



# SMU<sup>SM</sup>

*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. If you are a returning student, we are happy to welcome you back to SMU!



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 University Conduct Review Process, Honor Code, and information/expectations that SMU needs to communicate to its students. The most up-to-date version of this handbook can viewed online at <http://smu.edu/studentlife> at any time.

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.

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

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# SCHOOLS OF THE UNIVERSITY

## **Dedman College of Humanities & Sciences**

**Dean:** William Tsutsui  
201 Dallas Hall  
(214) 768-3212  
[dedman.smu.edu](http://dedman.smu.edu)

## **Meadows School of the Arts**

**Dean:** José Antonio Bowen  
3<sup>rd</sup> Floor, Greer Garson Theatre  
(214) 768-2880  
[meadows.smu.edu](http://meadows.smu.edu)

## **Cox School of Business**

**Dean:** Albert Niemi  
200 Fincher Building  
(214) 768-3012  
[cox.smu.edu](http://cox.smu.edu)

## **Annette Caldwell Simmons School of Education & Human Development**

**Dean:** David Chard  
6060 N. Central Expressway  
(214) 768-5465  
[smu.edu/education](http://smu.edu/education)

## **Bobby B. Lyle School of Engineering**

**Dean:** Geoffrey Orsak  
105 Embrey Engineering Building  
(214) 768-3050  
[lyle.smu.edu](http://lyle.smu.edu)

## **Dedman School of Law**

**Dean:** John B. Attanasio  
Dean's Suite, Storey Hall  
(214) 768-8999  
[law.smu.edu](http://law.smu.edu)

## **Perkins School of Theology**

**Dean:** William B. Lawrence  
202 Kirby Hall  
(214) 768-2534  
[theology.smu.edu](http://theology.smu.edu)

For further information on any school, please refer to either the Undergraduate Bulletin, the Graduate Bulletin, or the SMU web site - [www.smu.edu](http://www.smu.edu).

# UNIVERSITY LIBRARIES

[smu.edu/libraries/](http://smu.edu/libraries/)

Records of the holdings of all SMU libraries are accessible through the online Library Catalog ([libcat.smu.edu](http://libcat.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***

**Director:** Roberta Schaafsma

[smu.edu/bridwell](http://smu.edu/bridwell)

Circulation Desk: (214) 768-1866

Other Inquiries: (214) 768-3483

## ***Business Information Center (BIC)***

**Director:** Sandy Miller

[bic.cox.smu.edu](http://bic.cox.smu.edu)

Information Desk: (214) 768-4107

## ***DeGolyer Library***

**Director:** Russell L. Martin III

[smu.edu/cul/degolyer/](http://smu.edu/cul/degolyer/)

Information Desk: (214) 768-3231

## ***University Archives***

**Archivist:** Joan Gosnell

[smu.edu/cul/degolyer/archives](http://smu.edu/cul/degolyer/archives)

Phone: (214) 768-2261

## ***Fondren Library Center***

**Central University Library Dean & Director:** Gillian M. McCombs

[smu.edu/cul/fic/](http://smu.edu/cul/fic/)

Circulation/Reserves: (214) 768-2329

Info/Reference Desk: (214) 768-2326

Recording of Hours: (214) 768-7378

## ***Hamon Arts Library***

**Director *ad interim*:** Jon Haupt

[smu.edu/cul/hamon/](http://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/isemrr/](http://smu.edu/cul/isemrr/)

Information Desk Phone: (214) 768-2430

## ***Underwood Law Library***

**Director:** Gail Daly

[library.law.smu.edu](http://library.law.smu.edu)

Recording of Hours: (214) 768-3216

For further information on any library or collection, please refer to [www.smu.edu/libraries](http://www.smu.edu/libraries)



# ACADEMIC SUPPORT SERVICES

## *Advising Center*

**Director & Associate Dean:** Dr. Scott Bartlett

[smu.edu/dedman/advise/](http://smu.edu/dedman/advise/) 133 Clements Hall Ph: (214) 768-1526

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 conferences and advisors welcome drop-in visits. **Students must have written approval from their advisor to add or drop any course.**

## **The Academic Advisors**

Mr. Rick Garza	rgarza@smu.edu	125 Clements Hall	8-1516
Ms. Janet Hopkins	jhopkins@smu.edu	123 Clements Hall	8-1272
Ms. Eileen Hoy	ehoy@smu.edu	400B Caruth Hall	8-3415
Ms. Gwendolyn LaCroix	glacroix@smu.edu	121 Clements Hall	8-1970
Ms. Sheumona Miller	swmiller@smu.edu	113 Clements Hall	8-4143
Ms. Mara Morhouse	mara@smu.edu	117 Clements Hall	8-2310
Mr. Timothy Norris	tvnorris@smu.edu	119 Clements Hall	8-4959
Ms. Jeanene Renfro	jeanene@smu.edu	111 Clements Hall	8-2103
Dr. Kathleen Stephens	kstephens@smu.edu	112A Clements Hall	8-4194
Dr. Betsy Willis	bwillis@smu.edu	400D Caruth Hall	8-1732

## **Admissions & Communications**

Ms. Kim Konkkel	rkkonkel@smu.edu	200 Dallas Hall	8-2081
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## **Pre-Law Services**

Ms. Janet Hopkins	jhopkins@smu.edu	108D Clements Hall	8-1272
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## **Pre-Med Services**

Dr. Karen de Olivares	kdeoliva@smu.edu	135 Dedman Life Science	8-2308
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## *The Student Multimedia Center*

**Director:** Rob Walker

**Supervisor:** Tyeson Seale

[smu.edu/cul/ncds/srv\\_mmc.asp](http://smu.edu/cul/ncds/srv_mmc.asp)

Multimedia Center

Ph. (214) 768-4584

Director

Ph. (214) 768-4317

The Norwick Center for Digital Service's Student Multimedia Center is a place where SMU students can create, edit and practice digital projects, such as video editing, PowerPoint, website development, blogs and much more. The Center features 14 individual iMac computers stations with a variety of software, and 4 group project/practice rooms, also equipped with Mac computers. Individual stations are designed to be self-serve and while staff assistance is available, dedicated one-on-one support should be scheduled in advance.

The Center welcomes walk-in students, both individuals and groups. If you require one-on-one support for a digital project, please contact the center, [multimedia@smu.edu](mailto:multimedia@smu.edu), in advance so that support accommodations can be made.

The Center also features a multifunction Screening Room located in Room 109B of Fondren Library East, which has a capacity of 40 students and provides access to VHS, DVD (both NTSC & PAL formats) and an iMac computer. To schedule use of this room, send an email to [fle109b@smu.edu](mailto:fle109b@smu.edu) or visit the NCDS website, [smu.edu/cul/ncds/](http://smu.edu/cul/ncds/) for more information.

## ***Academic Computing Services***

[smu.edu/acs/](http://smu.edu/acs/)

Fondren Library East

Ph: (214) 768-2343

## ***Office of Information Technology (OIT)***

**Chief Information Officer for Information Technology:** Joe Gargiulo

[smu.edu/oit/](http://smu.edu/oit/)

Blanton Student Services Bldg

Help Desk: (214) 768-4357

## ***The Altschuler Learning Enhancement Center (A-LEC)***

**Director:** Vicki Hill

[smu.edu/alec/](http://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.

## ***Writing Center***

**Coordinator:** Lee Gibson

[smu.edu/alec/wc.asp](http://smu.edu/alec/wc.asp)

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.

## ***Disability Accommodations and Success Strategies***

**Administrative Coordinator:** Vanessa Duran

[smu.edu/alec/dass.asp](http://smu.edu/alec/dass.asp)

202 Loyd Center

Ph. (214) 768-1470

**Associate Director:** Alexa Taylor

Ph: (214) 768-1918

**Coord. of Access & Accommodations:** Rebecca Marin

Ph: (214) 768-4557

**Learning Disabilities Specialist:** Glenn Pfenninger

Ph: (214) 768-4773



# UNIVERSITY SERVICES

## ***SMU Bookstore***

Manager: Mary Mebus  
3060 Mockingbird Lane  
[smu.bkstore.com](http://smu.bkstore.com)

Ph: (214) 768-2435

## ***Computer Corner by HiEd***

Manager: Meron Negash  
Hughes-Trigg Student Center, Rm 202  
[www.smucomputercorner.com](http://www.smucomputercorner.com)

Ph: (214) 768-4033

## ***Dining Services***

Director: Denise Clarke  
Umphrey Lee Building, Rm 101  
[smudining.com](http://smudining.com)

Ph: (214) 768-4252

## ***Financial Aid***

Director: Marc Peterson  
Blanton Student Services Bldg, 1st Floor  
[smu.edu/financial\\_aid/](http://smu.edu/financial_aid/)

Ph: (214) 768-3417

## ***Mail & Copy Central***

Asst Dir Auxiliary Services: Patrick Cullen  
6210 N. Central Expressway  
[images.smu.edu](http://images.smu.edu)

Ph: (214) 768-3400

## ***Post Office***

Manager: Mike Well  
Hughes-Trigg Student Center - 2nd Floor  
[images.smu.edu/?page=postal](http://images.smu.edu/?page=postal)

Ph: (214) 768-4450

## ***Park 'N Pony Office***

Director: Mark Rhodes  
Expressway Towers - 6116 Central Expy Ste 101  
[smu.edu/auxiliaryservices/parknpony.asp](http://smu.edu/auxiliaryservices/parknpony.asp)

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

## ***SMU Police Department***

Chief: Rick Shafer  
Patterson Hall, 2nd Floor  
[smu.edu/pd/](http://smu.edu/pd/)

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

## ***Student Employment***

Coordinator: Meredith Dawson  
Blanton Student Services Bldg., Rm 119A  
[smu.edu/financial\\_aid/StEmploy.asp](http://smu.edu/financial_aid/StEmploy.asp)

Ph: (214) 768-3490

## ***Student Financial Services/Bursar***

Director: Pat Woods  
Blanton Student Services Bldg, Rm 220  
[smu.edu/bursar/](http://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/](http://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.

## *Associate Vice President & Dean of Student Life*

**Dean:** Dr. Lisa S. Webb

[smu.edu/studentlife/](http://smu.edu/studentlife/)

Hughes-Trigg, Rm 302

Ph: (214) 768-4564

## *Center for Alcohol & Drug Abuse Prevention*

**Director:** John Sanger

[smu.edu/alcoholeducation/](http://smu.edu/alcoholeducation/)

Memorial Health Center, 2<sup>nd</sup> Floor

Ph: (214) 768-4021

## *Chaplain & University Ministries*

**Chaplain & Minister to the University:** Dr. Stephen Rankin

**Asst. Chaplain:** Judy Henneberger

[smu.edu/chaplain/](http://smu.edu/chaplain/)

Hughes-Trigg, Rm 316

Ph: (214) 768-4502

## *Counseling & Psychiatric Services (CAPS)*

**Director:** Dr. Mary Way

[smu.edu/counseling/](http://smu.edu/counseling/)

Memorial Health Center, 2nd Floor

Ph: (214) 768-2277

## *Dedman Center for Lifetime Sports*

**Executive Director:** Judith Banas

[smu.edu/recsports/](http://smu.edu/recsports/)

Reservations:

Ph: (214) 768-3374

Dedman Center Rooms: (214) 768-4732

Courts: (214) 768-3374

Outdoor Field: (214) 768-3367

## *Fraternity & Sorority Life*

**Director:** Kristal Statler

[smu.edu/fsl/](http://smu.edu/fsl/)

Hughes-Trigg Rm 300

Ph: (214) 768-8466

## *Health Services*

**Executive Director:** Patrick Hite

[smu.edu/healthcenter/](http://smu.edu/healthcenter/)

Outpatient Medical Clinic

Mental Health Center

Memorial Health Center

Ph: (214) 768-2141

Ph: (214) 768-2860





***Hegi Family Career Development Center***  
**Assistant Vice President for Student Affairs**  
**& Executive Director:** Dr. Troy Behrens  
[smu.edu/career/](http://smu.edu/career/)

Hughes-Trigg Rm 200  
Ph: (214) 768-2266

***Hughes-Trigg Student Center***

**Director:** Richard Owens  
[smu.edu/htrigg/](http://smu.edu/htrigg/)

3140 Dyer Street (Staff Office - Rm 315)  
Ph: (214) 768-4500

***Leadership & Community Involvement***

**Director:** Dr. Carol Clyde  
[smu.edu/lci/](http://smu.edu/lci/)

Hughes-Trigg Rm 200  
Ph: (214) 768-4403

***New Student Orientation & Student Support***

**Director:** Ashley Stone  
[smu.edu/newstudent/](http://smu.edu/newstudent/)

Hughes-Trigg Rm 307  
Ph: (214) 768-4560

***Parent & Family Programs***

**Director:** Dr. Deanie Kepler  
[smu.edu/parents/](http://smu.edu/parents/)

Hughes-Trigg Rm 302  
Ph: (214) 768-4797

***Residence Life & Student Housing***

**Senior Executive Director:** Steve Logan  
[smu.edu/housing/](http://smu.edu/housing/)

Boaz Hall - West Entrance  
Ph: (214) 768-2407

***Student Activities & Multicultural Student Affairs***

**Director:** Dawn F. Norris  
[smu.edu/samsa/](http://smu.edu/samsa/)

Hughes-Trigg Rm 300  
Ph: (214) 768-4400

***Student Conduct & Community Standards***

**Assistant Dean of Student Life**  
**& Director:** Dr. Evelyn Ashley  
[smu.edu/studentlife/](http://smu.edu/studentlife/)

Hughes-Trigg Rm 302  
Ph: (214) 768-4563

***Student Development & Programs***

**Executive Director:** Jennifer "JJ" Jones  
[smu.edu/saprograms/](http://smu.edu/saprograms/)

Hughes-Trigg, Rm 323  
Ph: (214) 768-4411

***Student Media Company***

**Executive Director:** John "Jay" Miller  
[smudailycampus.com](http://smudailycampus.com)

Hughes-Trigg Rm 314  
Ph: (214) 768-4555

***Women's Center***

**Director:** Karen Click  
[smu.edu/womenscenter/](http://smu.edu/womenscenter/)

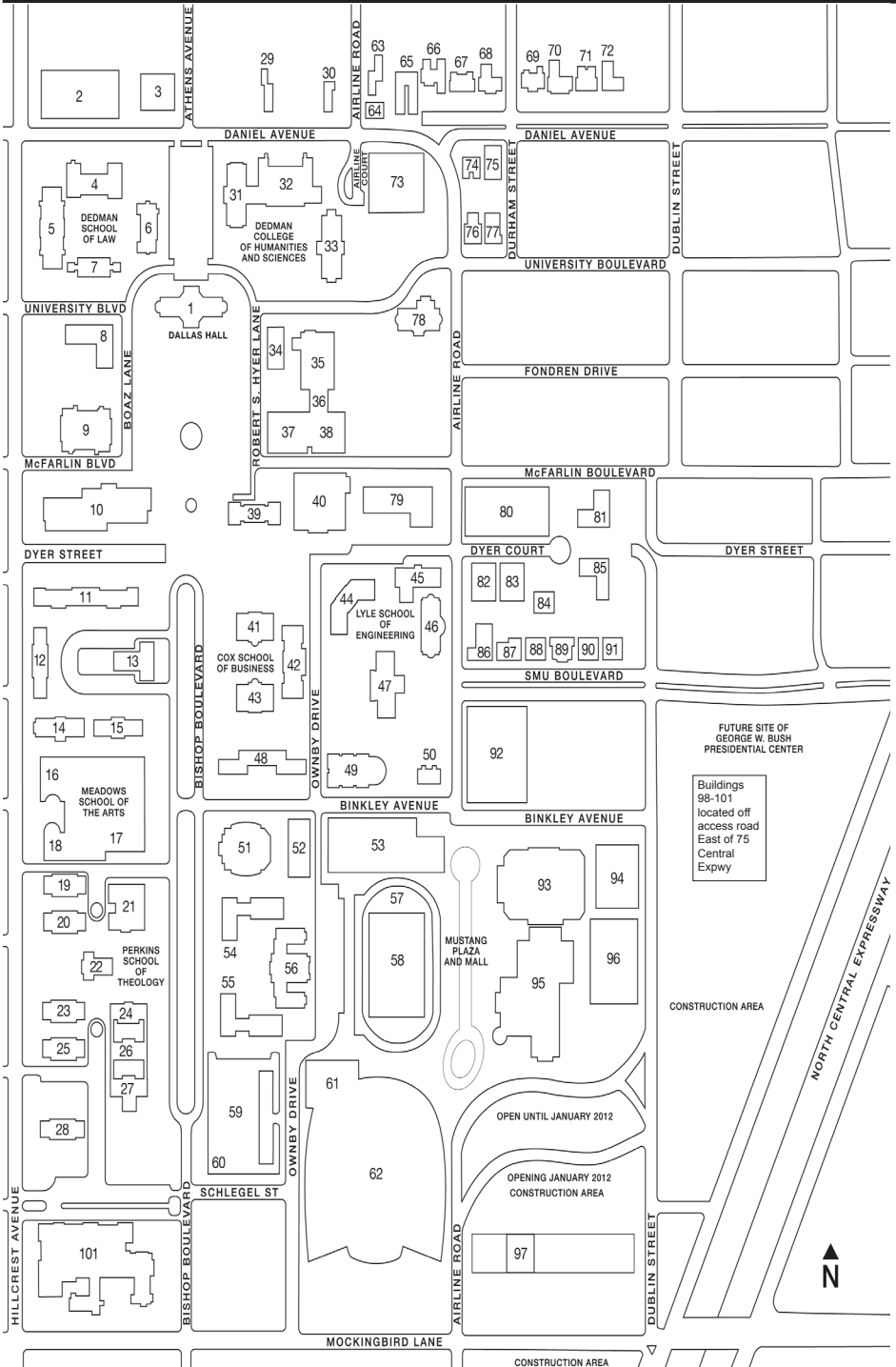
Hughes-Trigg Rm 313  
Ph: (214) 768-4792

# SMU CAMPUS MAP - LEGEND

- 1 Dallas Hall
- 2 Law Parking Garage
- 3 Hillcrest Manor
- 4 Storey Hall
- 5 Underwood Law Library
- 6 Carr Collins Hall
- 7 Florence Hall
- 8 Perkins Administration Building
- 9 McFarlin Auditorium
- 10 Umphrey Lee Center
- 11 Virginia-Snyder Hall
- 12 Shuttles Hall
- 13 Memorial Health Center
- 14 Peyton Hall
- 15 Mary Hay Hall
- 16 Greer Garson Theatre
- 17 Owen Arts Center
- 18 Hamon Arts Library
- 19 Smith Hall
- 20 Perkins Hall
- 21 Bridwell Library
- 22 Perkins Chapel
- 23 Martin Hall
- 24 Kirby Hall
- 25 Hawk Hall
- 26 Selecman Hall
- 27 Prothro Hall
- 28 Moore Hall
- 29 SMU Apartments
- 30 SMU Apartments
- 31 Heroy Science Hall
- 32 Fondren Science Building
- 33 Dedman Life Sciences Building
- 34 Hyer Hall
- 35 Science Information Center
- 36 Fondren Library Center
- 37 Fondren Library West (DeGolyer Library)
- 38 Fondren Library East (Fondren Library)
- 39 Clements Hall
- 40 Hughes-Trigg Student Center
- 41 Maguire Building
- 42 Fincher Building
- 43 Crow Building
- 44 Caruth Hall
- 45 Embrey Engineering Building
- 46 Junkins Engineering Building
- 47 Blanton Student Services Building
- 48 Boaz Hall
- 49 Collins Center
- 50 Sigma Chi
- 51 Perkins Natatorium
- 52 Swimming Pool (Barr Pool)
- 53 Binkley Parking Garage
- 54 Morrison-McGinnis Hall
- 55 Cockrell-McIntosh Hall
- 56 McElvaney Hall
- 57 Morrison-Bell Track
- 58 Westcott Field
- 59 Meadows Museum
- 60 Meadows Museum Parking Garage
- 61 Loyd All-Sports Center
- 62 Ford Stadium
- 63 Daniel II
- 64 RLSH Greek and Apartment Maintenance
- 65 SMU Apartments
- 66 Delta Gamma
- 67 Kappa Kappa Gamma
- 68 Panhellenic House #2
- 69 Faculty Club/Alumni Relations Office
- 70 Gamma Phi Beta
- 71 Alpha Chi Omega
- 72 Chi Omega
- 73 Airline Parking Garage
- 74 Panhellenic House #1
- 75 Pi Beta Phi
- 76 Kappa Alpha Theta
- 77 Delta Delta Delta
- 78 Annette Caldwell Simmons Hall
- 79 Patterson Hall/SMU Police
- 80 Dawson Service Center
- 81 Lambda Chi Alpha
- 82 SMU Service House
- 83 Pi Kappa Alpha
- 84 Material Accumulation Center
- 85 Sigma Alpha Epsilon
- 86 Phi Delta Theta
- 87 Phi Gamma Delta
- 88 Beta Theta Pi
- 89 Sigma Phi Epsilon
- 90 Kappa Sigma
- 91 3004 SMU Boulevard
- 92 Moody Parking Garage
- 93 Moody Coliseum
- 94 Crum Basketball Center
- 95 Dedman Center for Lifetime Sports
- 96 Turpin Tennis Stadium (til Spring 2012)
- 97 SMU Bookstore
- 98 6210 N. Central Expressway
- 99 6200 N. Central Expressway
- 100 Expressway Tower
- 101 Highland Park United Methodist Church



# SMU CAMPUS MAP



FUTURE SITE OF  
GEORGE W. BUSH  
PRESIDENTIAL CENTER

Buildings  
98-101  
located off  
access road  
East of 75  
Central  
Expy

CONSTRUCTION AREA

NORTH CENTRAL EXPRESSWAY



# 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. The most up-to-date version of this handbook can viewed online at <http://smu.edu/studentlife> at any time.

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 concerning University conduct, including the University Conduct Council and all other conduct 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](http://smu.edu/policy).

The information provided and the regulations and policies outlined in this handbook are not intended to be all-inclusive and do not constitute a contract. The University reserves the right at any time to add to, modify, or revoke any of the regulations and policies contained in this handbook without notice.

When behavior is observed and/or reported to SMU personnel and is considered to be an immediate threat to the safety and security of anyone within the campus community, SMU may request assistance from the SMU Police Department to further assess and handle the situation, which may include, but is not limited to, the following immediate actions: arrest, detainment, eviction, or request to leave SMU property. In the event such immediate action is necessary, the SMU Police Department will follow up with the appropriate SMU office or outside authority or agency to determine next steps.

**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 "fraternity and sorority housing" refers to any housing, University owned or otherwise, designated for members of fraternity and sorority 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, fraternity and sorority 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 disciplinary 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, fraternity and sorority 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 Executive 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 board, or an administrative official.
- 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 action 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, fraternity and sorority 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 all campus grounds with the exception of university lawns and walkways. 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 Facilities Management and Sustainability, the SMU Police Department, the Office of Risk Management, and all other offices pertinent to the request. 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.

**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 SMU Police Department.

**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, The Boulevard and all campus grounds are managed exclusively by the Athletic Department. Activities may not be held without the approval of the Athletic Department.



- 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 SMU Police Department may grant permission for buses to load and unload from all locations on campus. Alcoholic beverages may not be loaded onto buses at any time.
- 3.04(e) DEFAACEMENT 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.
- 3.05 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. Additionally, in the interest of public health and the safety of our students, the University prohibits the possession and consumption of experimental drugs and mind-altering plants, including "K-2/Spice," and "Salvia" and other substances used to induce intoxication or impairment. Violations of this policy and/or any local, state, or federal law regarding controlled substances and/or prescription drugs may subject the person to proceedings in the University Conduct Review Process without regard to any proceedings in local, state, or federal courts. It is a violation of this policy to possess drug paraphernalia, as defined as objects used for or intended to be used for the consumption of prohibited 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 disciplinary 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](http://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.
- 3.09(m)** Students are prohibited from violating Copyright Law in any manner. Unauthorized distribution of copyrighted material includes but is not limited to: downloading copyrighted audio, video, graphics or text materials from the Internet without proof of paper licensing arrangements. Engaging in unauthorized distribution of copyrighted material in violation of copyright laws may subject students to civil and criminal liabilities in addition to sanctions through the SMU Conduct Office.

**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 conduct-related 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 proceedings in the University Conduct Review Process 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 visit the Park ‘N Pony Office 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)** 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 and therefore may be subject to

disciplinary action. The University prohibits behavior, or attempts thereof, by any student or student organization, whether acting alone or with any other persons, leading to physical harm or threat of physical harm to any person or persons, including but not limited to: Harassment, whether physical, psychological, verbal, written or digital-based, which is beyond the bounds of protected free speech, and directed at a specific individual(s), and likely to cause an immediate breach of the peace; Physical, sexual or psychological assault, or other forms of physical abuse; Conduct which threatens the mental health, physical health or security of any person or persons including stalking, intimidation or threat that unreasonably impairs the security or privacy of another member of the university community; Intentional disruption or obstruction of lawful activities of the University or its members including their exercise of the right to assemble and to peaceful protest. 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. 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.

**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 are encouraged to report such complaints to the Office of the Dean of Student Life. Students with complaints of faculty/staff-to-student or student-to-student sexual harassment may report such complaints to the Institutional Access and Equity Office. Pursuant to University Policy 2.5, records of any Inquiry or proceeding, formal or informal, must be filed with the Institutional Access and Equity Office. Students wishing to receive counseling/advice may contact a mental health professional at the Memorial Health Center, the Coordinator of Psychological Services for Women, the Women's Center, and/or the Office of the Dean of Student Life.

**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 sanctions will be an aggravating circumstance.

**3.19 NOISE** SMU seeks to promote the quiet, comfort, and health of the University community and residents of the communities surrounding our campus: University Park, Highland Park, and Dallas, Texas. Students should neither cause nor condone excessive amounts of noise, but should strive to be considerate and respectful of others, both inside and outside the premises of SMU.

**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](http://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 & Multicultural Student Affairs three (3) days prior to the demonstration to ensure the rights and safety of all involved. The Director of Student Activities & Multicultural Student Affairs 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 and must be conducted in accordance with regulations established by the staff operating the facility in which the activity takes place in addition to overall University policies. 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(b) SOLICITATION OF FRATERNITY AND SORORITY HOUSES** Vendors are not allowed to make direct contact with the fraternity and sorority 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 on the streets and grounds are approved through the Use of Campus Grounds Form.

**3.24(d)(3)** Sales on campus by student organizations utilizing Pony Express must be approved by the Director of Student Activities & Multicultural Student Affairs or his/her designee and follow the procedure established by the Park and Pony Office and the Student Activities & Multicultural Student Affairs office.

**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 staff operating the facility in which the activity takes place.
- 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 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.

## 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.
- 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 & Multicultural Student Affairs or his/her designee through the Stake Sign Request Form.

**3.27 SMOKING RESTRICTIONS ON CAMPUS** Smoking is prohibited in any campus building or facility, including residence halls, fraternity and sorority houses, indoor and outdoor athletic facilities, laboratories, work areas, common or lounge areas, conference and meeting rooms, hallways, dining facilities, and restrooms. Smoking is also prohibited in any vehicles owned, leased, or rented by the University. Anyone wishing to smoke must do so at least 25 feet away from any campus building or facility entrance. Designated areas in which smoking is permitted will have signage stating that smoking is permitted.

**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 & Multicultural Student Affairs. 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 on the Student Activities & Multicultural Student Affairs website at [smu.edu/samsa](http://smu.edu/samsa). 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 & Multicultural Student Affairs 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.

**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](http://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](http://www.uspto.gov). SMU Brand and Trademark Guidelines can be found at [smu.edu/brand](http://smu.edu/brand).

#### **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 graduate student organizations specific to one School will not be recognized through this process but must seek recognition through their respective School. All graduate student organizations not specific to one School may seek charter through this process.

**4.01(b)** All organizations comprised of students in the SMU certificate programs (such as GuildHall, Dispute and Resolution, etc.) will be not be recognized through this process but must seek recognition through their respective schools.

**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 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 an SMU 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 provide assistance to the organization as needed.

**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. Upon recommendation of the Organizations Committee, the Student Senate will vote on what action to take.

**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. The Student Senate will then vote upon the committee's recommendation. 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 group's 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 request 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)** May petition to advertise on campus in accordance with existing University regulations (e.g. stake signs, flyer, tables, table tents, etc.)

**4.03(a)(4)** May petition the Organizations Committee Chair for a mailbox in the Student Activities & Multicultural Student Affairs office.

**4.03(a)(5)** Have access to the Student Senate "Senate Fund".

**4.03(a)(6)** Are responsible for and expected to abide by information and policies set forth in the Student Organizations Manual, which is available on the

- 4.03(a)(7)** 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.
- 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 & Multicultural Student Affairs office through which all official communication with the organization will be conducted.
  - 4.03(c)(3)** May request meeting space in and take advantage of other services offered by 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 & Multicultural Student Affairs office’s directory of organizations.
  - 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 Student Development & Programs Friday mass e-mail updates.
  - 4.03(c)(10)** May request to participate in the Activities Fair(s).
  - 4.03(c)(11)** May request to distribute flyers in Residential communities.
  - 4.03(c)(12)** May open a Students’ Association checking account controlled by the Students’ Association Comptroller.
  - 4.03(c)(13)** Will be given web space with a link from the SAMSMA web site so long as all material posted on the web site upholds the integrity of the University.
  - 4.03(c)(14)** May request use of the Students’ Association vans after meeting the set requirements.
  - 4.03(c)(15)** May request a copy code from the Student Activities & Multicultural Student Affairs office and use the Student Activities & Multicultural Student Affairs office copier.
  - 4.03(c)(16)** May request free Coke product through the Hughes-Trigg Student Center.

#### **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 Student Activities & Multicultural Student Affairs office.
  - 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 by four student members and one advisor at two mandatory organizations meetings each semester (one for organization presidents and one for treasurers) and submit an Annual Update Form 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 a mandatory organization meeting, 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(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(l)** 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 fraternity and sorority councils (e.g. the Interfraternity, Multicultural, National Pan-Hellenic and Panhellenic Councils). Specific regulations regarding recruitment and fraternity and sorority system policies are established and supervised by those councils. Members of the fraternity and sorority 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 fraternity and sorority 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 & Multicultural Student Affairs office

**5.02 RECRUITMENT** Recruitment (also known as Rush or Membership Intake Process) is defined as any contact between fraternity and sorority affiliated and non-affiliated students, the intent of which is to pledge or solicit affiliation of the non-affiliated 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 non-affiliated students and fraternity/sorority members for the purpose of exploring the possibility of membership in a fraternity or sorority.
- 5.02(a)(2)** The University allows contact between fraternity and sorority affiliated and non-affiliated 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 : (1) 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 recruitment, (2) Have a minimum 2.500 GPA for that previous semester, and (3) Have a cumulative 2.500 GPA at all colleges or universities previously attended at the time of beginning recruitment. 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 fraternity or sorority 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 Associate Vice President for Student Affairs through the advisors to the individual fraternity and sorority councils.

**5.03 EXPANSION OF THE FRATERNITY & SORORITY SYSTEM** Requests for Fraternity & Sorority Life expansion to be reviewed by Council President, Council Advisor, Director of Student Activities & Multicultural Student Affairs, and Associate Vice President for Student Affairs. Such requests will be reviewed according to the following procedures.

**5.03(a)** Criteria for Expansion

**5.03(a)(1)** Status of Fraternity & Sorority 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 Associate Vice President for Student Affairs.

**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 Advisor and Associate Vice President for Student Affairs):

**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 Advisor

**5.03(d)(15)(iii)** Meet with the other chapter Advisory Boards, under the facilitation of the Fraternity & Sorority Life 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 FRATERNITY & SORORITY HOUSING**

**5.04(a) ROOM AND BOARD PAYMENT** Any student signing a residence contract or a sub-lease to live in fraternity and sorority 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 fraternity or sorority 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 fraternity and sorority houses. Fraternities and sororities who are hosting guests or visitors for more than five (5) days should notify the coordinator of Fraternity & Sorority Life. Non-students may not live in fraternity or sorority 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.

# UNIVERSITY CONDUCT REVIEW PROCESS

## 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 Conduct Council, which reports through the Vice President for Student Affairs. Upon the recommendation of the University Conduct Council and the Vice President for Student Affairs, the President has accepted the following document delineating the conduct review process for students at SMU.

**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 conduct review process at SMU provides a fair disciplinary procedure for an accused individual (**respondent**) 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 respondent and those of the university community as a whole.

SMU emphasizes learning and behavioral development. The conduct review process is not an adversarial process 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.

The conduct review process is an educational process, one that promotes growth, understanding, responsibility and accountability. The majority representation on all boards is students. The University does not allow attorneys to actively participate in any way in the University's conduct review process.

The University recognizes that some violations may be handled concurrently by the University and civil and/or criminal authorities. The criminal court process is separate and distinct from the student conduct review process, which determines only violations of the Student Code and imposes sanctions within the University community. As such, a concurrent action by both processes does not constitute double jeopardy. 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.

### A. Overview of the Discipline Process

1. Complaint is filed or report is received.
2. Notice of alleged violations is provided and hearing scheduled.
3. A hearing occurs.
4. If a respondent is found responsible for violation of policy, sanctions are issued.
5. A respondent may appeal the outcome of a conduct hearing.

#### *Definitions:*

1. **Respondent** – Student or student group who has allegedly violated policy.
2. **Complainant** – Person(s) or entity making a complaint or referral regarding a student or student group who allegedly violated policy.

3. **University Conduct Officer** – A University staff member trained in the conduct review process.
4. **FERPA** – The Family Educational Rights and Privacy Act. 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.
5. **Conduct Liaison** – A University faculty or staff member trained in the conduct review process. Both respondents and complainants will have an opportunity to meet with a Conduct Liaison regarding questions on the conduct review process.

## **B. Rights of Complainants and Respondents**

1. Complainants and respondents involved in a conduct hearing will each be offered the opportunity to consult with a Conduct Liaison(s) provided by the Student Conduct and Community Standards Office. The Conduct Liaison(s) will remain in a neutral role throughout the process.
2. Respondents and complainants may have two people serve as support persons during the conduct hearing. Such persons are for silent moral support.
3. Respondents may remain silent, before, during, and after the hearing and may make a statement explaining the reasons for remaining silent.
4. Respondents and complainants may challenge any member serving on a University Conduct Board on grounds of prejudice or bias.
5. Complainants and respondents may remain present during the conduct hearing process.
6. If living on campus, students involved in a conduct matter who live near or with each other may request to have living arrangements modified pending the outcome of the hearing.
7. If the incident involves an alleged sexual assault or sexual misconduct, sexual history is irrelevant and should not be discussed during the hearing.
8. A University Conduct Officer and/or University Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Student Life to be appropriate.

## **C. Conduct Procedures**

### **1. Initiation of the Conduct Review Process**

- A. A written formal complaint (including, but not limited to, Police reports, RLSH incident reports, and personal complaints) documenting an alleged violation of policy may be filed with the University through the Office of the Dean of Student Life for up to six months from the date of the incident and/or discovery by the complainant of the alleged policy violation.
- B. A University Conduct Officer may investigate the alleged violations, whether the incident occurs on or off campus.
- C. If a University Conduct Officer determines that a policy may have been violated, the matter shall be resolved through a conduct hearing.
- D. The University, at its discretion, may proceed with the conduct review process without a formal written complaint.

2. **Action Pending a Conduct Hearing** If student or student group 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 conduct hearing.
3. **Mandatory Administrative Withdrawal** If student behavior presents an on-going threat of disruption to the community or is a danger to the safety of the student or others to such a degree that resolution through the University Conduct Review Process is not possible, the Dean of Student Life may, with the consultation of the Vice President for Student Affairs, mandate an immediate withdrawal of the student from the University. Such mandatory withdrawal may include, but is not limited to: withdrawal from academic classes, removal from any university-owned housing, suspension from participation in any University activity. The Dean of Student Life may impose conditions and/or a time period for the withdrawal and the student may not return to the University until all such conditions and expiration of the time period are met.
4. **Informal Resolution** A student found responsible for their first violation of the alcohol policy (where there are no other factors involved, such as but not limited to, noise, failure to comply, possession of a fictitious identification card, etc.) will have their violation handled in an informal meeting with a conduct officer. The student will be given an informal warning, parents will be notified and the student will be asked to follow up with their conduct officer. Informal resolutions are kept on file in the Dean of Student Life office, they are not reported to outside agencies such as graduate schools or employers.

**Students are required to maintain a current local address, telephone number, and e-mail address on file with the University Registrar at all times.**

#### 4. *Notice of Alleged Violation(s) and Conduct Hearing Notification*

- A. Notification of the hearing will be **emailed** to the respondent.
  1. Notification of the hearing will include date, time, and location of the hearing. The hearing will be scheduled according to the respondent's class schedule.
  2. Notification will be sent a minimum of four (4) calendar days (excluding school holidays) prior to the hearing.
  3. The email will be sent to the respondent's email address as listed on record with the University Registrar's Office.
- B. The *Notice of Alleged Violation(s)* and a copy of the hearing notification will be **mailed** to the respondent.
  1. The *Notice of Alleged Violation(s)* will include the following information:
    - a) a brief description of the incident
    - b) date(s) of the incident
    - c) the alleged policy violations
  2. Notification will be sent a minimum of four (4) calendar days (excluding school holidays) prior to the hearing.
  3. Notification is mailed to the respondent's mailing address as listed on file with the University Registrar's office.
- C. The respondent may waive the right to four (4) calendar days hearing notification by mutual agreement of the respondent and Conduct Officer.





- D. When the respondent is a student organization, notice will be sent to the student organization president, and the SMU faculty/staff advisor.
  - E. When the respondent is a fraternity or sorority, notice will be sent to the appropriate fraternity or sorority council advisor.
- 5. Conduct Hearing Process**
- A. The respondent will meet with a Conduct Officer to discuss the alleged violations.
  - B. If the respondent does not arrive to the scheduled hearing, the Conduct Officer may determine the outcome of the case without the respondent being present.
  - C. The Conduct Officer may determine the outcome of the case administratively by assigning responsibility and sanctions.
  - D. If the Conduct Officer is unable to determine the outcome of the case for one or more of the following reasons, the Conduct Officer may refer the case to a University Conduct Board:
    - 1. The respondent does not accept responsibility for violating policy.
    - 2. The respondent does not accept the sanctions.
    - 3. The alleged offense has resulted in substantial interference with proceedings of the University.
    - 4. The offenses are repeated.
    - 5. A student organization has allegedly violated a policy.
- D. Reporting of Proceedings** Any publication from within the University (including The Daily Campus and other publications by students) related to a conduct 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 respondent and/or responsible party (parties) make public statements or declarations regarding a conduct hearing, this action may free the University to comment on any such statements and/or the matter being discussed.
- E. Information Pertaining to Hearings Resolved Administratively and by a University Conduct Board**
- 1. The standard of proof in all conduct hearings is the greater weight of the credible evidence.
  - 2. Neither the respondent nor the complainant may be actively represented by an attorney at any hearing or at any other time throughout the hearing process. Parents or family members who are attorneys may not be present in a lawyer capacity.
  - 3. All conduct hearings shall be closed to the general public. University staff in training may attend hearings. 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.
  - 4. In hearings involving more than one respondent, a Conduct Officer, at his or her discretion, may permit the hearings concerning each respondent to be conducted separately.
  - 5. Any change in the allegation against a respondent shall be regarded as a new complaint subject to the conduct review process.

6. The hearing will be held even if the respondent fails to attend. As necessary, hearings and appeals will go forward during summer through procedures to be determined by the Vice President for Student Affairs.

#### **E. Procedures Specific to University Conduct Boards**

The University Conduct Boards will include, but not be limited to, the following procedures:

A Conduct Liaison(s) will meet with the complainant and the respondent separately prior to a University Conduct Board to provide both parties with pre-hearing information. A Conduct Liaison(s) will be present during the University Conduct Board proceeding, but will not question witnesses, provide statements, or speak on behalf of the student.

1. University Conduct Board proceedings may be recorded (audio) by a University Conduct Officer from the Dean of Student Life Office.
  - A. The Dean of Student Life Office will store the recording for the length of time the file is kept.
  - B. Deliberations will not be recorded.
2. The Chair of a board shall maintain order for the proper conduct of the hearing.
  - A. 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.
  - B. The Chair shall conduct the hearing in a manner that will bring forward all relevant evidence.
  - C. The Chair will exercise discretion to resolve any procedural issues raised.
  - D. The Chair may, at his/her discretion, grant extensions of time, at any point, as may be reasonably necessary to permit the respondent sufficient time to prepare his/her defense.
  - E. The Chair may, also in his/her discretion, grant an extension of time to the complainant and/or respondent, at any time, so that additional evidence may be made available to the hearing board.
  - F. If after the hearing has commenced the board discovers the need for more preparation or more time to hear testimony, the Chair shall recess the hearing to a later time. The board may then direct any further investigation for its proper disposition of the case.
  - G. Inability to obtain witnesses shall not be justification for undue delay in continuing a hearing.
3. The University will attempt to notify, in writing, witnesses to be called by the University.
  - A. Such notice shall tell the time, place, and date of the hearing.
  - B. The University 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).
4. A minimum of three (3) calendar days (excluding school holidays) prior to the hearing, the respondent will be given a list of those witnesses and any documents whose testimony will be presented in person or by summation through a University Conduct Officer and a brief summary of the anticipated testimony.

5. The respondent shall present to a University Conduct 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 (2) calendar days (excluding school holidays) prior to the hearing, so that copies may be made for the board.
6. Additional witnesses and documents may be called at the discretion of the hearing board.
7. A University Conduct Officer, the complainant, and the respondent may present witnesses and direct questions to all witnesses.
  - A. Members of the board may also direct questions to all witnesses.
  - B. The Chair, at his/her discretion, may require that questions be submitted first to him/her who will then direct the questions to the witness(es).
8. Each party in the case will have the right to make an opening and closing statement.
  - A. The complainant may give the first opening statement.
  - B. The respondent may give the last closing statement.
  - C. The complainant and the respondent may each include a statement of the impact of the alleged offense as part of a closing statement.
9. Once the hearing has concluded, the board will deliberate in executive session (i.e., board members only) to reach a decision.
  - A. All members, including the Chair, may vote, and all determinations shall be by majority vote.
  - B. If there is a finding of responsibility, the board will impose sanctions.
  - C. If the respondent is found not responsible, the case may not be re-heard at a future date.
10. The board's decision will be presented in writing within three (3) 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.
11. The Office of the Dean of Student Life will notify the respondent of the board's decision within three (3) calendar days (excluding school holidays).

#### **G. Composition of University Conduct Boards**

1. Boards are composed of three (3) students, one (1) faculty member, and one (1) staff member.
2. Whenever possible, members from the University Conduct Board pool will be selected to serve on a random basis.
3. Any member of a 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 Conduct Board pool can be selected.

#### **H. Quorum Requirements for University Conduct Boards**

1. Four (4) members of the board (any combination) 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.

2. Once the hearing has commenced, if a board member should need to withdraw for a period of less than thirty (30) calendar days (excluding school holidays), the hearing shall recess until all members can be present.
3. Once the hearing has commenced, if a board member should need to withdraw for a period of more than thirty (30) calendar days (excluding school holidays) or permanently, the respondent 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.

#### **I. University Conduct Board Membership and Training**

1. A minimum of nine (9) students for University Conduct Boards shall be selected through an application and interview process conducted by the Dean of Student Life Office.
2. A minimum of three (3) faculty members and three (3) staff members to serve on the boards shall be selected through a nomination process conducted by the Dean of Student Life Office.
3. All board members will be appointed to serve on a specific board on a random basis, whenever possible.
4. Every attempt will be made to ensure that board members reflect the full diversity of the University.
5. Board members will receive training in, but not limited to:
  - a) conduct policies and procedures;
  - b) hearing board member responsibilities and ethical considerations;
  - c) questioning techniques;
  - d) other relevant information as determined by the Dean of Student Life Office.
6. Staff, Faculty, or students may serve as the Chair if they have attended the required training provided by the Student Conduct and Community Standards Office.

#### **J. Member Responsibilities of University Conduct Review Process**

Members of the University conduct review process (University Conduct Council, the Honor Council, University Conduct Boards, Conduct Officers) pledge themselves to the following:

1. To ensure that the policies of the University are maintained by conducting a fair hearing of violations of rules and policies of the University;
2. To provide an appropriate response and, as needed, sanction persons found responsible for violations of University regulations and policies;
3. 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;
4. 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;
5. 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 conduct hearing;

6. To participate in training sessions and meetings;
7. To report to the Office of the Dean of Student Life if approached by persons in an attempt to influence a conduct decision.
8. To inform the Office of the Dean of Student Life and submit a letter of resignation if members find they are unable to meet the requirements of the conduct review process.
9. To adhere to all provisions of the conduct review process and the Student Code of Conduct. Members of the University Conduct Council, the Honor Council, or University Conduct Boards found to be responsible for violating the Student Code of Conduct or convicted of a criminal offense will be suspended from serving as a member of the conduct review process by the Vice President of Student Affairs.

#### **K. 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.

1. The rosters of persons appointed to these boards shall be made available, as needed, to the Dean of Student Life Office.
2. 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 conduct review process.
3. As with all other hearing boards, the result of a graduate hearing board, under this process, may be appealed to the University Conduct Council appellate body.
4. 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.

#### **L. Interfraternity Council (IFC) Hearing Board**

The Interfraternity Council shall appoint, as may be necessary and appropriate, hearing boards to hear disciplinary misconduct cases involving member chapters of the Interfraternity Council.

1. The rosters of persons appointed to these boards shall be made available, as needed, to the Dean of Student Life Office.
2. All disciplinary charges against undergraduate student organizations that are not members of the Interfraternity Council will be heard through this student conduct review process.
3. As with all other hearing boards, the result of an IFC hearing board, under this process, may be appealed to the University Conduct Council appellate body.
4. The by-laws for the Interfraternity Council Hearing Board shall be made available through the Office of Fraternity and Sorority Life.

## **II. ORGANIZATION OF THE CONDUCT REVIEW PROCESS**

The University Conduct Council, in conjunction with the Vice President for Student Affairs, makes recommendations/amendments to the procedures of the conduct review process to the President of the University.

- A. Proposals are to be made to the University Conduct Council for their recommendation, but final authority to change the conduct review process rests with the University President.
- B. When the University Conduct Council 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.
- D. 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 Conduct Officer.
- E. The Vice President for Student Affairs has responsibility for establishing and maintaining the conduct review process through its various parts.

### III. SANCTIONS ESTABLISHED AND DEFINED BY THE UNIVERSITY CONDUCT COUNCIL

The following sanctions may be implemented individually or in any combination by the Conduct Boards or University Conduct Officer. The President reserves the right to raise or lower sanctions imposed in the conduct review process.

- A. Sanctions that indicate standing with the University:
  1. **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 sanction 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.
  2. **SUSPENSION** An individual or group will be dismissed from the University for an assigned time period, and under the conditions deemed necessary by the conduct review process. 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 before an academic semester ends will not receive a refund of any monies paid, including tuition, fees, and room and board. 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 (3) 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.
  3. **DEFERRED SUSPENSION** Individual or group suspension may be deferred (not enforced). Deferred terms, i.e., conditions of the deferred suspension and its duration, will be set by the Conduct Officer or Conduct Board which

imposed the sanction. If a succeeding Conduct Officer or Conduct Board finds the student responsible for violating the terms of deferred suspension during the period set up by the preceding Conduct Officer or Conduct Board, the student may be suspended.

4. **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 Conduct Officer on a regular basis during the period of the probation.
5. **CONDUCT REPRIMAND** The individual or group will be given formal notice by the Conduct Board or the Conduct 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.
6. **INFORMAL WARNING** A written notice indicating a violation of the student code of conduct that is not considered part of a student's formal disciplinary record.

B. Below is the list of additional sanctions that may be imposed:

*Note: 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.*

1. **REASSIGNMENT OF HOUSING LOCATION/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.
2. **RESIDENCE HALL PROBATION** Student is advised that additional violations on or off campus could result in having to move to another room or hall or being removed from housing.
3. **FINES** An individual may be fined any amount determined to be appropriate by the Conduct Officer. An organization can be fined any amount commensurate with the severity 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.
4. **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.
5. **RESTITUTION** An individual or group will be required to pay for damages to the person or institution for property destroyed.

6. **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.
7. **SUSPENSION OF PRIVILEGES** An individual or group will lose privileges that allow participation in specific activities, use specific facilities, or exercise specific privileges.
8. **DISCIPLINARY VIOLATION (DV) TRANSCRIPT RECORD** If the nature of the offense so warrants, the Conduct 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 (3) 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.
9. **EDUCATIONAL SANCTIONS** The objective of this sanction is education and rehabilitation. Sanctions selected will be commensurate with the offense.
10. **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.
11. **DRUG TESTING** Students may be subject to random on-going drug testing. The number of tests/dates will be determined by the Dean of Student Life office and the Center for Drug and Alcohol Abuse Prevention. The fee for drug testing will be covered by the fine charged at the time of adjudication. Any missed test, diluted test or positive test may result in immediate suspension.
12. **NO CONTACT ORDER** Students may be informed that they should have no contact with another student.

#### IV. APPEALS PROCESS

- A. **GROUNDS FOR APPEAL** A respondent who has been found responsible for violation of the Student Code of Conduct shall have the right to request an appellate review.
  1. Such written request must be received in the Office of the Dean of Student Life within four (4) calendar days (excluding school holidays) from date student was notified of the findings.
    - a) If the student was present for the hearing, the written appeal 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 the hearing.
    - b) If the student was not present for the hearing, the written appeal request must be received in the Office of the Dean of Student Life within (4) calendar days (excluding University Holidays) from the mailing date of the written findings to the student's mailing address as listed on record with the University Registrar.



2. Respondents may request an appeal on the following grounds:
    - a) Clearly erroneous findings of fact;
    - b) Significant procedural irregularities that denied the respondent a fair hearing;
    - c) Substantial new relevant evidence not available at the time of the hearing;
    - d) Evidence presented at the hearing for a finding of responsibility clearly insufficient to support the charge; and
    - e) Sanction(s) unreasonably harsh.
- B. APPELLATE PROCEDURE** The procedure for the appeal will be as follows:
1. At the conclusion of each hearing, the Conduct Officer or Conduct Board chair will submit the following information to the Office of the Dean of Student Life:
    - a) the decision
    - b) the reasons for the decision
    - c) the reasons for the sanctions imposed.
  2. The respondent must file a written request to appeal with the Office of the Dean of Student Life. The request to appeal must include the ground(s) for the appeal and the basis for each.
  3. The appeals packet consisting of the above statements and documents, including the hearing board audio recording (if applicable) and a copy of the original incident report or charge will be prepared for the University Conduct Council.
  4. A quorum of the University Conduct Council, which has participated in the training provided to all University Conduct Board members, shall sit as the appellate body. In no case may a member of the University Conduct Council sit to hear the appeal if he/she has not completed this training.
- C. PRESENTATION** The University Conduct Council 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 Conduct Officer or the Conduct Board Chair.
1. In an appellate review, the University Conduct Council may, solely at its discretion, allow oral statements.
  2. The presenters and the amount of time allowed for each statement will be determined by the University Conduct Council.
- D. DETERMINATION OF APPEAL** The University Conduct Council may:
1. **DISMISS** the case because there were such procedural irregularities at the hearing that the respondent was clearly denied a fair hearing.
  2. **DISMISS OR REMAND** the case to the original Conduct Board or Conduct Officer because:
    - a. there were clearly erroneous findings of fact; or
    - b. there were findings of fact clearly insufficient to support the charge.
  3. **LOWER** the sanctions imposed based on a finding that the sanctions are unreasonably harsh.

4. **REMAND** the case to the original Conduct Board or Conduct Officer if there is significant new evidence that was discovered between the time of the original hearing decision and the time of the appeal.
5. **UPHOLD** the result of the hearing.

## V. THE UNIVERSITY CONDUCT COUNCIL

The University Conduct Council, as the basic unit responsible for conduct 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.

- A. **COMPOSITION** The University Conduct Council shall be composed of at least two (2) staff, two (2) faculty, three (3) students (ideally two (2) undergraduates and one (1) graduate student), and two (2) student alternates.
1. All seven (7) 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.
  2. 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 (see the Honor Code of SMU, Article VI, Section 3).
  3. 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.
  4. The chairperson of the University Conduct Council, who is a voting member of an appellate board, shall be elected by the members of the University Conduct Council from among the faculty and staff members of University Conduct Council.
  5. A vice chairperson of the University Conduct Council shall also be elected each year by University Conduct Council.
  6. The University Conduct Council serves as a board of final appeal for appeals originating from University Conduct Boards, Honor Council hearings and Conduct Hearings, except when a sanction of expulsion is assigned (see section III A. 1.). Honor Council appeal procedures are set forth in Article VI of the Honor Code.

## B. SELECTION OF MEMBERS

1. **SELECTION OF STUDENT MEMBERS** shall be accomplished in the spring each year and their appointment shall be for the succeeding academic year.
  - a. Students shall be limited to three (3) consecutive one-year terms, however they must reapply for membership each year.
  - b. Student members may not simultaneously serve on any other conduct board or in student government as an officer or student senator.
  - c. The Office of the Dean of Student Life will initiate contact with the Student Body President concerning selection of student members.
  - d. The Student Body President may nominate up to five (5) candidates to be interviewed.



- e. The University Conduct Council may also nominate up to five (5) candidates.
  - f. The University Conduct Council and two (2) representatives, selected by the Student Body President, may interview all candidates.
  - g. The University Conduct Council Chair shall send recommendations to the President of the University. The President will appoint student members.
2. **SELECTION OF FACULTY MEMBERS** The Office of the Dean of Student Life will initiate contact with the Faculty Senate concerning selection of faculty members.
- a. The Faculty Senate may nominate three (3) candidates.
  - b. The University Conduct Council also may nominate three (3) candidates.
  - c. The University Conduct Council and two (2) members of the Faculty Senate may interview all candidates and the University Conduct Council Chair shall send recommendations to the President of the University.
  - d. The President will appoint faculty members.
  - e. Faculty appointments are for three (3) years and shall be staggered so members are being appointed in different years.
  - f. Faculty 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.
3. **SELECTION OF STAFF MEMBERS**
- a. The Office of the Dean of Student Life will initiate contact with the Vice President for Student Affairs concerning staff members.
  - b. The Vice President will nominate three (3) candidates to be interviewed.
  - c. The University Conduct Council also may nominate three (3) candidates.
  - d. The University Conduct Council and two (2) members selected by the Vice President for Student Affairs may interview all candidates and the University Conduct Council Chair shall send recommendations to the President of the University.
  - e. The President will appoint staff members.
  - f. Staff appointments are for three (3) years and shall be staggered so that members are being appointed in different years.
  - g. Members replacing staff leaving before their term is over will be appointed for the balance of a term.
  - h. Staff 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.
- C. **Constitutional questions concerning the Student Senate, which is governed by the Student Body Constitution, may be resolved by the University Conduct Council.**

1. Such questions must be brought as a written petition to the council for consideration.
2. If the University Conduct Council 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.
3. The University Conduct Council may allow oral presentations concerning constitutional questions.
4. Petitions for such a hearing may originate from any Student Body Officer or Student Senator.
5. 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.
6. 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.

## VI. REHEARINGS

With a written request from a student or a University Conduct Officer, showing good cause, the Dean of Student Life may consult with the chair of the University Conduct Board or a Conduct Officer and the Chair of the University Conduct Council and order that a case may be reheard.

## 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).

- A. 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.
- B. A disciplinary sanction will remain on file in the Office of the Dean of Student Life until it is erased three (3) years from the date of the final resolution of the last disciplinary proceeding. 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.
- C. Beginning their senior year, a student may request, through a written petition, to have their conduct file(s) 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 a student subsequent to the violation.
  3. The nature of the violation and the severity of any damage, injury, or harm resulting from it.

There is no appeal of the decision made by the Dean of Student Life in response to an expungement request.

# 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** Intentionally<sub>1</sub> using or attempting to use unauthorized materials, information, or study aids in any academic exercise<sub>2</sub>.

**FABRICATION** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise<sub>3</sub>.

**FACILITATING ACADEMIC DISHONESTY** Intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code<sub>4</sub>.

**PLAGIARISM**<sub>5</sub> Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

**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, Theology or Business 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 ten (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 (5) first-year students (after recruiting)
- (b) Six (6) sophomore students

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- 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).



- (c) Seven (7) junior students
- (d) Eight (8) senior students
- (e) One (1) graduate student from a school under the council's jurisdiction
- (f) Five (5) 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 twenty-two (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 respondent. 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 respondent'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 ten (10) days after the respondent 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 (4) members of the Honor Council.

## **SECTION 3: ADVISING THE RESPONDENT**

- (a) The vice president of the Honor Council or designee shall serve as liaison to the respondent. The Honor Council vice president shall document every attempt by phone and mail to contact the student to schedule a meeting to review the respondent'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 respondent 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 Conduct Review Process.
- (b) The president or his/her designee shall act as the nonvoting presiding officer of the hearing.
- (c) The respondent 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 respondent's parents, the community support person accompanying the respondent, and Honor Council members-in-training. The respondent 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 respondent, 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 conduct action.
- (g) In accusations involving more than one (1) student, the president will determine whether separate hearings will be held. If a single hearing is held, the respondents 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 respondent 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 respondent 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 respondent, 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) Respondents 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 respondent and those witnesses who testify for the respondent at the hearing.
- (f) The burden of proof shall be upon the complainant, who must establish the guilt of the respondent 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 (4) out of five (5) vote is necessary for a verdict of responsibility to enter. If only four (4) members are present, a unanimous four (4) to zero (0) vote is necessary for a verdict of Responsible. Any vote short of the requirement will exonerate the respondent 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 respondent is found responsible for an Honor Code violation, the president will inform the board of any prior Honor Code or Conduct violations by the respondent. 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 respondent in person or sent via certified mail if the respondent is not present, or refuses to accept his or her copy. The decision of the hearing board will be available to the respondent 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 (4) 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 (2) student Honor Council members on any hearing board (including the (4) 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 Conduct Review Process. 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) Conduct 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 Conduct 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 respondent has the right to appeal.

**SECTION 3:** All requests for appeal of the hearing board's decision shall be submitted to the University Conduct 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 Conduct Council. For this purpose, a quorum of the University Conduct Council shall be two (2) faculty members, two (2) students, and one (1) 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 Conduct 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 conduct 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.

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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/](http://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 (two 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 immobilization and tow. Individuals who receive ten (10) or more citations will be towed at the owner's expense.
6. All appropriate Texas criminal laws and motor vehicle laws, in addition to University regulations, are in effect on SMU property. University police officers and parking enforcement 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. Vehicles remaining in affected areas may be towed at owner's expense.
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 or via email at [parking@smu.edu](mailto:parking@smu.edu). **(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, forged, or altered.

**STUDENT VEHICLES** When a vehicle is parked on the campus, the parking permit will be displayed inside the front windshield, on the lower RIGHT hand 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 suite 101 of the Expressway Towers Building on the corner of North Central Expressway and SMU Boulevard. The permit will be displayed on the inside of the front windshield, on the lower RIGHT hand 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 person or organization inviting them to campus.

1. Visitors and guests of the University may park in metered spaces on campus. The Binkley and Moody Garages also offer self pay and park options.
2. Visitors parking in the Moody Garage will be required to pay a flat-rate fee of \$5.00. 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 may be purchased from the Park 'N Pony Office. Visitors must display the receipt of payment on the dash board to avoid citation.
3. Visitors parking in the Binkley garage **take a ticket at entrance and place on dashboard.** Payment is made upon exit at \$1.00 for every hour the vehicle is parked, not to exceed \$12.00 for the day. There is no overnight parking for visitors in the Binkley Garage without prior arrangements with the Park 'N Pony Office (a permit will be issued instead of the daily rate coupon). Park 'N Pony accepts cash or check only for non-SMU affiliates. The pay station located at both the Binkley and Ownby exits accepts coins, bills (\$1.00, \$5.00 and \$10.00 bills only). Change is made in coin only. **Faculty, staff, or students are NOT considered visitors and may not park in visitor's parking spaces on Level 2 of the Binkley garage at any time.**
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 Park 'N Pony Office at 214-768-7275 for instructions.
5. **While faculty, staff, and students are not considered visitors, they may park in any metered parking space anywhere on campus, provided they have paid the associated fee. However, faculty, staff, or students may not park in visitor's parking spaces on Level 2 of the Binkley garage at any time.**
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. Guests should be directed to Park 'N Pony.
7. SMU is not responsible for any damage that may occur to vehicles parked on campus. Students are not allowed to use visitor parking on Level 2 of the Binkley Garage.

**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 the Facilities Management & Sustainability Office.

### **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.
2. 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.

3. Persons with “Disabled” permits must pay to park in SMU-operated (private property) metered parking spaces.
4. An unauthorized vehicle in a space reserved for disabled persons will be cited and towed 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. By virtue of purchasing an SMU parking permit, all agree to read, understand, and abide by SMU parking policy. An additional parking permit for another vehicle can be bought at the full price for the full year. All students living in an SMU residence hall, SMU apartment or sorority/fraternity house must register their vehicle or opt-out of an SMU parking permit if he/she does not have a vehicle at school. If no choice is made, residential student accounts will be charged the annual parking fee. If you are a non-resident student and must drive, you will need an SMU parking permit to park on campus. Students must purchase their SMU parking permits or opt-out online at [smu.edu/parknpony](http://smu.edu/parknpony).

1. **RESIDENT PERMITS:** Persons who reside in campus housing (residence halls, sororities, fraternities and SMU apartments) are authorized to park in the resident areas indicated on the map and designated “All University Permit” (AUP) areas. Avoid RLSH staff spaces.
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. Residents graduating in the fall should purchase a full year permit.
3. **COMMUTERS:** These non-resident students are authorized to park in AUP designated areas. This includes the Commuter Lot, Airline Garage, Meadows Garage, the Moody Garage and the Binkley Garage. Students are not allowed to park in visitor and Faculty/Staff spaces within these locations.
4. **FACULTY AND STAFF:** Employees are authorized to park in designated F/S areas on the map, including parking garages and all university permit areas. It is not permitted to purchase a F/S permit for use by students. Faculty and staff should avoid spaces designated for visitors in the garages. Letter designated lots are by assignment only.
5. **LAW PERMITS:** This permit authorizes parking in the Law Garage, Airline Garage, Meadows Garage, the Moody Garage, Binkley Garage and AUP areas.
6. **SERVICE AND DELIVERY VEHICLES:** These vehicles are issued temporary permits for loading, unloading and SMU vehicles (service and delivery, contractors, special guests, trustee parking, visitors, etc.) and must be displayed on the rear view mirror.

7. **TEMPORARY:** This is a short term permit issued for a specific date and location.
8. **VISITOR PERMITS:** Used to designate visitors on campus.
9. **EMERITUS PERMIT:** Designates individuals who have retired from SMU. It allows them to park in any All University Permit area or any open faculty, staff or resident lot. Available through the Retired Faculty Association and the Retired Staff Association or the Park 'N Pony office at Hughes-Trigg Student Center.
10. **CONTRACTOR PERMITS:** Contact the Park 'N Pony office.

## FEES 2011-2012

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

1. Student
  - Full-time (more than 9 credit hours)*
    - Full Year - \$270
    - Fall Semester Only - \$135 (*Available only to Graduating Seniors*)
    - Spring Semester - \$135
  - Part-time (9 or fewer credit hours)*
    - Full Year - \$135
    - Fall Semester Only - \$135 (*Available only to Graduating Seniors*)
    - Spring Semester - \$67.50
2. Summer (May - August) - \$50
3. Faculty/Staff - \$26.00 a month or \$312 annually
4. Temporary permit - \$60 monthly; \$15 weekly; \$3 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. If decal was issued it must be returned for refund.

## 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. Parking fines range between \$30 and \$300.
2. The fine for a moving violation is \$60.
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**" when six (6) citations are issued. A person is designated a "**Chronic Violator**" (10 or more citations) and will be towed at owner's expense.
5. Fire lane and fire hydrant violations are \$150.00 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 or crosswalk.\* (**\$40 fine**)
8. Double parking.\* (**\$40 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)\* (**\$50 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\* (**\$30 per day storage fee**)
23. No valid decal. (**\$30 fine**)

*\* Note: Towing 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. *Commuters* may not park in areas reserved for campus residents, visitor areas, faculty, staff and law designated areas.
3. Limited-time parking areas (i.e. 30-minute) may be used by visitors, students, faculty and staff.
4. Spaces provided for disabled persons are indicated by posted signs.
5. 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 or Parking Enforcement officials for violation of traffic or 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 Conduct 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 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 Park 'N Pony Office 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.

## HOME FOOTBALL AND BASKETBALL GAMES

When home football or basketball games are scheduled, SMU parking permits not valid. When home football game day is on a Saturday, all permit holders must move their vehicles during the evening prior to the game. After 5:00 PM on the Friday evening before game day, vehicles with SMU parking permits must relocate their vehicles. The Athletic Department will tow vehicles not removed from restricted areas at the owner's expense.

## 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. A violation fine is a University fee and must be paid at the Student Financial Services Office at the Laura Lee Blanton building. Failure to pay the citation fee will result in delays for students in receiving degrees and transcripts and in refusal of permission to register. Visitors may pay via mail or online or at the Park 'N Pony Office.

## APPEALS

1. A citation may be appealed by going online to the Park 'N Pony website within 15 days of the citation date ([smu.edu/parknpony/Parking/resolve.asp](http://smu.edu/parknpony/Parking/resolve.asp)). **Please do not call the police department.**
2. Decisions made by the Appeals Review Board are based on current published parking regulations. **All Appeals Review Board decisions are final.**

## UNIVERSITY PARK CITATIONS

In some instances, violators of University Park 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. **The paying of citations does not constitute reinstatement of a person's parking privileges.**
4. 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 two 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 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, immobilized or impounded at the owner's expense. Arrangements to retrieve the vehicle must be made at the Park 'N Pony office during regular business hours or SMU Police Department all other hours.

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. Permission to temporarily park a mobile home on campus will be granted by Park 'N Pony on a specific-need basis. Buses are not allowed to park permanently on campus. Temporary arrangements involving special events can be made through the Park 'N Pony Office (214-768-PARK).

### **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).

### **CITY OF UNIVERSITY PARK RESIDENTIAL PARKING DISTRICTS**

The City of University Park has established residential-only parking districts in neighborhoods adjacent to the SMU campus. On-street parking within established residential parking districts is restricted between 8 a.m. and 5 p.m. Monday through Friday. Only UP residents are allowed to park on City streets within the established residential parking districts with a displayed resident parking or guest permit issued by the City of University Park. Please respect our neighbors and park your car in the appropriate on-campus locations, and do not park on residential streets or at commercial establishments in areas surrounding the SMU campus.

# 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 36 staff members; 27 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 and the City of Dallas, Justice of the Peace, Precinct 3.

### **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 prevention, suppression 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 SMU Anonymous 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
  - Executive 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 1st floor of the Expressway Towers, 6116 Central Expressway, Suite 101.

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 Facilities Management & Sustainability Office 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 2008, 2009, and 2010:

**SOUTHERN METHODIST UNIVERSITY - CRIME STATISTICS 2008-2010**

CATEGORIES	<u>2008</u>	<u>2009</u>	<u>2010</u>
Murder and Non-Negligent-Manslaughter .....	0	0	0
Negligent Manslaughter.....	0	0	0
Forcible Sex Offenses .....	5	7	1
Sex Offences - Not Reported to Police .....	2	2	5
Non-Forcible Sex Offenses.....	0	0	0
Sex Offences - Not Reported to Police .....	0	0	0
Robbery.....	1	3	0
Aggravated Assault.....	1	2	0
Burglary.....	34	33	35
Motor Vehicle Theft.....	6	9	1
Arson.....	3	0	2

## SOUTHERN METHODIST UNIVERSITY - CRIME STATISTICS 2008-2010 *cont'd*

ARRESTS FOR SELECTED OFFENSES	<u>2008</u>	<u>2009</u>	<u>2010</u>
Liquor Law Violations .....	100	147	44
Drug Violations .....	10	26	29
Weapons violations .....	1	0	2
CONDUCT REFERRALS FOR SELECTED OFFENCES	<u>2008</u>	<u>2009</u>	<u>2010</u>
Liquor Law Violations .....	230	298	247
Drug Violations .....	26	28	17
Weapons Violations .....	1	1	0

*More 2010 Crime Statistics will be available October 1, 2011 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 all of the SMU campuses in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report, published annually by October 1, contains three (3) years worth of crime, arrest and disciplinary referral statistics and outlines 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 fraternity and sorority 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 page:

SMU - All Campuses [smu.edu/pd/clerystats/2009%20ASR/annualreport2009.pdf](http://smu.edu/pd/clerystats/2009%20ASR/annualreport2009.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 the SMUPD Criminal Investigation Division at (214) 768-1582 or (214) 768-1348, via email at [police@smu.edu](mailto: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/dailyreports\\_default\\_page.asp](http://smu.edu/pd/dailyreports_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](http://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 may 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 also 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](http://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

Residence Halls are patrolled regularly by SMU Police Officers. They perform periodic walk-throughs to insure building safety and security. During the hours of 10:00 PM to 6:00 AM the residence halls are also patrolled by SMU Residential Security Officers. They conduct roaming foot patrols in and around the residence halls they are assigned. They report any suspicious or criminal activity to the SMU Police Department.

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.

# STUDENT APPEALS AND COMPLAINTS

At SMU, various policies reflect the SMU community's collective judgment about the academic, disciplinary, and academic honesty policies and procedures that best serve the interests of students and the overall academic community. Students sometimes might seek waiver of, deviation from, or appeal of these policies or applications of these policies. This page gives the links to the procedures for different types of student appeals or complaints available to undergraduates at SMU. ([http://smu.edu/provost/acad\\_petitions.asp](http://smu.edu/provost/acad_petitions.asp))

## **Undergraduate Student Academic Petition**

<http://smu.edu/provost/appeal.asp>

## **Appeal of Grade**

<http://smu.edu/catalogs/undergrad/policies.asp>

## **Honor Code**

[http://smu.edu/studentlife/studenthandbook/PCL\\_05\\_HC.asp](http://smu.edu/studentlife/studenthandbook/PCL_05_HC.asp)

## **Code of Conduct**

[http://smu.edu/studentlife/studenthandbook/PCL\\_03\\_Conduct\\_Code.asp](http://smu.edu/studentlife/studenthandbook/PCL_03_Conduct_Code.asp)

## **Academic Grievance and Appeals Procedures for Students with Disabilities**

[http://smu.edu/studentlife/SSD/OSSD\\_Appeals.asp](http://smu.edu/studentlife/SSD/OSSD_Appeals.asp)

## **Appeal from financial aid decisions, including financial aid decisions based on lack of satisfactory academic progress**

<http://smu.edu/catalogs/undergrad/finanaid.asp>

## **Discrimination or violation of rights**

Petitions or complaints alleging discrimination on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, or veteran status; petitions or complaints alleging harassment, intimidation, or reprisal; or petitions or complaints alleging improper or discriminatory action that abridges the person's rights or contravenes the applicable policies and practices of Southern Methodist University or of any federal or state law. <http://smu.edu/policy/S2/2.8griev.htm>

## **Policy for Non-Renewal of Athletic Aid**

[http://grfx.cstv.com/photos/schools/smu/genrel/auto\\_pdf/SAHandbook.pdf](http://grfx.cstv.com/photos/schools/smu/genrel/auto_pdf/SAHandbook.pdf)

# FEDERAL LAW & CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that provides students the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. The *Act* and regulations are very lengthy, and for that reason SMU has issued guidelines that are available at the University Registrar's FERPA website (<http://smu.edu/ferpa>). Policy 1.18 of the University Policy Manual, accessible at <http://smu.edu/policy> also discusses this law.

In general, no personally identifiable information from a student's education records will be disclosed to any 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 requested through Access.SMU Self Service that it be withheld; (2) information authorized by student through Access.SMU Self-Service may be released to those individuals designated by the student; and 3) 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. For more information, visit <http://smu.edu/ferpa>.

If you wish to release or restrict access to your records, you must make the request through the Release of Education Records feature in Access.SMU Self-Service. All SMU students are considered adults and must authorize release of all records to anyone, including parents. Students have the ability through Access.SMU Student Self-Service to grant parents or other individuals view access to parts or all of their education records. More information on this feature is available at <http://smu.edu/ferpa/students>. For one-time access, students may fill out a form if they want their information released to a specified third party. The consent to release to specified third party form is available at <http://smu.edu/registrar/ferpa/forms.asp>.

# 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 may be handled by the alleged offender's principal administrator, in consultation with the Institutional Access and Equity Office (IAE), or by the IAE Office.

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 2.5, 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      204 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      313 Hughes-Trigg      *Phone: 214-768-4792*

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

- **Additional Counseling Options**

CAPS (Counseling &  
Psychiatric Services)      Health Center - 2nd Floor      *Phone: 214-768-2277*

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 Conduct Review Process. Cases of alleged student misconduct involving serious physical or psychological harm may be referred to an SMU Conduct 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 Student Code of Conduct (Section 3.25) and the University Conduct Review Process 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 and/or SMU's Women's Center 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 Counseling and Psychiatric Services (CAPS). Confidential crisis counseling for faculty and staff survivors of sexual assault can be arranged through the Coordinator of Psychological Services for Women.

### 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, the Dean of Student Life Office or the Coordinator of Psychological Services for Women. 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 either Presbyterian Hospital or 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 Conduct Review Process, an investigation is conducted, and the case may be referred to the SMU Conduct Board. ***See University Conduct Review Process Section I.(B.) “Rights of the Complainants and Respondents” in this Student Handbook for details.***

Filing formal charges through the SMU Dean of Student Life Office 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:*** a) Acts as a depressant, affects mood, dulls the senses, and impairs coordination, reflexes, memory, and judgment

b) More serious effects may be damage to the liver, kidneys, pancreas and brain.

c) It is the leading cause of death among people ages 15-24.

d) On average, heavy drinkers shorten their lives by approximately 10 years.

e) 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:** a) Prolonged use can lead to severe psychological dependence.

- b) An immediate increase in heart and pulse rate may cause a panic anxiety reaction.
- c) Impairment of memory and learning, altered sense of time and inability to concentrate.
- d) May cause apathy/loss of motivation.

**Cocaine:** a) Increase in heart rate, blood pressure, and body temperature.

- b) Chronic runny nose, infections and nosebleeds.
- c) Overdose may result in seizures, heart failure, coma or death.

**Opiates:** a) Rapid development of tolerance and physical dependence.

- b) May cause infections of the skin, liver, heart and lungs.
- c) Overdose can be fatal

**Tobacco:** a) Shortness of breath, nagging cough, and heart difficulties.

- b) 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 conduct officer or conduct board. Additional sanctions may include, but are not limited to, notification of parents and referral to the Center for Alcohol and Drug Abuse Prevention. (See The University Conduct Review Process section).

**Drugs (illicit):** Sanctions will be imposed by the appropriate conduct officer or conduct board. Possible sanctions include, but are not limited to: a fine of \$500, notification of parents, drug testing, suspension, or expulsion. (See The University Conduct Review Process 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:

- 1) **ASSESSMENT:** We assess student problems with alcohol and other drugs, which may range from misuse to abuse to addiction.
- 2) **INTERVENTION:** By working with friends, family, faculty and staff, we reach out to students in trouble and provide access to appropriate help.
- 3) **SHORT-TERM COUNSELING:** As appropriate to the situation.
- 4) **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.