



Dear students:

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



SCHOOLS OF THE UNIVERSITY

Dedman College of Humanities & Sciences

Dean: William Tsutsui

201 Dallas Hall

(214) 768-3212

dedman.smu.edu

Meadows School of the Arts

Dean: José Antonio Bowen

3rd Floor, Greer Garson Theatre

(214) 768-2880

meadows.smu.edu

Cox School of Business

Dean: Albert Niemi

200 Fincher Building

(214) 768-3012

cox.smu.edu

Annette Caldwell Simmons School of Education & Human Development

Dean:

UNIVERSITY LIBRARIES

smu.edu/libraries/

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

Bridwell Library

Director: Roberta Schaafsma

smu.edu/bridwell

Circulation Desk: (214) 768-1866

Other Inquiries: (214) 768-3483

Business Information Center

Director: Sandy Miller

bic.cox.smu.edu

Information Desk: (214) 768-4107

DeGolyer Library

Director: Russell L. Martin III

smu.edu/cul/degolyer/

Information Desk: (214) 768-3231

University Archives

Archivist: Joan Gosnell

smu.edu/cul/degolyer/archives

Phone: (214) 768-2261

Fondren Library Center

Central University Library Dean & Director: Gillian M. McCombs

smu.edu/cul/c/

Circulation/Reserves: (214) 768-2329

Info/Reference Desk: (214) 768-2326

Recording of Hours: (214) 768-7378

Hamon Arts Library

Director *ad interim*: Gillian M. McCombs

smu.edu/cul/hamon/

Circulation Desk: (214) 768-3813

Computer Lab: (214) 768-2652

Recording of Hours: (214) 768-2894

Institute for the Study of Earth and Man

Director: John F. S. Phinney

smu.edu/cul/semrr/

Information Desk Phone: (214) 768-2430

Underwood Law Library

Director: Gail Daly

library.law.smu.edu

Recording of Hours: (214) 768-3216

For further information on any library or collection, please refer to www.smu.edu/libraries

ACADEMIC SUPPORT SERVICES

University Advising Center

Director: Ms. Ellen Richmond

smu.edu/dedman/advise/ 108C Clements Hall Ph: (214) 768-2116

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

Dr. Scott Bartlett	sbartlett@smu.edu	108E Clements Hall	8-1526
Ms. Carolyn Barden	cbarden@smu.edu	110 Clements Hall	8-4009
Mr. Rick Garza	rgarza@smu.edu	125 Clements Hall	8-1516
Ms. Lyndsey Hill	lyndsey@smu.edu	115 Clements Hall	8-2815
Ms. Janet Hopkins	jhopkins@smu.edu	108B Clements Hall	8-1272
Ms. Eileen Hoy	ehoy@smu.edu	400B Caruth Hall	8-3415
Ms. Gwendolyn LaCroix	glacroix@smu.edu	121 Clements Hall	8-1970
Ms. Sheumona Miller	swmiller@smu.edu	113 Clements Hall	8-4143
Ms. Mara Morhouse	mara@smu.edu	117 Clements Hall	8-2310
Mr. Timothy Norris	tvnorris@smu.edu	108D Clements Hall	8-4959
Ms. Jeanene Renfro	jeanene@smu.edu	111 Clements Hall	8-2103
Mrs. Millie Veski	mveski@smu.edu	123 Clements Hall	8-2305
Dr. Betsy Willis	bwillis@smu.edu	400D Caruth Hall	8-1732

Pre-Law Services

Ms. Janet Hopkins jhopkins@smu.edu 108D Clements Hall 8-1272

Pre-Health Advising

Mr. Caleb Marsh cdmarsh@smu.edu 135 Dedman Life Science 8-2308

e Student Multimedia Center

Director: Rob Walker

Supervisor: Tyeson Seale

smu.edu/cul/ncds/srv_mmc.asp

Multimedia Center

Ph. (214) 768-4584

Director

Ph. (214) 768-4317

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

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

The Center also features a multifunction Screening Room located in Room 109B of Fondren Library East, which has a capacity of 40 students and provides access to VHS, DVD (both NTSC & PAL formats) and an iMac computer. To schedule use of this room, send an email to e109b@smu.edu or visit the NCDS website, smu.edu/cul/ncds/ for more information.



UNIVERSITY SERVICES

SMU Bookstore

Mary Mebus
3060 Mockingbird Lane
smu.bkstore.com

Ph: (214) 768-2435

Computer Corner by HiEd

Greg Hinds
Hughes-Trigg Student Center, Rm 202
www.smucomputercorner.com

Ph: (214) 768-4033

Dining Services

Kyle Wilson
Umphrey Lee Building, Rm 101
smudining.com

Ph: (214) 768-4252

Financial Aid

Marc Peterson
Blanton Student Services Bldg, 1st Floor
smu.edu/nancial_aid/

Ph: (214) 768-3417

Mail & Copy Central



Office of the Vice President

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

Perkins Administration Building, Room 203

smu.edu/studentaffairs/

Ph: (214) 768-2821

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

Associate Vice President & Dean of Student Life

Dean: Dr. Lisa S. Webb

smu.edu/studentlife/

Hughes-Trigg, Rm 302

Ph: (214) 768-4564

Center for Alcohol & Drug Abuse Prevention

Director: John Sanger

smu.edu/alcoholeducation/

Memorial Health Center, 2nd Floor

Ph: (214) 768-4021

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Health Services

Executive Director: Patrick Hite
smu.edu/healthcenter/
Outpatient Medical Clinic
Mental Health Center

Memorial Health Center
Ph: (214) 768-2141
Ph: (214) 768-2860

Hegi Family Career Development Center

**Assistant Vice President for Student Affairs
& Executive Director:** Dr. Troy Behrens
smu.edu/career/

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

Hughes-Trigg Student Center

Director: Richard Owens
smu.edu/htrigg/

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

Multicultural Student Affairs

Director: Creston Lynch
smu.edu/multicultural/

Hughes-Trigg Rm 300
Ph: (214) 768-4434

New Student Orientation & Student Support

Director: Ashley Stone
smu.edu/newstudent/

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

Parent & Family Program /Span AMCID 859 7DC BT/T1_3 1 Tf10 0 0 10 45 3

Director: Dr. Deanie Kepler

Hughes-Trigg Rm 302

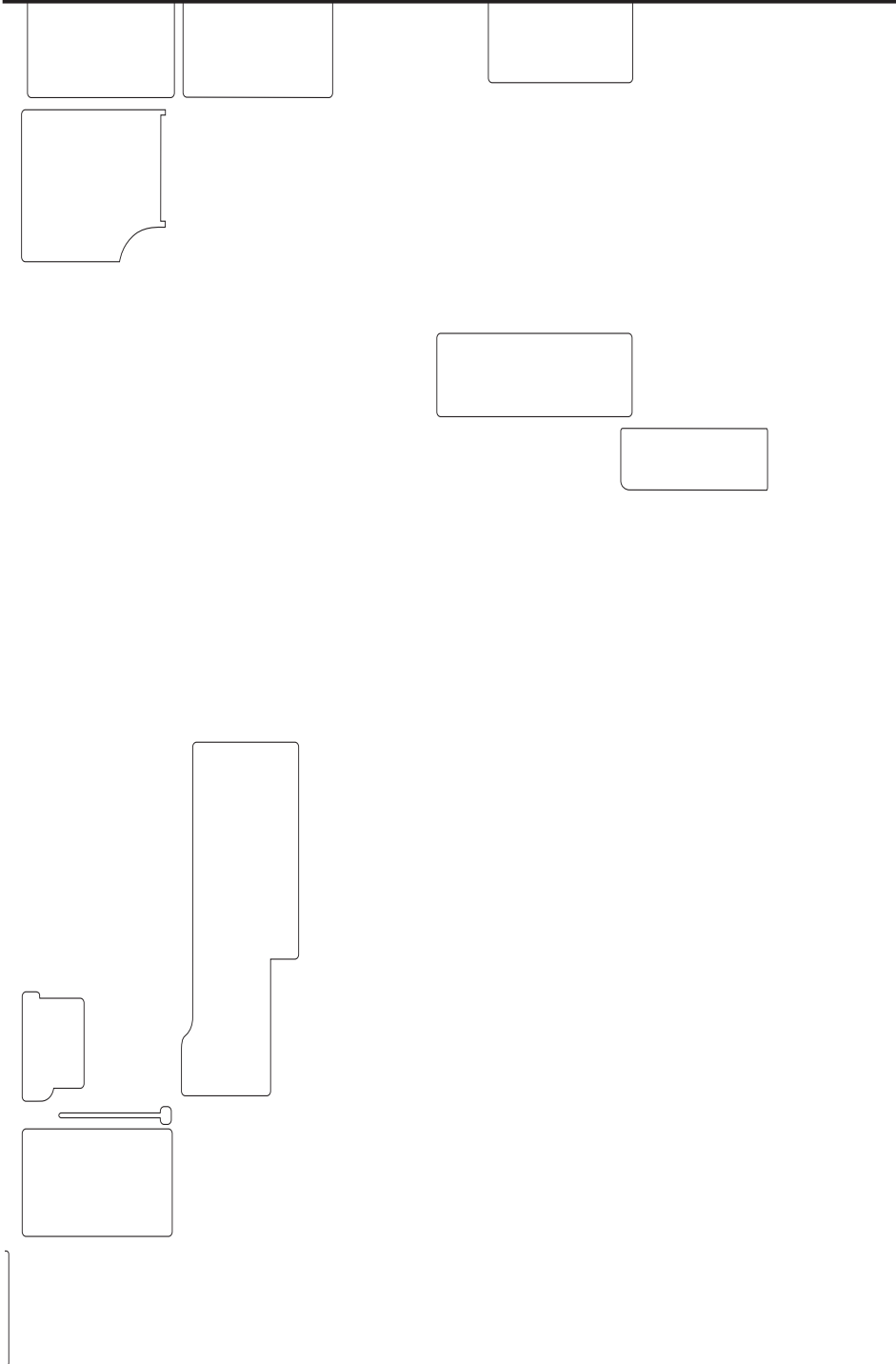


SMU CAMPUS MAP - LEGEND

- 1 Dallas Hall
- 2 Law Parking Garage
- 3 Hillcrest Manor
- 4 Storey Hall
- 5 Underwood Law Library
- 6 Carr Collins Hall
- 7 Florence Hall
- 8 Perkins Administration Building
- 9 McFarlin Auditorium
- 10 Umphrey Lee Center
- 11 Virginia-Snider Hall
- 12 Shuttles Hall
- 13 Memorial Health Center
- 14 Peyton Hall
- 15 Mary Hay Hall
- 16 Greer Garson Eatery
- 17 Owen Arts Center
- 18 Hamon Arts Library
- 19 Smith Hall
- 20 Perkins Hall
- 21 Bridwell Library
- 22 Perkins Chapel
- 23 Martin Hall
- 24 Kirby Hall
- 25 Hawk Hall
- 26 Selecman Hall
- 27 Prothro Hall
- 28 Moore Hall
- 29 SMU Apartments
- 30 SMU Apartments
- 31 Heroy Science Hall
- 32 Fondren Science Building
- 33 Dedman Life Sciences Building
- 34 Hyer Hall
- 35 Science Information Center
- 36 Fondren Library Center
- 37 Fondren Library West
- 38 Fondren Library East
- 39 Clements Hall
- 40 Hughes-Trigg Student Center
- 41 Maguire Building
- 42 Fincher Building
- 43 Crow Building
- 44 Caruth Hall
- 45 Embrey Engineering Building
- 46 Junkins Engineering Building
- 47 Blanton Student Services Building
- 48 Boaz Hall
- 49 Collins Center
- 50 Sigma Chi
- 51 Perkins Natatorium
- 52 Barr Swimming Pool
- 53 Binkley Parking Garage
- 54 Morrison-McGinnis Hall
- 55 Cockrell-McIntosh Hall
- 56 McElvaney Hall
- 57 Morrison-Bell Track
- 58 Westcott Field
- 59 Meadows Museum
- 60 Meadows Museum Parking Garage
- 61 Loyd All-Sports Center
- 62 Ford Stadium
- 63 Daniel II
- 64 RLSH Greek and Apartment Maintenance
- 65 SMU Apartments
- 66 Delta Gamma
- 67 Kappa Kappa Gamma
- 68 Panhellenic House #2
- 69 Faculty Club/Alumni Relations Office



SMU CAMPUS MAP



STUDENT CODE OF CONDUCT

1.0 INTRODUCTION

SOUTHERN METHODIST UNIVERSITY'S Student Code of Conduct exists to identify and explain to the student body those University policies that most directly affect student life. Having voluntarily enrolled as students at Southern Methodist University and assumed a place in the University community, all students are presumed to be knowledgeable

- 2.08(a)** Upon arrest by authorized University officials, students will be informed of their rights in accordance with all federal, state, and local laws.
- 2.08(b)** Students will not be subject to any form of harassment.
- 2.08(c)** No searches of residence hall rooms, fraternity and sorority housing, University apartments (hereinafter referred to as student living areas, properties whose tenants are students) and/or private property will be conducted unless such an order is issued upon reasonable cause through the Dean of Student Life and Executive Director of Residence Life and Student Housing. When such an order is issued, a search of student living areas on University owned property may be conducted at any time by the residence hall staff, University officials and/or the SMU Police Department, and their entrance shall not be denied. Nothing herein shall be construed to deny the University the right at any reasonable time to conduct inspections of student living areas on University owned property to determine compliance with health and safety regulations or to address a perceived emergency situation regarding a person's health and/or safety.
- 2.08(d)** Every student shall be granted a fair hearing before an impartial board, or an administrative official.
- 2.09** Students will, at all times and in all activities, respect the rights of others, maintain responsible behavior conducive to the teaching and learning environment, and uphold the integrity of the University both on and off campus.
- 2.10** In addition to abiding by the Student Code of Conduct, students assuming leadership roles, in either elected or appointed capacities, will accept the responsibility to uphold and support the Student Code.
- 2.11** When behavior deemed to be in violation of or not in accordance with the Student Code, University policy, or any law upheld by SMU comes to the attention of the University, the University has the right to take disciplinary and/or civil action against those involved.
- 2.12** The privacy and confidentiality of all student records shall be preserved, in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.
- 2.13** Unless otherwise specified in the Student Code, requests for changes to the Student Code are made by the Student Senate. Requests for changes may be submitted to the Student Body Secretary to investigate.
- 2.14** According to University Policy, all students are required to maintain their personal records with the University and to check regularly their SMU e-mail account. Students may be deemed ineligible to enroll or may suffer administrative sanctions for failing to comply. University personnel will distribute important information to students through the SMU e-mail system, which will be an official means of notification to students by the University.
- 2.15 RELIGIOUS HOLIDAY POLICY** The University, as a nonsectarian institution of higher learning affiliated with the United Methodist Church, recognizes and welcomes the diversity of religious traditions represented on campus. The Official Academic Calendar (responsibility of Faculty Senate, with the input of Student 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

Park. Alcohol may not be sold on campus. In addition, transportation and/or possession of more than 24 12-ounce bottles of beer or more than one quart of hard liquor, is considered prima facie evidence of intent to sell and, therefore, evidence that the law has been violated.

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

3.02 ANIMALS/PETS It is the policy of the University to prohibit the presence of animals/pets on University property, except for service animals and assistance animals necessary to help persons with disabilities. This includes all campus grounds with the exception of university lawns and walkways. Assistance animals and service animals are allowed in the residence halls and fraternity and sorority houses, with the use of suitable equipment, if permission is granted by the Department of Residence Life and Student Housing.

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



be held without the approval of the Athletic Department.

- 3.04(c) USE OF THE UNIVERSITY FLAGPOLE** The flagpole in the main quadrangle is used for flying the colors of the United States. No other use may be made of the flagpole without the approval of the President or his/her designee.
- 3.04(d) LOADING OF BUSES ON CAMPUS** Buses that are contracted to come on campus to transport students, members of student organizations, or other University community members must use 3000 block of Binkley (south side of the intramural fields) to load when leaving campus and unload when returning to campus. SMU Police Department must be contacted prior to the use of this area for the buses, and use of outside security agencies for the loading and unloading of buses must be approved by the SMU Police Department. The SMU Police Department may grant permission for buses to load and unload from all locations on campus. Alcoholic beverages may not be loaded onto buses at any time.
- 3.04(e) DEFAACEMENT OF UNIVERSITY PROPERTY** Any activity that can cause the defacement of university property, such as, but not limited to, stapling of posters to trees, taping to street lamp posts, etc., is not permitted.
- 3.05 DISHONESTY** Dishonesty is defined as an individual or group's action, or omission of action, which is intended to mislead, defraud, or deprive University officials, hearing boards, students, faculty members, or members of the community at large of rights to information, accuracy of record, or property. Dishonesty includes, but is not limited to: the intention to produce counterfeit documents, possession of equipment with the intent to produce counterfeit documents, production of counterfeit documents, forgery, falsification of records, lying, falsification of checks, money orders, etc., theft, unauthorized entry into University facilities; falsification and/or manipulation of computer data.
- 3.06 DRUGS** Every person subject to the jurisdiction of this Code shall be responsible for compliance with all local, state, and federal laws regarding controlled substances and/or prescription drugs including, but not limited to, their use, sale, distribution, possession, or manufacture. Additionally, in the interest of public health and the safety of our students, the University prohibits the possession and consumption of experimental drugs and mind-altering plants, including "K-2/Spice," and "Salvia" and other substances used to induce intoxication or impairment. Violations of this policy and/or any local, state, or federal law regarding controlled substances and/or prescription drugs may subject the person to proceedings in the University Conduct Review Process without regard to any proceedings in local, state, or federal courts. It is a violation of this policy to possess drug paraphernalia, as defined as objects used for or intended to be used for the consumption of prohibited substances.
- 3.07 EMERGENCY EQUIPMENT** Tampering with or misuse of fire-fighting equipment, including fire suppression systems (sprinklers, etc.) call boxes, emergency exits, warning devices, etc., or any hindrance of emergency procedures is a threat to the community and is grounds for immediate disciplinary action, fines, and any other University response as may be appropriate.
- 3.08 ELEVATOR** Tampering with elevators and/or elevator equipment, such as forcing open the doors, riding outside the cab, or performing any other activity that endangers personal safety or the safety of others or affects the functioning of the elevator, is prohibited.
- 3.09 ELECTRONIC MEDIA** SMU computing and networking facilities are intended for conducting and fostering the instructional, research, and administrative activities

of the University. The following activities involving the use of University Computer Resources and Facilities (including computers, computer networks, connections to

laws may subject students to civil and criminal liabilities in addition to sanctions through the SMU Conduct Office.

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

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

3.12 GAMBLING & RAFFLES

3.12(a) Gambling. Every person subject to the jurisdiction of this code shall be responsible for compliance with all local, state, and federal laws regarding gambling. Violations of any local, state, or federal law regarding gambling may subject the person to proceedings in the University Conduct Review Process without regard to any proceedings in local, state, or federal courts.

3.14 HARASSMENT

- 3.14(a)** Any words or acts deliberately designed to disregard the safety or rights of another and which intimidate, degrade, demean, threaten, haze, or otherwise interfere with another person's rightful action will not be tolerated on the basis of the standards of the SMU community and therefore may be subject to disciplinary

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, effective May 30, 1995.

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

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

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

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

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

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

3.18 IRRESPONSIBLE CONDUCT

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

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

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

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

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

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

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

3.21 OFFICIAL NOTICES

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

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

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

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

3.22 PROTESTS AND DEMONSTRATIONS The University respects the rights of all members of the academic community to explore and discuss questions which interest them, to express opinions, and to join together to demonstrate their concern by orderly means. Information on this policy and obtaining permission to hold a protest and demonstration can be found on SMU's Risk Management website: www.smu.edu/riskmgmt.

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

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

3.24(a) SALES PROJECTS AND SOLICITATIONS Any solicitation, sale, or offer of any products, goods, food, beverages, or service on campus is subject to prior authorization and must be conducted in accordance with regulations established by the staff operating the facility in which the activity takes place in addition to overall University policies. For purposes of regulation, distinction is made between "commercial" and "noncommercial" activities. Commercial



activity is defined as any sale or offer of sale for the purpose of securing a profit for the benefit of an individual or group. Such activities will generally be prohibited unless the University does not offer the service or goods and/or it is determined that the activity is necessary to the educational mission of the University. Noncommercial activity is defined as any sale or offer of sale for the purpose of securing a profit for the benefit of any nonprofit organization. (Fund-raising activities of student organizations are treated as noncommercial activities.) If any portion of the proceeds from such sales is used to the benefit of any individual making or soliciting the sale, the activity can be treated as a commercial activity.

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

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

3.24(b) SOLICITATION OF FRATERNITY AND SORORITY HOUSES Vendors are not allowed to make direct contact with the fraternity and sorority houses.

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

3.24(d) SALES IN OTHER CAMPUS FACILITIES

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

3.24(d)(2) Sales on the streets and grounds are approved through the Use of Campus Grounds Form.

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

3.24(e) DISTRIBUTION OF WRITTEN MATERIAL

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

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

3.24(e)(3) Distribution of publications, excluding official University publications, must be approved by the staff operating the facility in which the activity takes place.

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

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

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

3.24(f) COLLECTIONS AND DONATIONS

- 3.24(f)(1)** Two annual solicitations for charitable purposes have been approved by the University: the United Way and the Annual Fund.
- 3.24(f)(2)** No other collection or solicitations of donations are permitted without approval from the Vice President for Development and External Affairs, the Vice President for Business and Finance, and the Vice President for Student

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3.5(d1)

- 3.25(f)(4)** that the other person had by word or conduct attempted to resist the accused.
- 3.25(g)** If the accused's failure to be aware of a risk that the other person was not consenting resulted from the accused's voluntary and knowing ingestion of any substances, such as drugs, medicine, or alcohol, the accused's failure to perceive the risk is not a defense to a charge of sexual misconduct or assault.

3.26 SIGNS AND POSTERS

- 3.26(a)** All posters and signs must bear the name of the sponsoring organization or department. The approval process for each facility must be followed before hanging any signs or posters.
- 3.26(b)** All signage posted on the University campus should uphold the rights of others, reflect responsible behavior, be conducive to the educational environment and uphold the integrity of the University.
- 3.26(c)** Any member of the University community who wishes to use the campus grounds for advertising must receive prior approval from the Director of Student Activities or his/her designee through the Stake Sign Request Form.

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

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

3.29 WEAPONS

- 3.29(a)** Students are prohibited from the use and possession of dangerous weapons or facsimiles of dangerous weapons on University property. Concealed handguns and/or other weapons covered under the Texas firearms statute which took effect on January 1, 1996, are not permitted on campus. Self-defense sprays legally sold over the counter for personal defense are permitted on campus.
- 3.29(b)** Student-owned sporting firearms or other weapons (including all BB and pellet guns) must be registered and stored through arrangements with the SMU Police Department.
- 3.29(c)** Weapons or reasonable facsimiles of weapons are not to be used in any game or play situations.

3.30 CONDUCT POLICY FOR UNIVERSITY-SANCTIONED TRIPS It is the University policy that students traveling on University-sanctioned trips are representing Southern Methodist University and are expected to make responsible decisions regarding their behavior so that they maintain appropriate standards of conduct at all times. Students on such trips are under the jurisdiction of the Student Code of Conduct. Therefore, all provisions of the Student Code of Conduct apply during the entire University-sanctioned trip. This includes, but is not limited to, the prohibitions against the use of all illegal drugs and the illegal use of alcohol.

Team rules and/or persons under whose auspices or direction the trip is conducted may state additional expectations appropriate to the type and venue of a particular trip. When possible, such guidelines should be provided in writing to students prior to the beginning of the trip, but such is not required. The person(s) in charge of the trip may institute additional standards of conduct as, at their discretion, they deem appropriate. Such supplemental instructions are also subject to the Student Code of Conduct. All University-sanctioned or student organization trips must be registered with the Student Activities office seven (7) business days prior to departure through the submission of the Travel Registration Form. The Travel Registration Form can be found on the Student Activities website.

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

3.32 USE OF COPYRIGHTED AND/OR TRADEMARKED MATERIALS Students/student organizations must be aware of, and abide by, all applicable copyright and trademark/service mark laws. It is a violation of University policy for a student/student organization knowingly to use and/or present copyrighted/ trademarked materials without obtaining the permission of the copyright/trademark or service mark holder.

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

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

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

4.0 POLICIES PERTAINING TO STUDENT ORGANIZATIONS

4.01 GENERAL DESCRIPTION Student organizations are formed to further the common interests of the members of the group and the SMU community. The work of student organizations is an essential part of the learning environment at SMU. These organizations develop many opportunities to supplement and reinforce the classroom activities of students. No organization is authorized to act or make statements on behalf of the University, the SMU Students’ Association, or the Student Senate. The Student Senate is the authority on all matters relating to recognition of student organizations.

4.01(a) All graduate student organizations specific to one School will not be recognized through this process but must seek recognition through their



respective School. All graduate student organizations not specific to one School may seek charter through this process.

- 4.01(b)** All organizations comprised of students in the SMU certificate programs (such as GuildHall, Dispute and Resolution, etc.) will be not be recognized through this process but must seek recognition through their respective schools.
- 4.01(c)** Undergraduate and graduate student organizations or student groups may not hold programs, events, and/or official meetings during periods designated as reading days on their school's respective academic calendar.
- 4.01(d)** Any organization that uses any money allocated from the Students' Association to purchase alcohol will be ineligible to receive funding from the Student Senate for three years.

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

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

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

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

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

4.02(a)(2) By-laws

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

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

4.02(a)(5) Completed "Application to Initiate Charter Process"

4.02(a)(6) Name and contact information of an SMU faculty/student 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.

4.03(c)(9) May request inclusion in the Student Development & Programs Friday mass e-mail updates.

4.03(c)(10) May request to participate in the Activities Fair(s).

4.03(c)(11) May request to distribute flyers in Residential communities.

4.03(c)(12) May open a Students' Association checking account controlled by the Students' Association Comptroller.

4.03(c)(13) Will be given web space with a link from the Student Activities web site so long as all material posted on the web site upholds the integrity of the University.

4.03(c)(14) May request use of the Students' Association vans after meeting the set requirements.

4.03(c)(15) May request a copy code from the Student Activities office and use the Student Activities copier.

4.03(c)(16) May request free Coke product through the Hughes-Trigg Student Center.

4.04 RESPONSIBILITIES AND REQUIREMENTS OF STUDENT ORGANIZATIONS

All recognized student organizations, regardless of the tier in which they are currently located, must adhere to the following responsibilities and requirements:

4.04(a) The purpose of the organization must be consistent with the goals and philosophies of Southern Methodist University.

4.04(b) Membership must be open to all members of the SMU student body without respect to sex, gender, gender expression, sexual orientation, race, color, religion, disability, age, veteran status, or national origin. This applies to all groups with the exception of those organizations specifically exempted in Title IX of the Educational Amendments of 1972. Organizations may establish additional membership and academic eligibility requirements for their organizations.

4.04(c) All the members of an organization must be SMU students, staff, or faculty.

4.04(h)

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

4.05(b)(1) The right to funding through the Semester Budget process, Chartered Organizations Fund, or any other fund outside of the Senate Fund.

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

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

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

5.0 SOCIAL FRATERNITIES AND SORORITIES

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

- 5.01(a)** Because sororities and fraternities are voluntary fraternal associations, their internal structure and governance are controlled by their own constitutions.
- 5.01(b)** May not request an appropriated budget from the Students' Association, as outlined in the Student Code of Conduct and Student Senate policies and Procedures
- 5.01(c)** May not request advertising in the Daily Campus Students' Association Bulletin Board
- 5.01(d)** Will not be assigned an alternate senator by the Student Body Vice-President
- 5.01(e)** May not open a Students' Association checking account controlled by the Students' Association Comptroller
- 5.01(f)** May not request a copy code from the Student Activities office

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

5.02(a) RECRUITMENT CONTACT

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

5.02(b) ELIGIBILITY FOR PLEDGING

- 5.02(b)(1)** Students interested in pledging a fraternity or sorority must: (1) Have successfully completed at least 12 semester hours in residence at a college or university during their last semester enrolled in that college or university

preceding recruitment, (2) Have a minimum 2.500 GPA for that previous semester, and (3) Have a cumulative 2.500 GPA at all colleges or universities previously attended at the time of beginning recruitment. Individual Councils may have higher GPA requirements for recruitment eligibility.

5.02(b)(2) Students who are found responsible for a violation of the Student Code

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

5.03(d)(1) National Constitution and Bylaws

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

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

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

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

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

5.03(d)(7) Member Recruitment Plan

5.03(d)(8) Service/Philanthropy Plan

5.03(d)(9) Academic Success Plan

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

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

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

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

5.03(d)(14) Colonization Timeline

5.03(d)(15) Must have an established and viable Advisory Board and/or a Written plan on how the organization plans to obtain the support of an advisor and alumni three months prior to chapter colonization or recolonization.

This Advisory Board/Advisor must be composed of local volunteers who will be working with the new chapter. Before colonization/recolonization, the Board/Advisor must:

5.03(d)(15)(i) Meet with SMU Administrators

5.03(d)(15)(ii) Meet with the Council Advisor

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

5.03(d)(15)(iv) Present goals and plans to the Council

5.03(d)(15)(v) Receive advisor training, in some form, from national officers as to responsibilities and duties to the chapter.

5.04 POLICIES PERTAINING TO FRATERNITY & SORORITY HOUSING

5.04(a) ROOM AND BOARD PAYMENT Any student signing a residence contract or a sub-lease to live in fraternity and sorority housing understands and agrees

that the student's University records, including diploma and transcript, and the right to be readmitted to SMU may be withheld if the student is in arrears in bed rent or board payment.

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

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

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

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

5.04(f) VISITATION Visitation hours are to be decided upon by each house. Cohabitation is not permitted in any of the fraternity and sorority houses. Fraternities and sororities who are hosting guests or visitors for more than five (5) days should notify the coordinator of Fraternity & Sorority Life. Non-students may not live in fraternity or sorority housing without the written consent of the University, requested through the Vice President for Student tudent



UNIVERSITY CONDUCT REVIEW PROCESS

UNIVERSITY CONDUCT REVIEW PROCESS

Responsibility for student discipline is vested in the President by the Board of Trustees. To exercise this responsibility, the President established the University Conduct Council, which reports through the Vice President for Student Affairs. Upon the recommendation of the University Conduct Council and the Vice President for Student Affairs, the President has accepted the following document delineating the conduct review process for students at SMU. **This document applies to all student conduct issues except for complaints involving allegations of Title IX sexual harassment or sexual assault and other disciplinary matters falling under Title IX of the Education Amendments of 1972, as amended. All Title IX student disciplinary matters are handled exclusively under SMU Policy 2.5.1, Title IX Sexual Harassment, <http://smu.edu/policy/S2/policy2.5.1.html>**

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

The conduct review process at SMU provides a fair disciplinary procedure for an accused individual (respondent) or student group and the University and to help induce maturity and learning.

3. A hearing is scheduled if necessary and held.
4. If a respondent is found responsible for violation of policy, sanctions are issued.
5. The complainant or respondent may appeal the outcome of a conduct hearing.

Definitions:

1. Respondent – Student or student group who has allegedly violated policy.
2. Complainant – Person(s) or entity making a complaint or referral regarding a student or student group who allegedly violated policy.
3. University Conduct Officer – A University staff member trained in the conduct review process.
4. FERPA – The Family Educational Rights and Privacy Act. The privacy and confidentiality of all student records shall be preserved in accordance with the Family Educational Rights and Privacy Act of 1974 as amended.
5. Conduct Liaison – A University faculty or staff member trained in the conduct review process. Both respondents and complainants will have an opportunity to meet with a Conduct Liaison regarding questions on the conduct review process.
6. Investigator – The person who conducts the investigation of the complaint or incident.
7. Investigation – The process of making an institutional inquiry into a claim or allegation of action(s) which may be in violation of SMU policy, and/or applicable federal, state, or local law or ordinance. Such inquiry may include, but not be limited to: gathering information from individuals with knowledge about such claim or allegation; review of documents or other tangible information relating to the claim or allegation; review of any information already available in a public domain (i.e. postings/photographs on social media, such as Facebook; text messages; emails; webpages) or other information discovered or provided that is deemed relevant to such inquiry by SMU.

B. Rights of Complainants and Respondents

1. Complainants and respondents involved in a conduct hearing will each be offered the opportunity to consult with a Conduct Liaison(s) provided by the Student Conduct and Community Standards Office. The Conduct Liaison(s) will remain in a neutral role throughout the process.
2. Respondents and complainants may have two people serve as support persons during the conduct hearing. Such persons are for silent moral support.
3. Respondents may remain silent before, during, and after the hearing and may make a statement explaining the reasons for remaining silent.
4. Respondents and complainants may challenge any member serving on a University Conduct Board on grounds of prejudice or bias.
5. Complainants and respondents may remain present during the conduct hearing process.
6. If living on campus, students involved in a conduct matter who live near or with each other may request to have living arrangements modified pending the outcome of the hearing.
7. A University Conduct Officer and/or University Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape,



audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Student Life to be appropriate.

8.

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

5. *Notice of Alleged Violation(s) and Conduct Officer Hearing Notification*

- . No less than four (4) days prior to the hearing, the Office of the Dean of Student Life shall provide to the complainant and the respondent a written *Notification of Conduct Officer Hearing*, which shall include the date, time, and location of the hearing, taking into account the class schedule of each party.
- . The Office of the Dean of Student Life shall provide the *Notice of the Conduct Officer Hearing* to the complainant and the respondent via:
 - i. email;
 - ii. courier; or
 - iii. first class U.S. Mail, postage prepaid.

- iii. the alleged violation of policy has resulted in substantial interference with proceedings of the University; or
 - iv. the offenses are repeated.
- e. The complainant or the respondent or both may also request a hearing before a University Conduct Board and shall do so in writing to the Conduct Officer within seven (7) days of the date of the Conduct Officer Hearing.

D. Reporting of Proceedings

Any publication from within the University (including the Daily Campus and other publications by students) related to a conduct hearing must abide by the following guidelines:

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

3. The Office of the Dean of Student Life shall provide the *Notice of University Conduct Board Hearing* to the complainant and the respondent via one or more of the following methods:
 - a. email;
 - b. courier; or
 - c. first class U.S. Mail, postage prepaid

If *Notice* is provided to a student by U.S. Mail, the Office of the Dean of Student Life shall use the local mailing address listed online with the University Registrar's office.

4. The complainant (including the University in situations where the complainant does not wish to proceed on his or her own) and the respondent must attempt to provide written notification to the witnesses whom they intend to call during the University Conduct Board Hearing. Such notice shall set forth the time, place, and date of the hearing. The University shall notify members of the student community that failure to appear as a witness may result in a charge against them under *Section 3.11, Failure to Comply*, of the Student Code of Conduct.
5. No less than three (3) days prior to the hearing, the complainant and the respondent shall receive from the other any documents to be introduced at the hearing and a list of those witnesses whose testimony will be presented in person or by summation through a Conduct Officer, including a brief summary of the anticipated testimony.
6. No less than two (2) days prior to the hearing, the complainant and the respondent

- e. At the discretion of the Office of the Dean of Student Life, the Office of the Dean of Student Life may grant an extension of time to the complainant or respondent at any time to provide additional evidence to the University Conduct Board.
 - f. If, after the commencement of the hearing, the University Conduct Board discovers the need for more preparation or more time to hear testimony, the Chair shall recess the hearing to a later time.
 - g. Inability to obtain witnesses shall not justify undue delay to continue a hearing. If a witness is unable to attend the hearing in person, he or she may participate:
 - i. telephonically or electronically (e.g., by Skype, or video conference);
 - ii. by sworn, notarized statement; or
 - iii. through a written statement.
9. Additional witnesses and documents may be called at the discretion of the University Conduct Board.

Statements and Witnesses

10. The complainant and the respondent may present witnesses during the University Conduct Board hearing. If the University is the complainant, the Conduct Officer may present witnesses during the University Conduct Board hearing.
- a. Each member of the University Conduct Board may direct questions to all witnesses.
 - b. Complainant and respondents will not be allowed to cross-examine each other. Parties will submit questions to the Chair. The Chair may determine the appropriateness of the submitted questions and may, at his or her discretion, decline to ask questions he or she deems inappropriate. The Chair may also ask questions at his or her discretion. All questioning by the parties will be done by the Chair of the hearing.
11. The complainant and the respondent shall each have the right to make an opening and a closing statement.
- a. The complainant may give the first opening statement.
 - b. The respondent may give the last closing statement.
 - c. The complainant and the respondent may each include a statement of the impact of the alleged offense as part of a closing statement.

Deliberations of the University Conduct Board

12. After the conclusion of the hearing, the University Conduct Board shall deliberate in executive session (only Board members present during the session) to reach a decision.
- a. Each member, including the Chair, may vote, and all determinations shall be by majority vote.
 - b. If there is a finding of responsibility, the Board shall recommend sanctions. If the respondent is found not responsible, the Board shall close the case, subject to the appeal rights set forth in Section IV. Appeals Process below.
13. Within three (3) days of the date of the conclusion of its deliberations, the Board shall provide a written report to the Office of the Dean of Student Life, which shall include:
- a. findings of fact;
 - b. basis for finding responsibility or non-responsibility; and
 - c. if finding the respondent responsible, the reasons for the recommended sanction, if any.

14. Within three (3) days of the date of receipt of the Board's report, the Office of the Dean of Student Life shall notify in writing the complainant **and** the respondent of the Board's findings and recommended sanction, if any. If the Office of the Dean of Student Life is made aware of any possible procedural errors during this three-day period, the Office may take corrective action, including calling for a new hearing.
15. During his or her service on the University Conduct Board, each member shall maintain confidentiality of all details pertinent to a matter and of all actions related to a hearing and refrain from comment on actions or persons involved in the hearing.

G. Composition of University Conduct Boards

1. Boards are composed of five individuals: three (3) students, one (1) faculty member, and one (1) staff member.
2. Whenever possible, the members from the University Conduct Board pool will be selected through a nomination process conducted by the Office of the Dean of Student Life.

H. Quorum Requirements for University Conduct Boards

1. Quorum for a Board hearing shall be four (4) members of the Board (in any combination).
2. If less than the required number is present at the opening of the hearing, the hearing shall be postponed until four (4) members can be convened. These requirements in this subsection may be waived upon written agreement of the Conduct Officer, the complainant, and the respondent.
3. Any member of a Board may recuse him- or herself voluntarily. If there is no quorum due to a member's recusal, the hearing will be delayed until an alternate member of the University Conduct Board pool can be selected.
4. Once the hearing has commenced, if a Board member should need to withdraw for a period of less than thirty (30) calendar days (excluding school holidays) the hearing shall recess until all members can be present.
5. Once the hearing has commenced, if a Board member should need to withdraw for a period of more than thirty (30) calendar days (excluding school holidays) or permanently, the respondent may request that the hearing continue with the remaining hearing Board members; if the complainant consents, the Board may do so. Otherwise, a new hearing will be scheduled.
6. The Office of the Dean of Student Life shall appoint the Chair of the University Conduct Board.

I. University Conduct Board Membership and Training

1. The Office of the Dean of Student Life shall conduct a nomination process for students, faculty members, and staff to serve on University Conduct Boards. The Office of the Dean of Student Life shall appoint each member to serve on a specific board on a random basis, whenever possible. The Office of the Dean of Student Life shall make every attempt to ensure that Board members reflect the full diversity of the University.
2. Board members will receive training in, but not limited to:
 - a. conduct policies and procedures;
 - b. hearing board member responsibilities and ethical considerations;
 - c. questioning techniques; and
 - d. other relevant information as determined by the Office of the Dean of Student Life.

J. Member Responsibilities of University Conduct Review Process

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

1. To ensure that the policies of the University are maintained by conducting a fair hearing of violations of rules and policies of the University;
2. To provide an appropriate response and, as needed, sanction persons found responsible for violations of University regulations and policies;
3. To maintain impartiality about the matter and/or person or group under consideration, and when unable to do so, readily withdraw from the consideration of that matter;
4. To act not as an advocate for the students nor for the University, but to consider equally the needs of individual students, student groups, and the needs of the University community as a whole;
5. To maintain confidentiality of all details pertinent to a matter and of all actions related to a hearing and to refrain from comment on actions or persons involved in a conduct hearing;
6. To participate in training sessions and meetings;
7. To report to the Office of the Dean of Student Life if approached by persons in an attempt to influence a conduct decision.
8. To inform the Office of the Dean of Student Life and submit a letter of resignation if members find they are unable to meet the requirements of the conduct review process.
9. To adhere to all provisions of the conduct review process and the Student Code of Conduct. Members of the University Conduct Council, the Honor Council, or University Conduct Boards found to be responsible for violating the Student Code of Conduct or convicted of a criminal offense will be suspended from serving as a member of the conduct review process by the Vice President for Student Affairs.

K. Graduate Hearing Boards

The Dedman School of Law, the Perkins School of Geology, and the Lyle School of Engineering shall each appoint, as may be necessary and appropriate, hearing boards composed of staff, faculty and graduate students to hear disciplinary misconduct cases.

1. The rosters of persons appointed to these boards shall be made available, as needed, to the Office of the Dean of Student Life.
2. All disciplinary charges against graduate students not enrolled in the Dedman School of Law, the Perkins School of Geology, or the School of Engineering will be heard through this student conduct review process.
3. As with all other hearing boards, the result of a graduate hearing board, under this process, may be appealed to the University Conduct Council appellate body.
4. Academic dishonesty cases concerning graduate students at the Cox School of Business, the Dedman School of Law, and the Perkins School of Geology are handled separately through processes established at each of those schools.

1. The rosters of persons appointed to these boards shall be made available, as needed, to the Office of the Dean of Student Life.

through the process of appeal to the University Conduct Council appellate body. The members of the Interfraternity Council will be heard through this student conduct process.

3. As with all other hearing boards, the result of an IFC hearing board, under this process, may be appealed to the University Conduct Council appellate body.

4. The by-laws for the Interfraternity Council Hearing Board shall be made available through the Office of Fraternity and Sorority Life.

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without the express written permission from the Office of the Dean of Student Life. A student suspended from the University before an academic semester ends will not receive a refund of any monies paid, including tuition, fees, and room and board. No academic credit earned during the period of suspension at any other institution may be transferred to SMU. A disciplinary suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled in the University and is removed three (3) years after graduation. If the student leaves the University before graduation, the notation is removed three (3) years after the anticipated date of graduation from the University.

- 3. DEFERRED SUSPENSION.** Individual or group suspension may be deferred (not enforced). Deferred terms, i.e., conditions of the deferred suspension

3. **FINES.** An individual may be fined any amount determined to be appropriate by the Conduct Officer. An organization can be fined any amount commensurate with the severity of the offense. Fines resulting from an alcohol policy violation will be a minimum of \$100 and fines resulting from a drug policy violation will be \$500.
4. **DISQUALIFICATION FROM HOLDING OFFICIAL** (DISQ) 24(U) 66(A)



In cases that involve both a complainant and a respondent, either party may file a

At its discretion, the University Conduct Council may schedule a hearing and allow oral statements. The University Conduct Council may determine the presenters and the amount of time allowed for each statement.

E. Determination of Appeal

Within fifteen (15) days of the date of the receipt of the appeal packet from the Office of the Dean of Student Life, the University Conduct Council shall recommend to the Vice President of Student Life one of the following actions:

1. Dismissal or remand of the case because there were such procedural irregularities at the hearing that one or both parties were clearly denied a fair hearing;
2. Dismissal or remand of the case to the original University Conduct Board or Conduct Officer because:
 - a. there were erroneous findings of fact; or
 - b. there were findings of fact clearly insufficient to support the complaint.
3. Lowering or increasing the sanction imposed based on a finding that the recommended sanction is either unreasonably harsh or inadequate;
4. If there is significant new information regarding the allegation(s) discovered between the conclusion of the original hearing decision and the time of the appeal, remanding the case to the original University Conduct Board or Conduct Officer.
5. Upholding the findings and recommended sanctions, if any, of the University Conduct Board.

Subject to the discretionary review by the President pursuant to *Section IV.F* below, the Vice President for Student Affairs shall review the recommendations of the University Conduct Council and the record of the complaint as a whole and shall then render a final determination in the matter.

Within seven (7) days of the Vice President for Student Affairs making a final determination in regard to the complaint, the Office of the Dean of Student Life shall notify the complainant, the respondent, and the Title IX Coordinator in writing (if applicable) of the final determination of the Vice President of Student Affairs.

F. Review by the President of the University

At his or her discretion, the President of the University may review decisions concerning student conduct, including findings of the University Conduct Board, the University Conduct Council, and all other conduct review bodies. Such review includes the power to take any action deemed appropriate, including reversing, amending, or remanding with instructions concerning such decisions.

The President's power of review as stated in this policy is not limited in any way, and the President may act at his or her sole discretion in conducting such review and in deciding what action is appropriate.

The President shall inform in writing the complainant, the respondent, the University Conduct Board, the University Conduct Council, the Vice President for Student Affairs, and the Dean of Student Life of any decision to affirm, reverse, amend, or remand any decision.

V. THE UNIVERSITY CONDUCT COUNCIL

The University Conduct Council is the basic unit responsible for student conduct appeals in response to student disciplinary and academic dishonesty problems, and is accountable to the President of the University through the Vice President for Student Affairs. It is the recommending body to the Vice President for Student Affairs.

A. Composition

The University Conduct Council shall be composed of at least two (2) staff, two (2) faculty, three (3) students (ideally two (2) undergraduates and one (1) graduate student), and two (2) student alternates.

1. All seven (7) members may serve on any appellate board, but an official quorum

VI. RECORDS

The following policies concerning records and the release of information are in compliance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment).

- A. Records in the Office of the Dean of Student Life shall contain all information; data, correspondence, findings, and records of official action concerning student discipline.
- B. A disciplinary sanction will remain on file in the Office of the Dean of Student Life until it is erased three (3) years from the date of the final resolution of the last disciplinary proceeding. However, sanctions resulting in suspension or greater will remain in the Office of the Dean of Student Life indefinitely and may be released as appropriate under the law when questions related to disciplinary actions are asked.
- C. Beginning their senior year, a student may request, through a written petition, to

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 upon themselves.

SECTION 2: NOTIFICATION OF STUDENT AND PREHEARING PROCEDURES

(b) The vice president shall inform the student that he or she may bring one person

discuss the case issues in general with other Honor Council members at their regular meeting for purposes of training, but no identifying information may be discussed.

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

- (a) Educational sanction
- (b) Conduct Reprimand
- (c) Disciplinary Probation for a term set by the hearing board
- (d) Deferred sanctions for a term set by the hearing board
- (e) Suspension from the University for a term to be set by the hearing board (during

(excluding school holidays) from the Hearing Summary meeting with the Honor Council President or the mailing of the Hearing Summary Report to the student's address of record. Requests must set out detailed reasons for the appeal. The hearing board shall submit a response to the appeal to the University Conduct Council. For this purpose, a quorum of the University Conduct Council shall be two (2) faculty members, two (2) students, and one (1) administrator. The council shall convene a closed informal hearing within a timely manner to discuss the merits of the appeal. The standard of appellate review is very stringent and only in cases of a clear miscarriage of justice shall an appeal be granted.

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

ARTICLE VII - RECORDS

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

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

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

VEHICLE REGULATIONS

POLICY STATEMENT

1. The University has enacted the following traffic rules and regulations for the safety and security of the SMU community. They apply to all students, faculty, staff, and visitors. The parking rules, approved by the Vice President of Business and Finance, will be on file in the offices of Parking and ID Card Services Office and the Police Department. The complete text of the regulations is also available on the SMU web site at smu.edu/parking/.
2. The objective is to obtain voluntary compliance with the regulations rather than to assess fines. Fines have been enacted to deter violations.
3. The plan provides parking spaces as conveniently as possible within the available limits. **No one is guaranteed a parking space on campus.**
4. Students, faculty and staff are expected to be familiar with and to abide by these regulations at all times and to advise visitors of them. The fact that a violation notice is not issued when a vehicle is illegally parked does not mean nor imply that the regulation or law is no longer in effect. The motor vehicle operator is responsible for being informed about the laws and regulations in force.
5. Persons with registered vehicles are responsible for any citations issued to their vehicles. **Lack of convenient parking space is not justification for violation of parking rules.** Any unregistered vehicles parked on campus by faculty, staff or students will be cited. Repeated violations (two or more) by unregistered vehicles can result in the vehicle being towed or mechanically immobilized (booted). Citations are not voided from an individual's parking record once paid. They accumulate during the academic year even after being resolved by payment. The moment the sixth citation is issued during the academic year, an individual will be designated a "Habitual Violator" for the remainder of the academic year. Habitual violators who illegally park on the campus will be subject to immobilization and tow. Individuals who receive ten (10) or more citations will be towed at the owner's expense.
6. All appropriate Texas criminal laws and motor vehicle laws, in addition to University regulations, are in effect on SMU property. University police officers and parking enforcement officers have jurisdiction to enforce regulations and the authority to remove or impound any vehicle operated or parked in violation of the regulations.
7. Throughout the year the campus hosts several major events that require reserved parking for the patrons. To facilitate reserved parking demands for event patrons, parking lots normally designated for student, staff, and faculty use may be closed. This will result in some inconvenience to the campus community but does not authorize drivers to park in violation of campus, state, or city ordinances. Vehicles remaining in a restricted areas may be towed at owner's expense.
8. Questions regarding interpretation or classification of these regulations should be directed to the Parking and ID Card Services Office during normal business hours at 214-768-7275 or via email at parking@smu.edu. **(PLEASE DO NOT CALL THE POLICE DISPATCHER)**

VEHICLES ON CAMPUS Motor vehicles parked at any time on University property or streets by students, faculty, or staff must display a current permit, which is obtained from the Parking and ID Card Services Office. Permits must not be falsified, transferred to another person, forged, or altered.

STUDENT VEHICLES When a vehicle is parked on the campus, the parking permit will be displayed inside the front windshield, on the lower RIGHT hand side. Decals for motorcycles will be displayed on any conspicuous place.

FACULTY AND STAFF VEHICLES Motor vehicles parked on University property or streets by faculty or staff members must display a permit, which is obtained from the Parking and ID Card Services Office in suite 101 of the Expressway Towers Building on the corner of North Central Expressway and SMU Boulevard. The permit will be

3. Persons with “Disabled” permits must pay to park in SMU-operated (private property) metered parking spaces.
4. An unauthorized vehicle in a space reserved for disabled persons will be cited and towed at the expense of the owner/operator.
5. Spaces designated for disabled persons may be used only by vehicles displaying an appropriate permit. The regulation applies AT ALL TIMES (24 hours a day, seven days a week). Vehicles improperly parked in such spaces will be towed away. A \$300 FINE WILL BE CHARGED FOR EACH VIOLATION. THIS WILL BE IN ADDITION TO THE TOWING/BOOT CHARGE AND IMPOUNDMENT FEES.

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

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

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

PARKING PERMITS

There are many types of permits issued by SMU: Only one vehicle can be registered to SMU resident students. Two vehicles may be registered to non-resident students, faculty, and staff. By virtue of purchasing an SMU parking permit, all agree to read, understand, and abide by SMU parking policy. An additional parking permit for another vehicle can be bought at the full price for the full year. All students living in an SMU residence hall, SMU apartment or sorority/fraternity house must register their vehicle or opt-out of an SMU parking permit if he/she does not have a vehicle at school. If no choice is made, residential student accounts will be charged the annual parking fee. If you are a non-resident student and must drive, you will need an SMU parking permit to park on campus. Students must purchase their SMU parking permits or opt-out online at smu.edu/parknpony.

1. **RESIDENT PERMITS:** Persons who reside in campus housing (residence halls, sororities, fraternities and SMU apartments) are authorized to park in the resident areas indicated on the map and designated “All University Permit” (AUP) areas. A0FIw3 10 0 0H6mitr30 Tw ve 3 10ou

7. **TEMPORARY:** is a short term permit issued for a specific date and location.
8. **VISITOR PERMITS:** Used to designate visitors on campus.
9. **EMERITUS PERMIT:** Designates individuals who have retired from SMU. It allows them to park in any All University Permit area or any open faculty, staff or resident lot. Available through the Retired Faculty Association and the Retired Staff Association or the Parking and ID Card Services Office at Expressway Tower Building.
10. **CONTRACTOR PERMITS:** Contact the Parking and ID Card Services Office.

FEES 2012-2013

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

1. Student

Full-time (more than 9 credit hours)

Full Year - \$275

Fall Semester Only - \$140 (*Available only to Graduating Seniors*)

Spring Semester - \$140

Part-time (9 or fewer credit hours)

Full Year - \$140

Fall Semester Only - \$70 (*Available only to Graduating Seniors*)

Spring Semester - \$70

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

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

ENFORCEMENT

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



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, re lane, building, porch or patio, or pedestrian mall.
- 6.

3.

LAW ENFORCEMENT & SECURITY

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

JURISDICTION OF THE UNIVERSITY POLICE

Law Enforcement Authority of Campus Security Personnel

The SMU Police Department is a fully empowered law enforcement agency that is certified by the State of Texas. University police officers are armed, state-commissioned peace officers with full police authority, duties and responsibilities. In addition to the campus police officers, the SMU Police Department has uniformed security officers who provide security and support for special event operations. The SMU Police Department provides 24-hour emergency services with patrol officers and a communications officer on duty at all times.

The department consists of 36 staff members; 26 of whom are armed, commissioned peace officers. The SMU Police Department has the responsibility and duty to enforce all local, state, and federal laws and to effect arrest and to provide for referral for prosecution of crimes to the city and county judicial systems. Criminal violations will be processed through the Dallas County District Attorney's Office, or Federal criminal justice system. Officers also write citations for the City of University Park and the City of Dallas, Justice of the Peace, Precinct 3.

Municipal Law Enforcement Jurisdiction

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

REPORTING CRIME

Procedures for Reporting Crimes and Other Emergencies

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

Reporting Crimes to Other University Officials or Counselors

Who Are Campus Security Authorities?

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

- A member

- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, the following areas:
 - Vice President for Student Affairs
 - Dean of Student Life
 - Executive Director of Residence Life and Student

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

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

The Southern Methodist University Police Department makes these reports available at no cost via the PaC3037 SP

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

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SAFE AND SOUND ADVICE - GENERAL SAFETY TIPS

1. Avoid walking alone, particularly after dark. Use the Safety Escort Service whenever possible. If walking alone is unavoidable, be aware of your surroundings and let someone know when to expect you.
2. Avoid shortcuts. The shortest route is not always the safest route. Walk along the mid-point, between curbs and buildings and away from alleys and bushes.
3. Dress for mobility, particularly after dark.
4. Avoid deserted areas, poorly lit streets, alleys and pathways.
5. Never jog alone.
6. When walking or jogging, go against the flow of traffic; that makes it harder for motorists to bother you. (If harassed from a car, walk or run in the opposite direction. Scream if you are truly frightened.)
7. Do not jog while wearing stereo headphones. It's important to be alert to what's happening around you.
8. Carry your personal belongings in a backpack or similar container that will enable your arms and hands to be free at all times.
9. Avoid approaching your car with bundles that restrict use of your arms. If you've been shopping, ask the store for assistance.
10. Always have your keys ready to unlock the door to your car or residence and enter without delay. Lock the doors after you get inside.
11. Before entering your car, look in the back seat and on the floorboard.
12. Always lock car doors and windows when you leave or enter your car.
13. Never leave belongings in plain view in your car. Lock them in the trunk.
14. If someone in a vehicle attempts to stop you, even to ask for directions, do not get close to the vehicle.
15. Register, engrave, mark, and/or photograph all your valuables including bicycles, stereos, jewelry, vehicles, computers, etc.
16. Never get on an elevator with someone who looks suspicious. If someone who looks suspicious gets on, get off immediately.
17. Avoid using ATM's in the dark, isolated areas; it's best to use machines that are highly visible in public areas such as supermarkets.
18. Never cash your cash. Always have "emergency" change for a phone call.
19. Be responsible with alcohol. If you are intoxicated, you are less alert and an easier target for robbers and attackers.

SECURITY IN THE RESIDENCE HALL

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

1. Never leave your door open, even if you will be gone for only a few minutes; especially,



STUDENT APPEALS AND COMPLAINTS

At SMU, various policies reflect the SMU community's collective judgment about the academic, disciplinary, and academic honesty policies and procedures that best serve the interests of students and the overall academic community. Students sometimes might seek waiver of, deviation from, or appeal of these policies or applications of these policies. This page gives the links to the procedures for different types of student appeals or complaints available to undergraduates at SMU.

[Academic Honesty](#) | [Academic Standing](#) | [Academic Waivers](#) | [Appeals](#) | [Complaints](#)



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

In general, no personally identifiable information from a student's education records will be disclosed to any third party without written consent from the student. Several exceptions exist, including these selected examples: (1) Information defined by SMU as directory information may be released unless the student requested through Access.SMU Self Service that it be withheld; (2) information authorized by student through Access.SMU Self-Service may be released to those individuals designated by the student; and (3) information required by law may be released.

SMU POLICY ON SEXUAL HARASSMENT

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

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

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

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

SEXUAL HARASSMENT

De nition

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, hiring, 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"

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

Formal proceedings involving a:

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SMU POLICY ON SEXUAL ASSAULT

SMU is a community of trust whose very existence depends on adherence to standards of conduct. Student conduct that violates these standards is handled through the University Conduct Review Process. Cases of alleged student misconduct involving serious physical or psychological harm may be referred to an SMU Conduct Board. This includes cases involving

Department, whether the assault occurs on or off campus, no matter who the alleged assailant is. Students may report sexual assaults to the SMU Police Department, the Dean of Student Life Office or the Coordinator of Psychological Services for Women. Reporting a sexual assault to University officials or filing a police report does not automatically initiate criminal charges. It is important for persons who have been sexually assaulted to seek medical attention.

The Coordinator of Psychological Services for Women is available to accompany students who have been sexually assaulted to the hospital and for counseling, if desired. A medical examination called a "Rape Kit Test," conducted at either Presbyterian Hospital or Parkland Hospital in Dallas, will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides later to prosecute.

HOW TO FILE A SEXUAL ASSAULT COMPLAINT

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

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

CENTER FOR ALCOHOL & DRUG ABUSE PREVENTION

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

STANDARDS OF CONDUCT

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

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

HEALTH RISKS OF ALCOHOL AND DRUGS

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

Indicators of high-risk alcohol use:

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

M \ _____:

LEGAL SANCTIONS

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

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

SERVICES AVAILABLE TO THE CAMPUS COMMUNITY

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

We offer the following services:

- 1) **ASSESSMENT:** We assess student problems with alcohol and other drugs, which may range from misuse to abuse to addiction.
- 2) **INTERVENTION:** By working with friends, family, faculty and staff, we reach out to students in trouble and provide access to appropriate help.
- 3) **SHORT-TERM COUNSELING:** As appropriate to the situation.
- 4) **REFERRAL/AFTER-CARE:** Based on our assessment, we assist students in finding specialized care.
- 5) **CAMPUS AWARENESS:** We work with student organizations to coordinate projects to focus attention on the dangers of alcohol and drug abuse and the problems of dependency.
- 6) **SUPPORT GROUPS:** Our office supports self-help groups and refers students to a wide range of support groups in the community, as dictated by the needs of the individual. We support on-campus AA meetings and have regular contact with other 12-step groups.
- 7) **EDUCATION:** Presentations are given about alcohol and other drugs, chemical dependency and substance abuse topics. The Center utilizes social norms marketing to correct student misperceptions about alcohol use.
- 8) **TRAINING:** Students, faculty and staff are trained to deal with others they believe may have a substance abuse or dependency problem.
- 9) **PEER EDUCATORS:** SMU supports a peer education program in which students provide prevention education on campus and in the surrounding community.

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