



# Student Information

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## *Dear students:*

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

The SMU Student Handbook is your guide to information and services on campus. It includes information related to your rights and responsibilities as members of the SMU community. The handbook includes the Student Code of Conduct, the Judicial Code, Honor

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## **Dedman College of Humanities and Sciences**

**Dean:** Jasper Neel

201 Dallas Hall

(214) 768-3212

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

## **Meadows School of the Arts**

**Dean:** Carole Brandt

3<sup>rd</sup> Floor, Greer Garson Theatre

(214) 768-2880

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

## **Cox School of Business**

**Dean:** Albert Niemi

200 Fincher Building

(214) 768-3012

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

## **School of Engineering**

**Dean:** Geoffrey Orsak

115 Caruth Hall

(214) 768-3050

[enr.smu.edu](http://enr.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) 768-2125

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

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).



# Academic Support Services

## **Advising Center**

**Director:** Associate Dean K. Hugley-Cook  
108 Clements Hall  
[smu.edu/dedman/advise/](http://smu.edu/dedman/advise/)  
Ph: (214) 768-2291, Debbie Ortiz

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

## ***The Academic Advisors - Offices Located in Clements Hall***

Dr. Scott Bartlett	8-1526	sbartlet@smu.edu	Rm. 125
Ms. Pamela Chiu	8-4819	pchiu@smu.edu	Rm. 110
Ms. Janet Hopkins	8-1272	jhopkins@smu.edu	Rm. 111
Ms. Gwendolyn LaCroix	8-1970	glacroix@smu.edu	Rm. 121
Ms. Barbara Mohrle	8-4142	bmohrle@smu.edu	Rm. 123
Mrs. Betty Odum	8-2094	bodum@smu.edu	Rm. 119
Ms. Ann Parrett	8-2305	aparrett@smu.edu	Rm. 113
Dr. Leo Pucacco	8-4143	lpucacco@smu.edu	Rm. 127
Mrs. Shelley Shepherd	8-3415	scarnes@smu.edu	Rm. 115
Mr. Chris Wood	8-2310	ctwood@smu.edu	Rm. 117

## **Dedman College Internships**

Jeanene Anderson 8-2103 jeanene@smu.edu Rm. 108

## **Pre-Law Services**

Judy McMaster 8-3533 jmc масте@smu.edu Rm. 108

## **Pre-Med Services** (135 Dedman Life Sciences Bldg)

Karen de Olivares 8-2308 kdeoliva@smu.edu

## ***The Norwick Center for Media and Instructional Technology (NCMIT)***

**Director:** Bill Dworacyzk  
[smu.edu/cul/ncmit/](http://smu.edu/cul/ncmit/)  
103 Fondren Library West Ph: (214) 768-3456



## ***Public Access Computer Labs (Academic Computer Services)***

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

Fondren Library East

Ph: (214) 768-1835

## ***Information Technology Services***

**Assoc. VP for Information Technology:** George Chrisman

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

Blanton Student Services Building

Help Desk: (214) 768-HELP (8-4357)

## ***The Altshuler 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.

## ***Learning Disabilities Specialist***

**LD Specialist:** Alexa Ray

Phone: (214) 768-1918

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

## ***Writing Center***

**Coordinator:** Lee Gibson

[smu.edu/alec/wc.huourses](http://smu.edu/alec/wc.huourses) 6particular te6 0 TD0.0006 ut:

# Division of Student Affairs

## *Office of the Vice President*

**Vice President for Student Affairs:** Dr. James E. Caswell  
Perkins Administration Building, Room 203  
[smu.edu/studentaffairs/](http://smu.edu/studentaffairs/)  
Phone: (214) 768-2821

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

## *Dean of Student Life*

**Dean of Student Life:** Dr. Dee Siscoe  
Hughes-Trigg Student Center, Rm 302  
[smu.edu/studentlife/](http://smu.edu/studentlife/)  
Phone: (214) 768-4564

## *Center for Alcohol & Drug Abuse Prevention*

**Director:** John Sanger  
Memorial Health Center, 2<sup>nd</sup> Floor  
[smu.edu/alcoholeducation/](http://smu.edu/alcoholeducation/)  
Phone: (214) 768-4021

## *Chaplain and University Ministries*

**Chaplain & Minister to the University:** William M. Finnin, Th.D.  
**Assistant Chaplain:** Judy Henneberger  
Hughes-Trigg Student Center, Rm 316  
[smu.edu/chaplain/](http://smu.edu/chaplain/)  
Phone: (214) 768-4502

## *Counseling and Testing*

**Director:** Dr. Karen Settle  
Memorial Health Center, 2<sup>nd</sup> Floor  
[smu.edu/counseling/](http://smu.edu/counseling/)  
Phone: (214) 768-2211



## ***Leadership & Community Involvement***

**Director:** Dr. Carol Clyde

Hughes-Trigg Student Center, Rm 318

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

Phone: (214) 768-4403

## ***Multicultural Student Affairs***

**Director:** Jennifer Jones

Hughes-Trigg Student Center, Rm 323

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

Phone: (214) 768-4580

## ***New Student Programs***

**Director:** Brandon Miller

Hughes-Trigg Student Center, Rm 307

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

Phone: (214) 768-4560

## ***Parent Programs***

**Coordinator:** Deanie Kepler

Hughes-Trigg Student Center, Rm 307

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

Phone: (214) 768-4797

## ***Residence Life and Student Housing***

**Director:** Dr. Doug Hallenbeck

Boaz Hall, Room 101

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

Phone: (214) 768-2407

## ***Services for Students with Disabilities***

**Coordinator:** Rebecca Marin

Memorial Health Center, Rm 220

[smu.edu/studentlife/OSSD\\_Facts.asp](http://smu.edu/studentlife/OSSD_Facts.asp)

Phone: (214) 768-4557

## ***Student Activities***

**Director:** Arlene Manthey

Hughes-Trigg Student Center, Rm 300

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

Phone: (214) 768-4400

## ***Women's Center***

**Coordinator:** Dr. Courtney Aberle

3116 Fondren Drive

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

Phone: (214) 768-4792

## ***Wellness Program***

**Director:** Dr. Peter Gifford

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

Phone: (214) 768-2193

# University Services

***SMU Bookstore - Manager: Mary Mebus***

3060 Mockingbird Lane, Park Cities Plaza

[smu.bkstore.com](http://smu.bkstore.com)

Phone: (214) 768-2435

***Computer Corner by HiEd - Manager: Gary Mathis***

Hughes-Trigg Student Center, Rm 202

[www.smucomputercorner.com](http://www.smucomputercorner.com)

Phone: (214) 768-4033

***Dining Services - Director: Barry Wells***

Umphrey Lee Building, Rm 101

[smudining.com](http://smudining.com)

Phone: (214) 768-2367

***Financial Aid - Director: Marc Peterson***

Blanton Student Services Building, 1st Floor

[smu.edu/financial\\_aid/](http://smu.edu/financial_aid/)

Phone: (214) 768-3417

***Images Copy & Print Shop - Director: Patrick Harrison***

Clements Hall—Basement

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

Phone: (214) 768-3898

***Park 'n Pony Office - Director: Mark Rhodes***

Hughes-Trigg Student Center, Rm 218

[smu.edu/auxiliaryservices/parknpony.asp](http://smu.edu/auxiliaryservices/parknpony.asp)

Pony Express Phone: (214) 768-7669

Parking Phone: (214) 768-7275

***SMU Police Department - Chief: Mike Snellgrove***

Patterson Hall, 2nd Floor

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

EMERGENCY: Call 911

Dispatcher (Non-Emergencies): (214) 768-3388

***Student Employment - Director: Mary Beard***

Blanton Student Services Building, Rm 119A

[smu.edu/financial\\_aid/StEmploy.asp](http://smu.edu/financial_aid/StEmploy.asp)

Phone: (214) 768-2414

***Student Financial Services/Bursar - Director: Laura Del Rio***

Blanton Student Services Building, Rm 220

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

Phone: (214) 768-3147

## **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. The Student Code is received and evaluated by the Student Senate, which is the legislative body representing student interests. The writing of the Student Code involves students, is for students, and is the expression of the student body's relationship to the rest of the University. Hence, the Student Senate may at any time make recommendations to the code and the senate shall be asked to endorse it. Changes to the Student Code adopted by the Student Senate are subject to approval by the President of the University.

Based on the action of the Board of Trustees, the President of the University is authorized, at his discretion, to review all decisions of the Student Senate and all other student organizations, and all decisions of the University judiciary, including the University Judicial Council and all other judicial bodies. Such review shall include the power to take any action deemed appropriate, including reversing, amending, or remanding with instructions 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 [www.smu.edu/policy](http://www.smu.edu/policy).

**1.01 DEFINITIONS** When used in the Student Code of Conduct:

- 1.01(e)** the term “public place(s)” includes, but is not limited to any dining hall, lobby, hallway, lounge, study area, stairwell or restroom of on-campus buildings and Greek housing, or any outdoor areas on campus grounds.
- 1.01(f)** the term “recognized organization” shall refer to any organization who has been designated by the Students’ Association as having either a probationary, temporary, or full charter
- 1.01(g)** the term “student” means any person for whom the University maintains educational records, as defined by the Family Educational Rights and Privacy Act of 1974 and related regulations, and who is currently enrolled and/or is part of a degree-seeking program
- 1.01(h)** the term “University community” means any student,

- 2.06** All applicable local, state, and federal laws shall be upheld by the SMU community at all times. The University expects that each individual and group within the University community will obey these laws. Failure to do so subjects the offender(s) to the possibility of University judicial action and/or action by civil authorities.
- 2.07** Students are bound by the Student Code and all University policies.
- 2.08** Students accused of violating institutional regulations or laws upheld by SMU retain the following rights:
- 2.08(a)** Upon arrest by authorized University officials, students will be informed of their rights in accordance with all federal, state, and local laws.
  - 2.08(b)** Students will not be subject to any form of harassment.
  - 2.08(c)** No searches of residence hall rooms, Greek housing, University apartments (hereinafter referred to as student living areas, properties whose tenants are students) and/or private property will be conducted unless such an order is issued upon reasonable cause through the Dean of Student Life and Director of Residence Life and Student Housing. When such an order is issued, a search of student living areas on University owned property may be conducted at any time by the residence hall staff, University officials and/or the SMU Police Department, and their entrance shall not be denied. Nothing herein shall be construed to deny the University the right at any reasonable time to conduct inspections of student living areas on University owned property to determine compliance with health and safety regulations or to address a perceived emergency situation regarding a person's health and/or safety.
  - 2.08(d)** Every student shall be granted a fair hearing before an impartial judiciary body of peers, or an administrative official, whichever is deemed appropriate by the judicial officer, after consultation with the student.
- 2.09** Students will, at all times and in all activities, respect the rights of others, maintain responsible behavior conducive to the teaching and learning environment, and uphold the integrity of the University both on and off campus.
- 2.10** In addition to abiding by the Student Code of Conduct, students assuming leadership roles, in either elected or appointed capacities, will accept the responsibility to uphold and support the Student Code.
- 2.11** When behavior deemed to be in violation of or not in accordance with the Student Code, University policy, or any law upheld by SMU comes to the attention of the University, the University has the right to take disciplinary and/or civil action against those involved.
- 2.12** The privacy and confidentiality of all student records shall be preserved, in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.





- 2.13** Unless otherwise specified in the Student Code, requests for changes to the Student Code are made by the Student Senate. Requests for changes may be submitted to the Student Body Secretary to investigate.
- 2.14** According to University Policy, all students are required to maintain their personal records with the University and to check regularly their SMU e-mail account. Students may be deemed ineligible to enroll or may suffer administrative sanctions for failing to comply. University personnel will distribute important information to students through the SMU e-mail system, which will be an official means of notification to students by the University.
- 2.15 RELIGIOUS HOLIDAY POLICY** The University, as a nonsectarian institution of higher learning affiliated with the United Methodist Church, recognizes and welcomes the diversity of religious traditions represented on campus. The Official Academic Calendar (responsibility of Faculty Senate) will be published for each year. An addendum to that calendar will list religious holidays (responsibility of the Provost's Office through the Chaplain's Office). University policy authorizes members of the SMU community to request alternative accommodations for required activities when observation of a religious holiday (specified in the addendum) requires an absence.
- 2.15(a)** Students must notify the class instructor in writing by the 12th day of the semester of any such absences that will occur during that semester as a result of this policy. Accommodations are to be made without penalty.

### **3.0 GENERAL POLICIES**

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

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

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

It is also recognized that Southern Methodist University is a community of free and open inquiry in which adults are encouraged to make

responsible decisions in their lives; including abstinence from or careful use of alcohol. The University recognizes the freedom of conscience that determines such issues, but cautions that such freedom does not imply license to violate the law or University policy.

**3.01(a)** All members of the University community should at all times be cognizant of and comply with state and local liquor laws. It is illegal in the state of Texas and against University policy for any person under the age of twenty-one (21) to possess, purchase, or consume alcoholic beverages, except when with either a parent or adult spouse. Possession or consumption of alcohol is prohibited on University property except where expressly permitted. Consumption or possession of alcoholic beverages by minors, regardless of location, is a violation of this policy and of Texas law. Provision of alcohol to minors, other than where the law provides, is also prohibited. A violation of this policy subjects the offender(s) to the possibility of University disciplinary process and/or action by civil authorities.

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

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

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

**3.01(e)** SMU is located within the city of University Park, Texas, which is a “dry” area. By statute, dry area means it is illegal to sell alcoholic beverages in University Park. In addition, transportation and/or possession of more that 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.

**3.02 ANIMALS/PETS** It is the policy of the University to prohibit the presence of animals/pets on University property, except for fish and

assistance animals necessary to help persons with disabilities. This includes residence halls, apartments, classroom and administrative buildings, the Student Center, athletic facilities, and University grounds in general. Assistance animals and fish are allowed in the residence halls 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



**3.04(f) CHALKING OF SIDEWALKS** The chalking of sidewalks for advertising by recognized organizations or University departments is permitted as long as prior

**3.09(a)** Creating, modifying, executing, reverse engineering, or retransmitting any computer program or instructions intended

- 3.10 EVENT POLICY** All members of the SMU community are expected to maintain self-control and to uphold their dignity and that of the University at all times on University property. Conduct should be consistent with ideals of excellence of mind, healthy bodies, and responsible social behavior, including recognition of the rights of others. Recognizing the above, SMU prohibits entertainment on campus by strippers or other such dancers whose activities fall outside of the educational mission of the University.
- 3.11 FAILURE TO COMPLY** Students who do not comply with reasonable requests from University staff or administrators or who do not complete their judicial sanctions may have their University records placed on hold, and appropriately charged with failure to comply.
- 3.12 GAMBLING & RAFFLES**
- 3.12(a) Gambling.** Every person subject to the jurisdiction of this code shall be responsible for compliance with all local, state, and federal laws regarding gambling. Violations of any local, state, or federal law regarding gambling may subject the person to disciplinary proceedings in the University Judicial System without regard to any proceedings in local, state, or federal courts.
- 3.12(b) Raffles.** Raffles, which are connected to the University in any way, are prohibited.
- 3.13 GUESTS/VISITORS** Any visitor who is not on official business must be a guest of a University student, faculty member, or staff member.
- 3.13(a)** Guests are subject to all applicable rules and policies as are members of the University.
- 3.13(b)** A guest must identify him/herself when called upon by a university official, including residence hall staff, and to identify his/her host.
- 3.13(c)** The conduct of a guest is the responsibility of the student serving as host.
- 3.13(d)** See rules regarding Guests and Visitation in the Community Standards and Student Conduct in University Residence Halls section.
- 3.13(e)** The University provides parking for guests in designated areas of campus. Members of the University community or their guests may contact the SMU Police Department to obtain maps showing designated visitor parking areas and explaining University parking regulations. Guests are subject to the same parking regulations as members of the SMU community.
- 3.13(f)** The University reserves the right to order from the campus any non-University person(s) disrupting the normal operations of the University.

### 3.14 HARASSMENT



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

- 3.15 HAZING** Hazing, being hazed, and/or failing to report hazing incidents is prohibited. "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include, students at an educational situation. *Texas Education Code* (V.T.C.A., Education Code 51.936 and 37.151 et seq.) Added by Acts 1995, 74th Leg., ch. 260, § 1, eff. May 30, 1995.
- 3.16 IDENTIFICATION CARDS** Student ID cards are the property of the University, are not transferable, and must be surrendered to the University upon request.
- 3.16(a)** SMU IDs may not be used by anyone but the student pictured on the ID card for use of SMU facilities. ID cards may not be altered.
- 3.16(b)** Personal Accounts programmed onto Student ID cards are for use at the discretion of the student on campus or at authorized locations off campus at the discretion of the student, pursuant to the rules under which the accounts were formed, including Pony Express Accounts. For purchases exceeding \$25, the student using the card must provide a form of government issued photo ID and sign for the purchase.
- 3.16(c)** Possession and/or use of a fake identification card is considered dishonesty and is against the law.
- 3.16(d)** The SMU Pony Express stored value card was meant to provide members of the University Community a convenient

way to purchase items needed for their educational and living expenses. Due to its intended use, the purchase of any Alcohol, Pornography or Tobacco products with the card is hereby expressly prohibited. This prohibition includes all



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

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

**3.24(d) SALES IN OTHER CAMPUS FACILITIES**

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

**3.24(d)(2)** Sales of goods and services by students or student organizations, excluding tutoring, in other campus facilities, as with all sales, must have the approval

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

### **3.24(f) COLLECTIONS AND DONATIONS**

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

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

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

## **3.25 SEXUAL MISCONDUCT AND SEXUAL ASSAULT**

**3.25(a)** Sexual misconduct includes:

**3.25(a)(1)** intentionally or knowingly touching or attempting to touch another person's intimate parts, including but not limited to, the genitalia, groin, breast, or buttocks, or the clothing covering them, without the other person's consent;

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

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

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

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

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

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



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

**3.27**



campus. Self-defense sprays legally sold over the counter for personal defense are permitted on campus.

**3.30(b)**

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

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

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

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

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

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

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

**4.02(a)(2)** By-laws

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

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

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

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

**4.02(b) PROBATIONARY TIER** Upon receipt of the aforementioned documents, the Organizations Committee Chair shall review the documents. If the documents are found to be in good order, the Organizations Committee will invite the organization’s leadership and advisor to a committee meeting. In order to receive probationary status an organization must demonstrate to the committee

that it shows promise that it will be beneficial to the University community, that it will be a good financial steward of the Students' Association monies, and that it will contribute to the University in a manner different than any existing student organization. If the committee determines the organization has met the necessary requirements, it will make a recommendation to the Student Senate that the organization be advanced to probationary status. That recommendation will stand unless it is complained against in accordance with the Student Senate Policies and Procedures. The Student Senate is the authority on all matters relating to recognition of student organizations.

**4.02(b)(1)** Probationary status will be granted for 8 weeks in which





Procedures (This privilege does not apply to Temporary Chartered Organizations).

- 4.03(c)(5)** Will be included on the Student Activities Center's directory of organizations for referrals to interested individuals
- 4.03(c)(6)** Will be assigned an affiliate senator by the Student Body Vice-President
- 4.03(c)(7)** May place stake signs in accordance with existing University regulations
- 4.03(c)(8)** May request for advertising in the *Daily Campus Students' Association* Bulletin Board
- 4.03(c)(9)** May request inclusion in the Dean of Student Life's Friday mass email updates

Organizations may establish additional membership and academic eligibility requirements for their organizations.

- 4.04(c)** The majority of members must be SMU students. (Majority is defined as 50 percent plus one.)
- 4.04(d)** All persons holding office must be currently enrolled full-time students and have a cumulative GPA of 2.0. Each organization is expected to include within its Constitution and/or Bylaws academic requirements it feels are appropriate to hold office.
- 4.04(e)** Every recognized organization must have an SMU faculty or staff member serving as advisor. The advisor does not have the authority to control the policy or funds of the organization.
- 4.04(f)** The organization's current Constitution and/or Bylaws must be on file with the Director of Student Activities.
  - 4.04(f)(1)** Any organization wishing to change its name must do so in its constitution
- 4.04(g)** Religious organizations wishing to be recognized as a student organization must have a written recommendation from the Campus Ministry Council (CMC) before appearing before the Organizations Committee. Generally, CMC convenes only one meeting per month. In order to be recognized, new religious organizations must be willing to participate as a member of the CMC. (Participation is defined as attending monthly CMC meetings.)
- 4.04(h)** Groups designated as sports clubs must have waivers of liability for all members on file with the Associate Director of Recreational Sports / Sport Club Director before participating in any activity of the group. Due to the unique nature and activity of sports clubs, additional requirements may be imposed before the University will sanction their activities.
- 4.04(i)** Membership must adhere to the Constitution and Bylaws of the organization. Policies of a recognized organization must be in accordance with the Student Code and are subject to review by the Student Senate.
- 4.04(j)** To continue to receive any privileges once recognized, an organization must be represented at two mandatory organizations meetings each semester (one for organization presidents and one for treasurers) and submit an Officer Update Form each semester to the Senate Organizations Committee within two weeks of changes in officers and/or advisor.

- 4.04(j)(1)** For the fall semester, if a student organization fails to attend the mandatory organizations meeting the organization's status will be suspended until contact has been made. If after four weeks the organization has failed to contact the Student Organizations Chair or Director of Student Activities the Senate Organizations Committee Chair will recommend to the Student Senate that the organization's charter be revoked. If the Senate, after following its complaint process, votes to revoke the organization's charter, the organization will cease to be recognized and all appropriated funds will be returned to the Students' Association.
- 4.04(j)(2)** For the spring semester, if a student organization fails to attend the mandatory organizations meeting the organization's status will be suspended and its budget request will not be accepted until contact has been made. If after four weeks the organization has failed to contact the Student Senate Organizations Chair or Director of Student Activities the Senate Organizations Committee Chair will recommend to the Student Senate that the organization's charter be revoked. If the Senate, after following its complaint process, votes to revoke the organization's charter, the organization will cease to be





by the current annual budget process (i.e. through calendar and turnover, quantity and scope of events)

- 4.05(a)(2)** After meeting with the organization, the Organization's Committee will make a recommendation as to whether the organization deserves Tier 1A Status. The Organizations Committee Chair will then present that recommendation to the Student Senate. The Organizations Chair must also inform the Director of Student Activities of the Organization's request and the Committee Recommendation.
- 4.05(a)(3)** Once the Organizations Committee Chair has presented the recommendation to the Student Senate, the organization must find a Senator to write legislation requesting Tier 1A Status for the organization.
- 4.05(a)(4)** After legislation is presented to the Student Senate, it will be referred to the Student Senate Executive Committee. The Executive Committee will then make a recommendation prior to the vote of the Senate at the following meeting.
- 4.05(a)(5)** If the Student Senate passes legislation, the change of status must then be approved by majority vote of the Student Body President, the Vice President for Student Affairs, and the Dean of Student Life.
- 4.05(b) PRIVILEGES OF TIER 1A ORGANIZATIONS** By granting an organization Tier 1A status, the Student Senate agrees that the organization should be assigned a professional advisor by the University. In addition, Tier 1A organizations have the right to:
- 4.05(b)(1)** Petition for office space and related amenities in Hughes-Trigg Student Center
- 4.05(b)(2)** Petition the Student Body President for a portion of the Students' Association Advertising Contract
- 4.05(b)(3)** Tier 1A Budgetary procedures as outlined by the Student Senate
- 4.05(c) ADDITIONAL RESPONSIBILITIES OF TIER 1A ORGANIZATIONS** In addition to the extra privileges of Tier 1A Organizations, they also must maintain special responsibilities. Failure to meet these responsibilities may result in punitive action by the Students' Association. These special responsibilities include making a biannual report (once a semester) to the organization's affiliate Senator by a date to be determined by the Student Body Vice President. The Senator will then give the report to the Student Body

Vice President who may request the report be presented to the Student Senate. This report should include:

- 4.05(c)(1)** An update on the organizations financial standing, in the form of a balance sheet, in regards to all Students' Association accounts and anticipated financial needs
- 4.05(c)(2)** A Programming update including information on completed and upcoming programs
- 4.05(c)(3)** An update on any sort of assistance or support the organization needs from the Student Senate or University administration

#### **4.06 CAMPUS MINISTRY ORGANIZATIONS**

- 4.06 (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.
- 4.06(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:
  - 4.06(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.
  - 4.06(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 Chaplin or the SMU Campus Ministries Council.
  - 4.06(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.

**4.07 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 Appropriations 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



Greek Relationship Statement. These policies shall be in accordance with the policies of the Student Code as set forth by the Student Senate and the University. Questions regarding Greek system policies should be directed to the individual councils. The privileges afforded to the individual fraternities and sororities are equal to those of all chartered student organizations except for the following:

- 5.01(a)** 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(b)** May not request advertising in the Daily Campus Students' Association Bulletin Board
- 5.01(c)** Will not be assigned an affiliate senator by the Student Body Vice-President
- 5.01(d)**

## **5.02(c) FORMAL AND OPEN RECRUITMENT**

**5.02(c)(1)** Formal and Open recruitment is applicable only to the Interfraternity Council and Panhellenic Association, and will be held the week before classes of the spring semester. The Multicultural Greek council organizes their Recruitment during the first four weeks of each semester. The National Pan-Hellenic Council determines their Membership Intake Process through their individual national boards.

**5.02(c)(2)** Structured open recruitment occurs for non-first-year students in the fall semester, usually in the first few weeks of September, and for all students in the first few weeks of the spring semester following the formal recruitment period. However, students who meet the eligibility requirements may pledge at any time at which an invitation for membership is extended by a group.

**5.02(c)(3)** Requests for exceptions to the eligibility requirements for Recruitment and pledging may be made to the Dean of Student Life through the advisors to the individual Greek councils.

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

**5.03(a) Criteria for Expansion**

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

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

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

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

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

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

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

**5.03(c)** Upon receiving official approval from the Vice President for Student Affairs, the petitioning Council must pass the proposal for expansion by a two-thirds vote. If expansion is approved, the Council must abide by their

Council expansion policies, with supervision of their Advisor and the Dean of Student Life.

- 5.03(d)** If expansion is approved and offered, the accepting chapter must provide SMU and the respective Council with the following materials and complete the following action items prior to colonization/recolonization (dates to be set by Council Greek Advisor and Dean of Student Life):
- 5.03(d)(1)** National Constitution and Bylaws
  - 5.03(d)(2)** Mission Statement/Vision Statement of National organization
  - 5.03(d)(3)** Present size of fraternity (number of current active chapters and colonies and location of each)
  - 5.03(d)(4)** Number of new chapters and colonies in last three years (current size of each)
  - 5.03(d)(5)** Goals of Colony at SMU
  - 5.03(d)(6)** Colonization procedures including, but not limited to, new member recruitment, retention guidelines imperative for colony to be chartered (including financial), growth plan for the colony.
  - 5.03(d)(7)** Member Recruitment Plan
  - 5.03(d)(8)** Service/Philanthropy Plan
  - 5.03(d)(9)** Academic Success Plan
  - 5.03(d)(10)** Copies of all National/chapter policies, including risk management policies
  - 5.03(d)(11)** Leadership Development - opportunities offered by National Fraternity
  - 5.03(d)(12)** New Member Program - (*See clause 5.05*) - copy of sample program and length of new member period.
  - 5.03(d)(13)** Financial - new member/initiation costs, average active dues, any other financial responsibilities charged to members.
  - 5.03(d)(14)** Colonization Timeline
  - 5.03(d)(15)** Must have an established and viable Advisory Board and/or a Written plan on how the organization plans to obtain the support of an advisor and alumni three months prior to chapter colonization or recolonization. This Advisory Board/Advisor must be composed of local volunteers who will be working with the new chapter. Before colonization/recolonization, the Board/Advisor must:





# The University Judicial Code

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

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

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

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

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

- To ensure that the policies of the University are maintained by conducting a fair hearing of violations of rules and policies of the University;
- To provide an appropriate response and, as needed, penalize persons found responsible for violations of University regulations and policies;
- To maintain impartiality about the matter and/or person

or group under consideration, and when unable to do so,  
readily withdraw from the consideration of that matter;



the discretion of a University judicial officer. Decisions reached in administrative hearings may be appealed in the same manner as University hearing board decisions.

3. **UNIVERSITY HEARING BOARDS** Hearing boards are composed of three students, one faculty member, and one staff member. Serious offense hearing boards will have a law school faculty member as Chair. Any case that may result in a sanction of disciplinary probation or greater may be assigned to a hearing board. A minimum of nine students for University hearing boards shall be selected through an application and interview process conducted by the Dean of Student Life Office. A

under this process, may be appealed to the UJC appellate body. Academic dishonesty cases concerning graduate students at the Cox School of Business, the Dedman School of Law, and the Perkins School of Theology are handled separately through processes established at each of those schools.

**6. THE UNIVERSITY JUDICIAL COUNCIL (UJC)**

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

**a. Selection of Members**

- i. Selection of Student Members** Selection of student members shall be accomplished in the spring each year and their appointment shall be for the succeeding academic year. Students shall be limited to three consecutive one-year terms, however they must reapply for membership each year. Student members may not simultaneously serve on any other judicial body or in student government as an officer or student senator. The

Office of the Dean of Student Life will initiate contact with the Student Body President concerning selection of student members. The Student Body President may nominate up to five candidates to be interviewed. The UJC may also nominate up to five candidates. The UJC and two representatives, selected by the Student Body President, may interview all candidates. The UJC Chair shall send recommendations to the President of the University. The President will appoint student members.

- ii. **Selection of Faculty Members** The Office of the Dean of Student Life will initiate contact with the Faculty Senate concerning selection of faculty members. The Faculty Senate may nominate three candidates. The UJC also may nominate three candidates. The UJC and two members of the Faculty Senate may interview all candidates and the UJC Chair shall send recommendations to the

academic dishonesty problems and is accountable to the President of the University through the Vice President

- B. ACTION PENDING A JUDICIAL HEARING** If a student's behavior presents an on-going threat of disruption to the community or is a danger to the safety of the student or others, the Dean of Student Life may impose such sanctions as s/he deems appropriate pending a judicial hearing.
- C. ASSIGNMENT OF CASE** If a University judicial officer determines that a rule may have been violated, and the student does not accept responsibility for the violation, the Assistant Dean of Student Life shall assign the case to an administrative hearing, a University hearing board, or a Serious Offenses judicial hearing board. Assignment of the case does not



time and place of hearing; and the particular hearing process to which the case is assigned. Notice shall be given to the student a minimum of three calendar days (excluding school holidays) prior to the hearing. This delay may be waived by the mutual agreement of the accused and a University judicial officer. The hearing will be held even if the accused student fails to attend. As necessary, hearings and appeals will go forward during summer through procedures to be determined

parties. Once the hearing has commenced, if a hearing board member should need to withdraw for a period of no less than 30 calendar days (excluding school holidays), the hearing shall recess until all members can be present. Once the hearing has commenced, if a hearing board member should need to withdraw for a period of more than 30 calendar days (excluding school holidays) or permanently, the accused may request that the hearing continue with the remaining hearing board members and it may do so if the complainant agrees. Otherwise, a new hearing will be scheduled. All members, including the Chair, may vote, and all determinations shall be by majority vote. A failure to vote shall be registered as a “not responsible” vote. For Serious Offenses cases, the quorum is four hearing board members, composed of students, faculty and staff. The Chair of a Serious Offenses Hearing Board is a non-voting member.

- C. QUORUM - UNIVERSITY JUDICIAL COUNCIL** At least four (4) members, including at least one (1) student member, one (1) faculty member, and one (1) staff member, shall be present throughout a UJC appellate review. At least five members, including at least two (2) faculty members, two (2) student members, and one (1) staff member shall be present throughout an Honor Council appeal (see The Honor Code of SMU, Article VI, Section 3). The Chair is a voting member.
- D. DISQUALIFICATION** Upon considering any challenges from the accused concerning his/her impartiality, any member of a hearing board may withdraw voluntarily. In such cases, the accused may waive the right to a quorum in writing and the hearing will proceed. If the accused chooses not to waive the right to a quorum, another member from the pool shall serve on that board, and the hearing will be rescheduled.
- E. NOTICE** Notice will have been considered served if it was mailed from the University post office in the Hughes-Trigg Student Center at least four days (excluding school holidays) before the day of the hearing to the student’s local address and

**F. DECORUM** The Chair of a hearing board shall maintain order



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

**O. RIGHTS OF THE COMPLAINANT:**

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

**P. RIGHTS OF AN ACCUSED:**

1. To be informed of the accusation by a University judicial officer.
2. To be informed of all alternatives and options by a counselor in the Counseling and Testing Center.
3. To remain silent, before, during, and after the hearing and to make a statement explaining the reasons for remaining silent.
4. To have parents/family member (non-lawyer) or a member of the SMU community accompany him or her during the student judicial proceedings. Such persons are for moral support and have the same responsibilities as

described for rights of the accused to have support. (See The University Judicial Code, Section IV, G.)

5. To challenge any member of the Hearing Board on grounds of prejudice.
6. To remain present during the proceedings.
7. If accused of a sexual assault or sexual misconduct, to not have his or her sexual history discussed during the hearing. To present evidence of a recent sexual relationship between the accused and the accuser only if the accused asserts consent as a defense.
8. To be informed of the hearing board's decision within three calendar days (excluding holidays) following the hearing.
9. To appeal the decision of the hearing board to the UJC.
10. To request to have his or her living arrangements (if in campus housing) modified pending the outcome of the student judicial proceedings if the accused lives near to the complainant.

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

1. The privacy and confidentiality of all student records shall be preserved in accordance with the Family Educational Rights and Privacy Act of 1974 as amended.
2. Should the accused and/or responsible party (parties) make public statements or declarations regarding a hearing, this action may free the University to comment on any such statements and/or the matter being discussed.

2. **INVESTIGATION** A University judicial officer will thoroughly investigate the alleged complaint. A Special Investigating Committee may be appointed by the Vice President for Student Affairs.
  3. **NOTICE OF VIOLATION AND EXCHANGE OF INFORMATION** If there is sufficient evidence to go forward, the judicial process will continue. The hearing will take place as soon as possible after the complainant's and accused's comments are received, but no earlier than four calendar days (excluding school holidays) after their comments are received by the University judicial officer. The Office of the Dean of Student Life shall notify the complainant and the accused of the date, time, and place of the pre-hearing briefing and the hearing. A minimum of four calendar days (excluding school holidays) prior to the hearing the complainant and the accused will deliver to the Office of the Dean of Student Life a list of those witnesses whose testimony will be presented in person (with a brief description of their expected testimony) and a copy of all documents to be submitted to the hearing board. A minimum of three calendar days (excluding school holidays) prior to the hearing, a University judicial officer will conduct a pre-hearing briefing with the complainant and the accused. At that time, each will receive a copy of the other's list of witness(es) to be called.
- B. THE HEARING** The Chair will conduct the hearing, using broad powers to conduct a full and fair hearing. The hearing board may call persons named in the confidential Special Investigation Report, if there is one, as well as additional witnesses, at its discretion. The Chair will make final decisions regarding questions of procedural issues and admissibility of evidence. The chair must be an SMU Law School faculty member, who has specialized training. No one may serve as chair if he/she has not completed this training. The chair is a nonvoting member of the board and may not participate in deliberations, except to answer questions regarding procedures, admissibility of evidence, etc. A quorum will consist of four voting board members. A University judicial officer must be present in the hearing and will function as the official record-keeper of the hearing, as well as a resource person for the hearing board. The hearing board may reconvene after their decision has been written to announce and submit their decision to the complainant and the accused.

## **VI. SANCTIONS ESTABLISHED AND DEFINED BY UNIVERSITY JUDICIAL COUNCIL**

The following sanctions may be implemented individually or in any combination by the hearing boards or University judicial officer.



Office of Residence Life and Student Housing. If the student's housing contract is still in force at the time of the suspension or expulsion, no refund of the housing deposit or fee will be made.

- D. DISCIPLINARY PROBATION** A student or group is given a warning that further violations will result in consideration of suspension. The student or a group representative may be required to report to a University judicial officer on a regular basis during the period of the probation.
- E. JUDICIAL REPRIMAND** The individual or group will be given formal notice by the hearing board or the judicial officer that they have violated the Student Code of Conduct or University policy. If the individual or group is found in violation of a further charge, that case will be considered more seriously.
- F. FINES** An individual may be fined any amount determined to be appropriate by the hearing 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.
- G. DISQUALIFICATION FROM HOLDING OFFICIAL STUDENT POSITIONS OR PARTICIPATING IN UNIVERSITY ACTIVITIES** An individual or group sanctioned will be restricted from either representing the University in an intercollegiate activity, or from participation/representation in any University activity or organization.
- H. RESTITUTION** An individual or group will be required to pay for damages to the person or institution for property destroyed.
- I. NOTIFICATION OF PARENTS / NATIONAL ORGANIZATIONS / AUTHORIZING BODY** Students found responsible for violation of the Student Code of Conduct may be required to inform their parents of their involvement in the policy violation. In such a case, it is also necessary that the student's parents call the designated University staff member to verify that they have been informed. If a student's parents have filed a Declaration of Student Dependency form with the University Registrar, the University may notify the student's parents of the violation without the student's consent. The Office of the Dean of Student Life may notify a group's national organization or the appropriate university authorizing body of the group's involvement in the policy violation.
- J. SUSPENSION OF PRIVILEGES** An individual or group will lose privileges that allow participation in specific activities, use specific facilities, or exercise specific privileges.

- K. DISCIPLINARY VIOLATION (DV) TRANSCRIPT RECORD** If the nature of the offense so warrants, the hearing board will record an individual's violation on his/her academic transcript. The notation will remain for the time he/she is enrolled at the University and for three years following his/her graduation. If the student leaves the University before graduation, the notation is removed three years after the anticipated date of graduation from the University.
- L. EDUCATIONAL SANCTIONS** The objective of this sanction is education and rehabilitation. Sanctions selected will be commensurate with the offense.
- M. DEFERRED SANCTIONS** Individual or group sanctions may be deferred (not enforced). Deferred terms, i.e., conditions of the probation and its duration, will be set by the judicial body which imposed the sanction. If a succeeding judicial body finds the student responsible for violating the terms of probation during the period set up by the preceding judicial body, the probation may be lifted and the previously imposed deferred sanction enforced. In addition, further sanctions may be imposed. In no case may a student have more than one deferred sanction.
- N. REFERRALS TO OTHER OFFICES** Students may be required to contact other offices on campus including, but not limited to, the Center for Alcohol Education and Drug Abuse Prevention, and Counseling and Testing.
- O. FAILURE TO COMPLETE SANCTIONS** Students who fail to complete their sanctions within the allotted time period may be subject to having their registration cancelled and/or having a hold placed on their official university records, which may prohibit them from registration, reenrolling, or receiving transcripts.

## VII. RECORDS

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

- A.** A disciplinary sanction will remain on a student's record until it is erased three years after graduation. If the student leaves the University before graduation, the notation is removed three years after the anticipated date of graduation from the University.
- B.** If an offense results in sanctions less severe than disciplinary probation, the information stays within the University community. Disciplinary probation and more serious sanctions

may be released as appropriate under the law when questions related to disciplinary actions are asked.

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

## VIII. APPEALS

- A. **GROUNDS FOR APPEAL** An accused who has been found responsible shall have the right to request an appellate review. Such written request must be received in the Office of the Dean of Student Life within four calendar days (excluding school holidays) from the mailing of the written findings to the student's address of record. A quorum of the UJC, which has participated in the training provided to all University Hearing Board members, shall sit as the appellate body. In no case may a member of the UJC sit to hear the appeal if he/she has not completed this training. The accused may request an appeal on the following grounds:
1. Clearly erroneous findings of fact;
  2. Significant procedural irregularities that denied the accused a fair hearing;
  3. Substantial new relevant evidence not available at the time of the hearing;
  4. Evidence presented at the hearing for a finding of responsibility clearly insufficient to support the charge; and
  5. Sanction unreasonably harsh.
- B. **STANDARD OF PROOF** The standard of proof is the greater weight of the credible evidence.
- C. **APPELLATE PROCEDURE** The procedure for the appeal will be as follows:
1. At the conclusion of each hearing, the judicial officer or hearing board chair will submit the following documents to the Office of the Dean of Student Life: the decision, the reasons for the decision, and the reasons for the sanctions imposed.

2. The accused must file a written request to appeal with the Office of the Dean of Student Life. The request to appeal must include the grounds for the appeal and the basis for each.
  3. The appeals packet consisting of the above statements and documents, including the hearing board minutes (if applicable) and a copy of the original incident report or charge will be prepared for the UJC.
- D. PRESENTATION** The UJC shall base its decision to uphold or overturn the result of a hearing on the student's written request for an appellate review and the summary of the hearing prepared by the judicial officer or the hearing board chair. In an appellate review, the UJC may, solely at its discretion, allow oral statements. The presenters and the amount of time allowed for each statement will be determined by the UJC.
- E. DETERMINATION OF APPEAL** The UJC may (1) **DISMISS** the case because there were such procedural irregularities at the hearing that the student was clearly denied a fair hearing. They may (2) **DISMISS OR REMAND** the case to the original hearing board because: (a) there were clearly erroneous findings of fact; or, (b) there were findings of fact clearly insufficient to support the charge. They may (3) **LOWER** the sanctions imposed based on a finding that the sanctions are unreasonably harsh. Or, the UJC may (4) **REMAND** the case to the original hearing board if there is significant new evidence that was discovered between the time of the original hearing board's decision and the time of the appeal.
- F. JURISDICTION OF THE UNIVERSITY JUDICIAL COUNCIL** The UJC serves as a board of final appeal for appeals originating from University Hearing Boards, Administrative Hearings, and Honor Council Hearings, with the exception of e-h1.

# 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.



## ARTICLE I

### JURISDICTION, RATIFICATION, AND AMENDMENTS

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

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

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

## ARTICLE II

### HONOR COUNCIL COMPOSITION AND AUTHORITY

**SECTION 1: MEMBERSHIP** If possible, the Honor Council should be comprised of a minimum of four officers and no less than 27 general members. The officers will be elected internally by the Honor Council. General members will be selected through an application and interview process by the Honor Council Executive Board. The 27 general members should be categorized following these guidelines:

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

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

- (a) To develop its own Bylaws and procedures, subject to a majority vote by the Honor Council and approval by the Provost, the Dean of Student Life, and Vice President for Legal Affairs for legal sufficiency and compliance with the standards set by the Honor Council Constitution;

- (b) To serve on and constitute at least one hearing board a semester, as specified in Article IV of this Constitution, or investigate at least one case a semester;
- (c) To advise and consult with faculty members and administrative officers on matters related to academic integrity standards, policies, and procedures;
- (d) To foster and promote programs alerting students to the importance of academic integrity and the penalties for its violation;
- (e) To issue an annual report to the campus community, to include a statistic and promote programs



by the Honor Council within 22 class days from the date of

### **SECTION 3: ADVISING THE ACCUSED STUDENT**

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

## **ARTICLE IV - HEARING RULES AND PROCEDURES**

### **SECTION 1: GENERAL HEARING RULES**

- (a) Unless otherwise noted, all guidelines concerning shall follow the same general principles set forth by the University Judicial Code.
- (b) The president or his/her designee shall act as the nonvoting presiding officer of the hearing.
- (c) The accused may challenge any board member's eligibility to sit on the panel; however, the hearing board by majority vote, will have the final decision regarding the panelist's eligibility.
- (d) Hearings will be closed to the public, except for the accused student's parents, the community support person accompanying the accused student, and Honor Council members-in-training. The accused student may request an open hearing, which may be held at the discretion of the president. Open hearings will waive all rights to confidentiality.
- (e) Any person, including the accused student, who disrupts a hearing or who fails to adhere to the rulings of the president may be excluded from the proceeding.

- (f) All proceedings are confidential. Violations of the policy on confidentiality will result in a board member's removal from the council as well as subject the board member to possible judicial action.
- (g) In accusations involving more than one student, the president will determine whether separate hearings will be held. If a single hearing is held, the accused students may be asked to testify with the other(s) out of the hearing room. Guilt or innocence and penalties will be assigned separately.
- (h) If the accused withdraws from school pending a hearing, the Honor Council retains jurisdiction to render a finding of guilt and apply sanctions.

## **SECTION 2: HEARING PROCEDURES**

- (a) A hearing board should be comprised of four students and one faculty Honor Council member. The quorum for a hearing shall be four members. For a hearing to commence, the complainant or a statement by him or her, and the investigator or a statement by him or her must be present. The accused does not have to be present for the case to proceed. Training for hearing board members will be jointly planned and implemented by the faculty adviser and the Dean of Student Life.
- (b) Prospective witnesses, other than the complainant and the accused student, shall be excluded from the hearing during the testimony of other witnesses.
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- (i) A majority vote is necessary for the sanctions to be set. If there is no majority opinion, then the student will not receive any sanctions.
- (j) If the accused is found responsible for an Honor Code violation, the president will inform the board of any prior Honor Code or Judicial Code violations by the accused. The hearing board will then determine the sanction(s) to apply. (See Article V., Section 3.)
- (k) A brief, written statement of reasons for finding a student responsible or not responsible for an offense and the sanctions imposed will be provided by the president or his/her designee. A copy of this statement, called a Hearing Summary, must be signed by the student and the president and given to the accused in person or sent via certified mail if the accused is not present, or refuses to accept his or her copy. The decision of the hearing board will be available to the accused and accuser(s) no earlier than 24 hours after decision has been reached.

### **SECTION 3: SPECIAL CONTINGENCY PROCEDURES**

- (a) In the event that a hearing must be held during the summer and on an accelerated schedule (such as the case of a student scheduled to graduate before the next academic term), and to the extent that logistics make it impossible to convene a hearing board according to Section 2(a), a special hearing board shall be convened for the hearing. The board shall still be comprised

discretion to award a grade for the course he or she deems appropriate. Hearing board members may discuss the case issues in general with other Honor Council members at their regular meeting for purposes of training, but no identifying information may be discussed.

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

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



## **POLICY STATEMENT**

- 1.** The University has enacted the following traffic rules and regulations for the safety and security of the SMU community. They

8. Questions regarding interpretation or classification of these regulations should be directed to the Park 'n Pony Office during normal business hours at 214-768-4250. **(PLEASE DO NOT CALL THE POLICE DISPATCHER)**

## **VEHICLES ON CAMPUS**

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

## **STUDENT VEHICLES**

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

## **FACULTY AND STAFF VEHICLES**

Motor vehicles parked on University property or streets by faculty or staff members must display a permit, which is obtained from the Park 'n Pony office in Hughes/Trigg Student Center. The permit will be displayed on the rear windshield, driver's side. If there is no rear window available, or a convertible the permit will be affixed to the rear bumper, driver's side. On motorcycles, the permit should be displayed in any conspicuous place.

## **VISITORS' PARKING (Faculty, Staff & Students are NOT visitors)**

Visitors to SMU should be given parking guidance by the person or organization inviting them to campus.

1. Visitors and guests of the University may park **ONLY** in "pay meter" spaces, The University Lot located behind the Airline Garage and the Moody Garage. The University Lot and Moody Garage offer "Park and Pay" stations.
2. Visitors parking in the Moody Garage will be required to pay a flat-rate fee of \$5.00 to utilize the garage parking. The one-time \$5.00 fee is good for the entire day. The pay station is located at the SMU Blvd Exit and will accept coins, bills (\$1.00 and \$5.00 only), as well as major credit cards. Parking coupons may also be used at the Moody Garage station only. These coupons will be distributed to guest by selected hosts who receive them from the Park 'n Pony Office.
3. **Visitors parking in the University Lot must pay by the hour(\$1.00 per hour) up to a maximum of \$5.00 per day. A conveniently placed pay station in the center of the lot is offered to our visitors.**
4. Visitors can only park on campus during normal hours of operation (7 am - 12 midnight). If a vehicle needs to be left overnight or frequent visits are made to campus, call the university police (214-768-3388 - 24 hours) for instructions.



5. **Faculty, staff, or students are NOT considered visitors and may not park in a visitor's parking space anywhere on campus!**
6. Students are responsible for the actions of their guests on campus and should advise them as to the areas in which they are allowed to park.
7. SMU is not responsible for any damage that may occur to vehicles parked on campus or to vehicles entering or leaving SMU parking lots.

## **FLOOD WARNING**

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

## **PARKING FOR THE DISABLED**

1. SMU provides spaces throughout the campus for the parking needs of persons with disabilities. The campus honors any government-issued disability designation visibly displayed. Requirements for authorization to park a vehicle in a "Disabled" space are a state "Disabled" license plate, a state "Disabled" decal, or any disabled designation issued by a government entity.
2. Guests to the campus, with proper state designation and with the disabled person in possession of the vehicle, may park in any legal parking space, including spaces designated for disabled parking. This does not apply to "RESERVED" disabled spaces. Permits or license plates denoting disability do not permit anyone to park in "Fire Lanes", "No Parking" areas, or "Reserved" parking spaces. If there is a question regarding special parking needs, contact the SMU Police Department at 214-768-4250.
3. SMU has provisions to issue a temporary disabled permit. Temporary disabled permits may be issued with written authorization from a physician. This issuance is done at the Park 'n Pony office. Temporary permits may be issued for a maximum of six (6) weeks. This provision will enable an individual to obtain a State temporary permit if the disability is expected to continue longer.
4. An unauthorized vehicle in a space reserved for disabled persons will be towed away at the expense of the owner/operator.
5. Spaces designated for disabled persons may be used only by vehicles displaying an appropriate permit. The regulation applies **AT ALL TIMES** (24 hours a day, seven days a week). Vehicles improperly parked in such spaces will be towed away. **A \$200 FINE WILL BE CHARGED FOR EACH VIOLATION. THIS WILL BE IN ADDITION TO THE TOWING/BOOT CHARGE AND IMPOUNDMENT FEES.**

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

Section 10. (a) A person commits an offense if the person is neither

temporarily or permanently disabled nor transporting a temporarily or permanently disabled person and parks a vehicle with such special device or displaying a disabled person identification card in a parking space or parking area designated specifically for the disabled by a political subdivision or by a person who owns or controls private property used for parking for which a political subdivision has provided for the application of this section under Subsection (c) of Section 6A of this Act.

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

## **PARKING PERMITS**

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

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

## **REGISTERING FOR PARKING**

1. Student registration for parking must be done in the following manner: Payment for parking is made at the Student Financial Services Office in the Laura Lee Blanton building, or on line at Campus Essential section, select parking and it will be billed directly to your student account. SMU ID is required. The student reports to the Park 'n Pony Office at Hughes/Trigg Student Center and presents proof of payment of the parking fee. A student must have an SMU ID and the license plate number of the vehicle to be registered. Park 'n Pony will issue the appropriate decal to each person. The parking permit must be affixed to outside of the rear windshield of the vehicle, driver's side in the lower portion of the glass in such a manner that the identifying number is visible and legible. Vehicles without a rear window or those with louvers on the back window may place the permit on the rear bumper.
2. In certain cases, a person not officially registered to park on campus may be issued a temporary permit. This permit must be affixed inside the rear window, driver's side lowest corner, with the kind of authorization indicated on the face of the permit. Inquiries regarding temporary permits should be directed to the Park 'n Pony Office at 214-768-7275.

## **FEEES**

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

1. Student
  - Full-time (more than 9 credit hours)*
    - Full Year - \$200
    - Spring Semester - \$100
    - Summer Semester - \$37.50
  - Part-time (9 or fewer credit hours)*
    - Full Year - \$100
    - Spring Semester - \$50
    - Summer Semester - \$37.50
2. Faculty/Staff - \$20 a month
3. Exchange of car (2nd permit) - \$5
4. Replacement of lost or stolen permit - \$5
5. Contract employees with personal vehicles - \$5 monthly
6. Deposit for parking gate trip card - \$10
7. Temporary permit - \$20 monthly

## **REFUND POLICY - PARKING FEES**

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

## **TRAFFIC AND PARKING VIOLATIONS**

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

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)\* (**\$30 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.\*

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

## **OTHER REQUIREMENTS**

1. Parking is regulated by posted signs and curb markings, which take precedence over colored map indications.
2. Resident students may not park vehicles in commuter areas.
3. Commuters may not park in areas reserved for campus residents or in any other prohibited area.
4. Limited-time parking areas (i.e. 30-minute) may be used by visitors only, except meters located at the Health Center and 3100 Dyer.
5. Spaces provided for disabled persons are indicated by posted signs.
6. In the event of conflict between traffic signs and the painted regulations, the signs will govern.

## **HOURS OF RESTRICTION**

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

During the hours of restrictions, a vehicle may be parked only in the parking area to which the vehicle has been assigned and for which a

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

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

## ENFORCEMENT

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

## MOTORCYCLES

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

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

2. Motorcycles may be parked in any area authorized for automobiles.
3. With the exception of the front pad of Patterson Hall, motorcycles may not be parked in fire lanes, inside any building except garages, on sidewalks or lawns, in driveways or loading zones, within 10 feet of any building wall, in bicycle parking areas or where official signs prohibit.
4. No more than one passenger may be transported on a motorcycle.

## **BICYCLES**

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

1. As a deterrent to theft and to aid in prompt identification of a lost or stolen bicycle, the SMU Police Department will provide a FREE registration decal to an owner supplying the serial number or identification number of the bicycle. Registration of bicycles is mandatory.
2. A bicycle may not be ridden, parked or stored on any campus lawn or other areas where pedestrians may walk. Pedestrians have the right-of-way on all sidewalks. Bicycles are not permitted where official signs prohibit parking or riding.
3. The operator of a bicycle must give the right of way to pedestrians at all times.
4. Bicycles may not be secured to any tree, shrub, or plant, including average step railings, or any structure NOT designated as a bicycle rack or locking facility. An exception is a chain-link fence.
5. Bicycles may not be left unattended on any sidewalk, street, driveway, loading zone, fire lane, building, porch or patio, or pedestrian mall.
6. Violations of these regulations will result in the removal of the bicycle by the SMU Police Department; the owner may retrieve it after showing proper identification.
7. All violations of campus bicycle regulations are considered minor traffic violations and fines will be assessed accordingly.
8. State law requires bicycle riders to obey all traffic control devices, stop signs, etc.
9. Special bicycle lockers located near residence hall areas are available through Residence Life and Student Housing for a small fee per semester.

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

The on-campus use of skateboards, scooters, in-line skates (“rollerblades”), 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



## **TOWING/IMPOUND POLICY**

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

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

## **ABANDONED VEHICLES**

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

## **BOATS, TRAILERS, MOBILE HOMES, AND BUSES**

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

## **UNIVERSITY CLOSING DUE TO BAD WEATHER**

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

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

## LAW ENFORCEMENT AUTHORITY

1. All University officers are duly commissioned peace officers of the State of Texas. Upon the request of an officer of the University, any person on the campus is required by state law to identify himself or herself. Any individual who refuses to identify himself or herself upon request by a police officer will be subject to removal from the University. In certain circumstances, a person may be arrested for “Failure To Identify”.
2. All vehicle thefts, accidents involving vehicles, and other offenses such as criminal mischief or vandalism of vehicles that occur on campus should be reported to the SMU Police Department immediately. Accident reports should be made prior to moving the involved vehicles. One-vehicle accidents and inoperable vehicles also must be reported promptly. Abandoned vehicles will be removed from the campus at the owner’s expense consistent with state law.
3. To secure the necessary traffic control measures, persons or organizations planning activities that involve campus streets or parking facilities and lots should notify the SMU Police Department at least one week before the event.
3. The SMU Police Department, located on the second floor of Patterson Hall, 3128 Dyer, is open at all times. Officers patrol the campus day and night and also may be summoned by telephone, 911 for emergencies, 214-768-3388 for non-emergencies. For administrative matters, call 214-768-3333 between the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday.

**PLEASE NOTE:** If you call 911 with a cell phone, your call will be answered by the closest municipal agency. Be prepared to tell the 911 operator you are on the SMU campus and need to speak 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. Violations of University policies and procedures may also be reported to other University Officials including the Dean of Student Life Office at Room 302, Hughes-Trigg Student Center or by calling 214-768-4563. **Please note: Telephone calls to 911 made from cellular telephones will most likely be answered by Dallas Police or University Park Police. Students using cellular phones should tell the 911 operator they need to speak to the SMU Police Department. The 911 operator will immediately transfer the call to SMUPD.**

### **Reporting Crimes to Other University Officials or Counselors**

SMU students may elect to report criminal activity to other staff, faculty or professional counselors and mental health staff employed by the university. All university officials, other than pastoral counselors, are required to report these contacts to the University Police Department. The police department recognizes that some victims of crime do not want to make a formal criminal complaint. In these cases, criminal investigations will not be initiated; however, the incident will be recorded for inclusion in the annual disclosure of crime statistics.

### **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.

### **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 to Residence Life staff or the SMU Police.

Visitors to the residence halls, as well as fraternity and sorority housing, must be accompanied by the resident being visited. Visitors to campus are welcome, but are expected to adhere to all campus regulations

and policies. Visitors are encouraged to stop by the Police Department located on the second floor of Patterson Hall for information on university regulations. The University reserves the right to restrict the access of any person who does not adhere to University policies and procedures. ANY person may be required, upon request by the Police Department, to present identification while on campus.

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

Security cameras are positioned at several locations around campus including the entrances and exits of parking garages, some public plazas, libraries, and areas that contain high value artwork. These cameras are

entrances to the residence halls, academic and administrative buildings, the Hughes-Trigg Student Center, the libraries, and cafeterias.

(2) The Daily Campus student newspaper will be asked to run the warning in the very next issue.

(3) The Office of News and Information will send out a campus-wide email message.

(4) The campus alert will be posted on the SMU Police Department web page at [www.smu.edu/pd](http://www.smu.edu/pd), as well as [www.crimeweb.net](http://www.crimeweb.net).

The signs, posters, messages, and newspaper announcements will provide suspect descriptions if provided, the incident location, time of occurrence, and a telephone number that members of the community



## **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

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.



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

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

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

# SMU Policy on Sexual Harrassment

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 identifies 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?”)

member's overall professionalism and credibility, and the genuineness of the student's accomplishments where the faculty member is directly supervising and teaching the student.

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

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

## **STAFF/STUDENT RELATIONSHIPS**

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

## **SMU GRIEVANCE PROCEDURES**

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

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

Formal proceedings involving a:

faculty member, teaching assistant, or other instructional personnel ... are submitted to the Faculty Senate Ethics and Tenure Committee for consideration;

student ... are handled by the University Judiciary System;

staff or other member of the University community ... are submitted to the vice president or person designated by the vice president, responsible for the unit in which the person is employed.

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

## **OPTIONS FOR HANDLING SEXUAL HARASSMENT**

Know your rights. Sexual harassment is a violation of University policy and the Student Code. It is also prohibited under Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972. You have a right to an education or work environment that is free of bias, intimidation, or hostility.

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 staff of the Women's Center may be particularly helpful if you need emotional support and information on

## **Additional Counseling Options**

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

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

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

## **SMU Policy on Sexual Assault**

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

### **WHAT CONSTITUTES SEXUAL ASSAULT?**

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

### **EDUCATIONAL PROGRAMS THAT PROMOTE AWARENESS**

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

### **WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED**

Students, faculty, and staff are encouraged to report sexual assaults to the SMU Police Department, whether the assault occurs on or off campus,

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

## **HOW TO FILE A SEXUAL ASSAULT COMPLAINT**

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

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

## **Center for Alcohol & Drug Abuse Prevention**

The primary mission of the Center is to assist SMU students who may be struggling with alcohol or other drug problems. The Center provides assessments, interventions, referrals, short-term counseling, and on-going support for recovering students. All contacts with Center staff are confidential; under no circumstances is any information 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 that which may be considered a violation of 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 to include, but not limited to, 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 life spans by approximately 10 years.

**Marijuana:** **A)** Prolonged use can lead to severe psychological dependence. **B)** An immediate increase in heart and pulse rate may cause an acute panic anxiety reaction. **C)** Impairment of memory, altered sense





**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 threefold: **1)** To provide students with a confidential source of help when confronted with alcohol or drug abuse or addiction issues. **2)** To promote activities and programs with student support to focus campus attention on the problem of alcohol and drug abuse. **3)** To help the student body claim ownership of alcohol and drug problems on campus and take charge of identifying solutions.

We have nine primary service functions on campus. They are:

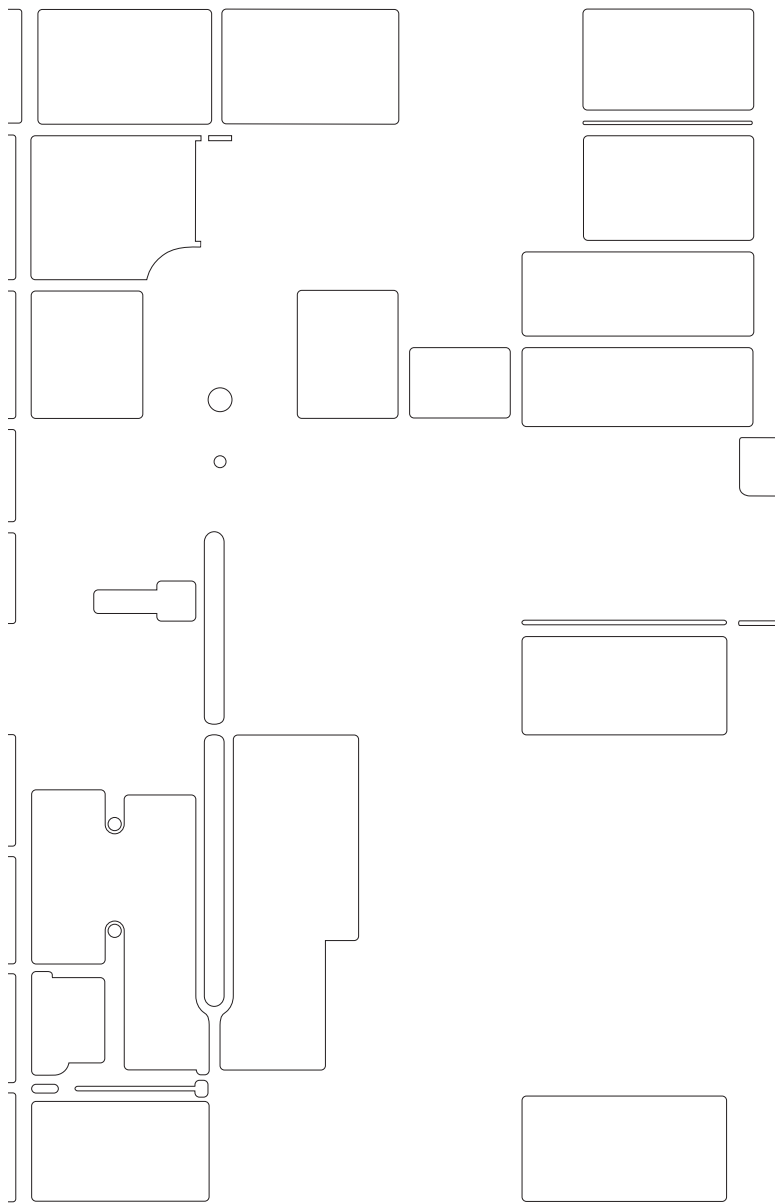
- 1) ASSESSMENT:** We assess client problems with alcohol and other drugs, which may range from misuse to abuse to addiction.
- 2) INTERVENTION:** By working with friends, family, faculty and staff, we reach out to people in trouble and provide access to appropriate help.
- 3) SHORT-TERM COUNSELING:** As appropriate to the situation.
- 4) REFERRAL/AFTER-CARE:** Based on our assessment, we assist clients 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 to a wide range of support groups in the community, as dictated by the needs of the individual.
- 7) EDUCATION:** Presentations are given about alcohol and other drugs, chemical dependency and substance abuse topics.
- 8) TRAINING:** Students, faculty and staff are trained in dealing with others who they believe may have a substance abuse or dependency problem.
- 9) PEER EDUCATORS:** SMU supports a peer education

# SMU Campus Map - Legend

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



# SMU Campus Map



# **VARSITY**

**OH WE S**