account and administered by the Students' Association comptroller.

4.04(k)(2) All appropriated student activity fee monies not encumbered at the end of the fiscal year shall revert to the Students' Association.

4.04(k)(3) All revenue generated by the organization shall be kept in a Students' Association checking account and shall be retained by the organization at the end of the fiscal year.

4.04(k)(4) If a recognized organization disbands, all assets of the organization will revert to the Students' Association. Upon appeal, an exception to this clause may be granted by the Vice President for Student Affairs in consultation with the Student Body President.

4.04(k)(5) Neither the Students' Association, the Student Senate, nor the University is liable for the debts incurred by a recognized organization.

4.04(k)(6) All equipment purchased with Students' Association funds is the property of the Students' Association. It is subject to inventory and must be surrendered to the Students' Association upon request.

4.04(i) Any contract that is to be entered by an organization authorized to spend University funds, including student activity fees, must be reviewed by the Office of Vice President for Legal Affairs and signed by the Vice President for Student Affairs or any other officer of the University authorized to sign contracts on behalf of the University. Contracts to be signed for an event sponsored by the organization must be sent to the Vice President for Legal Affairs at least thirty (30) days prior to the date of the event.

4.05 CAMPUS MINISTRY ORGANIZATIONS

4.05 (a) Campus ministry organizations may seek chartered status through the Student Senate following the process outline in sections 4.02 and 4.04(g) of the Student Code of Conduct.

4.05(b) Any non-Chartered organizations that has received recognition by the Campus Ministry Council (CMC), shall receive all rights of a Fully chartered Student Organization except:

4.05(b)(1) The right to funding through the Spring Budget process, rolling appropriations, capital fund, or any other fund outside of the Special project fund and the Residual fund.

4.05(b)(2) The right to use the University's name (i.e. Southern Methodist University or SMU) name as part of the organization's name (i.e. SMU _____). The organization is permitted to promote its group by using the name of the SMU Department of the Chaplain or the SMU Campus Ministries Council.

4.05(b)(3) Any listing of chartered student groups on campus shall include a section titled Campus Ministry Organizations, which shall list all groups with CMC recognition.

4.06 STUDENT ACTIVITY FEE ALLOCATION Student activity fees are to be used to support programs and services for the benefit of the SMU student body. Student activity fees may be applied for through the Senate Finance Committee for review and recommendation to the Student Senate. To be eligible to apply for funds, one must be a chartered student organization or, for non-student organizations, be sponsored by an SMU academic or administrative department and be determined by the Vice President for Student Affairs to have a "legitimate relationship" with the University.

This legitimate relationship exists when the requesting organization has, in the opinion of the Vice President for Student Affairs, both (a) a sufficiently similar academic or programmatic purpose as the sponsoring academic or administrative department, and (b) could not be appropriately chartered by the Student Senate. Funds allocated through this process are subject to guidelines approved by the Student Senate. These include, but are not limited to, accounting for all expenditures through documentation filed with the Students' Association comptroller before the end of the fiscal year.

4.07 PROCESS FOR REQUESTING AND ADMINISTERING FUNDS

4.07(a) Chartered (not including Temporary Chartered) organizations may submit a budget application within the time line and guidelines established by the Senate Finance Committee. Chartered organizations receiving student activity fees must have all organizational funds deposited in a Students' Association account and administered by the Students' Association comptroller.

4.07(b) Funds allocated through the appropriations process are governed by policies that restrict the use of those funds. Groups are expected to spend their appropriated funds in accordance with the way in which the funds were allocated. All expenditures must be credited to the line item designated for that type of expenditure. Groups will not be allowed to transfer money allocated in one line item to cover expenditures incurred in another line item without specific approval by the Student Senate. Groups found to be using appropriated funds for expenditures not specifically approved in their budget will be subject to disciplinary action and will jeopardize their funding in the future. Groups will have the opportunity to defend the action to the Student Senate Finance Committee as being necessary to uphold intent and effectiveness of programs approved by Student Senate.

5.0 SOCIAL FRATERNITIES AND SORORITIES

5.01 GENERAL DESCRIPTION Fraternities and sororities derive their recognition through their invitation from the University President to establish a chapter on the SMU campus. It is the continuation of that invitation that legitimizes their existence at SMU, which enables them to utilize University property to house their members, and enables the University to establish rules and regulations to govern that housing. In addition, fraternities and sororities draw their rights and privileges from the Student Senate through the chartered status of Greek councils (e.g. the Interfraternity, Multicultural, National Pan-Hellenic and Panhellenic Councils). Specific regulations regarding recruitment and Greek system policies are established and supervised by those councils. Members of the Greek community are also expected to abide by the University's Greek Relationship Statement. These policies shall be in accordance with the policies of the Student Code as set forth by the Student Senate and the University. Questions regarding Greek system policies should be directed to the individual councils. The privileges afforded to the individual fraternities and sororities are equal to those of all chartered student organizations except for the following:

5.01(a) Because sororities and fraternities are voluntary fraternal associations, their internal structure and governance are controlled by their own constitutions.

5.01(b) May not request an appropriated budget from the Students' Association, as outlined in the Student Code of Conduct and Student Senate policies and Procedures

5.01(c) May not request advertising in the Daily Campus Students' Association Bulletin Board

5.01(d) Will not be assigned an affiliate senator by the Student Body Vice-President

5.01(e) May not open a Students' Association checking account controlled by the Students' Association Comptroller

5.01(f) May not request a copy code from the Student Activities Center

5.02 RECRUITMENT Recruitment (also known as Rush or Membership Intake Process) is defined as any contact between Greek affiliated and nonaffiliated students, the intent of which is to pledge or solicit affiliation of the non-Greek student to a particular fraternity or sorority.

5.02(a) RECRUITMENT CONTACT

- 5.02(a)(1)** A recruitment function is defined as any contact, on or off campus, between nonaffiliated students and fraternity/sorority members for the purpose of exploring the possibility of membership in a Greek organization.
- 5.02(a)(2)** The University allows contact between Greek affiliated and nonaffiliated students, but prohibits first-year student pledging during the student's first semester on campus.

5.02(b) ELIGIBILITY FOR PLEDGING

- 5.02(b)(1)** Students interested in pledging a fraternity or sorority must have successfully completed at least 12 semester hours in residence at a college or university during their last semester enrolled in that college or university preceding the pledging period and must have a minimum 2.25 GPA for that previous semester and a cumulative 2.25 GPA at all colleges or universities previously attended at the time of beginning pledgship/new member education. Individual Councils may have higher GPA requirements for recruitment eligibility.
- 5.02(b)(2)** Students who are found responsible for a violation of the Student Code of Conduct and are sanctioned by disciplinary probation or greater will be ineligible for Greek recruitment during the time that sanction is in effect.

5.02(c) FORMAL AND OPEN RECRUITMENT

- 5.02(c)(1)** Formal and Open recruitment is applicable only to the Interfraternity Council and Panhellenic Association, and will be held the week before classes of the spring semester. The Multicultural Greek council organizes their Recruitment during the first four weeks of each semester. The National Pan-Hellenic Council determines their Membership Intake Process through their individual national boards.
- 5.02(c)(2)** Structured open recruitment occurs for non-first-year students in the fall semester, usually in the first few weeks of September, and for all students in the first few weeks of the spring semester following the formal recruitment period. However, students who meet the eligibility requirements may pledge at any time at which an invitation for membership is extended by a group.
- 5.02(c)(3)** Requests for exceptions to the eligibility requirements for Recruitment and pledging may be made to the Dean of Student Life through the advisors to the individual Greek councils.

5.03 EXPANSION OF THE GREEK SYSTEM Requests for Greek expansion to be reviewed by Council President, Council Advisor, Director of Student Activities, and Dean of Student Life. Such requests will be reviewed according to the following procedures.

5.03(a) Criteria for Expansion

5.03(a)(1) Status of Greek Life and Council

- 5.03(a)(1)(i)** Average size and growth of Council in past three years.

5.03(a)(1)(ii) Academic standing compared to SMU GPA

5.03(a)(1)(iii) Recruitment statistics

5.03(a)(2) Enrollment trends of the University

5.03(a)(3) Number of chapters currently active and average number of members in each chapter. Must demonstrate need for additional chapters due to current chapter overload and interest from students.

5.03(b) If the decision on the Criteria for Expansion is positive by the four initial reviewing persons, the Vice President for Student Affairs and the President of the University are then petitioned for approval for the next steps to proceed.

5.03(c) Upon receiving official approval from the Vice President for Student Affairs, the petitioning Council must pass the proposal for expansion by a two-thirds vote. If expansion is approved, the Council must abide by their Council expansion policies, with supervision of their Advisor and the Dean of Student Life.

5.03(d) If expansion is approved and offered, the accepting chapter must provide SMU and the respective Council with the following materials and complete the following action items prior to colonization/recolonization (dates to be set by Council Greek Advisor and Dean of Student Life):

5.03(d)(1) National Constitution and Bylaws

5.03(d)(2) Mission Statement/Vision Statement of National organization

5.03(d)(3) Present size of fraternity (number of current active chapters and colonies and location of each)

5.03(d)(4) Number of new chapters and colonies in last three years (current size of each)

5.03(d)(5) Goals of Colony at SMU

5.03(d)(6) Colonization procedures including, but not limited to, new member recruitment, retention guidelines imperative for colony to be chartered (including financial), growth plan for the colony.

5.03(d)(7) Member Recruitment Plan

5.03(d)(8) Service/Philanthropy Plan

5.03(d)(9) Academic Success Plan

5.03(d)(10) Copies of all National/chapter policies, including risk management policies

5.03(d)(11) Leadership Development - opportunities offered by National Fraternity

5.03(d)(12) New Member Program - (*See clause 5.05*) - copy of sample program and length of new member period.

5.03(d)(13) Financial - new member/initiation costs, average active dues, any other financial responsibilities charged to members.

5.03(d)(14) Colonization Timeline

5.03(d)(15) Must have an established and viable Advisory Board and/or a Written plan on how the organization plans to obtain the support of an advisor and alumni three months prior to chapter colonization or recolonization. This Advisory Board/Advisor must be composed of local volunteers who will be working with the new chapter. Before colonization/recolonization, the Board/Advisor must:

- 5.03(d)(15)(i) Meet with SMU Administrators
- 5.03(d)(15)(ii) Meet with the Council Greek Advisor
- 5.03(d)(15)(iii) Meet with the other chapter Advisory Boards, under the facilitation of the Greek Advisor
- 5.03(d)(15)(iv) Present goals and plans to the Council
- 5.03(d)(15)(v) Receive advisor training, in some form, from national officers as to responsibilities and duties to the chapter.

5.04 POLICIES PERTAINING TO GREEK HOUSING

5.04(a) ROOM AND BOARD PAYMENT Any student signing a residence contract or a sub-lease to live in Greek housing understands and agrees that the student's University records, including diploma and transcript, and the right to be readmitted to SMU may be withheld if the student is in arrears in bed rent or board payment.

5.04(b) ALCOHOL See "Alcohol Policy," Section 3.1.

5.04(c) BICYCLES AND MOTORCYCLES Students may not keep bicycles, mopeds or motorcycles in their rooms or in the entrance areas or secured to railings at the entrance of buildings. Bicycle lockers are available during the year for rent on a first-come, first-served basis from the Department of Residence Life and Student Housing. Gasoline powered vehicles are not allowed in Greek houses or any University owned housing at any time and must be parked at least 15 feet from the exterior of any building except in designated parking spots.

5.04(d) PETS See "Animals/Pets" Section 3.2.

5.04(e) FIRE AND SAFETY REGULATIONS Each housed chapter is required to have a fire safety inspection as scheduled by the University Park fire marshal and to conduct a fire drill within the first month of each semester coordinated with the SMU Police Department.

5.04(f) VISITATION Visitation hours are to be decided upon by each house. Cohabitation is not permitted in any of the Greek houses. Greek groups who are hosting guests or visitors for more than five (5) days should notify the coordinator of Greek affairs. Non-students may not live in Greek housing without the written consent of the University, requested through the Vice President for Student Affairs.

5.05 NEW MEMBER EDUCATION All fraternity and sorority new member education programs must be no more than eight school weeks in total which must be consecutive.



THE UNIVERSITY JUDICIAL CODE

I. INTRODUCTION Responsibility for student discipline is vested in the President by the Board of Trustees. To exercise this responsibility, the President established the University Judicial Council (UJC), which reports through the Vice President for Student Affairs. Upon the recommendation of the UJC and the Vice President for Student Affairs, the President has accepted the following document delineating the judicial system for students at SMU.

A. PHILOSOPHY AND PURPOSE A university is a complex institution. It is distinctive from anything else in society and therefore, the focus of its norms is distinctive. Further, a private university is an elite institution; admittance and attendance is a privilege granted on the assumption that the applicant who has voluntarily enrolled in the institution shares the university's values and goals and is committed to its purpose. If a student's values and goals are not consistent with those of the university, the privilege of attendance may be terminated.

The judiciary at SMU is a community judicial system established to provide a fair disciplinary procedure for an accused individual or student group and the University and to help induce maturity and learning by erring students, while enforcing the behavior requirements deemed necessary to an academic institution. It also exists to protect the balance between the rights of the accused and those of the university community as a whole.

Because of the nature of SMU, the emphasis is on learning and behavioral development. For the same reasons, the judiciary is not an adversarial system of antagonists striving to best one another. It is more in the nature of a community seeking to learn if error has occurred and, if so, deciding how best to act so that in the future there will be less error. Its watchwords are serious in purpose, considerate in process, appropriate in response.

B. JUDICIAL CODE Members of the University Judiciary pledge themselves to the following code:

- To ensure that the policies of the University are maintained by conducting a fair hearing of violations of rules and policies of the University;
- To provide an appropriate response and, as needed, penalize persons found responsible for violations of University regulations and policies;
- To maintain impartiality about the matter and/or person or group under consideration, and when unable to do so, readily withdraw from the consideration of that matter;
- To act not as an advocate for the students nor for the University, but to consider equally the needs of individual students, student groups, and the needs of the University community as a whole;
- To maintain confidentiality of all details pertinent to a matter and of all actions related to a hearing and to refrain from comment on actions or persons involved in a judicial hearing;
- To participate in training sessions and meetings;
- To adhere to all provisions of the University Judicial Code and the Student Code of Conduct.

Members of the UJC or University Hearing Boards found to be responsible for violating the Student Code of Conduct or convicted of a criminal offense will be suspended from the student judiciary by the Vice President of Student Affairs.

Members who may have been approached by persons in an attempt to influence a judicial decision shall report such activity to the Office of the Dean of Student Life.

Members of the University Judiciary who find they are unable to meet the requirements of the judicial system shall so inform the Office of the Dean of Student Life and submit a letter of resignation.

II. OUTLINE OF THE JUDICIAL SYSTEM The judicial system is an education system, one that promotes growth, understanding, responsibility and accountability. Therefore, the University does not allow attorneys to actively participate in any way in the University's judicial system.

This outline provides a basic overview of the judicial system and a quick guide to the responsibilities of the various parts. For an accurate understanding of any part of the system, one must review the pertinent detailed text in the rest of this section. The majority representation on all boards is students. The UJC, in conjunction with the Vice President for Student Affairs, makes recommendations/amendments to the procedures of the judiciary to the President of the University.

- A. Proposals are to be made to the UJC for their recommendation, but final authority to change the judicial code rests with the University President.
- B. When the UJC receives a change, the Council is required to inform the Dean of Student Life and the Student Body President of the proposal and the details of the proposal's contents in writing. This requirement is for written notification only; approval is not required by either the Dean of Student Life or the Student Body President.
- C. Students with questions regarding this process may see the Student Body Secretary or the Dean of Student Life.

A. ORGANIZATION & RESPONSIBILITIES OF THE STUDENT JUDICIARY

1. DELEGATION OF AUTHORITY The Vice President for Student Affairs may delegate any part or all of his/her authority from time to time, to any person or several persons, wherever he/she deems it appropriate. This person or persons is referred to as a University judicial officer.

i. Responsibility The Vice President for Student Affairs has responsibility for establishing and maintaining the student judicial process through its various parts.

ii. Special Investigative Authority The Vice President for Student Affairs has the power to name a Special Investigative Committee in cases in which an alleged offense presents a highly volatile context: e.g., group tensions, sexual discrimination, or an interracial situation. The powers of the Special Investigative Committee shall be defined at the time of its appointment. The Vice President for Student Affairs shall appoint up to three members and shall select one as chairperson. The Special Investigative Committee will act in an advisory capacity to the appropriate judicial hearing body to which the case is assigned. Any of the parties involved may petition in writing the Vice President for Student Affairs for the establishment of a Special Investigative Committee. The Vice President for Student Affairs shall determine whether such a committee is necessary.

2. ADMINISTRATIVE HEARINGS All offenses are eligible for resolution through an administrative hearing. A University judicial officer may choose to hold an administrative hearing in lieu of a board hearing at any time. The accused student also may request an administrative hearing. These hearings are held between a University judicial officer and the accused student. The decision to allow an administrative hearing rests within the discretion of a University judicial officer. Decisions reached in administrative hearings may be appealed in the same manner as University hearing board decisions.

3. UNIVERSITY HEARING BOARDS Hearing boards are composed of three students, one faculty member, and one staff member. Serious offense hearing boards will have a law school faculty member as Chair. Any case that may result in

a sanction of disciplinary probation or greater may be assigned to a hearing board. A minimum of nine students for University hearing boards shall be selected through an application and interview process conducted by the Dean of Student Life Office. A minimum of three (3) students shall be designated as chairpersons. A minimum of three (3) faculty members and three (3) staff members to serve on the hearing boards shall be selected through a nomination process conducted by the Dean of Student Life Office. All hearing board members will be appointed to serve on a specific hearing board on a random basis, whenever possible. Every attempt will be made to ensure that board members reflect the full diversity of the University. Board members will receive training in, but not limited to, judicial policies and procedures, hearing board members' responsibilities and ethical considerations, questioning techniques, and other relevant information as determined by the Dean of Student Life Office.

4. SERIOUS OFFENSES HEARING BOARDS A Serious Offenses Hearing Board may be called for incidents that involve alleged conduct that poses a serious threat to any member of the University community. Such conduct includes, but is not limited to, physical, sexual, psychological assault or misconduct, and written, electronic/digital-based, or verbal assault or misconduct. The University community as a whole is injured when such assaults or misconduct occur.

5. GRADUATE HEARING BOARDS The Dedman School of Law, the Perkins School of Theology, and the School of Engineering shall each appoint, as may be necessary and appropriate, hearing boards composed of staff, faculty and graduate students to hear disciplinary misconduct cases involving graduate students enrolled in their respective graduate schools. The rosters of persons appointed to these boards shall be made available, as needed, to the Dean of Student Life Office. All disciplinary charges against graduate students not enrolled in the Dedman School of Law, the Perkins School of Theology, or the School of Engineering will be heard through this student judicial process. As with all other hearing boards, the result of a graduate hearing board, under this process, may be appealed to the UJC appellate body. Academic dishonesty cases concerning graduate students at the Cox School of Business, the Dedman School of Law, and the Perkins School of Theology are handled separately through processes established at each of those schools.

6. THE UNIVERSITY JUDICIAL COUNCIL (UJC) The UJC, as the basic unit responsible for judicial appeals in response to student disciplinary and academic dishonesty problems, is accountable to the President of the University through the Vice President for Student Affairs. The UJC shall be composed of two (2) staff, two (2) faculty, three (3) students (ideally two (2) undergraduates and one (1) graduate student), and two (2) student alternates. All seven members may serve on any appellate board, but an official quorum for an appeal consists of a minimum of four (4) members, which includes at least one (1) faculty member, one (1) student member, and one (1) staff member. An official quorum for an Honor Council appeal consists of a minimum of five (5) members, which includes at least two (2) faculty members, two (2) student members and one (1) staff member. Student alternates may participate in all regularly scheduled meetings, but will not have voting rights as members of an appellate board, unless serving as designated substitutes for student members who are unable to serve. The chairperson of the UJC, who is a voting member of an appellate board, shall be elected by the members of the UJC from among the faculty and staff members of UJC. A vice chairperson of the UJC shall also be elected each year by UJC. The UJC serves as a board of final appeal for appeals originating from University hearing boards, Honor Council hearings and Administrative Hearings, except when a sanction of expulsion is assigned (see section VI-A).

a. Selection of Members

- i. **Selection of Student Members** Selection of student members shall be accomplished in the spring each year and their appointment shall be for the succeeding academic year. Students shall be limited to three (3) consecutive one-year terms, however they must reapply for membership each year. Student members may not simultaneously serve on any other judicial body or in student government as an officer or student senator. The Office of the Dean of Student Life will initiate contact with the Student Body President concerning selection of student members. The Student Body President may nominate up to five candidates to be interviewed. The UJC may also nominate up to five candidates. The UJC and two representatives, selected by the Student Body President, may interview all candidates. The UJC Chair shall send recommendations to the President of the University. The President will appoint student members.
 - ii. **Selection of Faculty Members** The Office of the Dean of Student Life will initiate contact with the Faculty Senate concerning selection of faculty members. The Faculty Senate may nominate three candidates. The UJC also may nominate three candidates. The UJC and two (2) members of the Faculty Senate may interview all candidates and the UJC Chair shall send recommendations to the President of the University. The President will appoint faculty members. Faculty appointments are for three (3) years and shall be staggered so members are being appointed in different years.
 - iii. **Selection of Staff Members** The Office of the Dean of Student Life will initiate contact with the Vice President for Student Affairs concerning staff members. The Vice President will nominate three (3) candidates to be interviewed. The UJC also may nominate three (3) candidates. The UJC and two (2) members selected by the Vice President for Student Affairs may interview all candidates and the UJC Chair shall send recommendations to the President of the University. The President will appoint staff members. Staff appointments are for three years and shall be staggered so that members are being appointed in different years. Members replacing staff leaving before their term is over will be appointed for the balance of a term. Faculty and staff appointments may serve for more than one (1) three-year term. Terms may not be consecutive, however, exceptions to the above may be granted by the President of the University.
- b. **Responsibilities of the University Judicial Council (UJC)** The UJC serves as the basic unit responsible for judicial appeals in response to student disciplinary and academic dishonesty problems and is accountable to the President of the University through the Vice President for Student Affairs.
- i. Constitutional questions concerning the Student Senate, which is governed by the Student Body Constitution, may be resolved by the UJC. Such questions must be brought as a written petition to the council for consideration. If the UJC agrees to consider the petition, it will meet as an appellate board at which both sides will be represented and a binding decision will be rendered. The UJC may allow oral presentations concerning constitutional questions. Petitions for such a hearing may originate from any Student Body Officer or Student Senator. Also, any student with the signatures and student identification numbers of five percent of the currently enrolled full-time and part-time students, may petition for a hearing. All such constitutional questions must first be submitted to the Executive Committee of the Student Senate, which will review the appeal or dispute as outlined in Article X of the Student Senate By-laws.

III. BASIC PROCEDURES

- A. **INTERVIEWING/INVESTIGATION** A written formal complaint may be filed with the University through the Office of the Dean of Student Life. Nonetheless the University, at its discretion, may proceed with the student judicial process as outlined herein without formal written complaint. A University judicial officer will investigate alleged violations of the Student Code of Conduct, whether they occur on or off campus, and/or violations of the Community Standards and Student Conduct policies of the Office of Residence Life and Student Housing and interview participants/witnesses as necessary. Such investigation may include consultation with the SMU Police Department. The accused student has the right to remain silent and to make a statement regarding his/her reasons for choosing to remain silent. Failure to cooperate with the investigation (e.g. failure to meet and/or speak with a University judicial officer) will require a University judicial officer to make a decision on the assignment of the case without the benefit of the accused student's testimony. A student who refuses to schedule or keep an appointment with a University judicial officer may be charged with a violation of Section 3.21, Official Notice, of the Student Code of Conduct.
- B. **ACTION PENDING A JUDICIAL HEARING** If a student's behavior presents an on-going threat of disruption to the community or is a danger to the safety of the student or others, the Dean of Student Life may impose such sanctions as s/he deems appropriate pending a judicial hearing.
- C. **ASSIGNMENT OF CASE** If a University judicial officer determines that a rule may have been violated, and the student does not accept responsibility for the violation, the Assistant Dean of Student Life shall assign the case to an administrative hearing, a University hearing board, or a Serious Offenses judicial hearing board. Assignment of the case does not constitute valid grounds for an appeal. As a general policy, cases assigned to any University hearing board should satisfy one or more of the following criteria: (1) the alleged offense could result in disciplinary probation or a more serious penalty, (2) the alleged offense has resulted in a substantial interference with the proceedings of the University, (3) the offenses are repeated, or (4) the alleged offense caused an unacceptable infringement upon the personal or property rights of others. The University reserves the right to consider all violations of its Student Code through its student judiciary, as well as referring such cases to off-campus authorities. The University recognizes that some violations may be handled concurrently by the University and the criminal court system, including, but not limited to, felonies and misdemeanors. The criminal court system is separate and distinct from the student judicial system, which determines only violations of the Student Code and imposes sanctions within the University community. As such, a concurrent action by both systems does not constitute double jeopardy. These criteria serve as guidelines, and the judgment of the Vice President for Student Affairs is the final determinant as to the University's response to any student behavior. Cases of academic dishonesty are handled under the jurisdiction of the Honor Code and the Honor Council.
- D. **NOTICE OF VIOLATION** Every effort will be made to comply with the time requirements outlined herein. However, the University community recognizes that due to time constraints within the academic calendar, this may not always be possible. A University judicial officer shall give notice in writing to the student of the complaint against the student. Such notice shall include: a short, concise statement of the conduct alleged to have been in violation of the regulations including the time, place, and date of the occurrence(s), and a reference to those sections of the Student Code of Conduct which set forth the regulation the accused is alleged to have violated; the time and place of hearing; and the particular hearing process to which the case is assigned. Notice shall be given to the student a minimum of four (4) calendar days (excluding school holidays) prior to the hearing. This delay may be waived by the mutual agreement of the accused and a University judicial officer. The hearing will be held even if the accused student fails to attend. As necessary, hearings and appeals will go forward during summer through procedures to be determined by the Vice President of Student Affairs.

IV. CONDUCT OF THE HEARING

- A. UNIVERSITY HEARING BOARDS** Whenever possible, members from the University hearing board pool will be selected to serve as hearing board members on a random basis. The complainant and the accused may challenge any member of the hearing board on grounds of bias. Upon considering any challenges from the accused or complainant concerning his/her impartiality, any member of a hearing board may withdraw voluntarily. If there is no quorum and a member is excluded, the hearing will be delayed until an alternate member of the University hearing board pool can be selected.
- B. QUORUM - UNIVERSITY HEARING BOARD** At least four (4) members of the hearing board shall be present throughout the hearing. If less than the required number is present at the opening of the hearing, the hearing shall be postponed until four (4) members can be convened. These requirements may be waived in writing upon agreement of all parties. Once the hearing has commenced, if a hearing board member should need to withdraw for a period of no less than thirty (30) calendar days (excluding school holidays), the hearing shall recess until all members can be present. Once the hearing has commenced, if a hearing board member should need to withdraw for a period of more than thirty (30) calendar days (excluding school holidays) or permanently, the accused may request that the hearing continue with the remaining hearing board members and it may do so if the complainant agrees. Otherwise, a new hearing will be scheduled. All members, including the Chair, may vote, and all determinations shall be by majority vote. A failure to vote shall be registered as a “not responsible” vote. For Serious Offenses cases, the quorum is four hearing board members, composed of students, faculty and staff. The Chair of a Serious Offenses Hearing Board is a non-voting member.
- C. QUORUM - UNIVERSITY JUDICIAL COUNCIL** At least four (4) members, including at least one (1) student member, one (1) faculty member, and one (1) staff member, shall be present throughout a UJC appellate review. At least five members, including at least two (2) faculty members, two (2) student members, and one (1) staff member shall be present throughout an Honor Council appeal (see The Honor Code of SMU, Article VI, Section 3). The Chair is a voting member.
- D. DISQUALIFICATION** Upon considering any challenges from the accused concerning his/her impartiality, any member of a hearing board may withdraw voluntarily. In such cases, the accused may waive the right to a quorum in writing and the hearing will proceed. If the accused chooses not to waive the right to a quorum, another member from the pool shall serve on that board, and the hearing will be rescheduled.
- E. NOTICE** Notice will have been considered served if it was mailed from the University post office in the Hughes-Trigg Student Center at least four (4) days (excluding school holidays) before the day of the hearing to the student’s local address and to the student’s email address, as they appear on file with the University Registrar. Students are required to maintain a current local address and telephone number and e-mail address on file with the University Registrar at all times. Notice sent to the local mailing and e-mail addresses on file with the University Registrar will have been considered delivered as addressed. Such notice is not required to be sent certified or registered mail. This period may be waived with the mutual written agreement of the accused and a University judicial officer.
- F. EXCHANGE OF WITNESS LIST** A minimum of three calendar days (excluding school holidays) prior to the hearing, the accused will be given a list of those witnesses and any documents whose testimony will be presented in person or by summation through a University judicial officer and a brief summary of the anticipated testimony. The accused shall present to a university judicial officer a list of witnesses (including a brief description of the anticipated testimony) and a copy of all documents to be submitted to the board a minimum of two calendar days (excluding school holidays) prior to the hearing, so that copies may be made for the board. However, additional

witnesses and documents may be called at the discretion of the hearing board. The University will attempt to notify, in writing, witnesses to be called by the University. Such notice shall tell the time, place, and date of the hearing and shall notify members of the student community that failure to appear as a witness may result in a charge against them for “Failure to Comply.” (See Section 3.11 of the Student Code of Conduct section.)

- G. DECORUM** The Chair of a hearing board shall maintain order for the proper conduct of the hearing. When necessary, the chair may expel disruptive individuals or adjourn the hearing to a later time to assure the full development of facts in a calm, deliberate setting.
- H. ATTENDANCE AT HEARINGS** All judicial hearings shall be closed and private. Only members of the hearing board, judicial members-in-training, the accused, University staff-in-training, a University judicial officer presenting the University’s case, any University official called by a University judicial officer, the complainant, and the parents/family member or one support person of the accused and the complainant, each may be admitted. The support person, if selected, must be a member of the University community. Parents/family member or a University community support person are for moral support of the accused and the complainant and may not participate in the hearing. Parents or family members who are attorneys may not be present in a lawyer capacity. Attorneys may not attend or participate in the hearing.
- I. SEPARATE HEARINGS** In hearings involving more than one accused student, a University judicial officer, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
- J. UNIVERSITY HEARING BOARD PROCEDURES** The University hearing board will include, but not be limited to, the following procedures.
1. The complainant and the accused may be present at the hearing, as well as his/her parents/family member (non-lawyer) or one support member from the SMU community. The hearing shall be closed to all others, except that the Vice President for Student Affairs will have the authority to permit attendance of one or more University observers at any time during the course of the hearing.
 2. The hearing Chair shall conduct the hearing in a manner that will bring forward all relevant evidence.
 3. A University judicial officer, the complainant, and the accused may present witnesses and direct questions to all witnesses. Members of the hearing board may also direct questions to all witnesses. The Chair of the hearing board, at his/her discretion, may require that questions be submitted first to him/her who will then direct the questions to the witness(es).
 4. Each party in the case will have the right to make an opening and closing statement. The complainant may give the first opening statement. The accused may give the last closing statement. The complainant and the accused may each include a statement of the impact of the alleged offense as part of a closing statement.
 5. Once the hearing has concluded, the hearing board will deliberate in executive session (i.e., hearing board members only) to reach a decision. The hearing board’s decision will be presented in writing within three calendar days (excluding school holidays) to the Office of the Dean of Student Life and will include findings of fact, responsibility or non-responsibility and the rationale for the findings. If there is a finding of responsibility, the hearing board will impose sanctions. The Office of the Dean of Student Life will notify the accused of the board’s decision within three calendar days (excluding school holidays). If the accused is found not responsible, the case may not be re-heard at a future date.
- K. REPRESENTATION BY AN ATTORNEY** Neither the accused nor the complainant may be actively represented by an attorney at any hearing or at any other time throughout this judicial process.

L. BURDEN AND STANDARD OF PROOF Upon a hearing of the charges, a University judicial officer has the burden of going forward with the evidence and the burden of proving the charges. The standard by which the charges must be proven is the greater weight of the credible evidence.

M. EXTENSION OF TIME The Chair of the hearing board may, at his/her discretion, grant extensions of time, at any point, as may be reasonably necessary to permit the accused student sufficient time to prepare his/her defense. The Chair may, also in his/her discretion, grant an extension of time to the complainant and accused student, at any time, so that additional evidence may be made available to the hearing board. If after the hearing has commenced the hearing board discovers the need for more preparation or more time to hear testimony, the Chair shall recess the hearing to a later time. The hearing board may then direct any further investigation for its proper disposition of the case. Inability to obtain witnesses shall not be justification for undue delay in continuing a hearing.

N. PROCEDURAL ISSUES The Chair of the hearing board will exercise discretion to resolve any procedural issues raised.

O. CHANGE IN ALLEGATIONS Any change in the allegation against a student shall be regarded as a new complaint subject to the process for handling complaints in the first instance.

P. RIGHTS OF THE COMPLAINANT:

1. To be informed of all alternatives and options by a counselor in the Counseling and Testing Center.
2. To decide whether he or she wishes to press charges through the University Judicial System.
3. To have parents/family member (non-lawyer) or a member of the SMU community accompany him or her during the student judicial proceedings. Such persons are for moral support and have the same responsibilities as described for rights of the accused to have support. (See the University Judicial Code, Section IV, G.)
4. To challenge any member of the Hearing Board on grounds of bias.
5. To request to have his or her living arrangements (if in campus housing) modified pending the outcome of the student judicial proceedings if the accused lives close to the complainant.
6. To remain present during the proceedings.
7. If an allegation of sexual assault or sexual misconduct, to not have his or her sexual history discussed during the hearing. However, evidence of a recent sexual relationship between the accused and the accuser may be considered if the accused asserts consent as a defense.
8. As allowed by the Family Education & Right to Privacy Act of 1974, to be informed by the Office of the Dean of Student Life of the hearing board's decision within three (3) calendar days (excluding school holidays) following the hearing.

Q. RIGHTS OF AN ACCUSED:

1. To be informed of the accusation by a University judicial officer.
2. To be informed of all alternatives and options by a counselor in the Counseling and Testing Center.
3. To remain silent, before, during, and after the hearing and to make a statement explaining the reasons for remaining silent.
4. To have parents/family member (non-lawyer) or a member of the SMU community accompany him or her during the student judicial proceedings. Such persons are for moral support and have the same responsibilities as described for rights of the accused to have support. (See The University Judicial Code, Section IV, H.)
5. To challenge any member of the Hearing Board on grounds of prejudice.

6. To remain present during the proceedings.

7. If accused of a sexual assault or sexual misconduct, to not to have his or her sexual history discussed during the hearing. To present evidence of a recent sexual relationship between the accused and the accuser only if the accused asserts consent as a defense.

8. To be informed of the hearing board's decision within three (3) calendar days (excluding holidays) following the hearing.

9. To appeal the decision of the hearing board to the UJC.

10. To request to have his or her living arrangements (if in campus housing) modified pending the outcome of the student judicial proceedings if the accused lives near to the complainant.

R. REPORTING OF PROCEEDINGS Any publication from within the University (including The Daily Campus and other publications by students) related to a judicial hearing must abide by the following guidelines:

1. The privacy and confidentiality of all student records shall be preserved in accordance with the Family Educational Rights and Privacy Act of 1974 as amended.
2. Should the accused and/or responsible party (parties) make public statements or declarations regarding a hearing, this action may free the University to comment on any such statements and/or the matter being discussed.
3. There will be no recordings or transcriptions made of these proceedings.

V. SERIOUS OFFENSES STUDENT JUDICIAL PROCEDURES

A. ASSIGNMENT OF CASE Incidents that involve alleged conduct that posed a serious threat of physical or psychological harm, including but not limited to sexual assault/misconduct cases, may be assigned to a Serious Offenses hearing board with the following additional procedures.

1. **PRELIMINARY INTERVIEWING** The University judicial officer will explain the University Judicial System and refer the complainant to a counselor in the Counseling and Testing Center for advice, counseling, and information on all available procedural options and alternatives, if applicable.

2. **INVESTIGATION** A University judicial officer will thoroughly investigate the alleged complaint. A Special Investigating Committee may be appointed by the Vice President for Student Affairs.

3. **NOTICE OF VIOLATION AND EXCHANGE OF INFORMATION** If there is sufficient evidence to go forward, the judicial process will continue. The hearing will take place as soon as possible after the complainant's and accused's comments are received, but no earlier than four calendar days (excluding school holidays) after their comments are received by the University judicial officer. The Office of the Dean of Student Life shall notify the complainant and the accused of the date, time, and place of the pre-hearing briefing and the hearing. A minimum of four (4) calendar days (excluding school holidays) prior to the hearing the complainant and the accused will deliver to the Office of the Dean of Student Life a list of those witnesses whose testimony will be presented in person (with a brief description of their expected testimony) and a copy of all documents to be submitted to the hearing board. A minimum of three calendar days (excluding school holidays) prior to the hearing, a University judicial officer will conduct a pre-hearing briefing with the complainant and the accused. At that time, each will receive a copy of the other's list of witness(es) to be called.

B. THE HEARING The Chair will conduct the hearing, using broad powers to conduct a full and fair hearing. The hearing board may call persons named in the confidential Special Investigation Report, if there is one, as well as additional witnesses, at its discretion. The Chair will make final decisions regarding questions of procedural issues and admissibility of evidence. The chair may be an SMU Law School faculty member,

who has specialized training. No one may serve as chair if he/she has not completed this training. The chair is a nonvoting member of the board and may not participate in deliberations, except to answer questions regarding procedures, admissibility of evidence, etc. A quorum will consist of four voting board members. The hearing board may reconvene after their decision has been written to announce and submit their decision to the complainant and the accused.

VI. SANCTIONS ESTABLISHED AND DEFINED BY UNIVERSITY JUDICIAL COUNCIL

The following sanctions may be implemented individually or in any combination by the hearing boards or University judicial officer. The President reserves the right to raise or lower sanctions imposed in the judicial process.

- A. EXPULSION** An individual or group will be separated from the University on a permanent basis. An individual's expulsion will be permanently recorded on his/her academic transcript. Before this penalty is enforced, the President of the University will review it. A student expelled from the University may not enter campus grounds for any reason without the express written permission from the Office of the Dean of Student Life. A student expelled from the University will not receive a refund of any monies paid, including tuition, fees, and room and board.
- B. SUSPENSION** An individual or group will be dismissed from the University for an assigned time period, and under the conditions deemed necessary by the judiciary. Before this penalty is enforced, the accused student or student group may appeal this matter in writing to the UJC within four calendar days (excluding school holidays) of notification. Requests must be submitted in writing via the appeal process (See the University Judicial Code, Section VIII). A student suspended from the University may not enter campus grounds for any reason during the period of her/his suspension without the express written permission from the Office of the Dean of Student Life. A student suspended from the University will not receive a refund of any monies paid, including tuition, fees, and room and board. In addition, no academic credit earned during the period of suspension at any other institution may be transferred to SMU. A disciplinary suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled in the University and is removed three years after graduation. If the student leaves the University before graduation, the notation is removed three years after the anticipated date of graduation from the University.
- C. CANCELLATION OF THE HOUSING CONTRACT** A student removed from the residence halls for an assigned time period or expelled from the residence halls on a permanent basis may not enter any residence hall without the express written permission from the Office of Residence Life and Student Housing. A student who is reassigned to a residence hall due to disciplinary action may only enter the newly assigned residence hall. The reassigned student may not enter any other residence hall without the express written permission from the Office of Residence Life and Student Housing. If the student's housing contract is still in force at the time of the suspension or expulsion, no refund of the housing deposit or fee will be made.
- D. DISCIPLINARY PROBATION** A student or group is given a warning that further violations will result in consideration of suspension. The student or a group representative may be required to report to a University judicial officer on a regular basis during the period of the probation.
- E. JUDICIAL REPRIMAND** The individual or group will be given formal notice by the hearing board or the judicial officer that they have violated the Student Code of Conduct or University policy. If the individual or group is found in violation of a further charge, that case will be considered more seriously.
- F. FINES** An individual may be fined any amount determined to be appropriate by the judicial officer. An organization can be fined any amount commensurate with the sever-

ity of the offense. Fines resulting from an alcohol policy violation will be a minimum of \$100 and fines resulting from a drug policy violation will be \$500.

- G. DISQUALIFICATION FROM HOLDING OFFICIAL STUDENT POSITIONS OR PARTICIPATING IN UNIVERSITY ACTIVITIES** An individual or group sanctioned will be restricted from either representing the University in an intercollegiate activity, or from participation/representation in any University activity or organization.
- H. RESTITUTION** An individual or group will be required to pay for damages to the person or institution for property destroyed.
- I. NOTIFICATION OF PARENTS / NATIONAL ORGANIZATIONS / AUTHORIZING BODY** Students found responsible for a violation of the Student Code of Conduct may be required to inform their parents of their involvement in the policy violation, or the University may notify the parents directly of a violation, as allowed under the Family Educational Rights and Privacy Act (1974). The Office of the Dean of Student Life may notify a group's national organization or the appropriate university authorizing body of the group's involvement in the policy violation.
- J. SUSPENSION OF PRIVILEGES** An individual or group will lose privileges that allow participation in specific activities, use specific facilities, or exercise specific privileges.
- K. DISCIPLINARY VIOLATION (DV) TRANSCRIPT RECORD** If the nature of the offense so warrants, the hearing board will record an individual's violation on his/her academic transcript. The notation will remain for the time he/she is enrolled at the University and for three years following his/her graduation. If the student leaves the University before graduation, the notation is removed three (3) years after the anticipated date of graduation from the University.
- L. EDUCATIONAL SANCTIONS** The objective of this sanction is education and rehabilitation. Sanctions selected will be commensurate with the offense.
- M. DEFERRED SANCTIONS** Individual or group sanctions may be deferred (not enforced). Deferred terms, i.e., conditions of the probation and its duration, will be set by the judicial body which imposed the sanction. If a succeeding judicial body finds the student responsible for violating the terms of probation during the period set up by the preceding judicial body, the probation may be lifted and the previously imposed deferred sanction enforced. In addition, further sanctions may be imposed. In no case may a student have more than one deferred sanction.
- N. REFERRALS TO OTHER OFFICES** Students may be required to contact other offices on campus including, but not limited to, the Center for Alcohol Education and Drug Abuse Prevention.
- O. FAILURE TO COMPLETE SANCTIONS** Students who fail to complete their sanctions within the allotted time period may be subject to having their registration cancelled and/or having a hold placed on their official university records, which may prohibit them from registration, reenrolling, or receiving transcripts.

VII. RECORDS

The following policies concerning records and the release of information are in compliance with the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment). Records in the Office of the Dean of Student Life shall contain all information; data, correspondence, findings, and records of official action concerning student discipline.

- A.** A disciplinary sanction will remain on file in the Office of the Dean of Student Life until it is erased three years after graduation. If the student leaves the University before graduation, the notation is removed three (3) years after the anticipated date of graduation from the University. However, sanctions resulting in suspension or greater will remain in the Office of the Dean of Student Life indefinitely and may be released as appropriate under the law when questions related to disciplinary actions are asked.

- B.** Beginning with their senior year, students may request, through a written petition, to have their disciplinary records expunged by the Dean of Student Life for good cause. Factors to be considered in review of such petitions shall include:
1. The present demeanor of the student.
 2. The conduct of the student subsequent to the violation.
 3. The nature of the violation and the severity of any damage, injury, or harm resulting from it.
 4. There will be no appeal of the decision made by the Dean of Student Life.

VIII. APPEALS

- A. GROUNDS FOR APPEAL** An accused who has been found responsible shall have the right to request an appellate review. Such written request must be received in the Office of the Dean of Student Life within four (4) calendar days (excluding school holidays) from the mailing of the written findings to the student's address of record. If the student was present for the administrative hearing, written request must be received in the Office of the Dean of Student Life within four (4) calendar days (excluding University Holidays) from the date of being given a copy of the Administrative Disposition. A quorum of the UJC, which has participated in the training provided to all University Hearing Board members, shall sit as the appellate body. In no case may a member of the UJC sit to hear the appeal if he/she has not completed this training. The accused may request an appeal on the following grounds:
1. Clearly erroneous findings of fact;
 2. Significant procedural irregularities that denied the accused a fair hearing;
 3. Substantial new relevant evidence not available at the time of the hearing;
 4. Evidence presented at the hearing for a finding of responsibility clearly insufficient to support the charge; and
 5. Sanction unreasonably harsh.
- B. STANDARD OF PROOF** The standard of proof is the greater weight of the credible evidence.
- C. APPELLATE PROCEDURE** The procedure for the appeal will be as follows:
1. At the conclusion of each hearing, the judicial officer or hearing board chair will submit the following documents to the Office of the Dean of Student Life: the decision, the reasons for the decision, and the reasons for the sanctions imposed.
 2. The accused must file a written request to appeal with the Office of the Dean of Student Life. The request to appeal must include the grounds for the appeal and the basis for each.
 3. The appeals packet consisting of the above statements and documents, including the hearing board minutes (if applicable) and a copy of the original incident report or charge will be prepared for the UJC.
- D. PRESENTATION** The UJC shall base its decision to uphold or overturn the result of a hearing on the student's written request for an appellate review and the summary of the hearing prepared by the judicial officer or the hearing board chair. In an appellate review, the UJC may, solely at its discretion, allow oral statements. The presenters and the amount of time allowed for each statement will be determined by the UJC.
- E. DETERMINATION OF APPEAL** The UJC may (1) DISMISS the case because there were such procedural irregularities at the hearing that the student was clearly denied a fair hearing. They may (2) DISMISS OR REMAND the case to the original hearing board or judicial officer because: (a) there were clearly erroneous findings of fact; or, (b) there were findings of fact clearly insufficient to support the charge. They may (3) LOWER the sanctions imposed based on a finding that the sanctions are unreasonably harsh. The UJC may (4) REMAND the case to the original hearing board or judicial

officer if there is significant new evidence that was discovered between the time of the original hearing decision and the time of the appeal. Or, the UJC may (5) UPHOLD the result of the hearing.

- F. JURISDICTION OF THE UNIVERSITY JUDICIAL COUNCIL** The UJC serves as a board of final appeal for appeals originating from University Hearing Boards, Administrative Hearings, and Honor Council Hearings, with the exception of expulsions, which are reviewed by the President of the University. Honor Council appeal procedures are set forth in Article VI of The Honor Code.

- IX. REHEARINGS** With a written request from the accused or a University judicial officer, showing good cause, the Dean of Student Life, may consult with the chair of the University hearing board or the University judicial officer and the chair of the UJC and order that a case be sent to a new hearing board, or a judicial officer. After such a rehearing, the accused shall be entitled to the same rights of appeal as in any case.



THE HONOR CODE

Intellectual integrity and academic honesty are fundamental to the processes of learning and of evaluating academic performance, and maintaining them is the responsibility of all members of an educational institution. The inculcation of personal standards of honesty and integrity is a goal of education in all the disciplines of the University.

The faculty has the responsibility of encouraging and maintaining an atmosphere of academic honesty by being certain that students are aware of the value of it, that they understand the regulations defining it, and that they know the penalties for departing from it. The faculty should, as far as is reasonably possible, assist students in avoiding the temptation to cheat. Faculty members must be aware that permitting dishonesty is not open to personal choice. A professor or instructor who is unwilling to act upon offenses is an accessory with the student offender in deteriorating the integrity of the University.

Students must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personal experience in completing assigned work is essential to learning. Permitting others to prepare their work, using published or unpublished summaries as a substitute for studying required materials, or giving or receiving unauthorized assistance in the preparation of work to be submitted are directly contrary to the honest process of learning. Students who are aware that others in a course are cheating or otherwise acting dishonestly have the responsibility to inform the professor and/or bring an accusation to the Honor Council.

Students and faculty members must mutually share the knowledge that any dishonest practices permitted will make it more difficult for the honest students to be evaluated and graded fairly and will damage the integrity of the whole University. Students should recognize that both their own interest, and their integrity as individuals, suffer if they condone dishonesty in others.

THE CONSTITUTION OF THE HONOR COUNCIL OF SOUTHERN METHODIST UNIVERSITY

PREAMBLE AND DEFINITIONS We, the students of Southern Methodist University, with the approval of the Provost and the Dean of Student Life, establish the Honor Council to uphold the standards of academic integrity set forth in the Honor Code. Acts punishable under the code include, but are not limited to the following:

ACADEMIC SABOTAGE Intentionally taking any action which negatively affects the academic work of another student.

CHEATING Intentionally₁ using or attempting to use unauthorized materials, information, or study aids in any academic exercise₂.

FABRICATION Intentional and unauthorized falsification or invention of any information or citation in an academic exercise₃.

FACILITATING ACADEMIC DISHONESTY Intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code₄.

PLAGIARISM₅ Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

¹ Labeling a student as being "dishonest" constitutes a form of moral condemnation, which can be a legitimate sanction in itself. Such moral condemnation, however, is not normally imposed for a simple act of negligence (e.g., a typographical error resulting in a miscited source). A student who cites long passages from a book without acknowledgment cannot expect to convince the decision maker that the omission was merely "negligent." Such ignorance is not a valid defense. Not knowing what one has done (e.g., inadvertently omitting a footnote) is to be distinguished from knowingly doing something while ignorant of a rule.

² The term "academic exercise" includes all forms of work submitted for credit or honors at the University, as well as materials submitted to other institutions or organizations for evaluation or publication.

³ For example, a writer should not reproduce a quotation found in a book review and indicate that quotation was obtained from the book itself. Likewise, it would be improper to analyze one sample in a laboratory experiment and covertly "invent" data based on that single experiment for three more required analyses.

⁴ For example, one who provided term papers or examinations to other students while knowing or having reason to know that such materials would be used in violation of the Honor Code would be responsible for "facilitating academic dishonesty."

⁵ In regards to cases of plagiarism, ignorance of the rules is not an excuse. The University subscribes to the statement on plagiarism which appears on page six of William Watt's *An American Rhetoric* (1955).

IMPEDING HONOR COUNCIL INVESTIGATION Impeding the investigation of the council, lying to the council, or in any way failing to cooperate with the council.

The general principles for all honest writing can be summarized briefly. Acknowledge indebtedness:

1. Whenever you quote another person's actual words.
2. Whenever you use another person's idea, opinion, or theory, even if it is completely paraphrased in your own words.
3. Whenever you borrow facts, statistics, or other illustrative material - unless the information is common knowledge.

Plagiarism also encompasses the notions of citing quotations and materials from secondary sources that were not directly consulted in the preparation of the student's work, and copying the organizational and argumentation structure of a work without acknowledging its author.

ARTICLE I

JURISDICTION, RATIFICATION, AND AMENDMENTS

SECTION 1: The Honor Council shall oversee the academic conduct of all undergraduate and graduate students with the exception of those students enrolled in the schools of Law or Theology of Southern Methodist University.

SECTION 2: Ratification of this Constitution shall be by majority vote of the Student Senate, the Faculty Senate, and the approval of the Provost and Dean of Student Life.

SECTION 3: Amendments may be proposed by a student senator, faculty senator, member of the council, or by petition of no less than 10 percent of the student body. Passage shall require a majority vote of the Honor Council and approval by the Student Senate, the Faculty Senate, and the approval of the Provost and the Dean of Student Life.

ARTICLE II

HONOR COUNCIL COMPOSITION AND AUTHORITY

SECTION 1: MEMBERSHIP If possible, the Honor Council should be comprised of a minimum of four officers and no less than 27 general members. Membership is open to all members of the SMU student body without respect to sex, sexual orientation, race, color, religion, disability, age, veteran status, or national origin. The officers will be elected internally by the Honor Council. General members will be selected through an application and interview process by the Honor Council Executive Board. The 27 general members should be categorized following these guidelines:

- (a) Five first-year students (after recruiting)
- (b) Six sophomore students
- (c) Seven junior students
- (d) Eight senior students
- (e) One graduate student from a school under the council's jurisdiction
- (f) Five members nominated by the Faculty Senate and appointed by the Provost

SECTION 2: AUTHORITY The Honor Council has the following powers and responsibilities:

- (a) To develop its own Bylaws and procedures, subject to a majority vote by the Honor Council and approval by the Provost, the Dean of Student Life, and Vice President for Legal Affairs for legal sufficiency and compliance with the standards set by the Honor Council Constitution;
- (b) To serve on and constitute at least one hearing board a semester, as specified in Article IV of this Constitution, or investigate at least one case a semester;
- (c) To advise and consult with faculty members and administrative officers on matters related to academic integrity standards, policies, and procedures;

- (d) To foster and promote programs alerting students to the importance of academic integrity and the penalties for its violation;
- (e) To issue an annual report to the campus community, to include a statistical review of the nature, volume and disposition of charges heard, academic integrity standards, policies, and procedures, including recommendations for appropriate changes;
- (f) Any additional duties or responsibilities delegated by the Provost or Dean of Student Life.

ARTICLE III - PREHEARING PROCEDURES

SECTION 1: FACULTY DISPOSITION OF A SUSPECTED HONOR VIOLATION

A faculty member who suspects that a student has committed an act of academic dishonesty may take either or both of the following courses of action:

- (a) Determine to handle the situation privately with the student, in which case these procedures should be followed:
 - (i) the faculty member shall inform the student of the alleged misconduct and, after discussing it with him or her, determine whether or not the student is responsible for a violation of the Honor Code;
 - (ii) the faculty member shall inform the student of the sanctions for a determination of responsibility, which may be as severe as a failing grade in the course;
 - (iii) the faculty member shall determine whether to notify the Dean of Student Life of the action taken using the form designated for this purpose and available from the Honor Council. Faculty members should use this reporting mechanism, as it serves two purposes: first, it enables the University to track the number and severity of honor code violations; second, it preserves a record of a particular student's violation of the Honor Code in the event the student is charged with other alleged violations in the future.
- (b) Determine that the matter should be referred to the Honor Council, in which case the charge must be filed and received by the Honor Council within 22 class days from the date of discovery of the alleged violation. The procedures outlined in Section 2, below, will be followed.

SECTION 2: NOTIFICATION OF STUDENT AND PREHEARING PROCEDURES

- (a) A person who suspects an Honor Code violation shall notify the Honor Council president of the alleged act in writing on the standard form established for that purpose.
- (b) The Provost will select faculty members designated in advance by the Faculty Senate. Although selection may be made on a case-by-case rotating basis, the Provost should retain discretion to make selections, which will ensure representation of appropriate academic disciplines, as necessary in each case.
- (c) The Honor Council president or designee shall immediately send written notice of charges to the accused student. All correspondence is sent to the local address the student has provided to the University registrar. The Honor Council will consider notice served once notice has been mailed to the local address as provided to the University registrar. Students are responsible for maintaining a current address with the Registrar's Office at all times. A copy of the written notice of charges shall also be sent to the Dean of Student Life.
- (d) The Vice President of Investigations shall appoint an investigator who will collect information relevant to the case and write a summary report to be used at the hearing. The investigator must deliver the summary report and copies of all written evidence and exhibits which will be used at the hearing to the Vice President of the Honor Council while submitting a copy to the Dean of Student Life at least three (3) days before the hearing.
- (e) Upon notification of an alleged Honor Code violation, the Honor Council president shall request the registrar to place a hold on the accused's transcript until the case has reached a final disposition through the hearing.

- (f) The Honor Council president shall convene a Hearing Board, with a suggested composition of four students and one faculty member, within a reasonable period of time but no earlier than 10 days after the accused student receives notice of the allegation. "Ten days" shall be counted as class days. Weekend days, exam days, holidays, and summer vacation days are not included. Hearing boards ordinarily will not convene during these times.
- (g) Quorum for an Honor Council Hearing Board shall be defined as at least four members of the Honor Council.

SECTION 3: ADVISING THE ACCUSED STUDENT

- (a) The vice president of the Honor Council or designee shall serve as liaison to the accused student. The Honor Council vice president shall document every attempt by phone and mail to contact the student to schedule a meeting to review the accused's rights and the Honor Council procedures. It is the student's prerogative whether or not to attend this meeting. At the meeting, the Honor Council vice president will ensure the student has written notice of the charges and copies of the Honor Code, the Honor Council Constitution, and the Hearing Procedures. The vice president will describe the hearing procedures to the accused and answer questions. The vice president will also provide a copy of the investigator's summary report to the student and all written evidence or exhibits to be used in the case at least three days before the hearing. The vice president shall inform the student of the hearing date, time, and place. Training for the vice president shall be provided by the Dean of Student Life.
- (b) The vice president shall inform the student that he or she may bring one person from the SMU community (a SMU student, faculty member, or staff member) and his or her parents. Parents and/or community support person are for moral support only and may not participate in the hearing unless called upon as a witness. Parents or family members who are attorneys may not be present in a lawyer capacity. Attorneys may not attend or participate in the hearing.

ARTICLE IV - HEARING RULES AND PROCEDURES

SECTION 1: GENERAL HEARING RULES

- (a) Unless otherwise noted, all guidelines concerning shall follow the same general principles set forth by the University Judicial Code.
- (b) The president or his/her designee shall act as the nonvoting presiding officer of the hearing.
- (c) The accused may challenge any board member's eligibility to sit on the panel; however, the hearing board by majority vote, will have the final decision regarding the panelist's eligibility.
- (d) Hearings will be closed to the public, except for the accused student's parents, the community support person accompanying the accused student, and Honor Council members-in-training. The accused student may request an open hearing, which may be held at the discretion of the president. Open hearings will waive all rights to confidentiality.
- (e) Any person, including the accused student, who disrupts a hearing or who fails to adhere to the rulings of the president may be excluded from the proceeding.
- (f) All proceedings are confidential. Violations of the policy on confidentiality will result in a board member's removal from the council as well as subject the board member to possible judicial action.
- (g) In accusations involving more than one student, the president will determine whether separate hearings will be held. If a single hearing is held, the accused students may be asked to testify with the other(s) out of the hearing room. Guilt or innocence and penalties will be assigned separately.
- (h) If the accused withdraws from school pending a hearing, the Honor Council retains jurisdiction to render a finding of guilt and apply sanctions.

SECTION 2: HEARING PROCEDURES

- (a) A hearing board should be comprised of four students and one faculty Honor Council member. The quorum for a hearing shall be four members. For a hearing to commence, the complainant or a statement by him or her, and the investigator or a statement by him or her must be present. The accused does not have to be present for the case to proceed. Training for hearing board members will be jointly planned and implemented by the faculty adviser and the Dean of Student Life.
- (b) Prospective witnesses, other than the complainant and the accused student, shall be excluded from the hearing during the testimony of other witnesses.
- (c) Formal rules of evidence shall not be applicable in the hearing. Unduly repetitious or irrelevant evidence may be excluded. Circumstantial evidence and hearsay are admissible.
- (d) Accused students shall be accorded an opportunity to question the complainant and those witnesses who testify for the complainant at the hearing.
- (e) In like manner, the complainant shall be accorded an opportunity to question the accused student and those witnesses who testify for the accused student at the hearing.
- (f) The burden of proof shall be upon the complainant, who must establish the guilt of the accused student by clear and convincing evidence.
- (g) All parties, the witnesses, and the public shall be excluded during panel deliberations. Honor Council members-in-training, if any, will be allowed to stay for deliberations but may not contribute to the discussion of the board.
- (h) A four out of five vote is necessary for a verdict of responsibility to enter. If only four members are present, a unanimous four to zero vote is necessary for a verdict of responsible. Any vote short of the requirement will exonerate the accused and the board will dismiss the charge.
- (i) A majority vote is necessary for the sanctions to be set. If there is no majority opinion, then the student will not receive any sanctions.
- (j) If the accused is found responsible for an Honor Code violation, the president will inform the board of any prior Honor Code or Judicial Code violations by the accused. The hearing board will then determine the sanction(s) to apply. (See Article V., Section 3.)
- (k) A brief, written statement of reasons for finding a student responsible or not responsible for an offense and the sanctions imposed will be provided by the president or his/her designee. A copy of this statement, called a Hearing Summary, must be signed by the student and the president and given to the accused in person or sent via certified mail if the accused is not present, or refuses to accept his or her copy. The decision of the hearing board will be available to the accused and accuser(s) no earlier than 24 hours after decision has been reached.

SECTION 3: SPECIAL CONTINGENCY PROCEDURES

- (a) In the event that a hearing must be held during the summer and on an accelerated schedule (such as the case of a student scheduled to graduate before the next academic term), and to the extent that logistics make it impossible to convene a hearing board according to Section 2(a), a special hearing board shall be convened for the hearing. The board shall still be comprised of five members if possible (four for a quorum), however more than one Honor Council faculty member is eligible to sit on the board, as well as is one member of the administration of Southern Methodist University, so long as there are at least two student Honor Council members on any hearing board (including the four-member quorum). Furthermore, any officer of the Honor Council shall be eligible to sit on the board to the extent that they have no prior knowledge of the case.
- (b) All other special contingency hearing procedures shall follow the guidelines set forth in Section 2.

ARTICLE V - PENALTIES

SECTION 1: The recommended minimum penalty for a violation of the Honor Code shall be an Honor Violation (H.V.) and a deferred suspension from the University for the remainder of the student's academic career. The suspension will be invoked for a finding of guilt of an Honor Code violation or a sanction of disciplinary probation through the University Judicial System. The Honor Council shall authorize the University registrar to place an H.V. on the transcript. The H.V. shall remain on the student's transcript for three years after graduation or expected date of graduation. It shall then be removed from the transcript. Although it is presumed that a guilty verdict would result in assignment of a grade of "F", the faculty member retains complete discretion to award a grade for the course he or she deems appropriate. Hearing board members may discuss the case issues in general with other Honor Council members at their regular meeting for purposes of training, but no identifying information may be discussed.

SECTION 2: In lieu of, or in addition to, the above recommended Honor Violation, the following penalties may be given:

- (a) Educational sanction
- (b) Judicial Reprimand
- (c) Disciplinary Probation for a term set by the hearing board
- (d) Deferred sanctions for a term set by the hearing board
- (e) Suspension from the University for a term to be set by the hearing board (during which, credit gained at another institution cannot be transferred back to SMU);
- (f) Expulsion from the University.
- (g) If the student receives a sanction involving a probationary period or higher, the student's parents will be notified.

SECTION 3: The criteria on which penalties are based include but are not limited to:

- (a) Truthfulness and cooperation in the investigation and hearing;
- (b) Intent, premeditation and seriousness of the offense;
- (c) Previous University Honor Council or Judicial Council record;
- (d) Harassment of the complainant or any witness.

SECTION 4: For a period of one year, no student with an H.V. on the transcript will be permitted to represent the University in any extracurricular activity, or run for or hold office in any recognized student organization, including, but not limited to, participating as a member of an athletic team, in performances conducted under University auspices, serving as a member of the Mustang Band, the debate teams, an officer of a sorority or fraternity, a member of the Student Senate, a member of the Student Foundation, or in similar capacities. If students so sanctioned fail to remove themselves from such activities voluntarily, the Honor Council will contact the relevant student or administrative officials to force such action. In exceptional situations, this penalty may be waived at the discretion of the hearing board.

SECTION 5: For a period of one year, no student with an H.V. on his or her record shall be entitled to a scholarship based on any factor other than need.

ARTICLE VI - APPEAL

SECTION 1: Grounds for appeal are the following:

- (a) substantial new relevant evidence not available at the time of the original hearing;
- (b) significant procedural irregularities which denied the student a fair hearing;
- (c) insufficient evidence provided to merit a finding of responsibility;
- (d) sanctions overly harsh;
- (e) Clearly erroneous findings of fact.

SECTION 2: Only the accused student has the right to appeal.

SECTION 3: All requests for appeal of the hearing board's decision shall be submitted to the University Judicial Council in writing no later than four (4) calendar days (excluding school holidays) from the Hearing Summary meeting with the Honor Council President or the mailing of the Hearing Summary Report to the student's address of record. Requests must set out detailed reasons for the appeal. The hearing board shall submit a response to the appeal to the University Judicial Council. For this purpose, a quorum of the University Judicial Council shall be two faculty members, two students, and one administrator. The council shall convene a closed informal hearing within a timely manner to discuss the merits of the appeal. The standard of appellate review is very stringent and only in cases of a clear miscarriage of justice shall an appeal be granted.

SECTION 4: The University Judicial Council may dismiss the case due to such procedural irregularities as will forever deny the student a fair hearing, grant the appeal and remand for a de novo hearing, with a new hearing board, for insufficient evidence, significant procedural irregularity, or substantial new evidence, or lighten sanctions if it finds the sanctions to be overly harsh.

ARTICLE VII - RECORDS

SECTION 1: All correspondence with the student and records of board decisions and all board correspondence will be kept permanently in the Honor Council file. Copies will also be maintained in the permanent file in the Dean of Student Life Office, in accordance with policies established for maintaining of student judicial records.

SECTION 2: If the student is found not responsible, the Honor Council president will expunge identifying information from the case file in the Honor Council Office.

The code was derived in part from Kibler, W., Nuss, E., Patterson, B., and Pavela, G., *Academic Integrity and Student Development: Legal Issues, Policy Issues* (College Administration Publications, Inc., 1988).



VEHICLE REGULATIONS

POLICY STATEMENT

1. The University has enacted the following traffic rules and regulations for the safety and security of the SMU community. They apply to all students, faculty, staff, and visitors. The parking rules, approved by the Vice President of Business and Finance, will be on file in the offices of Park 'n Pony and the Police Department. The complete text of the regulations is also available on the SMU web site at smu.edu/parking/.
2. The objective is to obtain voluntary compliance with the regulations rather than to assess fines. Fines have been enacted to deter violations.
3. The plan provides parking spaces as conveniently as possible within the available limits. **No one is guaranteed a parking space on campus.**
4. Students, faculty and staff are expected to be familiar with and to abide by these regulations at all times and to advise visitors of them. The fact that a violation notice is not issued when a vehicle is illegally parked does not mean nor imply that the regulation or law is no longer in effect. The motor vehicle operator is responsible for being informed about the laws and regulations in force.
5. Persons with registered vehicles are responsible for any citations issued to their vehicles. **Lack of convenient parking space is not justification for violation of parking rules.** Any unregistered vehicles parked on campus by faculty, staff or students will be cited. Repeated violations (three or more) by unregistered vehicles can result in the vehicle being towed or mechanically immobilized (booted). Citations are not voided from an individual's parking record once paid. They accumulate during the academic year even after being resolved by payment. The moment the sixth citation is issued during the academic year, an individual will be designated a "Habitual Violator" for the remainder of the academic year. Habitual violators who illegally park on the campus will be subject to increased fines and vehicle immobilization.
6. All appropriate Texas criminal laws and motor vehicle laws, in addition to University regulations, are in effect on SMU property. University police officers have jurisdiction to enforce regulations and the authority to remove or impound any vehicle operated or parked in violation of the regulations.
7. Throughout the year the campus hosts several major events that require reserved parking for the patrons. To facilitate reserved parking demands for event patrons, parking lots normally designated for student, staff, and faculty use may be closed. This will result in some inconvenience to the campus community but does not authorize drivers to park in violation of campus, state, or city ordinances.
8. Questions regarding interpretation or classification of these regulations should be directed to the Park 'n Pony Office during normal business hours at 214-768-7275. **(PLEASE DO NOT CALL THE POLICE DISPATCHER)**

VEHICLES ON CAMPUS Motor vehicles parked at any time on University property or streets by students, faculty, or staff must display a current permit, which is obtained from the Park 'n Pony office. Permits must not be falsified, transferred to another person or vehicle, forged, or altered.

STUDENT VEHICLES When a vehicle is parked on the campus, the parking permit will be displayed on the outside of the rear windshield on the driver's side near the lower corner of the glass. Vehicles that are not equipped with rear glass or convertibles will display the decal on the rear bumper, driver's side. Decals for motorcycles will be displayed on any conspicuous place.

FACULTY AND STAFF VEHICLES Motor vehicles parked on University property or streets by faculty or staff members must display a permit, which is obtained from the Park 'n Pony office in Hughes-Trigg Student Center. The permit will be displayed on the rear windshield, driver's side. If there is no rear window available, or a convertible the permit will be affixed

to the rear bumper, driver's side. On motorcycles, the permit should be displayed in any conspicuous place.

VISITORS' PARKING (Faculty, Staff & Students are NOT visitors) Visitors to SMU should be given parking guidance by the person or organization inviting them to campus.

1. Visitors and guests of the University may park ONLY in "pay meter" spaces, The University Lot located behind the Airline Garage and the Moody Garage. The University Lot and Moody Garage offer "Park and Pay" stations.
2. Visitors parking in the Moody Garage will be required to pay a flat-rate fee of \$5.00 to utilize the garage parking. The one-time \$5.00 fee is good for the entire day. The pay station is located at the SMU Blvd Entrance and will accept coins, bills (\$1.00 and \$5.00 only), as well as major credit cards. Parking coupons may also be used at the Moody Garage station only. These coupons will be distributed to guest by selected hosts who receive them from the Park 'n Pony Office.
3. **Visitors parking in the University Lot must pay by the hour (\$1.00 per hour) up to a maximum of \$5.00 per day. A conveniently placed pay station in the center of the lot is offered to our visitors.**
4. Visitors can only park on campus during normal hours of operation (7 am - 12 midnight). If a vehicle needs to be left overnight or frequent visits are made to campus, call the university police (214-768-3388 - 24 hours) for instructions.
5. **Faculty, staff, and students are not considered visitors, however, they may park in any visitor's parking space anywhere on campus, provided they have paid the associated fee.**
6. Students are responsible for the actions of their guests on campus and should advise them as to the areas in which they are allowed to park.
7. SMU is not responsible for any damage that may occur to vehicles parked on campus or to vehicles entering or leaving SMU parking lots.

FLOOD WARNING Certain low-lying areas of the campus are prone to flooding in heavy rains. Concerns or questions about these areas should be addressed to Campus Planning and Plant Operations.

PARKING FOR THE DISABLED

1. SMU provides spaces throughout the campus for the parking needs of persons with disabilities. The campus honors any government-issued disability designation visibly displayed. Requirements for authorization to park a vehicle in a "Disabled" space are a state "Disabled" license plate, a state "Disabled" decal, or any disabled designation issued by a government entity.
2. Guests to the campus, with proper state designation and with the disabled person in possession of the vehicle, may park in any legal parking space, including spaces designated for disabled parking. This does not apply to "RESERVED" disabled spaces. Permits or license plates denoting disability do not permit anyone to park in "Fire Lanes", "No Parking" areas, or "Reserved" parking spaces. If there is a question regarding special parking needs, contact the Park 'n Pony Office at 214-768-7275.
3. SMU has provisions to issue a temporary disabled permit. Temporary disabled permits may be issued with written authorization from a physician. This issuance is done at the Park 'n Pony office. Temporary permits may be issued for a maximum of six (6) weeks. This provision will enable an individual to obtain a State temporary permit if the disability is expected to continue longer.
4. An unauthorized vehicle in a space reserved for disabled persons will be towed away at the expense of the owner/operator.
5. Spaces designated for disabled persons may be used only by vehicles displaying an appropriate permit. The regulation applies AT ALL TIMES (24 hours a day, seven days a week). Vehicles improperly parked in such spaces will be towed away. A \$300 FINE

WILL BE CHARGED FOR EACH VIOLATION. THIS WILL BE IN ADDITION TO THE TOWING/BOOT CHARGE AND IMPOUNDMENT FEES.

NOTE: Article 6675a.5e.1, Vernon's Texas Civil Statutes:

Section 10. (a) A person commits an offense if the person is neither temporarily or permanently disabled nor transporting a temporarily or permanently disabled person and parks a vehicle with such special device or displaying a disabled person identification card in a parking space or parking area designated specifically for the disabled by a political subdivision or by a person who owns or controls private property used for parking for which a political subdivision has provided for the application of this section under Subsection (c) of Section 6A of this Act.

Section 11. Presumption. In a prosecution of an offense under Section 10 of this Act, it is presumed that the registered owner of the motor vehicle that is the subject of the prosecution is the person who parked the vehicle at the time and place the offense occurred.

PARKING PERMITS

There are many types of permits issued by SMU: Only one vehicle can be registered to SMU resident students. Two vehicles may be registered to non-resident students, faculty, and staff.

1. **RESIDENT PERMITS:** Persons who reside in campus housing (residence halls, sororities and fraternities, SMU apartments) are authorized to park in the resident areas indicated on the map and designated "All University Parking" (AUP) areas.
2. **FALL PERMIT:** Specifically for those students who will graduate at the end of the Fall Term, or for students who are in the "Evening Studies" program.
3. **COMMUTERS:** These students are authorized to park in AUP designated areas. This includes the Commuter Lot, Airline Garage, Meadows Garage, the Moody Garage.
4. **FACULTY AND STAFF:** These employees are authorized to park in designated F/S areas on the map, parking garages and all permit areas. It is not permitted to purchase a F/S permit for use by students.
5. **LAW STUDENTS:** This permit authorizes parking in the Law Garage, specified student areas inside the Airline Garage, specified student areas inside the Meadows Garage, the Moody Garage, and AUP areas.
6. **SERVICE AND DELIVERY VEHICLES:** These vehicles are issued temporary distinguishing permits denoting the vehicle use (service and delivery, contractors, special guests, trustee parking, visitors, etc.) and must be displayed on the rear view mirror.
7. **TEMPORARY:** This is used on a temporary basis as a substitute for any of the other permits.
8. **SPECIAL GUEST:** Used to designate visitors on campus.
9. **RETIRED FACULTY/STAFF:** Designates individuals who have retired from SMU. Allows them to park in any legal space. Available through the Retired Faculty Association and the Retired Staff Association or the Park 'n Pony office at Hughes-Trigg Student Center.

REGISTERING FOR PARKING

1. Student registration for parking must be done in the following manner: Payment for parking is made at the Student Financial Services Office in the Laura Lee Blanton building, or on line at Campus Essential section, select parking and it will be billed directly to your student account. SMU ID is required. The student reports to the Park 'n Pony Office at Hughes-Trigg Student Center and presents proof of payment of the parking fee. A student must have an SMU ID and the license plate number of the vehicle to be registered. Park 'n Pony will issue the appropriate decal to each person. The parking permit must be affixed to the inside of the rear windshield of the vehicle, driver's side in the lower portion of the glass in such a manner that the identifying number is visible and legible. Vehicles without a rear window or those with louvers or tinted back windows must place the permit on the inside front windshield, next to the state inspection sticker.

2. In certain cases, a person not officially registered to park on campus may be issued a temporary permit. This permit must be displayed on the rear view mirror of the vehicle. Inquiries regarding temporary permits should be directed to the Park 'n Pony Office at 214-768-7275.

FEES 2006-2007

Parking fees per school year (September 1 - August 31) are as follows:

1. Student

Full-time (more than 9 credit hours)

Full Year - \$230

Fall Semester Only - \$115 (*Available only to Graduating Seniors*)

Spring Semester - \$115

Part-time (9 or fewer credit hours)

Full Year - \$115

Fall Semester Only - \$115 (*Available only to Graduating Seniors*)

Spring Semester - \$60

2. Evening - \$60 per semester

3. Summer (May - August) - \$50

4. Faculty/Staff - \$26 a month

5. Temporary permit - \$40 monthly; \$10 weekly; \$2 daily

REFUND POLICY - PARKING FEES

Parking fees will be refunded if a request is made within the first thirty (30) calendar days of the beginning of a semester.

TRAFFIC AND PARKING VIOLATIONS

University parking and traffic regulations, state laws, and City of University Park ordinances are in effect on the SMU campus at all times.

FINES

1. A fine of \$25 will be charged for all minor violations.
2. The fine for a moving violation is \$30.
3. Violation of parking in a space designated for the disabled without visible authorization or blocking a ramp for the disabled will result in a \$300 fine. In addition, the vehicle will be towed away at the owner's expense.
4. A person is designated a "**habitual violator**" after six citations are issued. The minimum fine for all habitual violators is \$50 per offense
5. Fire lane and fire hydrant violations are \$50 each.

VIOLATIONS

1. The maximum permissible speed on campus streets is 20 MPH. The speed limit in all parking lots is 5 MPH.
2. Vehicles must stop for pedestrians at all intersections and in marked crosswalks on campus. Pedestrians always have the right of way in any situation.
3. A motor vehicle shall not be operated while any person is sitting on, holding onto, or otherwise positioned on the outside of the vehicle, except pick-up trucks, in which passengers may be seated in the truck bed if the passenger is not in violation of minimum age as defined by state law.
4. Special circumstances (loading/ unloading) vehicles will be considered. However prior permission must be obtained. A maximum of twenty (20) minutes parking will be granted in these instances. The vehicle involved in loading or unloading must be parked in a legal parking space and must be moved immediately upon completion of the loading or unloading

operation. The procedure does not convey the right to park in a FIRE LANE, a space designated for a DISABLED person, a NO PARKING ZONE, or a RESERVED space.

5. It shall be a violation for any person to drive by, through, beyond, or move a barricade, a road block, or parking cone that is officially erected on the campus.
6. Parking in a fire lane.* (**\$150 fine**)
7. Blocking a driveway.* (**\$30 fine**)
8. Double parking.* (**\$30 fine**)
9. Parking in a space designated for persons with disabilities.* (**\$300 fine**)
10. Parking in a crosswalk or yellow-painted NO PARKING zone. (Please note, activating the emergency flashers on your vehicle will NOT exempt you from being cited while parking in a NO PARKING zone. Vehicles parked for ANY length of time even with emergency flashers on are subject to being cited and towed by police!)
11. Moving traffic violations (includes driving motorcycles and mopeds on sidewalks)* (**\$35 fine**)
12. Failing to yield the right of way to a pedestrian.
13. Overtime parking (this includes areas controlled by parking meters).
14. Parking in an unauthorized area, no permit or incorrect permit, and spaces designated "VISITOR." **Students are not considered visitors at any time.**
15. Parking outside the defined limits of a parking space (taking two spaces).
16. Parking on sidewalks or grass, mall, or lawn.
17. Parking a trailer or boat on campus without permission.
18. Failure to properly display a parking permit.
19. Improper use of a University police citation.
20. Bicycle violations (e.g., blocking ramps for the disabled, handrails, chained to trees or lamp posts).*
21. Parking in a "Reserved" parking space or area.*
22. Vehicle impoundment* (**\$25 per day**)

* *Note: Towing action is at owner's expense. The towing and impoundment fee is in addition to the Violation Fine.*

OTHER REQUIREMENTS

1. Parking is regulated by posted signs and curb markings, which take precedence over colored map indications.
2. Resident students may not park vehicles in commuter areas.
3. Commuters may not park in areas reserved for campus residents or in any other prohibited area.
4. Limited-time parking areas (i.e. 30-minute) may be used by visitors, students, faculty and staff.
5. Spaces provided for disabled persons are indicated by posted signs.
6. In the event of conflict between traffic signs and the painted regulations, the signs will govern.

HOURS OF RESTRICTION

Many of the campus parking areas are restricted by the type of permit 24 hours a day, while others are designated as restricted from 7 a.m. to 5 p.m. Drivers should be aware of the signage restricting the area before attempting to park the vehicle.

During the hours of restrictions, a vehicle may be parked only in the parking area to which the vehicle has been assigned and for which a permit has been issued. If restrictions are posted

with no time designation, the restriction is enforced 24 hours daily. On Saturday and Sunday and official school holidays, only posted restrictions are in effect.

When restrictions are not in effect, vehicles bearing a current SMU parking permit may park in any space that is not in violation of state and local statutes or is not controlled by signs or curb markings indicating special provisions, except Male first- year students. Reserved parking areas (i.e., Peyton Parkway, etc.) are reserved 24 hours a day, seven days a week.

ENFORCEMENT

1. Citations will be issued by the University Police for violation of traffic and parking regulations.
2. A **sixth** traffic citation will result not only in a fine but also in the individual being designated a habitual violator.
3. Securing a parking permit using fraudulent registration information or displaying a fictitious permit will result in the revocation of parking privileges and referral to the University Judicial Officer for further action. **NOTE: Students who fraudulently register the vehicles of another will lose their parking privileges on the campus for the remainder of the academic year. Students should also be reminded that ANY citations received by others who have a registration permit in the registrant's name will be charged to the registrant's account.**
4. Improperly parked vehicles that interfere with usual staff functions, such as maintenance, delivery, emergency vehicles, etc. will be towed. Vehicles that damage lawns or other landscape will be towed.
5. In situations where the violation warrants, a vehicle either may be towed or immobilized by the use of a mechanical "boot." If the "boot" is used, the violator must not under any circumstances try to move the vehicle. Any attempt to move the vehicle will result in damage to the locking device and/or the vehicle. **SMU IS NOT RESPONSIBLE FOR THE DAMAGE TO A VEHICLE THAT IS MOVED WHILE SECURED BY A "BOOT". ANY DAMAGE TO THE "BOOT" WILL BE CHARGED TO THE VEHICLE OWNER.**

MOTORCYCLES

There are special regulations and state statutes applying to motorcycles, mopeds and motorbikes. Operators of these vehicles must be registered with the SMU Police Department and must display a parking permit. The same penalties for violations of regulations apply to them as to other motor vehicles. Parking and traffic regulations for motorcycles are identical, with the following exceptions:

1. Motorcycles may be driven only on the streets and driveways of the campus and are explicitly prohibited from sidewalks, lawns, flower beds and shrubbery, inside of buildings except garages, and areas where they are prohibited by posted signs.
2. Motorcycles may be parked in any area authorized for automobiles.
3. With the exception of the front pad of Patterson Hall, motorcycles may not be parked in fire lanes, inside any building except garages, on sidewalks or lawns, in driveways or loading zones, within 10 feet of any building wall, in bicycle parking areas or where official signs prohibit.
4. No more than one passenger may be transported on a motorcycle.

BICYCLES

Bicycles must be ridden in accordance with state and local laws pertaining to them. The SMU Police Department will provide a synopsis of such laws upon request.

1. As a deterrent to theft and to aid in prompt identification of a lost or stolen bicycle, the SMU Police Department will provide a FREE registration decal to an owner supplying the serial number or identification number of the bicycle. Registration of bicycles is mandatory.
2. A bicycle may not be ridden, parked or stored on any campus lawn or other areas where pedestrians may walk. Pedestrians have the right-of-way on all sidewalks. Bicycles are not permitted where official signs prohibit parking or riding.

3. The operator of a bicycle must give the right of way to pedestrians at all times.
4. Bicycles may not be secured to any tree, shrub, or plant, including average step railings, or any structure NOT designated as a bicycle rack or locking facility. An exception is a chain-link fence.
5. Bicycles may not be left unattended on any sidewalk, street, driveway, loading zone, fire lane, building, porch or patio, or pedestrian mall.
6. Violations of these regulations will result in the removal of the bicycle by the SMU Police Department; the owner may retrieve it after showing proper identification.
7. All violations of campus bicycle regulations are considered minor traffic violations and fines will be assessed accordingly.
8. State law requires bicycle riders to obey all traffic control devices, stop signs, etc.
9. Special bicycle lockers located near residence hall areas are available through Residence Life and Student Housing for a small fee per semester.

IN-LINE SKATES, SKATEBOARDS, TRICK BIKES, AND SCOOTERS:

The on-campus use of skateboards, scooters, in-line skates ("roller-blades"), and trick bikes is restricted to University faculty, staff and students. All other individuals are prohibited from using this recreational equipment on University property. Motorized scooters are not permitted for use on University property.

RESOLVING CITATIONS

The operator of a vehicle in violation of regulations will receive a citation either in person or attached to the vehicle. A violation fine is a University fee and must be paid at the Student Financial Services Office at the Laura Lee Blanton building or the Park 'n Pony office at Hughes-Trigg Student Center. Failure to pay the traffic violation fee will result in delays for students in receiving degrees and transcripts and in refusal of permission to register.

APPEALS

1. A traffic citation may be appealed by going online to the Park 'n Pony website within 15 days of the citation date (smu.edu/parking/resolve.asp). **(Please, do not call the police department.)**
2. Decisions made by the Traffic Appeals Board are based on current published parking regulations. **All board decisions are final.**
3. Individuals who desire to question the current parking regulations may submit recommendations for changes to the Park 'n Pony Office.

UNIVERSITY PARK CITATIONS

In some instances, violators of the City of University Park fire, parking, or building ordinances will be issued City citations. These cases are filed in University Park Court and must be resolved by the judge of that court.

HABITUAL VIOLATOR STATUS

1. Upon issuance of six parking and/or traffic citations, an individual will be automatically designated as a "habitual violator". Habitual violators may continue to park on campus as long as the vehicle is in an appropriate and legal space. However, subsequent violations will subject the violator to a fine and vehicle immobilization (booted).
2. If a vehicle owned or operated by a habitual violator is illegally parked anywhere on campus, that vehicle will be immobilized. Towing may be necessary in certain circumstances. All tow fees apply to the owner/operator.
3. Habitual violators who accumulate ten (10) or more citations during the academic year will have his/her parking privileges restricted to the Dedman 3 Lot for the remainder of the academic year. Habitual violators with ten or more citations may not park anywhere else on the campus including legal parking spaces or metered areas.
4. The minimum fine for all Habitual Violators is \$50 per offense plus the boot fee.

5. **The paying of citations does not constitute reinstatement of a person's parking privileges.**

6. Subsequent violation of parking regulations will result in the student being referred to the Dean of Student Life for action.

TOWING/IMPOUND POLICY

Vehicles in violation of posted restrictions (i.e., cited three times or more for parking without a current decal, parked in a fire lane, occupying a space reserved for the disabled with no visible authorization, parked in a no parking area, reserved space, in a service vehicle space without a hang tag, blocking traffic flow or a danger to the safety of others) will be towed or impounded at the owner's expense. All vehicles towed by the Police Department are impounded in an on-campus area. Arrangements to retrieve the vehicle must be made at the Police Department.

All tows are made by a licensed towing service. SMU is not responsible for any damage sustained as a result of a tow. The tow service accepts responsibility for the vehicle during the towing process.

ABANDONED VEHICLES

Any vehicle parked on University property without University permission for a period of 48 hours or more is considered abandoned under state law and can be towed from the campus at the owner's expense. After the vehicle is towed, the owner who is listed on the state registration of the vehicle will be informed about location of the vehicle via certified mail. Failure to claim the vehicle from the storage company within 20 days of the notice will result in the vehicle becoming the property of the storage company. Vehicles that are not in driving condition are not allowed to be stored on University property. Vehicles that are under repair are not to be stored on SMU property.

BOATS, TRAILERS, MOBILE HOMES, AND BUSES

Students may not store or park a boat or trailer on campus. Other types of trailers may be parked on campus only with the written permission of a representative of the SMU Police Department. Permission to temporarily park a mobile home (on the Dedman 3 Lot only) on campus will be granted by the SMU Police Department on a specific-need basis. Buses are not allowed to park permanently on campus. Temporary arrangements involving special events can be made through the SMU Police Department (214-768-3333).

UNIVERSITY CLOSING DUE TO BAD WEATHER

(Please do not call the police department for this information)

The decision to close the University due to weather conditions is made by the University president. The decision will be announced to the local television and radio stations by 6 a.m. Voice mail messages announcing the closing will be available by calling SMU-MAIL (214-768-6245) or SMU-INFO (214-768-4636).



LAW ENFORCEMENT & SECURITY

Southern Methodist University is pledged to fulfill its promise as a private university of the highest quality. Toward that end, a variety of services and programs are offered which are conducive to the support of the learning that occurs in the classroom. Uppermost among the services and programs are those that promote the safety and security of the campus community.

JURISDICTION OF THE UNIVERSITY POLICE

Law Enforcement Authority of Campus Security Personnel

The SMU Police Department is a fully empowered law enforcement agency that is certified by the State of Texas. University police officers are armed, state-commissioned peace officers with full police authority, duties and responsibilities. In addition to the campus police officers, the SMU Police Department has uniformed security officers who provide security and support for special event operations. The SMU Police Department provides 24-hour emergency services with patrol officers and a communications officer on duty at all times. The department consists of 35 staff members; 25 of whom are armed, commissioned peace officers. The SMU Police Department has the responsibility and duty to enforce all local, state, and federal laws and to effect arrest and to provide for referral for prosecution of crimes to the city and county judicial systems. Criminal violations will be processed through the Dallas County District Attorney's Office, or Federal criminal justice system. Officers also write citations for the City of University Park.

Municipal Law Enforcement Jurisdiction

In addition to the SMU Police Department (SMU PD), the University Park Police Department (UPPD) has an excellent working relationship with SMU PD and has concurrent jurisdiction on the campus. University Park police officers regularly patrol the campus and augment SMU PD during emergencies. The University Park Fire Department (UPFD) is within six blocks of the SMU campus and provides fire fighting and emergency paramedic services to the campus. Through interagency agreements, the City of University Park, the Highland Park DPS, the Dallas Police Department and the Dallas County Sheriff's Department will also provide assistance if requested by the SMU Police Department.

REPORTING CRIME

Procedures for Reporting Crimes and Other Emergencies

All University community members and guests of the University are encouraged to report suspected criminal activity to the police as soon as possible. Fires, health emergencies, crimes, and violations of University policies and procedures should be reported to the SMU Police Department either in person at 3128 Dyer Street, Room 200, Patterson Hall, or by telephone by dialing 911 on campus or at 214-768-3333. Conspicuously placed, lighted emergency (Blue Light) telephones with direct lines to the SMU Police Department are located throughout the campus to facilitate reporting. The department also has an anonymous tips line where community members can leave information without providing their identity. The Hilltop Tips Line is 8-2TIP on campus or 214-SMU-2TIP from cell phones/off campus phone lines.

Reporting Crimes to Other University Officials or Counselors

Who Are Campus Security Authorities?

The Clery Act also mandates that institutions must disclose statistics both for crimes reported to local police agencies and crimes reported to campus security authorities. Campus security authorities include the following:

- A member of a campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).

- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, the following areas:
 - Vice President for Student Affairs
 - Dean of Student Life
 - Director of Residence Life and Student Housing
 - All Head Coaches and Assistant Coaches for all areas in the Athletic Department.
 - All Associate Athletic Directors
 - Law School – Associate Dean for Student Affairs
- An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many people, students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

Examples of individuals who DO NOT meet the criteria for being campus security authorities include a faculty member who does not have any responsibility for student and campus activity beyond the classroom, clerical staff, custodians and maintenance personnel and cafeteria staff. A pastoral or professional counselor on campus does not have significant responsibility for student and campus activity and are exempt from reporting crimes to the campus police. However, physicians and nurses of the Memorial Health Center who treat a victim of a violent crime that occurred on the campus or a facility, under the control of the university, must disclose the reported crime to the university police. They are not required to release the names of victims/patients.

Reporting Crimes Outside of the SMU Jurisdiction

The SMU Police Department makes a good faith effort to stay informed of all criminal activity involving students at off-campus locations. Surrounding municipal agencies, state law enforcement agencies such as the TABC, and federal agencies routinely inform campus police about incidents where their officers contact SMU students. Annually, the department also requests area agencies to provide crime statistics for those areas immediately adjacent to the campus boundaries. When received, these statistics are included in the Annual Security Report.

CAMPUS FACILITIES

Most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal business hours. Access to buildings after normal business hours, weekends and holidays is restricted unless they are sites for specific classes or special events. Some buildings may be accessed after normal business hours through prior approval of the building facility manager.

The exterior doors to all residence halls remain locked 24 hours a day. Unlimited access is available to residents of each particular facility via a card swipe access control system. Residence halls are randomly patrolled 24 hours per day by uniformed police officers. Residents are encouraged to report all suspicious people and activity to Residence Life staff or the SMU Police.

Visitors to the residence halls, as well as fraternity and sorority housing, must be accompanied by the resident being visited. Visitors to campus are welcome, but are expected to adhere to all campus regulations and policies. Visitors are encouraged to stop by the Police Department located on the second floor of Patterson Hall for information on university regulations. The University reserves the right to restrict the access of any person who does not adhere to University policies and procedures. ANY person may be required, upon request by the Police Department, to present identification while on campus.

Faculty, staff and students are required to have an SMU ID CARD in their possession at all times and to present their SMU ID CARD upon request by a University Official. The SMU ID CARD is available at the Park N’ Pony Office located on the 2nd floor of the Hughes-Trigg Student Center.

Security cameras are positioned at several locations around campus including the entrances and exits of parking garages, some public plazas, libraries, and areas that contain high value artwork. These cameras are not monitored at all times; however, they are equipped to digitally record activity within the field of view. Presence of security cameras should not preclude individuals from practicing good, common sense crime prevention practices and exercising caution.

MAINTENANCE OF CAMPUS FACILITIES

University facilities, lighting, and landscaping are maintained so as to reduce hazardous conditions. The University also has emergency blue light phones installed throughout the campus. University Police Officers regularly test the emergency phones and submit work orders for those in need of repair. Officers also routinely report the need for replacement lights and any other physical hazard they note. Malfunctioning lights, emergency telephones and other unsafe conditions are reported to the Campus Planning and Plant Operations (CPPO) for repair or correction on a daily basis.

CRIME STATISTICS

Southern Methodist University has participated in the FBI’s Uniform Crime Reporting Program since 1967. The following are the reported crime statistics, as defined by this act, for Southern Methodist University for 2003, 2004, and 2005:

SOUTHERN METHODIST UNIVERSITY - CRIME STATISTICS 2003-2005			
CATEGORIES	2003	2004	2005
Murder and Non-Negligent-Manslaughter	0	0	0
Negligent Manslaughter.....	0	0	0
Forcible Sex Offenses	3	1	0
Sex Offences - Not Reported to Police.....	4	0	3
Non-Forcible Sex Offenses.....	0	0	0
Sex Offenses - Not Reported to Police	0	0	0
Robbery.....	1	1	1
Aggravated Assault	1	0	*4
<i>* 1 aggravated assault reported by UPPD in contiguous area to campus in 2005.</i>			
Burglary	21	29	20
Motor Vehicle Theft.....	8	4	8
Arson.....	2	2	*2
<i>* 1 arson reported by UPPD in contiguous area to campus in 2005.</i>			
ARRESTS FOR SELECTED OFFENSES	2003	2004	2005
Liquor Law Violations	132	173	234
Drug Violations.....	11	11	12
Weapons violations	2	1	0
JUDICIAL REFERRALS FOR SELECTED OFFENCES	2003	2004	2005
Liquor Law Violations	181	303	299
Drug Violations.....	33	31	26
Weapons Violations.....	4	2	2

2006 Crime Statistics will be available October 1, 2007 as required by federal law. See the next section, Annual Disclosure of Crime Statistics, for additional information.

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The Southern Methodist University Police Department prepares and distributes an annual security report for the SMU main campus, the SMU-in-Legacy campus and the SMU-in-Taos campus in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. These reports, published annually by October 1, contain three (3) years worth of crime, arrest and disciplinary referral statistics and outline security policy statements including sexual assault policies. The statistics include incidents occurring on campus, public areas adjacent to campus, and certain non-campus facilities including Greek housing and remote classrooms. The statistics are also gathered from the University Park Police Department, Highland Park Department of Public Safety, Dallas Police Department, Plano Police Department, Taos County Sheriff's Office in New Mexico and other University/College officials who have significant responsibility for students and campus activities (including but not limited to directors, deans, department heads, designated RLSH staff, student affairs, advisors to students/student organizations, athletic coaches).

The Southern Methodist University Police Department makes these reports available at no cost via the following Internet web pages:

SMU - Main Campus smu.edu/pd/clerystats/2006/annualreport2006-Main.pdf

SMU-In-Legacy Campus smu.edu/pd/clerystats/2006/annualreport2006-Legacy.pdf

SMU-In-Taos Campus smu.edu/pd/clerystats/2006/annualreport2006-Taos.pdf

Students may request a printed copy of this report by contacting the SMU Police Department in person at the SMU Police Department administrative offices located at 3128 Dyer Street in Patterson Hall during normal business hours Monday - Friday. Students may also request a printed copy by calling SMUPD Administrative Offices at (214) 768-1582, via email at police@smu.edu, or by mail at the following address: Southern Methodist University Police Department, Attention: Annual Security Report Requests, P.O. Box 750334, Dallas, TX 75275-0334.

In addition to this report, the police department provides a daily crime log that may be viewed on the web at smu.edu/pd/dailyreport_default_page.asp.

SERIOUS CRIMES (TIMELY WARNINGS)

In order to keep the SMU community informed about serious crimes and security issues, timely warnings may be issued in the form of a Crime Alert. Crime Alerts are issued on a case-by-case basis in a manner that will provide notification to the campus community about certain reportable criminal incidents that occur on or very near the campus. The institution must also believe the criminal incident poses a continuing threat to the community and the alert will aid in the prevention of similar crimes in the future.

The crimes that typically result in a timely warning are referred to herein as "Clery Act Crimes". These crimes, as defined by 34 CFR 668.46(b)(c), are: Criminal Homicide, Forcible Sex Offense, Non-Forcible Sex Offenses, Robbery, Aggravated Assault, Burglary, Auto Theft and Arson.

These crimes must have occurred within those areas of the campus that are specifically defined in 34 CFR 668.46(a). These areas are broken down into the following categories:

- On Campus Property (includes Residential Facilities)
- Non-Campus Property
- Public Property

(Definitions for these categories can be viewed by visiting www.securityoncampus.org)

NOTE: SMU will not necessarily issue timely warnings for every Clery Act criminal incident that is reported since that specific incident may not pose a continuing threat to the community. Certain Clery Act crimes like motor vehicle theft, for example, occur infrequently on the campus at random locations. Suspect information is often never provided or determined. This is also true of the Dallas/Ft Worth area. Individuals should exercise due care and caution to

avoid being victimized. Check out the crime prevention tips posted by the SMU Police to deter these crimes or attend a crime prevention briefing.

CRIME ALERT (OFF CAMPUS)

SMU may post a Crime Alert (Off Campus) for certain Clery Act crimes occurring outside the patrol jurisdiction of the SMUPD, when timely notification is received by the SMU PD and the offense is considered to represent a serious or continuing threat to the students and employees of SMU due to the nature of the crime, and/or proximity to the campus

Even though this action is not required by law, SMU strongly believes in supporting the spirit of the Clery Act by informing the community about certain crimes that are reported in the areas immediately surrounding our campus; yet still outside the normal SMU police patrol area.

When are timely warnings issued?

In accordance with the published guidelines used to interpret 34 CFR 668(e), the decision to issue a timely warning is made on a case-by-case basis in light of all facts surrounding the crime, including factors such as the nature of the crime, the continuing danger to the community, and the possible risk of compromising law enforcement efforts. Neither the Clery Act nor the Department of Education defines "timely". The Department of Education has stated the warning should be issued as soon as the pertinent information is available.

SMU will attempt to issue the warning within 24 hours from the time the offense is reported to the SMU Police. Furthermore, timely warnings may be issued for other offenses not covered by this regulation if a determination is made that the warning will aid in preventing similar offenses from occurring.

How are Timely Warnings Issued?

Timely warnings will be printed on brightly colored posters and distributed around campus in all residence halls, dining halls, academic buildings, administrative buildings, and parking garages. The SMU News and Information office may send out a campus wide email message containing the alert information if deemed necessary. The Daily Campus newspaper will also be asked to print the warning in the next available issue. Timely Warnings will also be published on the SMU Police Department web page (smu.edu/pd).

SAFE AND SOUND ADVICE - GENERAL SAFETY TIPS

1. Avoid walking alone, particularly after dark. Use the Safety Escort Service whenever possible. If walking alone is unavoidable, be aware of your surroundings and let someone know when to expect you.
2. Avoid shortcuts. The shortest route is not always the safest route. Walk along the mid-point, between curbs and buildings and away from alleys and bushes.
3. Dress for mobility, particularly after dark.
4. Avoid deserted areas, poorly lit streets, alleys and pathways.
5. Never jog alone.
6. When walking or jogging, go against the flow of traffic; that makes it harder for motorists to bother you. (If harassed from a car, walk or run in the opposite direction. Scream if you are truly frightened.)
7. Do not jog while wearing stereo headphones. It's important to be alert to what's happening around you.
8. Carry your personal belongings in a backpack or similar container that will enable your arms and hands to be free at all times.
9. Avoid approaching your car with bundles that restrict use of your arms. If you've been shopping, ask the store for assistance.
10. Always have your keys ready to unlock the door to your car or residence and enter without delay. Lock the doors after you get inside.
11. Before entering your car, look in the back seat and on the floorboard.

12. Always lock car doors and windows when you leave or enter your car.
13. Never leave belongings in plain view in your car. Lock them in the trunk.
14. If someone in a vehicle attempts to stop you, even to ask for directions, do not get close to the vehicle.
15. Register, engrave, mark, and/or photograph all your valuables including bicycles, stereos, jewelry, vehicles, computers, etc.
16. Never get on an elevator with someone who looks suspicious. If someone who looks suspicious gets on, get off immediately.
17. Avoid using ATM's in the dark, isolated areas; it's best to use machines that are highly visible in public areas such as supermarkets.
18. Never flash your cash. Always have "emergency" change for a phone call.
19. Be responsible with alcohol. If you are intoxicated, you are less alert and an easier target for robbers and attackers.

SECURITY IN THE RESIDENCE HALL

1. Never leave your door open, even if you will be gone for only a few minutes; especially, never leave a door propped open. Always lock doors, screens and windows to prevent uninvited access to your room.
2. Don't mark your room key or key chain with your name, address, or telephone number.
3. Do not give anyone a key to your room.
4. Do not leave valuables in plain sight.
5. Never let strangers into your hall. This puts you and others at risk.
6. Be aware of suspicious persons and activities. If you observe someone or something suspicious, notify the hall staff and the SMU PD at 214-768-3333.

NOTE: Calls to 911 from cellular telephones will be answered by the Dallas Police or the University Park Police. Students using cell phones should tell the 911 Operator they are calling from the SMU campus and need to speak to the SMU Police Department. The 911 Operator will immediately transfer the call to SMU.



FEDERAL LAW & CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that grants to students the right to inspect, to obtain copies, to challenge, and to a degree control the release of information contained in their education records. FERPA and its regulations are very lengthy. For that reason SMU has issued guidelines that are available to students in the Division of Enrollment Services. Policy 1.18 of the University Policy Manual, accessible on SMU's Intranet, also discusses this law.

In general, no personally identifiable information from a student's education records will be disclosed to a third party without written consent from the student. Several exceptions exist, including these selected examples: (1) Information defined by SMU as "directory information" may be released unless the student sends to the Registrar a written request that it be withheld; and (2) information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as defined by the Internal Revenue Service Code. A parent or guardian wishing to have access to a student's education records must provide to the University Registrar a completed "Declaration of Dependence For Purposes of Obtaining Student Education Records," available in the Registrar's Office.

On the "Declaration of Dependence" form a taxpayer filer, or two filers for joint returns, may declare on an annual basis that a student is their dependent. If the parent has filed a "Declaration of Dependence," SMU may disclose, but is not required to disclose, information to the parent from the student's education records. In most situations it is expected that information requested would be provided.

In addition to the "Declaration of Dependence" that may be completed by the taxpayer, the student may complete a "Student Release for Purposes of Releasing Student Education Records," providing a standing release of information to specific persons. Because this is a standing release and is valid during the student's entire academic career, unless revoked in writing, parents are encouraged to work with their student(s) to complete this form and submit it to the Registrar's Office. This form is also available from the Registrar's Office.

Please contact the University Registrar in the Department of Enrollment Services, 214-768-2058, if you have any questions regarding FERPA or releasing information.



SMU POLICY ON SEXUAL HARASSMENT

Southern Methodist University is committed to providing a work and study environment that encourages intellectual and academic excellence and the emotional well-being of its students, faculty, and staff. Circumstances, facts, and conduct that violate this policy contradict the University's educational philosophy and standard.

Southern Methodist University expressly prohibits sexual harassment of its students, faculty, or staff, or of applicants who seek to join the University community in any capacity.

SMU strives to provide an educational and working environment for its students, faculty, and staff free of intimidation and harassment. The unprofessional treatment of students and colleagues in any form is unacceptable to the University community.

- Educational materials and programs designed to increase awareness and understanding of sexual harassment and ways to prevent its occurrence
- Prompt, effective grievance procedures that are fair to both the complainant and the accused
- Appropriate sanctions
- Reasonable action to protect complainants and others participating in the proceedings against retaliation
- Counseling and consultation services by professional counselors for those involved in sexual harassment complaints
- Informal proceedings that safeguard the identities of the persons involved and the outcome of the proceedings

SEXUAL HARASSMENT

Definition

Sexual harassment includes, but is not limited to, such behavior as unwelcome sexual advances; requests for sexual favors; verbal or physical conduct of a sexual nature directed toward a student, member of the faculty or staff, or an applicant seeking to join the University community, particularly when any of the following circumstances is present:

1. Tolerance of sexual harassment is made an explicit or implicit term or condition of status in a course, program, activity, academic evaluation, employment, firing, or admission.
2. Submission to or rejection of sexual harassment is used as a basis for academic evaluation or an employment decision affecting such individual.
3. The behavior described has the purpose or effect of creating an intimidating, hostile, or offensive environment for work or learning, or unduly interfering with an individual's work performance. For purposes of this policy, "undue interference" is defined as improper, unreasonable, or unjustifiable behavior going beyond what is appropriate, warranted, or natural.

Examples

- Physical assault
- Direct propositions of a sexual nature
- Direct statements regarding submission with promise of reward (i.e., higher grade, promotion, etc.) or threats of reprisal
- Implied statements regarding submission to sexual advances with promise of reward or threats of reprisal (i.e., "Meet me tonight for a drink, and I bet we can take care of your grade.")
- Subtle pressure for sexual activity (i.e., "How would you like to go to a conference in Minneapolis with me?")
- Pattern of conduct (not legitimately related to office business or the subject matter of a course) that causes humiliation or discomfort, such as sexually explicit or sexist comments, questions, anecdotes, or jokes

CONSENSUAL SEXUAL RELATIONSHIPS*

Faculty/Student Relationships

It is a serious breach of professional ethics for a teacher to initiate or acquiesce in a sexual relationship with a student who is under the personal supervision of the faculty member. Therefore, Southern Methodist University prohibits consensual sexual relationships between a faculty member and a student enrolled in a course taught by the faculty member or whose academic work is supervised by the faculty member. This applies even when both parties appear to have consented to the relationship. A faculty member who is or has been involved in a consensual sexual relationship with a person should not enter into a student/teacher relationship with that person.

A consensual sexual relationship between a faculty member and a student, particularly when the faculty member is of power, will irreparably undermine the professional relationship between them. The issue of power and control over the student remains so strong in a sexual relationship that voluntary consent by a student is improbable and highly questionable. What one thinks is voluntary consent may be only forced consent that the hidden, subtle pressure stemming from the faculty member's position of power has transformed into a "voluntary" act. Such a relationship creates an inevitable conflict of interest when the teacher makes judgments about a student's work.

The appearance of impropriety to the University community, which such relationships produce, casts doubt on the faculty member's academic decisions concerning a particular student's performance, the faculty member's overall professionalism and credibility, and the genuineness of the student's accomplishments where the faculty member is directly supervising and teaching the student.

For purposes of this policy, a faculty member or a teacher is any member of the full-time or part-time faculty, a teaching assistant, an academic adviser, or any other person making academic judgments about a student's work.

* "Consensual sexual relationships" may include amorous or romantic relationships, and the term is intended to indicate conduct between a faculty or staff member and a student that passes beyond what a person of ordinary sensibilities would believe to be a collegial relationship.

STAFF/STUDENT RELATIONSHIPS

Consensual sexual relationships between staff and students are prohibited in cases where the staff member has authority or control over the student. Even where there is no power or authority of the staff member over the student, consensual sexual relationships are discouraged between the staff person and the student.

SMU GRIEVANCE PROCEDURES

The University has two levels of review - informal and formal proceedings. If after informal proceedings, the complainant and/or the person accused are not satisfied with the results, formal proceedings may be made.

Informal proceedings generally are handled by the alleged offender's principal administrator, in consultation with the Institutional Access and Equity officer.

Formal proceedings involving a:

- faculty member, teaching assistant, or other instructional personnel ... are submitted to the Faculty Senate Ethics and Tenure Committee for consideration;
- student ... are handled by the University Judiciary System;
- staff or other member of the University community ... are submitted to the vice president or person designated by the vice president, responsible for the unit in which the person is employed.

Details of these grievance procedures may be obtained from the Institutional Access and Equity Office or any administrative office, and are listed under the University Policy Op-00-011, Sexual Harassment and Consensual Relationships.

OPTIONS FOR HANDLING SEXUAL HARASSMENT

- Know your rights. Sexual harassment is a violation of University policy and the Student Code. It is also prohibited under Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972. You have a right to an education or work environment that is free of bias, intimidation, or hostility.
- State your objections at the time. Express your objections to undesirable behavior clearly and firmly. Your response could prevent future harassment from the person especially if he or she did not realize the behavior was offensive.
- Tell someone. It is helpful to talk to a trusted friend, teacher, resident assistant, colleague, or counselor to help clarify the nature of the incident, receive support, and discuss alternative responses. Many victims of sexual harassment feel ashamed, angry, even frightened, and have a tendency to blame themselves for the incident. The office of Psychological Services may be particularly helpful if you need emotional support and information on University policies and procedures. The services of this office are free and confidential.
- Document incidences. Note dates, times, places, persons involved, descriptions of the behavior, and how you responded in a journal or datebook. Keep notes or letters received from the person.
- Write a letter. A letter to the harasser can be an effective way to communicate one's objections to certain behaviors. Such a letter should state: (a) the facts of the situation, (b) the effects the behavior has had on the harassee, and (c) that the harassee would like the behavior to stop.
- Report the incidences on course evaluation forms. This option permits the complainant to report an incident anonymously to the faculty member and the chairperson of the department.
- Report the incident. The Institutional Access and Equity Office - administratively neutral and knowledgeable - can be helpful if you need information or want to file an informal or formal complaint. You may remain anonymous up until the point that you may decide to request an official review of the charges.

CAMPUS RESOURCES

- **For General Information, Reporting Incidents, or Consultation on Grievance Procedures**

Office of Institutional
Access and Equity 221 Perkins Administration *Phone: 214-768-3601*

- **For General Information, Reporting Incidents, Counseling, or Educational Programs**

Psychological Services for
Women & Gender Issues Health Center - 2nd Floor *Phone: 214-768-4795*

Women's Center 3116 Fondren Drive *Phone: 214-768-4792*

Dean of Student Life 302 Hughes -Trigg *Phone: 214-768-4564*

- **Additional Counseling Options**

Counseling and Testing Health Center - 2nd Floor *Phone: 214-768-2211*

Mental Health Center Health Center - 2nd Floor *Phone: 214-768-2860*

Office of the Chaplain 316 Hughes-Trigg *Phone: 214-768-4502*

SMU POLICY ON SEXUAL ASSAULT

SMU is a community of trust whose very existence depends on adherence to standards of conduct. Student conduct that violates these standards is handled through the University Student Judiciary. Cases of alleged student misconduct involving serious physical or psychological harm are referred to the SMU Student Judiciary Serious Offense Judicial Board. This includes cases involving sexual misconduct and/or sexual assault or attempted sexual assault. (What follows is a summary of SMU's policies and procedures on sexual misconduct and sexual assault. Please consult the University Judicial Code section for these policies and procedures in their entirety.)

WHAT CONSTITUTES SEXUAL ASSAULT?

Sexual assault offenses include the actual or attempted intentional touching of an unconsenting person's intimate parts (defined as genitalia, groin, breast, the buttocks, or clothing covering them) or forcing an unconsenting person to touch another's intimate parts; rape; forcible sodomy; forcible oral copulation; and forcible sexual penetration, however slight, of another's anal or genital opening with any object. These acts may be committed by a stranger or by acquaintance and must be committed either by force, threat, or intimidation, or otherwise without consent.

EDUCATIONAL PROGRAMS THAT PROMOTE AWARENESS

The Coordinator of Psychological Services for Women will conduct educational programs on sexual assault for students through the Wellness Program, the Orientation Week Program, the Extended Orientation Program (EOP) in the residence halls, and seminars for specific groups as requested. In addition, confidential, ongoing counseling for student survivors of sexual assault is available with the Coordinator of Psychological Services for Women and can be arranged through the Counseling and Testing Center. Confidential, ongoing counseling for faculty and staff survivors of sexual assault is available through the Counseling and Testing Center on a fee basis.

WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED

Students, faculty, and staff are encouraged to report sexual assaults to the SMU Police Department, whether the assault occurs on or off campus, no matter who the alleged assailant is. Students may report sexual assaults to the SMU Police Department or the Dean of Student Life Office. Reporting a sexual assault to University officials or filing a police report does not automatically initiate criminal charges. It is important for persons who have been sexually assaulted to seek medical attention. The Coordinator of Psychological Services for Women is available to accompany students who have been sexually assaulted to the hospital and for counseling, if desired. A medical examination called a "Rape Kit Test," conducted at Parkland Hospital in Dallas, will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides later to prosecute.

HOW TO FILE A SEXUAL ASSAULT COMPLAINT

Persons with complaints of sexual misconduct and/or sexual assault allegedly committed by students, whether occurring on or off campus, should report such complaints to the Office of the Dean of Student Life. If the complainant wishes to proceed with formal charges through the SMU Judiciary, an investigation is conducted, and the case may be referred to the SMU Serious Offense Judicial Board. *See University Judicial Code Section IV.(P) "Rights of the Complainant" in this Student Handbook for details.*

Filing formal charges through the SMU student judiciary does not preclude filing criminal and/or civil charges. Students who wish to file criminal and/or civil charges may receive information and assistance from the Office of the Dean of Student Life and the SMU Police Department.

CENTER FOR ALCOHOL & DRUG ABUSE PREVENTION

A primary mission of the Center is to assist SMU students who may be “at risk” or struggling with alcohol or other drug problems. The Center provides assessment, intervention, referral, short-term counseling, as well as on-going support for recovering students. Sessions with the Center’s licensed counselors are confidential and no information is released without written consent of the student.

STANDARDS OF CONDUCT

Alcohol: A) The Student Code of Conduct prohibits possession and consumption of alcoholic beverages in public places on campus. B) The University strictly enforces city and state law and prohibits the possession and consumption of alcohol by those younger than 21.

Controlled substances (drugs): The Student Code of Conduct requires that all students be in compliance with all local, state, and federal laws regarding controlled substances including prohibition of their use, sale, possession, or manufacture.

HEALTH RISKS OF ALCOHOL AND DRUGS

- Alcohol:
- Acts as a depressant, affects mood, dulls the senses, and impairs coordination, reflexes, memory, and judgment
 - More serious effects may be damage to the liver, kidneys, pancreas and brain.
 - It is the leading cause of death among people ages 15-24.
 - On average, heavy drinkers shorten their lives by approximately 10 years.
 - Overdose can be fatal

Indicators of high-risk alcohol use:

- Drinking underage
- Drinking to the point of impairment
- Drinking and driving
- Playing drinking games
- Drinking shots of hard liquor
- Drinking while using medications or other drugs

- Marijuana:
- Prolonged use can lead to severe psychological dependence.
 - An immediate increase in heart and pulse rate may cause a panic anxiety reaction.
 - Impairment of memory and learning, altered sense of time and inability to concentrate.
 - May cause apathy/loss of motivation.

- Cocaine:
- Increase in heart rate, blood pressure, and body temperature.
 - Chronic runny nose, infections and nosebleeds.
 - Overdose may result in seizures, heart failure, coma or death.

- Opiates:
- Rapid development of tolerance and physical dependence.
 - May cause infections of the skin, liver, heart and lungs.
 - Overdose can be fatal

- Tobacco:
- Shortness of breath, nagging cough, and heart difficulties.
 - Long-term effects may include emphysema, bronchitis, heart disease and cancer.

Personal Risks of Alcohol and Drug Use:

- Possible death or injury
- Academic problems
- Assault / sexual abuse
- Unsafe sex
- Property damage
- Legal / police involvement
- Health problems
- Dependence

SMU SANCTIONS

When the standards of conduct regarding alcohol and drugs are violated, SMU will impose, at a minimum, the following sanctions:

Alcohol: A minimum of a \$100 fine. Additional sanctions will be assigned as deemed necessary by the appropriate judicial body. Additional sanctions may include, but are not limited to, notification of parents, assignment of community service hours, and referral to the Center for Alcohol and Drug Abuse Prevention. (See The University Judicial Code section).

Drugs (illicit): Sanctions will be imposed by the appropriate judicial body. Possible sanctions include, but are not limited to: a fine of \$500, notification of parents, drug testing, suspension, or expulsion. (See The University Judicial Code section).

LEGAL SANCTIONS

Alcohol: Minors convicted in the criminal court system of possession or consumption of alcoholic beverages may be subject to fines, suspension of drivers license, community service and a mandatory alcohol education class. Convictions for providing to minors may subject individuals to fines and a jail term of up to one year. Convictions for driving while intoxicated may subject individuals to up to \$2000 in fines and a jail term of up to six months for a first offense. Fines and jail terms escalate after the first conviction.

Controlled substances (drugs): Sanctions upon conviction in the criminal court system for possession, distribution, or manufacture of controlled substances range from fines to probation to imprisonment. Amount of fines, terms of probation, or years of imprisonment generally are contingent upon the circumstances and amounts of drugs in possession, sale, distribution, or manufacture.

SERVICES AVAILABLE TO THE CAMPUS COMMUNITY

The mission of the Center for Alcohol & Drug Abuse Prevention is to provide students with a confidential source of help and information when confronted with alcohol or drug abuse or addiction issues; to promote activities and programs with student support to focus campus attention on the problem of alcohol and drug abuse and to help the student body claim ownership of alcohol and drug problems on campus and take charge of identifying solutions.

We offer the following services:

- ASSESSMENT: We assess student problems with alcohol and other drugs, which may range from misuse to abuse to addiction.
- INTERVENTION: By working with friends, family, faculty and staff, we reach out to students in trouble and provide access to appropriate help.
- SHORT-TERM COUNSELING: As appropriate to the situation.
- REFERRAL/AFTER-CARE: Based on our assessment, we assist students in finding specialized care.

- 5) **CAMPUS AWARENESS:** We work with student organizations to coordinate projects to focus attention on the dangers of alcohol and drug abuse and the problems of dependency.
- 6) **SUPPORT GROUPS:** Our office supports self-help groups and refers students to a wide range of support groups in the community, as dictated by the needs of the individual. We support on-campus AA meetings and have regular contact with other 12-step groups.
- 7) **EDUCATION:** Presentations are given about alcohol and other drugs, chemical dependency and substance abuse topics. The Center utilizes social norms marketing to correct student misperceptions about alcohol use.
- 8) **TRAINING:** Students, faculty and staff are trained to deal with others they believe may have a substance abuse or dependency problem.
- 9) **PEER EDUCATORS:** SMU supports a peer education program in which students provide prevention education on campus and in the surrounding community.

Additional information is available at the Center for Alcohol Drug Abuse and Prevention, Memorial Health Center, second floor, from 8:30 a.m. to 5:00 p.m. Monday through Friday; 214-768-4021.



ALCOHOL



How Can Alcohol Affect Me?

- Alcohol goes directly into the bloodstream, which is why it affects every system in the body.
- Heavy drinking can cause cirrhosis and cancer of the liver.
- Children in families with alcoholic members are at a higher risk for alcoholism.
- Alcohol abuse can lead to both homicides and suicides.
- Drinking can cause serious injuries and death – more than 38% of drownings are alcohol related.
- Long-term effects of heavy alcohol use include loss of appetite, vitamin deficiencies, stomach ailments, sexual impotence, liver damage, heart and central nervous system damage and memory loss.

How Do I Know if I Have a Drinking Problem?

- inability to control your drinking – it seems that regardless of what you decide beforehand, you frequently wind up drinking too much
- using alcohol to escape your problems
- changing from your usual reserved character to the “life of the party”
- a change in personality – does drinking turn you from Dr. Jekyll to Mr. Hyde?
- a high tolerance level – you can drink just about everybody under the table
- blackouts – sometimes you don’t remember what happened when you were drinking
- missing classes as a result of drinking
- concern shown by your family and friends about your drinking

About Alcohol – Quick Facts

- {1} *Know the law.* Alcohol is illegal to buy or possess if you are under age 21.
- {2} *Get the facts right.* One 12-ounce beer has as much alcohol as a 1.5-ounce shot of whiskey or a 5-ounce glass of wine.
- {3} *Stay informed.* Wine coolers look like juice sparklers, but they have just as much alcohol as a 12-ounce beer. One glass of clear malt can give a teenager a .02 on a breathalyzer test. In some states, that amount is enough for anyone under the age of 21 to lose his/her driver’s license and be subject to a fine.
- {4} *Be aware of the risks.* Drinking increases the risk of injury. Car crashes, falls, burns, drowning and suicide are all linked to alcohol and other drug use.
- {5} *Keep your edge.* Alcohol can ruin your looks, give you bad breath and cause weight gain.
- {6} *Play it safe.* Drinking can lead to intoxication and even death.
- {7} *Do the smart thing.* Drinking puts your health, education, family ties and social life at risk.
- {8} *Be a real friend.* If you know someone with a drinking problem, be a part of the solution. Urge your friend to get help.
- {9} *Remain alert.* Stay clear on claims that alcohol means glamour and adventure. Stay clear on what’s real and what’s illusion.

Alcohol is a central nervous system depressant. It affects virtually every organ in the body, and chronic use can lead to numerous preventable diseases, including alcoholism. According to a 2005 study, drinking by college students ages 18-24 contributes to an estimated 1,700 student deaths, 600,000 injuries, 90,000 sexual assaults and 474,000 acts of unprotected sex each year.

GENERAL CRISIS		
<i>Covenant House "Nineline" Crisis Support</i> (24 hrs.)	800-999-9999	www.covenanthouse.org
<i>National Hopeline (Suicide) Network</i> (24 hrs.)	800-SUICIDE	www.hopeline.com
<i>National Youth Crisis Hotline</i> (24 hrs.)	800-442-HOPE	www.hopeline.com
<i>Girls and Boys Town USA</i> (24 hrs.)	800-448-3000	www.girlsandboystown.org
<i>Youth Development Crisis Hotline (Faith-based)</i> (24 hrs.)	800-HIT-HOME	www.1800hithome.com
<i>The Trevor (Gay/Lesbian Youth) Helpline</i> (24 hrs.)	866-4-U-TREVOR	www.thetrevorproject.org
<i>Gay and Lesbian National Hotline</i> (4p.m.-mid. M-F, noon-5p.m. Sat., EST)	888-THE-GLNH	www.glnh.org
<i>LYRIC Youth Talkline (Gay/Lesbian Peer Support Line)</i> (6:30p.m.-9:30p.m. M-Sat., PST)	800-96-YOUTH	www.lyric.org
<i>National Runaway Switchboard</i> (24 hrs.)	800-RUNAWAY	www.nrscrisisline.org
<i>National Center for Missing and Exploited Children</i> (24 hrs.)	800-THE-LOST	www.ncmec.org
ALCOHOL/SUBSTANCE ABUSE		
<i>Al-Anon/Alateen</i> (8a.m.-6p.m. M-F, EST)	888-4AL-ANON	www.al-anon.alateen.org
<i>American Council on Alcoholism Helpline</i> (10a.m.-6p.m. M-F, MST)	800-527-5344	www.aca-usa.org
<i>National Clearinghouse for Alcohol and Drug Information</i> (24 hrs.)	800-729-6686	www.health.org
ABUSE/HEALTH INFO		
<i>American Heart Association</i>	800-AHA-USA-1	www.americanheart.org
<i>Cancer Information Service</i> (9a.m.-4:30p.m., M-F, EST)	800-4-CANCER	www.cancer.gov
<i>CDC National HIV/AIDS Hotline</i> (24 hrs.)	800-342-AIDS	www.cdc.gov/hiv
<i>CDC National STD Health Issues Hotline</i> (24 hrs.)	800-227-8922	www.cdc.gov/std
<i>Childhelp USA National Child Abuse Hotline</i> (24 hrs.)	800-4-A-CHILD	www.childhelpusa.org
<i>National Organization for Rare Disorders</i>	800-999-6673	www.rarediseases.org
<i>National Women's Health Information Center</i> (9a.m.-6p.m. M-F, EST)	800-994-WOMAN	www.4women.gov
<i>Poison Control Center</i> (24 hrs.)	800-222-1222	www.aapcc.org
<i>Rape, Abuse and Incest National Network (RAINN)</i> (24 hrs.)	800-656-HOPE	www.rainn.org
<i>Youth Violence Prevention</i> (8a.m.-6p.m. M-F, EST)	866-SAFE-YOUTH	www.safeyouth.org
MENTAL HEALTH		
<i>Depression and Bipolar Support Alliance (Support Groups)</i> (8:30a.m.-5p.m. M-F, CST)	800-826-3632	www.dbsalliance.org
<i>National Alliance for the Mentally Ill Information Helpline</i> (10a.m.-5p.m. M-F, EST)	800-950-NAMI	www.nami.org
<i>National Mental Health Association Resource Center</i> (9a.m.-5p.m. M-F, EST)	800-969-NMHA	www.nmha.org
<i>National Mental Health Consumers' Self-Help Clearinghouse</i> (9a.m.-5p.m. M-F, EST)	800-553-4539	www.mhselfhelp.org
<i>National Eating Disorders Association Helpline</i> (8a.m.-5p.m. M-F, PST)	800-931-2237	www.nationaleatingdisorders.org
<i>SAFE Alternatives (Self-Abuse Finally Ends)</i>	800-DONT-CUT	www.selfinjury.com

**ASKING FOR HELP IS A SIGN
OF STRENGTH, NOT WEAKNESS.**



WELCOME

Welcome to the SMU residential community and welcome to what we believe will be a great year for you as an SMU student and campus resident! The Department of Residence Life & Student Housing (RLSH) provides housing for students in the residence halls including the shared interest communities of Daniel House, Multicultural House, Service House and the apartment style residence halls of Hawk, Martin and Moore Halls. Additionally, RLSH operates the SMU Apartments and several Greek houses.

It is our desire to provide a living environment that promotes and is compatible with the academic success of students. To that end, this *Student Handbook (Resident Edition)* contains the SMU Student Code of Conduct as well as Residence Hall and SMU Apartments Community Standards and policies. (Policies for SMU-owned Greek houses are available from the House Manager.) By signing a contract for a residence hall or for an SMU Apartment, you agree to abide by and support the standards of your community as stated in your contract and this Handbook. All policies in this Handbook apply to residents, apartment occupants and all guests. Please remember and consider your neighbors and help us maintain a quiet, clean and respectful community environment.

Doug Hallenbeck, Ph.D.

Assistant Vice President of Student Affairs &
Director, Department of Residence Life & Student Housing

RLSH MISSION STATEMENT

To advance the goals and objectives of the University by creating residential communities which empower residents to value learning, citizenship and leadership.

GUIDING PRINCIPLES

- Student focused policies and procedures
- Integrity in all business practices
- Provide services that add to the residential experience
- Responsive to the internal and external customer
- Balance the good of one with the good of the whole
- Provide experiences that help guide student success through the University's academic environment
- Treat all people with dignity and respect
- Provide qualified well-trained staff that enjoy serving others
- Anticipate and plan for change
- Proper balance of challenge and support for staff and students
- Clean well maintained facilities
- Provide opportunities for professional and personal growth



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RLSH STAFF

Living in residential communities is a great opportunity for you to meet new people, learn from others, get involved in community leadership, and in the process discover a little more about yourself. Here is a brief summary of RLSH staff who can assist you.

RESIDENT ASSISTANT (RA)

RAs are student staff members who live on each residence hall floor. RAs play a major role in building a positive community on the floor and in the residence hall. RAs are great resources for questions about hall or campus life, as well as for important policies and procedures.

COMMUNITY ASSISTANT (CA)

The CAs are student staff members who live in Hawk, Martin and Moore. The CA position is similar to that of RA.

APARTMENT COMMUNITY ASSISTANT (ACA)

The ACAs are student staff members who live in the apartment community and serve Daniel House, Multicultural House and the SMU Apartments. Their role is to help build community, assist with roommate or neighbor conflicts and serve as a resource. ACAs are supervised by the Residence Community Director.

RESIDENCE HALL DIRECTOR (RHD) & RESIDENCE COMMUNITY DIRECTOR (RCD)

These full-time, professional staff members directly supervise the student staff, and are responsible for “life” in the residential community, including academic support and other programs that help define a positive residential experience. Staff members also work closely with facilities and custodial staff to assure that the community is well maintained.

ASSISTANT DIRECTOR FOR RESIDENTIAL LIFE (ADRL)

The Assistant Directors are experienced residential life professionals with a broad background in student development and residence hall management. ADRLs supervise a team of Residence Hall Directors, the Residence Community Director and Graduate Greek House Directors. In addition, each ADRL has specific responsibilities for coordinating departmental activity. There are three ADRLs:

- ADRL for Academic Initiatives: Supervises Virginia-Snyder, Shuttles, Mary Hay & Peyton, Perkins and Smith Halls.
- ADRL for Assessment: Supervises McElvaney, Morrison-McGinnis, Cockrell-McIntosh, and Boaz Halls
- ADRL for Apartment & Greek Communities: Supervises Martin, Hawk, Moore, Service House, Multicultural House, Daniel House, SMU Apartments, and several Greek houses.

FACILITIES MANAGER (FM)

These professionals are members of our administrative staff who coordinate response to maintenance and custodial needs. There are six Facilities Managers, each of whom is responsible for a group of residential facilities.

UTILITY WORKER

A member of our staff who responds to “quick-fix” kinds of routine repair needs. Work requests issued to these maintenance generalists are typically responded to on a same-day basis.

GENERAL MAINTENANCE WORKER (SMU APARTMENTS)

A member of our staff who responds to “quick-fix” kinds of routine repair needs. Work requests issued to these maintenance generalists are typically responded to on a same-day basis.

OTHER STUDENT STAFF

- Desk Assistants are student staff who work at the area desks to assist with lockouts and other RLSH services.
- Desk Operations Coordinator works with the Area Desks in Virginia-Snider and McElvaney Halls.
- Hall Tour Ambassadors give daily residence hall tours, support RLSH and Admission Office programs.
- Multicultural House Program Coordinator works to promote the mission of the House to create a Community of Unity and Diversity through programs and activities.
- Service House Program Coordinator organizes programs, supports the service theme, and serves as a resource.

RESIDENCE LIFE & STUDENT HOUSING DIRECTORY

RLSH Main Office

Boaz Hall 101; 3200 Binkley Ave. 214-768-2407
 www.smu.edu/housing 214-768-4005 (fax)
 housing@smu.edu

Residence Hall Service Desks

North Area Desk (in Virginia-Snider Hall) 8-2230
 South Area Desk (in McElvaney Hall) 8-2247

Residential Life Staff Director

Assistant Director for Academic Initiatives 8-3885
 Assistant Director for Assessment 8-2353
 Assistant Director for Apartment & Greek Area..... 8-3327
 Boaz (*Fall only*) 8-2249
 Cockrell-McIntosh 8-2031
 Daniel House 214-363-6010
 Hawk-Martin-Moore 8-5005
 Mary Hay & Peyton (*Spring only*) 8-5020
 McElvaney 8-2245
 Morrison-McGinnis 8-3853
 Multicultural House 214-363-6010
 Perkins 8-5052
 Service House 8-6498
 Shuttles 8-2538
 Smith 8-3006
 Virginia-Snider 8-2225
 Residence Community Director (Apartments) 214-363-6010

Apartment & Greek Maintenance Office

2821 Binkley Ave. #115 214-750-4777

SMU Preschool & Childcare Center 214-768-2278

Residence Hall Association 8-1791

Boaz Hall 128 rha@smu.edu

On-Call Lines 8:00 p.m. to 7:00 a.m.

Boaz (*Fall only*) 8-4872
 Cockrell-McIntosh 8-4673
 Mary Hay & Peyton (*Spring only*) 8-4869
 McElvaney 8-4672
 Morrison-McGinnis 8-4671
 Perkins 8-4675
 Shuttles) 8-4871
 Smith 8-4675
 Virginia-Snider 8-4870
 Hawk-Martin-Moore (*Fri/Sat Only*) 8-4674

For Maintenance Requests

Residence Halls fixit@smu.edu

Boaz, Cockrell-McIntosh, Hawk, Martin, Mary Hay, McElvaney, Moore, Morrison-McGinnis, Perkins, Peyton, Shuttles, Smith, Virginia-Snider

Shared Interest Houses aptmaint@smu.edu

Daniel House, Multicultural House, Service House

SMU Apartments aptmaint@smu.edu

Apartments on Binkley and North Campus

Greek Houses (owned by SMU) aptmaint@smu.edu

Complete directory information is available on the RLSH website at www.smu.edu/housing.



IMPORTANT DATES

FALL SEMESTER 2007

August 21	Tuesday	Residence Halls open at 9 a.m.
August 22	Wednesday	Convocation/Rotunda Passage Mandatory Hall Meetings
August 23	Thursday	First day of classes
August 29	Wednesday	Last day to enroll, add or drop
September 3	Monday	Labor Day, University Holiday
September 15-17	Friday-Sunday	Family Weekend
November 10-12	Friday-Sunday	Homecoming
November 19-20	Monday-Tuesday	Fall Break (Halls remain open)
November 22-23	Thursday-Friday	Thanksgiving, University Holiday
December 7-8	Friday-Saturday	Reading Days
December 10-15	Monday-Saturday	Final Exams
December 16	Sunday	Residence Halls close at 10 a.m.

SPRING SEMESTER 2008

January 8	Monday	Residence Halls re-open at 9 a.m.
January 15	Tuesday	First day of classes
January 21 King, Jr. Day	Monday	University Holiday, Martin Luther
January 22	Tuesday	Last day to enroll, add or drop
March 10-15	Saturday-Sunday	Spring Break (Halls remain open)
March 21	Friday	University Holiday-Good Friday
May 1-2	Thursday-Friday	Reading Days
May 3-9	Friday-Friday	Final Exams
May 10	Saturday	Halls close for non-seniors at 1 p.m.
May 16	Friday	Baccalaureate
May 17	Saturday	Commencement
May 18	Sunday	Halls close for seniors at 1 p.m.

These dates are subject to change in response to changes to the official University Calendar.



COMMUNITY STANDARDS

(Also see 3.23 in the Student Code of Conduct, page 150. SMU Apartment Policies begin on page 234.)

By signing a Residence Hall contract and living in an SMU residential facility, I understand that I am a member of a living and learning community. As a member of this community, I have certain rights as a resident and as a student. I recognize as well that other members of this community have these same rights, and that my rights stop where another's begin. For this reason it will be important to learn to compromise with others in order to maintain an environment in which all members of the community may grow as individuals and may pursue learning as a fundamental part of the campus residential experience.

Community Standards are established to assist in shaping this environment, to protect our rights and assert the responsibilities we each have to one another. In recognition of the University's relationship to the United Methodist Church, I understand and appreciate the Church's position on issues that may impact the residence hall experience. These include values that affirm abstaining from the use of alcohol and/or illegal drugs and other controlled substances, and abstaining from sexual relationships outside the sanctity of marriage. I also recognize that SMU is a community of free and open inquiry in which adults are encouraged to make responsible decisions in their lives. I accept that freedom of conscience determines such decisions, but agree further that this freedom does not imply license or encouragement to violate the law or University policy.

As a member of the residential community, I agree to abide by Local, State and Federal laws, as well as by these Community Standards (and others as may be developed to further support this community), University policies and the University Code of Conduct at all times while I am a resident of University Housing at Southern Methodist University.

(a) ALCOHOL

In addition to the SMU Student Code of Conduct Policy 3.01 (*See page 142*), the following standards are specific to the residential communities:

I understand that the legal drinking age in Texas is 21 years of age. I agree that I will not consume or possess alcohol unless I am 21 years of age or older and understand that this restriction applies equally to my residence community and elsewhere. I further understand that I may not possess alcohol containers or paraphernalia if I am under 21 years of age. (Prohibited items include, but are not limited to, cans, bottles, flasks, "yards", bongos or stills, even if they are intended to be "decorative".)

I understand that absolutely no alcohol is permitted in the first year communities (Boaz Hall, McElvaney Hall, or Perkins Hall), and in the Wellness Connection, regardless of a resident's or guest's age.

I understand that the manufacture of alcohol is prohibited in SMU-owned Housing.

If I am 21, and choose to consume alcohol, I will do so only in my room/apartment, or in the room/apartment of another 21 year old resident who is present at that time. I understand that neither any guest nor I may consume alcohol in a room/apartment where none of the assigned residents are 21.

If I choose to consume alcohol, and I am at least 21, I will only purchase/consume alcohol from containers readily available as off-the-shelf packaging. I understand that off-the-shelf packaging does not include kegs, beer balls or other large volume containers. I understand that using beer bongos, playing drinking games, having open containers of alcohol in common areas, and/or similar activities are not permitted in SMU-owned Housing.

I understand that there may be only one open container of alcohol per person of legal drinking age, and also understand that the amount of alcohol present during a violation will influence the degree of sanctioning imposed.

I agree further that I will at no time provide alcohol to anyone under the age of 21 or, by my action or inaction, actively or passively condone consumption of alcohol by someone under legal drinking age.

(b) BICYCLES AND MOTORIZED VEHICLES

I agree to keep my bicycle, scooter or similar conveyance (owned or borrowed) parked/stored outside SMU-owned Housing at all times and in accordance with bicycle parking policies established by the University. Bike lockers are provided for student use. *(See page 227)*

(c) DISRUPTIVE BEHAVIOR

I will not act in a manner which will disturb the academic pursuits or infringe upon the privacy rights, privileges, health or safety of other persons. I understand that any activity that has a negative impact on others will not be tolerated.

(d) DRUGS AND PARAPHERNALIA

In addition to the SMU Student Code of Conduct Policy 3.06 *(See page 145)*, the following standards are specific to the residential communities:

I agree neither to possess, use, produce, sell, share nor distribute illegal drugs or controlled substances. I agree further that I will at no time, by my action or inaction, actively or passively condone the use, possession or distribution of illegal drugs or controlled substances by others. I understand that this standard applies to drugs, controlled substances and/or related paraphernalia (i.e., hookahs or “bongs”) in or around SMU-owned Housing.

I understand that if I use prescription drugs or other controlled substances, I may be requested to provide proof that I am doing so under the supervision of a medical doctor. I agree to provide this proof immediately upon demand by a University official. I understand that it is illegal to provide my prescription drugs to another person. I understand that using another person's prescription drug is also illegal.

(e) FIRE SAFETY

I will practice effective fire safety at all times by exercising prudent judgment and following fire safety guidelines established or revised for SMU-owned Housing. I will seek clarification from a RLSH staff member if I am unclear about these guidelines. I will use fire alarms, fire extinguishers, fire exits, fire sprinklers and related equipment only for their fire fighting purposes. I understand that I may not hang anything from a fire sprinkler head or pipe and will not tamper with fire alarm, smoke or heat detectors, or other fire safety equipment. I agree to exit the building immediately and go to the designated gathering place my building has established whenever the fire alarm sounds. I further understand that I am liable for all damages by my misuse of fire safety equipment. I understand that violations of fire safety standards and guidelines are subject to significant fines and other judicial and possibly legal action. *(See Fire Safety Guidelines on page 219)*

(f) HALL AND ROOM FURNISHINGS

I agree to use University owned furniture only for its intended purpose. I further agree not to remove or relocate furniture from apartments, rooms, lounges, etc. I understand that water beds, “bricks and boards” for elevating furniture, and lofts (that are not provided or approved by the University) and other construction, including attaching shelves to walls, are not permitted in my room/apartment.

(g) GUESTS AND VISITATION

I understand and agree that the right to sleep and the right to privacy take precedence over visitation privileges, and will at all times be considerate of these rights. I understand and agree that visitation is a privilege and that I will honor visitation hours established for my residential community. I agree to escort my guests whenever they are visiting me in my residence, and I understand that I must be present with my guest at all times. I agree further to abide by this standard when I am a guest in another residence community.

I agree to be responsible and accountable for the behavior of my guests. I understand that it is my responsibility to inform my guests of all University policies, and that my guests are expected to abide by these policies.

I understand that my roommate (and suitemates) and I must agree in advance about having guests and, further, that overnight guest privileges are limited. I agree not to have any overnight guests during the first two weeks or last two weeks of the semester, and understand further

that stays are limited to three nights per week unless approved in advance by my roommate (and suitemates) and a RLSH staff member. I understand that guests may not stay overnight in common areas (lounges, laundry rooms, etc.)

(h) HALL/FLOOR MEETINGS

I understand that RLSH will post notices about building/floor meetings. I also understand that as a member of this community I am expected to attend these meetings, and that I am responsible for personally obtaining all information covered, whether or not I attend.

(i) HALL SPORTS AND GAMES

I will not participate in any kind of sport, horseplay or physically active game inside SMU-owned Housing, including but not limited to football, basketball, soccer, hockey, golf, rollerblading, Frisbee tag, bowling and water fights. Additionally, I will refrain from playing sports/games outside the residence community when or where it presents the possibility of injury, damage to persons or property, or undue noise. I understand, however, that I may participate in activities that are organized and/or approved by RLSH.

(j) HOUSE/FLOOR RULES

I agree to abide by House Rules, Floor Rules or Community Rules established for my residence community that clarify, broaden and enhance these Community Standards.

(k) KEYS

I agree that I am responsible for keys that are issued to me and for their proper use. I will not lend, duplicate or modify these keys and will not permit others to do so, nor will I permit others to use my keys or my SMU ID at any time. I agree further to immediately replace my lost or broken keys according to RLSH procedures and to obtain a new ID when lost. *(See page 227)*.

(l) NOISE

I will not make or cause noise that intrudes on the privacy and the needs of others to sleep and study. I understand that noise which is disruptive to other residents is prohibited, both inside and outside of residence community, and courtesy and consideration for others is expected at all times. I agree to respond positively and courteously to requests to reduce noise and to respectfully approach others with requests for noise reduction before reporting the noise to RLSH staff.

I agree to be particularly sensitive to this issue during established “Quiet Hours” and understand that these hours extend for a minimum of ten consecutive hours daily, but may be established for longer periods in different University residence communities. I understand that 24-hour quiet hours go into effect during final exam periods beginning at 7:00 p.m. on the last day of class each term.

I understand that excessive noise at any hour is not acceptable and that at no time should amplified sound or yelling be directed out of or toward residents' windows. I understand that reasonable quiet in areas near University residence communities must be maintained and that noise may be deemed disruptive if it can be heard through a wall, closed door or window.

(m) PASSIVE PARTICIPATION

I understand that I am expected to comply with all Community Standards, University policies, the University Code of Conduct, and all local, state and federal laws. I understand that it is my obligation to remove myself from any situation where a violation is occurring. At no time will I knowingly permit a violation to occur.

I realize that if I am present or have knowledge of a violation of the Community Standards, University policies, or University Code of Conduct, I can be held responsible for that violation. I am encouraged, when I am aware of a violation to report it, and understand that failing to report a violation may be cause for disciplinary action. I also understand that failure to provide information or giving false information is not acceptable.

(n) PERSONAL RESPONSIBILITY

I will take responsibility and be accountable for my behavior and for the choices I make as a member of the University community. I agree not to engage in behaviors that could endanger myself or others. I understand that if I violate the Community Standards or University Policies I am responsible for my own behavior and that harassment of other individuals involved in the situation will not be tolerated.

(o) PETS

I agree that the only pet(s) I may have in SMU-owned Housing will be fish, in one tank, and that the maximum permitted tank size is 10 gallons. I understand that residents with disabilities may have assistance animals.

(p) RESPECT FOR PROPERTY & ENVIRONMENT

I will respect my personal property as well as property belonging to other members of this community and the University. I will not damage property nor condone damages committed by others. I will promote a clean and safe environment in my residence community, including my room/apartment, bathroom, trash/recycling room, and common areas. I understand that residents may be billed individually or collectively for any damages or for excessive cleaning necessary as a result of individual resident or group behavior. I also understand that I will be charged a minimum of \$25 per item/bag for inappropriately discarded trash.

(q) SAFETY AND SECURITY

I agree to actively promote safety and security within the University community at all times. I will not prop open or otherwise disable the latching/locking mechanism of any door to the building and will unprop *any* door that I find propped open or otherwise unsecured. I will not permit access to the residence community by non-residents who are not my personal guests and will not condone others doing so. I will keep my room/apartment door closed and locked when not in the room and understand that I can enhance my personal safety and that of my roommate(s) by keeping the door closed and locked at all times.

I agree to immediately inform a member of the RLSH Staff and/or SMU Police about any unsafe condition or behavior that threatens the safety or security of this or another campus residential community.

(r) SMOKING

I understand that all SMU-owned buildings are smoke-free. I agree that, if I choose to smoke, I must be located at least 25 feet away from any building. I will also ensure that my smoking does not affect residents or guests when they are inside the building or as they enter or leave it. Cigarette or cigar butts, matches, etc. must be disposed of properly. I understand that hookahs and other water pipes are not permitted in or around SMU-owned Housing.

(s) UNAUTHORIZED ACCESS

I will not enter restricted access areas unless specifically authorized to do so by RLSH staff. I understand that restricted areas may include, but are not limited to: area desks, roofs, porches, balconies, attics, or machine rooms of any SMU-owned Housing. I understand that I will not allow “tailgating” or others to gain access when I am entering or departing. I understand further that it is prohibited for a non-resident to be in a residence community while unescorted or after being restricted from visitation. I will not allow access to SMU-owned Housing by any person who has been criminally trespassed by SMU Police, RLSH or the Dean of Student Life Office.

(t) WEAPONS

In addition to the SMU Student Code of Conduct Policy 3.30 (*see page 153*), the following standards are specific to SMU-owned Housing:

I will not bring any type of weapon into SMU-owned Housing. I understand that “weapon” includes, but is not limited to: firearms (or CO2 cartridge guns), dangerous chemicals, any explosive device, numchucks, brass knuckles, hunting knives, toy guns, weapon replicas, decorative knives, paint ball guns of any kind and other materials that can be used in the endangerment of others. I understand further that anything used to threaten, endanger or harm others may be considered a weapon.

(u) WINDOWS

I will not remove, prop and/or damage the windows or screens in any SMU-owned Housing. I understand that it is dangerous and will refrain from leaning out windows, and from dropping, suspending, throwing, or shooting anything from or through them. I agree not to enter or exit SMU-owned Housing through a window, except in the event of fire or other similar emergency situation. I understand that I may not have anything extending from my window including, but not limited to, flags and satellite dishes.

FIRE SAFETY GUIDELINES

These fire safety guidelines apply to all traditional residence halls and shared interest communities, including Daniel House, Multicultural House, Service House and the apartment communities of Hawk, Martin and Moore Halls. These guidelines are in addition to the Fire Safety Community Standard found on page 216. For SMU Apartment fire safety information, please see page 234.

ENSURING RESIDENTS’ SAFETY

RLSH works closely with Risk Management and the University Park Fire Marshal to educate residents about fire prevention. Numerous methods are used to communicate the information students need to know. All students residing in SMU-owned Housing are expected to abide by the fire safety policies to better ensure the safety of the entire SMU residential community.

SAFETY AND MAINTENANCE INSPECTIONS

Safety and maintenance inspections of all resident rooms are conducted at least once per semester by University staff and/or the University Park Fire Marshal. The primary purpose of inspections is to enhance safety of all residents, assess need for repairs and to enforce policies, including fire safety regulations. The University also reserves the right to enter student rooms at times convenient to its staff for purposes of administrative searches, verification of occupancy, safety, health, maintenance and to reclaim University property. An official notice will be left in the room notifying residents of any violations. RLSH staff will confiscate prohibited items during inspections.

CONFISCATION POLICY

Prohibited items will be confiscated when found. Residents have 72 hours to discuss responsibility with their Residence Hall/Community Director. Applicable fines will be billed to the responsible party’s student account. If residents do not contact their Director within 72 hours, the fines will be divided equally among roommates/suitemates and charged to their student accounts. Repeated offenses may be investigated by the University Park Fire Department.

Confiscated belongings are labeled and placed in storage. At the end of the semester, at break, or before a weekend confiscated item(s) can be claimed from RLSH staff and immediately removed from the building. Unclaimed items will be disposed of at the end of the academic year.

The list of prohibited items is subject to change. Changes will be communicated to students by official postings.

The following are PROHIBITED in Residence Hall and Shared Interest communities

- Candles/incense
- Any form of plug-in air freshener or vaporizer
- All flammable/combustible liquids
- Smoking and/or evidence of smoking
- Gasoline powered equipment
- Halogen lamps
- “Octopus” lamps
- Fog or smoke machines
- Oil lamps
- Chemicals (other than cleaning supplies)
- Power tools
- Fireworks
- Explosives/gunpowder
- Any form or source of an open flame
- Trees/Christmas trees
- Any appliance that has an electrical outlet located on it (i.e., so it can be used as an extension cord)
- Microwaves
- Broilers, electric skillets, grills (charcoal and cooking), woks, George Foreman grills and the like
- Toaster ovens/toasters/hot plates
- Open-coiled cooking devices
- 2-pronged extension cords
- Surge protector or extension cord plugged into a surge protector
- Non-heavy duty extension cords
- Extension cords with multi-plug outlets
- Illegal hard wiring

- Non-UL approved electrical devices
- Multi-plug outlets (including appliances with multiple outlets such as lamps, vanity mirrors, etc.)
- Speaker wires or other wiring running through ceiling
- Improper use of an emergency exit
- Placing items closer than 18” to the ceiling
- Blocking flow of water from sprinkler heads
- Failure to exit during a fire alarm
- Attachments near or on sprinkler heads or water pipes
- Decorations that project away from the walls, are suspended in the air, or hang from the ceiling (for example: fish nets, flags, parachutes, posters, wires, tent-like structures)
- No more than 25% of wall surface can be covered with flammable or combustible material
- Wires (including strings of lights or cords) cannot touch metal (including bed springs or any part of a bed)
- Holiday lights hung around windows and/or doors and/or more than three strands connected
- Decorative lights, wires, beads or other items cannot be on or hung from a soffit or overhang in a student room and cannot impede exit from the room
- Blocking access to a window (for example: do not place furniture in front of window)
- Any appliance with a heating unit (i.e., clothes irons, curling irons, hair straighteners, curlers, or coffee pots) left plugged in and/or turned on unattended
- Unattended cooking

Items That Are Permitted:

- Power Strip with a Surge Protector with re-set switch plugged directly into wall – 3 prong
- 3-Pronged Heavy Duty Extension Cords with one outlet and one appliance, plugged directly into wall
- Lamps with incandescent bulbs
- Lava lamps
- Beads or curtains hanging over closet doorways with tension rods
- Refrigerator – 1 per bedroom (not more than 2.9 cubic feet)
- Coffee pots without open coils
- Hot pots without open coils
- Hot air popcorn poppers
- *If provided by SMU, space heaters are permitted but must be unplugged when unattended*

IN KITCHEN AREA OF HAWK, MARTIN, MOORE AND DANIEL HOUSE, SOME COOKING APPLIANCES ARE PERMITTED.

- Toaster/toaster oven
- Microwave oven
- Woks

Cooking appliances must be attended when in use and kept clean. Remember, grills, hot plates and open coil appliances are prohibited.

COMMON AREA MICROWAVES

Microwave ovens are provided in a designated common area in each residence for student use. Microwaves must be attended at all times when in use.

SANCTIONS

Any damages caused by the presence of unauthorized items or behavior will be charged to the student(s) account and/or result in judicial action.

Passive participation: Students are responsible for violations in their room, even if they are not directly responsible for the item(s) or condition.

Violations will result in a minimum \$150 fine, per confiscation date. Any additional violation found on the same date in the same location will increase the fine by \$50 per violation up to \$250. Students will also be encouraged to attend a Fire Safety Class and/or create a Fire Safety program to reduce their fine..

AVOID A FINE

If a student is in possession of a prohibited item or has a question about the Fire Safety Regulations, they are responsible for discussing it with a Residence Hall/Community Director, or Assistant Director immediately. The staff member will store any prohibited item if a student brings it to their attention prior to Safety and Maintenance Inspections.

THE RESIDENCE HALL FIRE SAFETY AWARD

Four Fire Safety Awards are presented to deserving residence halls and shared interest houses each semester. The award-winning hall or house receives \$250 to be used for community programming. In addition, the winning communities are added to the commemorative plaque in the RLSH office.

The following violations are also punishable by law and will be investigated and sanctioned by the University Park Fire Department. Residents may also be sanctioned by SMU Judicial Affairs for these violations. Sanctions may include a \$250 fine and removal from SMU-owned housing:

- Discharging or Removing a Fire Extinguisher
- Fireworks of any type
- Explosives
- Tampering with control valves
- Breaking sprinkler head(s)
- Removing or covering smoke/heat detectors
- Disabling Fire Suppression System
- Disabling Fire Alarm System
- Arson
- Tampering with or damaging the following: Fire Exit Lights, Fire Exit Signs, Pull Stations, Horns, Strobes, Notification Devices, Fire Extinguishers, Fire Exit Doors
- Obstructing or Locking Fire Exit Doors



HOUSING CONTRACT & APPLICATION

APPLICATION AND CONTRACT FOR RESIDENCE HALL

Contracts and applications are available from the Department of Residence Life & Student Housing. A \$100 non-refundable Advanced Housing Deposit is required for all entering first-year and transfer students. The deposit is applied to the Fall rent charge on the SMU student account. Students who complete the application and contract may be assigned to one of the following: a traditional residence hall, Daniel House, Multicultural House, Service House or a residence hall apartment in Hawk, Martin and Moore Halls. The contract is for a space on campus, not a particular living arrangement or specific building or room. The contract becomes binding for a full academic year when a resident signs the check-in log and accepts the key, or moves belongings into the room, whether that resident actually resides in the room or not. Only currently registered and enrolled students who have a housing contract may live in the residence halls. Short-term contracts for one semester only are granted to residents who are studying abroad, graduating in December or participating in an out-of-town co-op program. Requests for a short-term contract must be approved in advance by the Director of Residence Life & Student Housing.

ENTERING ROOMS

SMU recognizes and respects the right of residents to personal privacy within their living quarters, consistent with the University's operations and the health and safety of the University community. Nonetheless, circumstances may necessitate entry into a resident's room or apartment, as all residents have a reasonable expectation of health and safety. The University unconditionally reserves the right to enter and to inspect all residences. Circumstances that may permit staff to enter and inspect SMU-owned Housing may include, but are not limited to: at the request of one or more of the occupants; to verify occupancy; to reclaim University property; an administrative search; during fire alarm evacuations; when staff believe the safety and/or well being of the occupant(s) is in question; and/or to perform repairs, improvements or similar work. If entry into SMU-owned residences is necessitated by these or similar circumstances, illegal items and/or other items prohibited by SMU will be removed by authorized University personnel.

RLSH and the SMU Department of Risk Management inspect SMU-owned residences, (including student rooms and apartments in all residence halls, theme houses and Greek communities) at least once per semester. The primary purposes of these inspections are to enhance the safety of all residents and make note of needed repairs and furniture replacement, not to invade the residents' privacy. Residents are encouraged to be present during inspections, but inspections will be conducted whether or not residents are present. Rooms and apartments may also be entered whenever a resident permanently vacates or whenever a resident vacates for a University break period to ensure that established check-out and/or building closing procedures have been followed.

In the event that circumstances as noted above and in the judgment of University staff warrant entry into a student room or apartment, illegal items and or other prohibited items that are in plain view may be confiscated by authorized University personnel or police officials.

ROOM AND HALL CHANGE PROCEDURES

Residents who are interested in a room or hall change must meet with their Residence Hall/Community Director to discuss the request. The RHD/RCD may approve the request to move or may deny the request and require additional resident information. If the request is approved, the resident must contact the RLSH office regarding space availability. Approval of a request does not guarantee a change will occur. Residents who receive a confirmed change from the RLSH office must check out of their old room with residential staff and return the key. Residents who move without approval and confirmation from RLSH may be required to move back to their assignment and may be subject to a fine for an unauthorized move. Room and hall change requests are not permitted for the first two weeks of the semester.

RLSH staff are always available to assist in the resolution of any difficulties that roommates experience. Residents are assigned to a space and RLSH reserves the right to assign vacant spaces as needed. Residents who do not have a roommate should not take over the room/apartment, as a new roommate can arrive at anytime. Efforts will be made to inform residents of a new roommate in advance when possible.

PRIVATE ROOMS

There are approximately 100 residence hall rooms designed as single occupancy rooms, and demand for private rooms is always greater than supply. Residents who are interested in a single room may contact the RLSH main office for more information. When vacancies occur in rooms designed as doubles or triples, RLSH may begin to "consolidate" residents without roommates in order to accommodate new residents, to create spaces for mutual roommate requests and to grant requests for private rooms. When the consolidation process begins, a resident may be given the opportunity to buy out the room as a single for an additional charge. If a resident declines the opportunity to buy out the room, efforts will begin to either relocate the resident to another room or assign a new roommate.

FIRST-YEAR ON-CAMPUS REQUIREMENT

Board of Trustees policy requires that, in addition to living in a residence hall for the first year, students must earn 24 SMU credit hours by the end of the spring semester. Students who fail to meet these criteria may be required to live on campus for a second year. Students are encouraged to take this into consideration as they weigh decisions to drop courses.

MOVING OUT OF THE BUILDING

Residents who move out of the residence halls must check out with a RLSH staff member in order to complete the proper paperwork and return the room/apartment key. Residents who do not complete the paperwork with a staff member may be charged a minimum of \$100 for improper check out and from \$35-\$65 for a lock change if the key is not returned. Residents who withdraw from the University must notify RLSH in addition to canceling classes and check out properly with a RLSH staff member immediately.

VACATION AND RESIDENCE HALL CLOSINGS

All assigned residents are subject to the housing contract for the full term. Rent covers only those periods when the residence hall is open and/or when residents are permitted to occupy applicable residence halls. Several communities, including Hawk, Martin and Moore Halls, and Daniel House are open over the Winter Break and may be occupied during the period by assigned residents. Other residents desiring on-campus accommodations when residence halls are officially closed (for Winter Break, between Spring and Summer terms or between Summer and Fall) should contact the RLSH office to determine availability of interim housing. If available, there is a daily charge and the resident may be required to move to a room other than their regularly assigned space. Regardless of whether or not classes are in session, all University rules, regulations, Community Standards, Code of Conduct, as well as all applicable laws are in force whenever a building is occupied. At the end of each semester residents must vacate the residence hall no later than 24 hours after their last exam or by the specified hall closing time, whichever comes first. Residents who do not leave by the specified time may be subject to a minimum \$100 fine. (*For Apartment Information, see page 234.*)

SUMMER SCHOOL HOUSING

Residents who wish to live on campus for Summer school must complete an application and contract for the Summer term. The Summer housing contract is separate from the academic year contract. Typically one residence hall is open for Summer school. Residents of the apartment style residence halls (Martin, Hawk and Moore) must complete a Summer application and be enrolled for Summer in order to be eligible for a continuing assignment. Detailed information about summer school 2008, including rental rates, will be available in mid-February in the RLSH office.

REAPPLYING FOR THE NEXT ACADEMIC YEAR

Residents who want to live on-campus for the next academic year may re-apply for Residence Halls during Priority Signup by completing a new housing application & contract, and dining agreement. Residents must complete a new contract annually. Priority Signup typically occurs in February or March for the following school year. Complete details are distributed to residents approximately six weeks before signup.

LIABILITY AND RENTER'S INSURANCE

All residents are strongly urged to obtain a "renter's" insurance policy for their belongings. Residents should check with their family's insurance provider to see how their homeowner's policy might cover property while attending college. The University does not insure student property, and is not liable for losses or damage to property for any reason, including theft, fire, smoke, vandalism, water or other causes.

RESIDENCE HALL EXPECTATIONS

The following expectations are specific to the residence hall and theme community residents and their guests. Additional University policies can be found in the *Community Standards* (see page 215) and in *SMU Student Code of Conduct* (see page 140).

APPLIANCES AND REFRIGERATORS

Only one refrigerator is permitted per bedroom and may not exceed 2.9 cubic feet in size. Refrigerators should be connected directly to an electrical outlet and should be the only appliance plugged into a double outlet.

BULLETIN BOARD/POSTING POLICIES

Bulletin boards are for the use of residential staff. Information authorized by the Department of Residence Life & Student Housing will be posted by staff members. Postings will be authorized only when there is clear evidence of University or student organization sponsorship. Authorization may be refused for postings deemed inappropriate under University policies and regulations or if found to be in bad taste/blatantly offensive to any group on campus including signs which display harassment or promote alcohol consumption. Signs advertising sales or off-campus job listings will not be approved, regardless of student organization sponsorship.

DINING/MEAL PLANS

All resident students are required by University policy to subscribe to a meal plan. (Residents of Hawk, Martin and Moore Halls, Service House, Daniel House and Multicultural House are not required to have a meal plan, but may subscribe if desired.) All-you-care-to-eat meals are available at the residential restaurant at Lee Center, convenience meals are available at Mac's Place and Flex Dollars can be used at any SMU dining location and campus convenience stores. Students with special dietary needs may consult with the SMU Dietician at (214) 768-4349. Further information is available from Dining Services, www.smudining.com.

ENERGY CONSERVATION

All residents are encouraged to conserve energy whenever possible by following these energy-saving tips and strategies:

- Turn off the lights when you leave the room/apartment.
- Use a desk light instead of overhead lighting.
- Turn off electrical equipment, machines and lights when your work is done.
- Use electrical equipment sparingly.
- Plan your work to take advantage of sunlight for deskwork and reading.
- Dress according to the weather.
- Be sure that there are no curtains or furniture blocking radiators.
- Close shades when it is hot and open them when it is cold.
- Don't let the water run while you brush your teeth.
- Take shorter showers and/or shallower baths.
- Remember to turn off the hall television when finished watching.

LOUNGE AREAS

Lounges are available for all residents to use. Some lounges and residence hall classrooms may be reserved through the Hall Director for study groups, meetings, and University related activities. Sleeping in the lounges is not permitted. When using a lounge, please respect quiet hours and be considerate of rooms nearby.

QUIET HOURS

Quiet Hours are periods when noise must be kept to a low level and must be contained within a student's individual room/apartment. At all times within University Housing, noise which is disturbing to others is inappropriate. The residence community atmosphere must be conducive to reasonable sleep and study for residents.

All residence halls are required to have a nightly minimum of 10 consecutive hours of quiet. Quiet Hours will begin at 10 p.m. on weekdays, and midnight on Friday and Saturday. Quiet Hours may be adjusted, by a hall vote, as long as they adhere to the 10 consecutive hour rule. Residents are expected to observe 24-hour courtesy hours at all times out of respect for the rights of others. If noise levels are disturbing, residents should first request that the noise be lowered. If this does not resolve the situation, residents may seek a staff member for assistance. It is expected that reasonable requests for quiet will be responded to in a positive and civil manner.

During finals week, 24-Hour Quiet Hours go into effect at 7 p.m. on the last day of classes to insure a conducive study environment.

RECYCLING

Team Planet is a RLSH committee which strives to educate the SMU Community on environmental conservation and recycling issues. Recycling containers are available in all residence halls and residents are encouraged to recycle as part of the effort to Reduce, Reuse, Recycle.

ROOM DAMAGE AND ROOM/APARTMENT CONDITION REPORT

A Room Condition Report (RCR) or Apartment Condition Report (ACR) is completed prior to resident arrival by staff members who inspect the room, make an inventory and record damage. Residents should make note of any damages and discuss them with RLSH staff within the first week of classes to ensure the resident is not billed for previous damages. When a resident checks out, the RCR/ACR is used to assess any damages for which the resident may be responsible.

Damages are defined as repair or replacement needs that are caused by activity or use beyond what can reasonably be deemed normal wear and tear; in other words, something that had some "help," even if the damage was an "accident." Damages to resident rooms/apartments and common areas of the University residence community are not anticipated and are therefore not included in the rent. Residents will be charged directly for damages that occur in their room/apartment. Outside contractors and other workers are not permitted to perform repairs or other work in University residence rooms/apartments unless hired by SMU to do so.

TYPICAL ROOM/APARTMENT DAMAGE CHARGES (subject to change)

A/C sensor or thermostat, replace	\$75-\$150
Box springs, replace	\$110
Bulletin board, replace	\$45
Ceiling tile (each), replace... ..	\$40 for first tile, \$2 each additional
Chair (desk), recover seat or back.....	\$35-\$40
Chair (desk), replace	\$125
Desk or dresser top – laminate, replace	\$100-\$175
Door, refinish – per side.....	\$75
Door, replace	\$350
Floor tile (each), replace	\$50
Light cover (ceiling), replace	\$70
Lock, labor to clean.....	\$42
Mattress, replace	\$110
Mirror, bathroom, replace	\$200
Mirror, student room, replace	\$75
Paint room (one coat).....	\$425-625
Screen, repair	\$35-\$100
Screen, replace	\$55-\$225

Smoke detector, replace	\$95-\$215
Windows, repair, replace pane	\$65-\$1500

In addition, damages that occur in common areas for which no resident accepts responsibility will be charged to residents of the residential community on a pro-rated group basis. Depending on the circumstances, “common damages” will be charged to all residents of the community or to a subset of residents. For example, damages to the lobby may be charged to all residents while damages to one hallway might be charged only to residents on that floor.

TYPICAL COMMON AREA DAMAGE CHARGES *(subject to change)*

Drinking fountain, replace	\$500
Elevator light cover, replace	\$175
Exit light fixture, replace	\$200-\$225
Fire alarm pull box, replace	\$125
Fire extinguisher, CO2 type, replace	\$125
Lavatory in bath, replace	\$200

ROOM DECORATIONS

Residents may personalize their living space, within limits. All University furniture must stay in the room/apartment. Bookshelves, pictures and other items may not be secured to the walls by bolts, screws or nails, glue, etc. Concrete blocks, bricks, boards and/or “homemade” lofts are not permitted. Residents may request a “loft adapter kit” (where applicable) from the Area Desk, while available, if they want to raise their beds.

Rooms/apartments *may not be painted* and carpet may not be removed. Modifications to the room/apartment are prohibited. Tension rods are the only mechanism that may be used to hang curtains. Hall door decorating is allowed for specific time periods for holidays and special occasions. Doors may be decorated for holidays up to one week, and up to two days for special occasions. If you have any questions about what is permitted, please contact the Residence Hall/Community Director in advance.

VISITATION AND GUESTS

Guests are defined as any non-resident of a resident’s room/apartment. Guests who are not residents of that community must be escorted at all times by the resident whom the guest is visiting. Residents are responsible for the actions of their guests, including any violations of the Community Standards or vandalism. At all times, the right of residents to study, sleep and privacy takes precedence over the privilege of visitation.



RESIDENCE HALL SERVICES

ON-CALL STAFF MEMBERS

Residence hall staff will be on-call nightly, from 8:00 p.m. to 7:00 a.m., in the residence halls. The staff member on-call will make rounds, provide lockout service, check public areas, enforce University policies, and assist with building security. To contact the on-call staff member call the “on-call line” listed on your room phone or posted in your residence hall. Numbers are also listed on page 212.

In Hawk, Martin & Moore Halls, staff are on-call Friday and Saturday nights only. Residents may contact the South Area Desk for assistance at other times.

AREA DESKS

There are two Area Desks on campus that serve the residence hall community. The South Area Desk is in McElvaney Hall and serves McElvaney, Morrison-McGinnis, Cockrell-McIntosh, Perkins, Smith, Moore, Martin and Hawk. The North Area Desk is located in Virginia-Snyder Hall and serves Boaz, Mary Hay & Peyton, Shuttles, Virginia-Snyder, and the Multicultural, Daniel and Service Houses. The Area Desks are open daily from 8:00 a.m. to Midnight during the academic year.

Services available include: lock-out service, change machine, deliveries (flowers, etc.), resident telephone directory service, maintenance repair requests, bicycle locker service, and US mail pick-up (Monday-Friday only).

BIKE STANDS AND COVERED STORAGE

Outside bicycle stands may be used by residents to secure their bicycles. Covered storage for bicycles is available at the South Area Desk. Residents may not keep bicycles, mopeds, scooters or motorcycles inside or around the entrance areas of SMU-owned Housing. (The only exception is for non-motorized bicycles over Winter Break when the room is unoccupied.) Residents should register their bikes with SMU Police.

CUSTODIAL SERVICES

SMU custodians are responsible for cleaning common spaces and bathrooms in residence halls. Common areas are cleaned on a scheduled basis, Monday through Friday. Suite-style baths are cleaned weekly on a rotating schedule. On weekends, custodians also provide limited cleanup of community bathrooms and respond to obvious needs. Custodians are not responsible for cleaning resident rooms or apartments.

DELIVERIES

Deliveries are not permitted directly to a resident’s room. When ordering food or other delivery service, residents should give their phone number to the vendor. Delivery personnel must call from the courtesy phone outside the Hall upon arrival. Residents must pick up the delivery at the building entrance.

Most packages are delivered to resident campus mailboxes in the Hughes-Trigg Student Center. Deliveries such as flowers or Federal Express may be made to the Area Desks. Recipients are called (room phone number), e-mailed (SMU e-mail address) and a note is placed on the resident’s door. Deliveries not picked up after 3 business days are returned to sender.

KEYS/LOCK CHANGES

Each resident receives a key to his or her residence upon check-in. Misplaced or lost keys should be immediately reported at the Area Desk. When a student loses his/her room key, the lock is changed the next working day and the cost of a lock change (\$35, \$45 or \$65) is posted to the student’s account. Loan keys are available at the Area Desk for a \$5.00 charge in the event of a lockout, misplaced or lost key. If a loaned key is not returned within 24 hours, it will be assumed the original key is lost, the lock will be changed and the cost will be charged to the student account.

A replacement key will be given, at no additional charge, in the event of a broken key. The broken key must be returned at the time the replacement is made, or it will be presumed lost, a lock change will be made and the cost of a lock change is charged to the student account.

LAUNDRY ROOMS

Laundry rooms are provided in each residence hall and residents may use the laundry without additional charge. In Service House & Daniel House, laundry facilities are available at a cost of 75¢ per wash and per dry

LOCK-OUTS

Residents who are locked out of their room may go to the Area Desk and check out a key on a temporary basis. This requires ID and there is a \$5.00 fee for each lock-out, effective September 1. Residents may also request a Hall Staff member to let them into their room. This service is \$5.00 per lock-out. Lock-out fees are charged to the student's account.

MAIL BOX SERVICE AT HUGHES-TRIGG

All residence hall students are required to have an SMU Post Office box at the Hughes-Trigg Student Center. The \$75 non-refundable annual mailbox fee is included in the Fall semester residence hall rent. The mailbox fee provides one year of mail service, from August 2007 through August 2008 (academic year and summer term). Students newly assigned for the Spring semester will be charged a \$35 non-refundable fee when assigned. This provides mail service for the remainder of the academic year and summer term (January through August).

New residents may pick up their mailbox number and box combination in person at the SMU Post Office. For questions, please call the SMU Post Office at (214)768-4450. Residents must renew their box at the Post Office each fall or the mailbox will be assigned to another student.

The mailing address (using your mailbox number in place of XXXX) is:

Name
3140 Dyer Street
PO Box 75XXXX
Dallas, TX 75275-XXXX

MAINTENANCE SERVICES

Residents may submit requests for maintenance by using a Maintenance Request Form or by sending e-mail to the appropriate address below. All requests must include the resident's name and phone number, building and room number and the description of the work requested. Please explain the problem in detail.

Residence Halls: fixit@smu.edu
Daniel, Multicultural & Service Houses: aptmaint@smu.edu
SMU Apartments: aptmaint@smu.edu
SMU-owned Greek Houses: aptmaint@smu.edu

Maintenance requests are handled according to priority. Emergency and critical areas are given top priority. Non-critical requests are handled in the order in which they are received. Maintenance requests which are made late in the day or on weekends may not receive attention until the following workday. In case of a repair that needs immediate attention, contact a residential staff member, the Facilities Manager or the Area Desk.

RESIDENT DIRECTORY INFORMATION

Resident student phone numbers are listed at the Residence Hall Area Desks. The Desk Assistant can give out phone numbers, but not building or room assignment information. Other SMU directory information is available from the SMU operator or the campus directory.

OUTDOOR BARBEQUE GRILL

An outdoor barbeque grill adjacent to McElvaney and Morrison-McGinnis Halls may be used by residents and can be reserved at the South Area Desk. Policies concerning grill use can be found on the grill and are available at the South Area Desk.

OVERNIGHT GUESTS

Guests may stay in a resident's room with advance permission of roommates and suitemates. Please see the Guest and Visitation Community Standards on page 216.

PHONE & TELECOMMUNICATION SERVICES

A telephone with voicemail service is provided in each residence hall room. Personal telephones will not work on-campus. Residents **MUST** set up their voice mailboxes as soon as possible and personalize their password. A tutorial program is heard the first time an extension is dialed into the system (instruction booklets are available at check-in or from the Area Desk).

All residence halls are wired with a data line for computer hookup and also feature a wireless connection to the SMU Network. Modems will not work and may cause damage to the phone system. Information can be found in the telecommunication brochures and on the SMU ITS website. Problems with the telephone or network should be reported to 768-HELP.

VACUUMS AND OTHER EQUIPMENT are available for resident use. Some residence halls have a DVD player, pool equipment or games that may be checked out from the staff. Residents must present an ID before checking out any equipment. Refer to the Hall Information Sheet for information specific to your building.



ROOMMATES

YOU & YOUR ROOMMATE(S)

One of the most rewarding aspects of living on-campus is the opportunity to establish close friendships with people from a variety of backgrounds. Whether your roommate is a close friend from home or someone you are meeting for the first time, your roommate relationship can work and even be fun. Most people enjoy the company of others and your roommate(s) can be someone with whom to share ideas, interests and good times.

For many, sharing a room is a new experience and can sometimes result in a few misunderstandings. Getting to know and understand your roommate(s) early is very important! This first step will lead to easier communication. Developing a good relationship early on may help you to approach your roommate(s) when you discover an issue on which you do not agree. Also, be aware that your roommate(s) may approach you for similar reasons. Avoiding problems does not work. Roommates do not need to be best friends, but it helps if they are fair, honest and considerate with one another. Every resident needs to take responsibility for his or her own behavior and to share responsibly for the roommate relationship. To have a good roommate, be a good roommate. Getting along usually requires work, but the benefit of establishing good relationships makes the work worthwhile. Even if lifelong friendship is not established, learning to live with each other's differences without infringing on one another's freedom is a valuable part of your education.

ROOMMATE & SUITEMATE AGREEMENTS

All residents are required to complete a Roommate or Suitemate Agreement during the first week of classes. RAs in the residence halls will then meet with each roommate pair within the first month of class to discuss their roommate agreement. (Students living in the apartment communities can use these agreements as well. See a staff member for more information.) Communication is essential to a positive, working relationship with any roommate or suitemates. To facilitate this process, it is important to address potential problem areas. By discussing the issues in the Roommate or Suitemate Agreement, roommates and suitemates will begin to develop the kind of relationship that is conducive to positive academic, community and personal growth. This process will also reduce or eliminate the possibility of conflict and increase communication between roommates and suitemates.



HALL COUNCILS & RHA

Play an active role in helping shape the vitality and quality of your residence hall experience by getting involved with your Hall Council and with the Residence Hall Association (RHA)!

HALL AND COMMUNITY COUNCILS are the governing and programming body within each hall community. These organizations address concerns of the residents, help identify and make community improvements and provide social and leadership opportunities. If you are interested in being a partner in making your residence hall a great place to live and learn, please consider a role with your Hall Council. It is a wonderful way to meet many people, learn how to organize events, tackle issues and gain invaluable leadership experience.

THE RESIDENCE HALL ASSOCIATION is the governing body of all residence halls and is open to all students living in the halls. RHA was established to ensure a system of self-government for the residence halls. The objectives of RHA are: to be the voice of over 2,000 students living in the residence halls; to promote efficient hall councils within residential communities; to communicate and present suggestions and concerns to RLSH leadership; to annually review the Community Standards; to provide programming and activities to the on-campus students and to represent SMU at the state, regional and national levels.

SMU RHA is a member of the National Association of College and University Residence Halls (NACURH), the Southwest Affiliate of College and University Residence Halls (SWACURH), and the Texas Residence Hall Association (TRHA). These affiliations enable RHA to send delegates to leadership conferences at the state, regional and national level. These conferences provide students with an opportunity to meet college students from across the country and develop new leadership skills. Conference attendance and leadership opportunities are some of the best parts of being involved with RHA!

For more information on RHA, ask a residential staff member or call the RHA office at 214-768-1791. RHA meets Wednesdays at 4:00 p.m. in Hughes-Trigg Forum.

2007-2008 RHA EXECUTIVE BOARD MEMBERS:

President.....	Ebonii Nelson
Vice-President.....	Laura Bradley
Secretary.....	Barret Mathews
Treasurer.....	Kelly Pearson
NCC.....	vacant
Advisor.....	Jennifer Post



SMU APARTMENTS GENERAL INFORMATION

The SMU Apartment Community policies are designed to assist residents in the apartment community. SMU Apartment residents receive a copy of the policies when signing an Apartment contract. By signing an Apartment contract, residents agree to abide by and support the standards of the community. The information is reprinted here for general information and reference. All policies apply to residents, apartment occupants and their guests. All residents are reminded to be considerate of their neighbors and to help maintain a quiet, clean and respectful environment.

FAIR HOUSING STATEMENT

This community is committed to compliance with all federal, state and local fair housing laws. Community policies are designed to provide consistent and fair treatment of all residents in the spirit of these laws. Therefore, our staff has a legal obligation to treat each individual in a consistent manner. Please do not place staff in the difficult position of denying a request for an exception to a written policy. Thank you in advance for your cooperation.

APARTMENT CONTRACT & RENT QUESTIONS

Residents who have concerns or questions about their Apartment contract or rent should contact the RLSH central office (214-768-2407).



SMU APARTMENT RESIDENTIAL STAFF

If you need assistance, there are several staff members who can assist you.

APARTMENT COMMUNITY ASSISTANTS

The ACAs are student staff members who live in the apartment community and serve residents in the SMU Apartments, as well as Daniel House and the Multicultural House. Their role is to help build community, assist with roommate or neighbor conflicts and serve as a resource. ACAs are supervised by the Residence Community Director.

RESIDENCE COMMUNITY DIRECTOR

The Residence Community Director (RCD) is a full-time staff member who supervises the ACAs, assists residents with problems, serves as a resource, acts as a judicial hearing officer, and oversees the community of the SMU Apartments.

ASSISTANT DIRECTOR FOR APARTMENTS AND GREEK AREAS

The ADRL is an experienced residential life professional with a broad background in student development and residential management. This staff member supervises the Residence Community Director, graduate Greek House Directors, manages the student development aspects of the Apartment area and SMU-owned Greek houses.

FACILITIES MANAGER

This professional is a member of our administrative staff who coordinates responses to maintenance needs. The FM oversees all work requests and ensures that vacant apartments are made ready for new residents.

STAFF DIRECTORY FOR APARTMENTS

Assistant Director	214-768-3327
RLSH Offices	
Residence Community Director.....	214-363-6010
2812 Binkley #115	
Facility Manager	214-750-4777
2812 Binkley #115	
Apartment Community Assistants	
ACA North & Daniel House	214-768-5041
Binkley ACA.....	469-232-4546
Binkley ACA.....	214-265-7715
Multicultural House PC	214-768-6062



SMU APARTMENT COMMUNITY EXPECTATIONS & POLICIES

ALCOHOL

In addition to the SMU Student Code of Conduct Policy 3.01 (*see page 150*), the following standards are specific to the SMU Apartment Communities:

- The legal drinking age in Texas is 21 years of age. No resident under 21 years of age may consume or possess alcohol. Residents who are underage may not possess alcohol containers or paraphernalia. (Prohibited items include, but are not limited to, cans, bottles, flasks, “yards”, bongos or stills, even if they are intended to be decorative.) This law applies equally to all SMU-owned housing and elsewhere.
- The manufacture of alcohol is prohibited in SMU-owned Housing.
- Residents who are over 21 and choose to consume alcohol may only consume/purchase alcohol from containers readily available as off-the-shelf packaging. Off-the-shelf packaging *does not* include kegs, beer balls or other large-volume containers. Using beer bongos, playing drinking games, and having open containers of alcohol in common areas or outside the apartment is not permitted.
- Only one open container of alcohol per person of legal drinking age is allowed. The amount of alcohol present during a violation will influence the degree of sanctioning imposed.

CHANGES TO THE APARTMENT

Residents who want to make changes to the apartment must get written approval in advance from the Facility Manager. Examples of changes which require approval include, but are not limited to: satellite dish hookups, painting and/or wallpapering, attaching shelving to the wall, changing faucets, installing ceiling fans or electric dimmers.

CHILDREN

Unattended children are at risk for injury or abduction and residents are reminded to teach children personal safety rules. Children must not play in the street. Parents can be held personally responsible not only for their child’s well being but also for theft or property damage caused by their children. SMU is obligated to report unattended, neglected or abused children to child protective agencies.

COOPERATION WITH SMU STAFF

Residents must cooperate with reasonable requests by SMU Staff. This includes, but is not limited to, Apartment Community Assistants, the Community Director, Area Coordinator, SMU Apartment Maintenance personnel, and the SMU Police Department. If the SMU Police Department knocks on the door, residents must cooperate and open the door for the police.

DISRUPTIVE BEHAVIOR

Residents and their guest(s) must not act in a manner that will disturb the academic pursuits or infringe upon the privacy rights, privileges, health or safety of other persons. Any activity that has a negative impact on others will not be tolerated.

DRUGS AND PARAPHERNALIA

In addition to the SMU Student Code of Conduct Policy 3.06 (*see page 145*), the following standards are specific to the SMU Apartments:

- Residents may not possess, use, sell, share or distribute illegal drugs or controlled substances.
- Residents may not actively or passively condone the use, possession or distribution of illegal drugs or controlled substances and/or related paraphernalia (i.e. hookahs or “bongs”) in or around SMU-owned housing.

FIRE SAFETY IN SMU APARTMENTS

At Southern Methodist University, RLSH works closely with Risk Management and the University Park Fire Marshal to educate residents about fire prevention. All residents in the

apartment communities are expected to abide by the following policies to better ensure the safety of the entire apartment community.

Prevention can save lives. Residents are encouraged to explore their apartment and building and to become familiar with all exits. It is important to keep exits and access areas clear of all debris and storage and to follow these safety guidelines:

- Keep sidewalks, porches, common hallways and outside landings clear of all items including trash, furniture, toys, appliances, car parts and exercise equipment. Failure to do so will result in a cleaning/removal fee that will be charged to the offending apartment resident(s) if that can be determined. If this cannot be determined, then the cost of removal/clean-up will be divided between every resident of the building or area.
- Do not use balconies, porches, fences, sidewalks or any common area as a laundry drying area.
- Do not chain bikes, motorcycles or trailers to any pipes, stair rails, or electrical conduit.
- Keep barbecue grills at least 10 feet away from all buildings and/or porches.
- Test smoke detector(s) once a month. Notify apartment maintenance of any problems with detectors.
- Do not leave cooking unattended.
- Do not keep gasoline, propane, lighter fluid or other flammable liquids/gases in the apartment or within 10 feet of any building or overhang.
- At least one window per bedroom must remain unblocked and easy to open. If a window is difficult to open, please contact the maintenance office immediately.
- Live Christmas trees are not permitted in the SMU Apartments. Artificial Christmas trees are permitted from Thanksgiving until January 1.
- Wires (including strings of lights or cords) must not touch any metal (including bed-springs).
- Any appliance with a heating unit (i.e., clothes iron, curling iron, hair straighteners, curlers, or coffee pots) must not be left plugged in and unattended.
- Residents are strongly encouraged to purchase a fire extinguisher for the kitchen.

In the interests of fire safety, the following items are prohibited in the apartments:

- Halogen lamps
- “Octopus” type lamps
- Candles
- Any form of an electric air freshener or vaporizer
- Lighter fluid
- Propane, gasoline or other flammable liquid or gas
- Gasoline powered equipment
- Oil lamp
- Chemicals (other than common household cleaning supplies)
- Power tools
- Fireworks
- Explosives/gunpowder
- Extension cords and multiplugs without surge protectors

Failure to comply with the above regulations is not only a violation of the terms of the Apartment contract, but is also a violation of local fire codes and may result in fines and/or possible eviction.

Damages caused by the presence of unauthorized items or behavior will be charged to the apartment account. Student judicial action may be taken as well.

Violations may result in a minimum \$150 fine, per confiscation date. Students will also be encouraged to attend a Fire Safety Class.

FREEZING WEATHER

In the event of severe freezing weather, “FREEZE ALERT” signs will be posted or distributed. Please follow these instructions as soon as you see or receive these signs:

- Drip all the faucets in the apartment – both hot and cold. Leave the faucets dripping until the “FREEZE ALERT” signs are removed.
- Turn the heater on to a minimum of 50 degrees. Open closets and cabinet doors to expose plumbing fixtures so that these spaces will be heated.

Residents who will be away for an extended time period during the winter months, should alert the Apartment Maintenance office. Before departure, residents should be sure all windows are closed, the heater thermostat is set on 50 degrees and sink cabinet doors are open. These precautions are essential in order to avoid damage to apartments from broken pipes. Residents who negligently fail to take these precautions may be held liable not only for the damage in their own apartment, but also for any damage to a neighbor’s apartment.

GUESTS

Residents are responsible for all guests (both residential and off-campus guests). If a guest violates a policy, the resident will also be held responsible per the SMU Apartment contract.

INSURANCE

As stated in the Apartment contract, SMU is not responsible for any personal loss due to theft, fire or water damage. For this reason residents are strongly urged to:

- Obtain renter’s insurance coverage for personal belongings.
- Check automobile insurance (if applicable) for adequate coverage against loss, vandalism, etc.

JUDICIAL PROCESS

Residents who violate SMU Student Code of Conduct or Apartment Community Policies will be referred to the judicial system. Additional information on the Student Code of Conduct and the judicial system is on page 165.

KEYS

The maintenance office needs a key for each apartment on file at all times. Residents who need a lock change for any reason may contact the maintenance office. The cost of the lock change will be charged to the residents.

Residents who are locked out of their apartment may contact the maintenance office to be let into the apartment. During the week, from 8:00 a.m.-5:00 p.m. on Monday through Friday, residents should go to the Apartment Maintenance office at 2812 Binkley #115 to check out a key. For assistance after hours residents may page the on-call staff at 214-439-7443. There is a \$20 cost for lockouts.

LAUNDRY

Laundry rooms are provided for the convenience of all residents. Please report any problems or needed repair to the Apartment Maintenance office promptly. Access codes to the laundry rooms are available at the maintenance office or from your ACA. Door codes are only for SMU Apartment residents. Residents who give the code to non-residents may be referred for judicial action. Additionally, please follow these guidelines:

- Children under the age of 12 must be accompanied by an adult 18 years of age or older.
- Help keep the laundry room clean by properly disposing of all trash.
- The laundry rooms are for the exclusive use of residents of SMU Apartments.

NOISE

All residents must keep all noise to a low level so as not to disturb or bother neighbors. Residents who have a noise complaint concerning a neighbor should follow these procedures:

- First, get to know neighbors as soon as possible before any problems arise. That way if there is a problem the situation can be approached as neighbors, not as strangers.
- If a problem arises, residents are encouraged to talk to their neighbor to try to reach an agreement together.
- If these steps do not resolve the issue, residents should contact their Apartment Community Assistant.

- When other remedies do not work, contact the Residence Community Director.

If the noise problem is extremely disruptive contact the SMU Police Department at 214-768-3388.

MAINTENANCE REQUESTS

Non-emergency maintenance must be submitted in writing or by e-mail (aptmaint@smu.edu) to the Apartment Maintenance office located at 2812 Binkley #115. Requests will be processed between 8:00 am and 5:00 p.m. Monday through Friday, excluding University holidays.

Emergency requests after hours or on University holidays must be reported by calling the pager at 214-439-7443. We define emergencies as situations which present:

A danger to people, such as:

- Fire
- No electricity
- No water
- Broken exterior doors, locks and windows
- No heat (if the outside temperature is below 50 degrees)
- Toilet not working (when there is only 1 in an apartment)

A danger to property, such as:

- Flooding
- Broken Pipes

Any damages, plumbing problems, vandalism, etc. caused or created by a resident, occupant or their guest(s) will be the financial responsibility of the resident(s). Residents are strongly encouraged to purchase renter’s insurance.

MOTORIZED VEHICLES

All motorized vehicles, including scooters and mini-motorcycles (owned or borrowed), must be parked/stored outside SMU-owned housing at all times.

PARKING

Parking permits are required for all residents who own a car. Residents should contact the Park-n-Pony office regarding the appropriate parking permit information.

PASSIVE PARTICIPATION

Residents are expected to comply with all Community Standards and University policies. It is each resident’s obligation to remove themselves from any situation where a violation is occurring. At no time should a resident knowingly permit a violation of these Community Standards or University Policies.

Residents who are present or have knowledge of a violation of the Community Standards or University Policies can be held responsible for that violation. Residents are strongly encouraged to report violations when they become aware of them. Failing to report a violation may be cause for disciplinary action. Failure to provide information or giving false information is not acceptable.

PERSONAL RESPONSIBILITY

Residents are responsible for their behavior and the choices they make as a member of the University apartment community. Residents who violate the SMU Apartment Community Standards or University policies are responsible for their own behavior. Harassment of other individuals involved in the situation will not be tolerated.

PETS

Pets of any kind are strictly prohibited in the SMU Apartments. This includes, but is not limited to, all snakes, turtles, lizards, gerbils, hamsters, rats, mice, cats, dogs, squirrels, raccoons, opossums, pigs, chickens, cows, horses, etc. This restriction also pertains to “temporary” or “visiting” pets of friends, relatives, etc. Residents who violate the pet policy may incur fees of \$25 per day.

The only exception to the no-pet policy is fish. A fish is defined as something that can live completely submerged underwater for 35 minutes or longer. Fish must be maintained in a fish tank of 20 gallons or less.

RESPECT FOR PROPERTY AND ENVIRONMENT

Residents are expected to respect the personal property of other members of the community as well as the property of the University. Damage to others property or University property will not be condoned. Residents are expected to promote a clean and safe environment in the residential community. This includes inside the apartments as well as outside the apartments. Residents may be billed individually or collectively for any damages or for excessive cleaning necessary as a result of individual resident or group behavior.

SECURITY

In An Emergency, dial 911

For Non-Emergency Situations, call the SMU Police Department, 214-768-3388.

Anything that seems unusual or “out of place” could be criminal activity. Every resident has a responsibility to report any suspicious behavior, working as a partner with the police. Not every stranger who enters the property is a criminal, but criminals do take advantage of activity in apartment communities by pretending to be legitimately involved in sales, repairs and service. If you see any solicitors in your community or suspect that any service or repair person is involved in illegal activity, please contact either an ACA, the Community Director, the Apartment Maintenance office and/or the SMU Police Department.

- Never attempt to apprehend a person committing a crime or to investigate suspicious activity. Leave any confrontations or investigations to the police.
- Do not allow strangers into your apartment. SMU and University Park do not allow solicitation of any type on campus or in the apartment community. If you are contacted by solicitors, please contact the SMU Police Department immediately.
- Lock your doors and windows at all times.

Non-emergency information can be given to SMU Police anonymously by calling 214-768-2TIP.

STUDENT CODE OF CONDUCT

Residents of the SMU Apartments are subject to the Student Code of Conduct (*see page xx*). Violations of the Student Code of Conduct will result in referral to Judicial Affairs.

TRASH

All trash must be properly disposed of in the dumpsters provided. Trash must not be set beside the dumpster or outside of apartment door(s). If the dumpster is full, then take the trash to another dumpster. If trash is discovered in the common areas of buildings and/or outside your apartment door and has to be removed by the Apartment Maintenance personnel, the responsible apartment resident(s) will be charged the appropriate clean-up/removal fees. If responsible resident(s) cannot be identified, then all residents of the building or area will be charged a pro-rated portion of the clean-up/removal fees.

UTILITIES

Residents who live in apartments where the electric and/or gas utilities are not included in the rent are responsible for contacting the utility companies for service. Residents may choose the electrical provider of their choice. SMU Apartments uses TXU Electric. Residents who select a different electricity provider must notify RLSH in writing and will be responsible for all switching costs, including the cost to switch back to TXU after moving out.

WINDOWS

Do not remove screens from windows and do not throw any objects out of the windows. Doing so could endanger the health and safety of others. Notify the Apartment Maintenance Office in writing if a screen is missing. At least one window per bedroom must remain un-blocked and should be easy to open. Contact the maintenance office if a window is difficult to open.

WEAPONS

Weapons of any kind are strictly prohibited on the SMU campus and in all University housing. Violators will be dealt with to the fullest extent of the law and will also be referred to the University Judicial System. (*See page 153.*)

APARTMENT CONTRACT AND OCCUPANCY POLICIES

OCCUPANCY

All residents of the SMU Apartments must be currently enrolled SMU students, staff or faculty. The only exception to this policy are spouses and children of residents.

- Subletting is not permitted.
- All residents must be added to the contract prior to move in. This means all roommates must sign the lease contract or sign a roommate addendum.
- Only original contract signers may renew the contract. Once all original lease signers vacate the apartment, all other residents must vacate the apartment.

ROOMMATES

Cohabitation by unrelated male/female couples and/or roommates is prohibited. Couples who present themselves as married may be asked to produce evidence in the form of a certified copy of a marriage certificate. Violation of this policy is a violation of the terms of the contract and could result in eviction if an unlawful cohabitation situation is discovered.

CHANGE OF ROOMMATES

If there is a roommate situation where one of the roommates needs to vacate for any reason, then that departing roommate may do so without penalty if the departing roommate is able to locate a replacement roommate that is suitable and agreeable to the remaining roommate(s). Further, any replacement roommate must be affiliated with SMU and be authorized by Residence Life & Student Housing. The replacement roommate will pay to the departing roommate their portion of the security deposit plus any applicable pro-rated rent.

All current, departing and potential roommates must meet with RLSH Central office staff and sign the appropriate legal document that transfers, relinquishes and assigns responsibility for the remainder of the contract term. Until such a document is signed, all parties to the original contract remain completely and jointly liable for the complete execution of the contract. It must be further noted that if all original contract signers move out before the end of the contract, the replacement roommates may stay in the apartment until the end of the contract, but they may not renew the contract. The replacement roommate cannot “inherit” the original contract.

OTHER OCCUPANTS AND GUESTS

An apartment may only be occupied by the residents on the contract and any person(s) listed as occupants in the contract for that apartment. Any person not listed as a resident or occupant in the contract may not stay in the apartment for more than seven (7) consecutive days without prior written consent and approval from the Assistant Director.

If the number of permanent occupants as stated in the contract ever changes for any reason - including marriage or addition of children - the resident(s) must contact the RLSH immediately in order to amend the contract. If a roommate leaves or another roommate is added, RLSH must be contacted and residents must complete the appropriate paperwork for removing/adding a roommate. Failure to do so is a violation of the contract terms.

Residents may be held responsible for the action of guests per paragraph 19 of the Apartment contract.

LATE FEES/RENT

Rent is due on the 1st of each month and is late after 5:00 p.m. on the 5th. After 5:00 p.m. on the 5th a late charge will be \$25 will be assessed. An additional late charge of \$10 per day will accrue until the 15th of the month. If rent is not paid after the 15th, residents may be in danger of eviction.

Payment of rent is the responsibility of the resident(s). SMU is under no obligation to contact residents regarding overdue rent.

OUTSTANDING BALANCES

Residents with outstanding balances will be subject to (but not limited to) the following consequences:

- Contract termination (eviction)
- No invitation to renew the contract
- Deduction of the outstanding amount from any security deposit refund
- A “hold” being placed on resident(s) University student account
- The account sent to a collection agency (residents turned over to collections will also be responsible for paying collection agency fees)

Please remember that all contract signers are completely and jointly responsible for the apartment contract. If one roommate doesn't pay the rent, it affects all roommates' credit and all roommates' student records may be placed on hold.

MOVE OUT

The move out policies are outlined in the contract. In order to receive a full refund of the Apartment security deposit, residents must meet the following conditions and follow correct procedures:

- Fulfill the complete term of the current contract.
- Give a 60-day written advance notice by filling out the *Resident's Notice of Intent to Move Out* form available from the RLSH main office or via e-mail. Telephone notice will not be accepted as notice to vacate. The date given in the notice is the date that residents must be completely moved out of the apartment.
- Pay all rent and charges for the month of move out.
- Remove all personal belongings from the apartment on or before the move-out date and follow the *Move-Out Cleaning Instructions for Apartments*. Additional copies of these instructions are available from the RLSH main office or on the website.
- Provide the RLSH main office with a complete forwarding address, either in writing or via e-mail.
- Vacate the apartment on or before the day given in notice. Residents who do not vacate by their move-out date will be charged rent for the days “held-over” past the move-out date. The day SMU receives the keys is the date used as the date the apartment is vacated.
- Return all keys to the Maintenance office. After hours, place keys in a sealed envelope with resident name and apartment address written on the front. The envelope should be put in the 24-hour rent box outside of the Maintenance office.



VARSVITY

OH, WE SEE THE VARSITY
VARSVITY, VARSITY . . .
AS SHE TOWERS O'RE THE HILL
OVER THERE . . .

AND OUR HEARTS
ARE FILLED WITH JOY,
SMU, SMU
ALMA MATER WE'LL
BE TRUE FOREVER!

SM

PONY BATTLE CRY

HAIL TO THE RED AND THE BLUE,
WE'RE THE MUSTANGS FROM SMU
GIVE A CHEER
SHOW YOUR MIGHT
GET THE VICTORY IN SIGHT
FOR OUR BATTLE CRY WILL BE
FIGHT! FIGHT! FIGHT!
SPIRIT'S THE BEST IN THE LAND
AND RIGHT TO THE END WE'LL STAND
FOR THE M-U-S-T-A-N-G-S
FIGHT!
FIGHT!
FIGHT!

