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SCHOOLS OF THE UNIVERSITY

Cox School of Business

Dean: Albert W. Niemi, Jr.
200 Fincher Building
(214) 768-3012
<http://www.smu.edu/Cox>

Dedman College of Humanities & Sciences

Dean: Thomas DiPiero
201 Dallas Hall
(214) 768-3212
<http://www.smu.edu/Dedman>

Dedman School of Law

Dean: Jennifer M. Collins
Dean's Suite, Storey Hall
(214) 768-8999
<http://www.smu.edu/Law>

Lyle School of Engineering

Dean: Marc P. Christensen
105 Embrey Engineering Building
(214) 768-3050
<http://www.smu.edu/Lyle>

Meadows School of the Arts

Dean *ad interim*: Sam Holland
3rd Floor, Greer Garson Centre
(214) 768-2880
<http://www.smu.edu/Meadows>

Perkins School of Geology

Dean: William B. Lawrence
202 Kirby Hall
(214) 768-2534
<http://www.smu.edu/Perkins>

Simmons School of Education and Human Development

Dean: David J. Chard
Dean's Suite, Annette Caldwell Simmons Hall
(214) 768-5465
<http://www.smu.edu/Simmons>

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



UNIVERSITY LIBRARIES

<http://www.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

<http://www.smu.edu/bridwell>

Circulation Desk: (214) 768-1866

Other Inquiries: (214) 768-3483

Business Library

Director: Sandy Miller

<http://bic.cox.smu.edu>

Information Desk: (214) 768-4496

DeGolyer Library

Director: Russell L. Martin III

<http://www.smu.edu/cul/degolyer/>

Information Desk: (214) 768-3231

University Archives

Archivist: Joan Gosnell

<http://www.smu.edu/cul/degolyer/archives>

Phone: (214) 768-2261

Fondren Library Center

Central University Library Dean & Director: Gillian M. McCombs

<http://www.smu.edu/cul/>

Circulation/Reserves: (214) 768-2329

Info/Reference Desk: (214) 768-2326

Recording of Hours: (214) 768-7378

Hamon Arts Library

Director: Jolene de Verges

<http://www.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 *ad interim*: Joel Eatmon

<http://www.smu.edu/cul/semrr/>

Information Desk Phone: (214) 768-2430

Underwood Law Library

Director *ad interim*: Gregory Ivy

<http://library.law.smu.edu>

General Info & Hours: (214) 768-3216

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



ACADEMIC SUPPORT SERVICES

University Advising Center

Director:

Ms. Ellen Richmond erichmond@smu.edu 408M Blanton 8-2116

Ms. Dania Ortiz daniao@smu.edu 408 Blanton 8-2291

<http://www.smu.edu/dedman/advise/>

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.**

Ms. Carolyn Barden cbarden@smu.edu 408Q Blanton 8-4009

Dr. Scott Bartlett sbartlet@smu.edu 408H Blanton 8-1526

Mrs. Ashley Ferrell aferrel@smu.edu 408D Blanton 8-3741

Mr. Rick Garza (UHP) rgarza@smu.edu 408E Blanton 8-1516

Dr. Susan Harris sharris@smu.edu 408C Blanton 8-2305

Ms. Janet Hopkins jhopkins@smu.edu 408K Blanton 8-1272

Ms. Sheumona Miller swmiller@smu.edu 408P Blanton 8-4143

Ms. Ebonii Nelson etnelson@smu.edu 408R Blanton 8-2625

Mr. Timothy Norris tvnorris@smu.edu 408L Blanton 8-4959

Ms. Jeanene Renfro jeanene@smu.edu 408J Blanton 8-2103

Mrs. Daphne Shipowitz dshipowitz@smu.edu 408F Blanton 8-1970

Pre-Law Services

Ms. Janet Hopkins jhopkins@smu.edu 408K Blanton 8-1272

Office of Pre-Health Advising

Ms. Gwen LaCroix glacroix@smu.edu 135 Dedman Life Science 8-4604

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

Lyle School of Engineering

Ms. Eileen Hoy ehoy@smu.edu 400B Caruth Hall 8-3415

Ms. Deanna Tilley dtilley@smu.edu 400 Caruth Hall 8-2189

Dr. Betsy Willis bwillis@smu.edu 400D Caruth Hall 8-1732

Mustang Bridge Program

Mr. Joe Carreon jcarreon@smu.edu 408S Blanton 8-1922

***e* Multimedia Center**

Director: Tyeson Seale

Ph. (214) 768-4584

<http://www.smu.edu/cul/c/ic/multimedia.asp>

The Multimedia Center is a part of the Information Commons of Fondren Library and is a place where SMU students can create, edit and practice digital projects, such as video editing, PowerPoint, website development, blogs, touch computing and much more. The Center features 14 individual iMac computer stations with a variety of software and a group project/practice room, also equipped with Mac computers, as well as the Touch Learning Center, a room which provides access to 15 iPads and a 70 inch LED monitor. Individual work 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 for more information.

SMU STAR Program

The Student Technology Assistant in Residence (STAR) program recruits and trains students to become proficient in the use of technology to support the most common needs of faculty using technology in their courses.

<http://www.smu.edu/stars/> Fondren Library East 108 Ph: (214) 768-3867

Office of Information Technology (OIT)

Chief Information Officer: Joe Gargiulo

<http://www.smu.edu/oit/> Fondren Library West Help Desk: (214) 768-4357

Alecia Altshuler Learning Enhancement Center (A-LEC)

Director: Sue Bierman

<http://www.smu.edu/alec/> 202 Loyd Center

Student Appointments: (214) 768-3648 Business Office: (214) 768-6725

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

Writing Center

Coordinator: Lee Gibson

<http://www.smu.edu/Provost/ALEC/WritingCenter>

202 Loyd Center Ph: (214) 768-3648

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

Disability Accommodations & Success Strategies (DASS)

<http://www.smu.edu/alec/dass> 202 Loyd Center Ph: (214) 768-1470

Sr. Associate Director: Alexa Taylor Ph: (214) 768-1918

alexa.taylor@smu.edu Ph: (214) 768-1918

michelle.bufkin@smu.edu Ph: (214) 768-1232

karen.turbeville@smu.edu Ph: (214) 768-4557

david.tylicki@smu.edu Ph: (214) 768-4773

candy.brown@smu.edu Ph: (214) 768-1470



UNIVERSITY SERVICES

SMU Bookstore

Mary Mebus
3060 Mockingbird Lane
<http://smu.bkstore.com>

Ph: (214) 768-2435

Dining Services

David ter Kuile
Umphrey Lee Building, Rm 101
<http://www.smudining.com>

Ph: (214) 768-2367

Financial Aid

Marc Peterson
Blanton Student Services Bldg, 1st Floor
http://www.smu.edu/financial_aid/

Ph: (214) 768-3417

Mail & Copy Central

Patrick Cullen
6210 N. Central Expressway
<http://www.images.smu.edu>

Ph: (214) 768-3400

Postal Center

Mike Wells
Hughes-Trigg Student Center - 2nd Floor
<http://www.images.smu.edu/?page=postal>

Ph: (214) 768-4450

Parking & ID Card Services

Mark Rhodes
Expressway Towers
6116 Central Expy Ste 101
<http://www.smu.edu/parkingid>

Parking: (214) 768-7275
ID Cards: (214) 768-7669

SMU Police Department

Rick Shafer
Patterson Hall, 2nd Floor
<http://www.smu.edu/pd/>

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

Student Employment

Meredith Turner
Blanton Student Services Bldg., Rm 119A
<http://www.smu.edu/EnrollmentServices/FinancialAid/TypesOfAid/StudentEmployment>

Ph: (214) 768-3384

Student Financial Services / Bursar

Pat Woods
Blanton Student Services Bldg, Rm 220
<http://www.smu.edu/bursar/>

Ph: (214) 768-3417



DIVISION OF STUDENT AFFAIRS

Office of the Vice President

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

Perkins Administration Building, Suite 203

<http://www.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.

Caring Community Connections (CCC)

Associate Director: Elsie Johnson

<http://www.smu.edu/deanofstudentsccc/>

Hughes-Trigg Suite 302

Ph: (214) 768-4564

Center for Alcohol & Drug Abuse Prevention

Director: John Sanger

<http://www.smu.edu/alcoholeducation/>

SMU Health Center

Ph: (214) 768-4021

Chaplain & University Ministries

Chaplain & Minister to the University: Dr. Stephen Rankin

Asst. Chaplain: Judy Henneberger

<http://www.smu.edu/chaplain/>

Hughes-Trigg Suite 316

Ph: (214) 768-4502

Childcare & Preschool Center

Director: Julie Schilling

<http://www.smu.edu/childcare>

Hawk Hall Basement

Ph: (214) 768-2278

Community Engagement & Leadership (CEL)

Director: Stephanie Howeth

<http://www.smu.edu/cel/>

Hughes-Trigg Suite 200

Ph: (214) 768-4403

Counseling & Psychiatric Services (CAPS)

Director: Dr. Cathey Soutter

<http://www.smu.edu/counseling/>

SMU Health Center

Ph: (214) 768-2277

Dean of Student Life Office

Assoc VPSA / Dean: Dr. Joanne E. Vogel

<http://www.smu.edu/studentlife/>

Hughes-Trigg Suite 302

Ph: (214) 768-4564

Assistant Dean: Jennifer "JJ" Jones

Ph: (214) 768-4411

Assistant Dean: Nicole S. O'Neil, Ph.D., Ph.D. ☐ *Minority Student Affairs* ☐

Assistant Dean: Dawn Norris ☐ *LGBT Center, Center for Gender & Sexuality Studies, CCC* ☐

Assistant Dean: Dawn Norris

Ph: (214) 768-4425

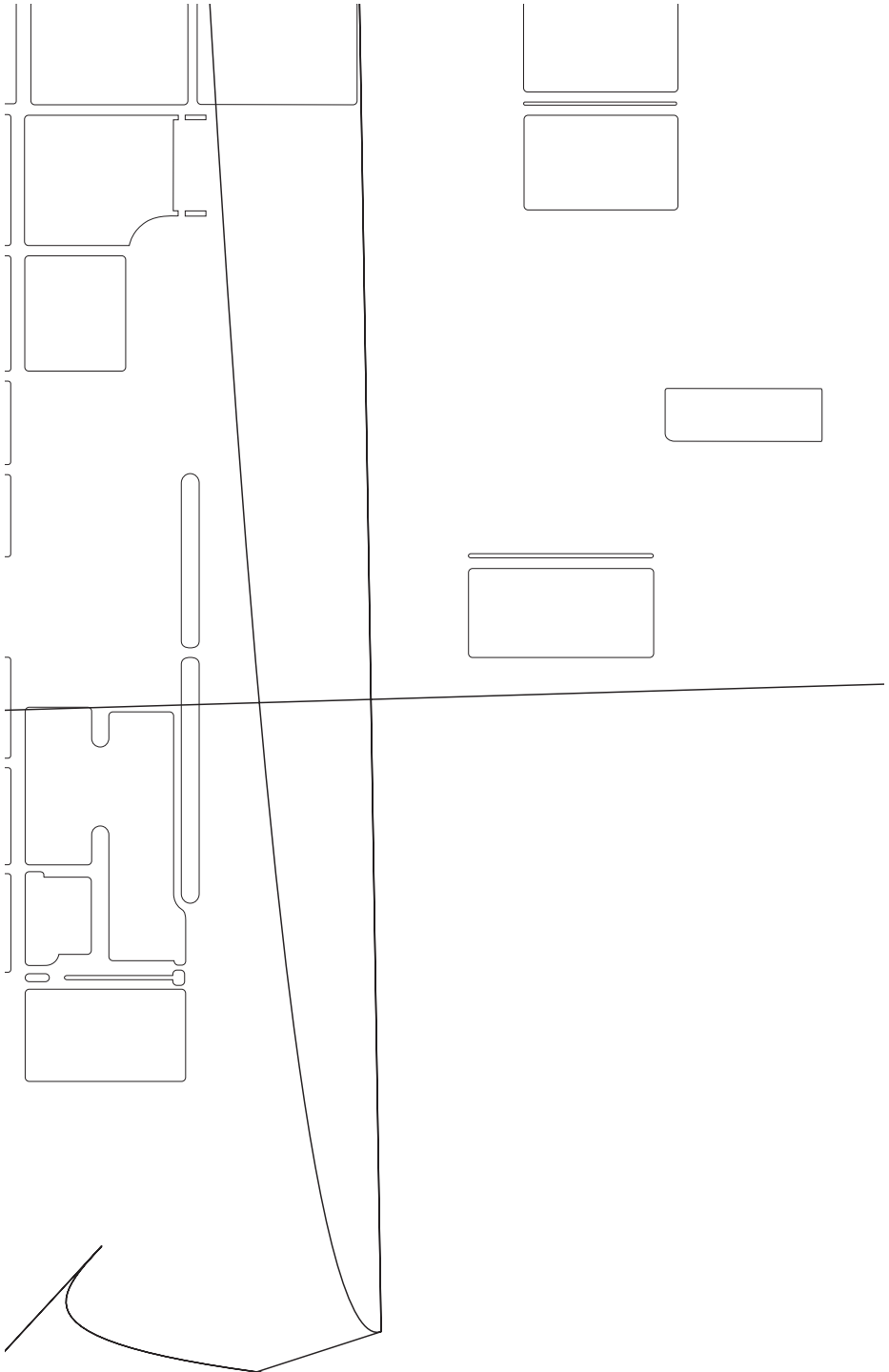
Assistant Dean: Dawn Norris ☐ *Health Services, IFC, Peer Support*



SMU CAMPUS MAP - LEGEND

- | | | | |
|----|---|-----|--|
| 1 | Dallas Hall | 62 | Barr Swimming Pool |
| 2 | Daniel Parking Center | 63 | Binkley Parking Center |
| 3 | Hillcrest Manor | 64 | Morrison-McGinnis Commons |
| 4 | Storey Hall | 65 | McElvaney Commons |
| 5 | Underwood Law Library | 66 | Cockrell-McIntosh Commons |
| 6 | Carr Collins Hall | 67 | Morrison-Bell Track |
| 7 | Florence Hall | 68 | Westcott Field |
| 8 | Perkins Administration Building | 69 | Meadows Museum |
| 9 | McFarlin Auditorium | 70 | Meadows Parking Center |
| 10 | Umphrey Lee Center | 71 | Loyd All-Sports Center |
| 11 | Kennemer Fountain | 72 | Ford Stadium |
| 12 | SMU Flagpole | 73 | Daniel House II |
| 13 | Virginia-Snider Commons | 74 | RLSH Greek & Apartment Office |
| 14 | Shuttles Hall | 75 | SMU Apartments #2 |
| 15 | Smith Health Center (Faculty Student) | 76 | Delta Gamma |
| 16 | Peyton Hall | 77 | Kappa Kappa Gamma |
| 17 | Mary Hay Hall | 78 | Panhellenic House #2 |
| 18 | Greer Garson Theatre | 79 | Chi Omega |
| 19 | Hamon Arts Library | 80 | Gamma Phi Beta |
| 20 | Owen Arts Center | 81 | Alpha Chi Omega |
| 21 | Smith Hall | 82 | Health Center (Teacher Education) |
| 22 | Perkins Hall | 83 | Panhellenic House #1 |
| 23 | Bridwell Library | 84 | Pi Beta Phi |
| 24 | Perkins Chapel | 85 | Kappa Alpha Theta |
| 25 | Martin Hall | 86 | Delta Delta Delta |
| 26 | Kirby Hall | 87 | Dawson Service Center |
| 27 | Hawk Hall | 88 | Lambda Chi Alpha |
| 28 | Selecman Hall | 89 | SMU Service House |
| 29 | Prothro Hall | 90 | Pi Kappa Alpha |
| 30 | Moore Hall | 91 | Sigma Alpha Epsilon |
| 31 | SMU Apartments #6 | 92 | Phi Delta Theta |
| 32 | SMU Apartments #5 | 93 | Phi Gamma Delta |
| 33 | SMU Apartments #4 | 94 | Beta Beta Pi |
| 34 | Heroy Science Hall | 95 | Sigma Phi Epsilon |
| 35 | Fondren Science Building | 96 | Kappa Sigma |
| 36 | Dedman Life Sciences Building | 97 | Kappa Alpha Order |
| 37 | Airline Parking Center | 98 | Moody Parking Center |
| 38 | Late Fountain | 99 | Mustang Plaza and Mall |
| 39 | Hyer Hall | 100 | Miller Event Center |
| 40 | Laura Bush Promenade | 101 | Moody Coliseum |
| 41 | Fondren Library Center (DeGolyer Library) | 102 | Crum Basketball Center |
| 42 | Annette Caldwell Simmons Hall | 103 | Dedman Center for Lifetime Sports |
| 43 | Harold Clark Simmons Hall (Faculty Student) | 104 | Mustang Parking Center |
| 44 | Ford Research Center (Faculty Student) | 105 | Doak Walker Plaza |
| 45 | Clements Hall | 106 | Mustang Band Hall |
| 46 | Hughes-Trigg Student Center (Centennial Hall) | 107 | Arnold Dining Commons |
| 47 | Patterson Hall (SMU Police Department) | 108 | Armstrong Commons |
| 48 | Maguire Building | 109 | Kathy Crow Commons |
| 49 | Crow Building | 110 | Loyd Commons |
| 50 | Fincher Building | 111 | Crum Commons |
| 51 | Crain Centennial Promenade (Faculty Student) | 112 | Ware Commons |
| 52 | Caruth Hall | 113 | SMU Bookstore |
| 53 | Embrey Engineering Building | 114 | Tennis Complex |
| 54 | Junkins Engineering Building | 115 | Data Center "ManeFrame" |
| 55 | Turner Centennial Quadrangle | 116 | George W. Bush Presidential Center |
| 56 | Blanton Student Services Building | 117 | 6210 N. Central Expressway |
| 57 | Crain Fountain | 118 | 6200 N. Central Expressway |
| 58 | Boaz Commons | 119 | 5539 SMU Boulevard |
| 59 | Collins Center (Crum Auditorium) | 120 | 5538 Dyer Street |
| 60 | Sigma Chi | 121 | Expressway Tower - 6116 N. Central Expwy |
| 61 | Future Development | 122 | Highland Park United Methodist Church |

SMU CAMPUS MAP





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.

- K. “Investigator” refers to the person who conducts the investigation of the complaint or incident.
- L. “Public place(s)” includes, but is not limited to any dining hall, lobby, hallway, lounge, study area, stairwell or restroom of on-campus buildings, fraternity and sorority housing, or any outdoor areas on campus grounds.
- M. “Recognized organization” shall refer to any organization who has been designated by the Students’ Association as having either a probationary, temporary, or full charter.
- N. “Respondent” refers to a student or student group who has allegedly violated policy.
- O. “Student” means any person for whom the University maintains educational records, as defined by the Family Educational Rights and Privacy Act of 1974 and related regulations, and who is currently enrolled and/or is part of a degree-granting program.
- P. “University Conduct Board” is the pool of trained faculty, staff, and students from which a hearing panel is selected.

to the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. (See _____ // _____ / _____ for University Policy 10.8, “Non-Prescription Drug Policy.”)

- C. Violating the University’s sexual misconduct policy (University Policy 2.5.1). Sexual misconduct encompasses all forms of sexual harassment to include sexual violence and sexual assault. It is any unwelcome conduct of a sexual nature. (See _____ // _____ / _____ for full policy.)
- D. Engaging in behavior that endangers or threatens to endanger the health or safety of any person. Examples include, but are not limited to fighting or assault in any form.
- E. Acting dishonestly with the intent 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, or other financial-related documents; theft; unauthorized entry into University facilities; and falsification and/or manipulation of computer data.
- F. Tampering with or misusing firefighting equipment, including fire suppression systems (i.e., sprinklers), call boxes, emergency exits, or warning devices, or creating any hindrance of emergency procedures that is a threat to the community.
- G. Failing to comply with reasonable requests from University staff or administrators, including the completion of conduct-related sanctions. Students are expected to respond promptly to all correspondence from the University and its officials and are expected to maintain current addresses, both for U.S. mail and e-mail, in line with the Registrar’s Office.
- H. Possessing and/or using false identification or another person’s identification. SMU IDs may not be used by anyone but the student pictured on the ID card for the use of SMU facilities. ID cards may not be altered. Likewise, personal accounts programmed onto SMU ID cards are for use at the discretion of the student on campus or at authorized locations off campus, pursuant to the rules under which the accounts were formed, including Pony Express Accounts.
- I. Interfering with or disrupting any University teaching, research, administrative, disciplinary, public service, learning, or other authorized activity.
- J. Engaging in irresponsible conduct or behavior that does not model good citizenship or reflects poorly upon the Southern Methodist University community.
- K. Violating the University’s weapons policy (University Policy 10.5). To the fullest extent of Federal and Texas law, the University prohibits the possession of any dangerous weapon, or facsimiles of dangerous weapons such as water guns or toy guns and knives, on all University property, athletic venues, passenger transportation vehicles, and any groups or building on which University activities are conducted. If weapons or reasonable facsimiles of weapons are used, pursuit and attack games, including but not limited to “Gotcha,” “Assassin,” and “Dungeons and Dragons” are not permitted to be played on campus. (See _____ // _____ / _____ for full policy.)

- L. Actions of one's guest(s) that violate University policies, including but not limited to this Code. A guest is any visitor to any University-controlled property who is not on official business. A guest must identify him-/herself when called upon by a University official and must identify his/her host as well.
- M. Engaging in harassment, whether physical, psychological, verbal, written or digital-based, which is beyond the bounds of protected free speech, and directed at a specific individual(s), and likely to cause an immediate breach of the peace; conduct which threatens the mental health, physical health or security of any person or persons including stalking, intimidation, or threat that unreasonably impairs the security or privacy of another member of the university community.
- N. Harassing any member of the community related to race, color, religion, national origin, sex, age, disability, genetic information, veteran status, sexual orientation, or gender identity and expression. Due to the University's commitment to freedom of speech and expression, harassment is more than insensitivity or conduct that offends or creates an uncomfortable situation for certain members of the community. (See _____ // _____ / _____ for University Policy 2.1, "Nondiscrimination, Affirmative Action, and Equal Opportunity Policy.")
- O. (S.1 Td[(origin, ec1(or lud fupo outs ancommunity)c)]TJ-0.mi1(harcommunity)6(ersity)30



2. The appropriate SMU official may extend timelines in this process, as warranted.
3. A student participating in a conduct hearing may not be actively represented by an attorney at any time during the Conduct Review Process. Parents or family members who are attorneys may not be present in a lawyer capacity.
4. All conduct hearings shall be closed to the general public. University staff in training may attend hearings. The Vice President for Student Affairs and/or the Dean of Student Life will have the authority to permit attendance of one or more University observers at any time during the course of the hearing.
5. If an incident involves more than one respondent, the Conduct Officer, at his or her discretion, may conduct a separate hearing for each respondent.
6. Any change in the allegation against a respondent shall be regarded as a new complaint subject to the conduct review process.
7. If a respondent fails to attend a conduct hearing, the Conduct Officer or Hearing Panel may conduct a hearing in the absence of the respondent.
8. As necessary, hearings and appeals will go forward during summer through procedures to be determined by the Vice President for Student Affairs.
9. A student organization is held responsible for a violation of the Code of Conduct when:
 - a. An activity where a violation occurred was financed through the student organization's funds;
 - b. An officer acting in the scope of his or her role commits an offense; or
 - c. An activity that an observer would consider a specific organization's event.

- b. If less than five voting members of the Board are present at the opening of a hearing, the hearing may be postponed until five (5) voting members can be convened, or, upon written agreement of the chairperson, complainant, and respondent, the requirements in this subsection may be waived.
- c. Any member of a hearing panel may recuse him or herself voluntarily. Participation of a hearing panel member can also be challenged by a complainant or respondent. If there is no quorum due to a member's recusal or removal, the hearing will be delayed until an alternate member of the University Conduct Board can be selected.

- a. Prior to the University Conduct Board hearing, the complainant and the respondent may meet separately with a Conduct Liaison. The Conduct Liaisons may attend the University Conduct Board Hearing but will not question witnesses, provide statements or speak on behalf of a student. Neither the complainant nor the respondent is obligated to meet with the Conduct Liaison.
- b. 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 IV., G. of the Code of Conduct for failing to comply with requests from University staff.
- c. No less than three (3) days prior to the hearing, the complainant and the respondent may each present to the Office of Student Conduct & Community Standards copies of all documents to be introduced at the hearing

- h. Additional witnesses and documents may be called at the discretion of the University Conduct Board.
- a. After the conclusion of the hearing, the hearing panel shall deliberate in executive session (only hearing panel members present during the session) to reach a decision.
 - i. Each hearing panel member, excluding the Chair, may vote, and all determinations shall be by majority vote.
 - ii. The hearing panel may not consider a student's prior conduct history when determining responsibility.
 - iii. If there is a finding of responsibility, the hearing panel shall be made aware of any previous conduct history in order to recommend appropriate sanctions.
 - iv. If the respondent is found not responsible, the Board shall close the case, subject to the appeal rights set forth in Section V., F. of the Conduct Review Process.
- b. Within three (3) days of the date of the conclusion of its deliberations, the hearing panel shall provide a written report to the Office of Student Conduct & Community Standards, which shall include:
 - i. Findings of fact;
 - ii. Basis for finding responsibility or non-responsibility; and
 - iii. If finding the respondent responsible, the reasons for the recommended sanction, if any.
- c. Within three (3) days of the date of receipt of the hearing panel's report, the Office of Student Conduct and Community Standards shall notify in writing the complainant and the respondent of the hearing panel's findings and recommended sanction(s), if any. If the Office of Student Conduct & Community Standards 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.

or submit written statements. All witnesses must have the prior approval of Office of Student Conduct and Community Standards before participating in a hearing. Witnesses should have first-hand knowledge of the incident. It is the responsibility of the student to notify any additional witnesses of the time, date, and location of the hearing.

4. The right to have two people serve as support persons during the conduct hearing. Such persons are for silent moral support.
5. Respondents may remain silent before, during, and after the hearing and may make a statement explaining the reasons for remaining silent.
6. If the hearing is a University Conduct Board hearing, Complainants and Respondents will have the opportunity to consult with a Conduct Liaison(s) provided by the Office of Student Conduct & Community Standards. The Conduct Liaison(s) will remain in a neutral role throughout the process.
7. Respondents and complainants may challenge any member serving on a University Conduct Board on grounds of prejudice or bias.
8. Complainants and respondents may remain present during the conduct hearing process.

The following sanctions may be implemented individually or in any combination by the hearing panel or University Conduct Officer. The President reserves the right to raise or lower sanctions imposed in the conduct review process. Students who fail to complete their sanctions within the allotted time period may be subject to having their registration cancelled and/or having a hold placed on their official University records, which may prohibit them from registration, reenrolling, or receiving transcripts.

1. Sanctions that do not affect standing with the University:
 - a. **INFORMAL WARNING (FOR FIRST TIME ALCOHOL VIOLATIONS).** A written notice indicating a violation of the Student Code of Conduct that is not considered part of a student's formal conduct record. A student found responsible for a first-time alcohol violation where there are no other factors involved (such as, but not limited to, noise, failure to comply, possession of a fictitious identification card, etc.) will have his/her case resolved in an informal meeting with a Conduct Officer. The student will be given an informal warning, parents will be notified, and the student will be asked to follow up with the Conduct Officer. Informal warnings are kept on file in the Office of the Student Conduct & Community Standards; they are not reported to outside agencies such as graduate schools or employers.
 - b. **FORMAL CONDUCT WARNING.** A written notice indicating a violation of the Student Code of Conduct this is considered part of a student's formal conduct record. The individual or group will be given formal notice by the Hearing Panel or the Conduct Officer that they have violated the Student Code of Conduct or University policy. If the individual or group is found in violation of a further charge, that case will be considered more seriously.
2. Sanctions that affect standing with the University:
 - a. **CONDUCT PROBATION.** A student or group is given a warning that further violations will result in consideration of suspension. The student or a group representative may be required to report to a University Conduct Officer on a regular basis during the period of the probation.



- b. DEFERRED SUSPENSION. Individual or group suspension may be deferred (not enforced). Deferred terms, i.e., conditions of the deferred suspension and its duration, will be set by the Conduct Officer or Hearing Panel which imposed the sanction. If a succeeding Conduct Officer or Hearing Panel finds the student responsible for violating the terms of deferred suspension during the period set up by the preceding Conduct Officer or Hearing Panel, the student may be suspended.
- c. SUSPENSION. An individual or group will be dismissed from the University for an assigned time period, and under the conditions deemed necessary by the conduct review process. A student suspended from the University may not enter campus grounds for any reason during the period of her/his suspension without the express written permission from the Office of the Dean of Student Life. A student suspended from the University before an academic semester ends will not receive a refund of any monies paid and is not relieved of any financial obligations to the University, 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 conduct suspension and its effective



- d. FINE. An individual or group may be fined any amount determined to be appropriate and 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.
- e. DISQUALIFICATION FROM HOLDING OFFICIAL STUDENT POSITIONS OR PARTICIPATING IN UNIVERSITY ACTIVITIES. An individual or group sanctioned will be restricted from either representing the University in an intercollegiate activity, or from participation/representation in any University activity or organization.
- f. RESTITUTION. An individual or group will be required to pay a person or institution to compensate for the damage or loss of property.
- g. NOTIFICATION OF PARENT OR GUARDIAN/NATIONAL ORGANIZATION/AUTHORIZING BODY. The University may notify a student's parent or guardian, as allowed under the Family Educational Rights and Privacy Act (1974), or the national organization and/or



b. Composition

- i. The University Conduct Council shall be composed of at least two (2) students, two (2) faculty, three (3) students (ideally two (2) undergraduates and one (1) graduate student), and two (2) student alternates.
- ii. All seven (7) members may serve on any appellate board, but an official quorum for an appeal consists of a minimum of four (4) members, which includes at least one (1) faculty member, one (1) student member, and one (1) staff member.
- iii. An official quorum for an Honor Council appeal consists of a minimum of five (5) members, which includes at least two (2) faculty members, two (2) student members and one (1) staff member (see the Honor Code of SMU, Article VI, Section 3).
- iv. The chairperson of the University Conduct Council, who is a voting member of an appellate board, shall be elected by the members of the University Conduct Council from among the faculty and staff members of University Conduct Council.
- v. The University Conduct Council serves as a board of final appeal for appeals originating from University Conduct Boards, Honor Council hearings and Conduct Hearings, except when a sanction of expulsion is



- c. New and relevant evidence not known at the time of the hearing;
- d. Recommendation of a sanction that is either unreasonably harsh or inadequate

- a. The Office of Student Conduct & Community Standards will provide the University Conduct Council with a packet of documentation that must contain the following:

- i. The Office of Student Conduct & Community Standards will provide the University Conduct Council with a packet of documentation that must contain the following:



- b. Subject to the discretionary review by the President pursuant to Section V., H(6) below, the Vice President for Student Affairs shall review the recommendation of the University Conduct Council, and the record of the complaint as a whole, and render a final determination in the matter to be returned to the Office of Student Conduct & Community Standards.
- c. Within five (5) days of receipt of the final determination from the Vice



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 conduct charges against undergraduate student organizations that are not members of the Interfraternity Council will be heard through this student conduct review process.
3. As with all other hearing boards, the result of an IFC hearing board, under this process, may be appealed to the University Conduct Council appellate body.
4. The by-laws for the Interfraternity Council Hearing Board shall be made available through the Office of Student Activities.

If student or student organization behavior presents an on-going threat of disruption to the community or is a danger to the safety of the student or others, the Vice President for Student Affairs and/or the Dean of Student Life may impose such sanctions as s/he deems appropriate pending a conduct hearing.

If student behavior presents an on-going threat of disruption to the community or is a danger to the safety of the student or others to such a degree that resolution through the University conduct review process is not possible, the Dean of Student Life may, in consultation with the Vice President for Student Affairs, mandate an immediate withdrawal of the student from the University. Such mandatory withdrawal may include, but is not limited to: withdrawal from academic classes, removal from any University-owned housing or suspension from participation in any University activity. The Dean of Student Life may impose conditions and/or a time period for the withdrawal and the student may not return to the University until all such conditions and expiration of the time period are met.

Students who seek medical assistance for themselves (Medical Amnesty) or another person (Good Samaritan) due to intoxication of alcohol and/or drugs will not normally be subject to the SMU conduct process, except when it has been determined that another violation of University policy has occurred. The full policy and applicable procedures may be accessed here: <http://smu.edu/smunews/liveresponsibly/good-samaritan-program.asp>.

1. For complaints involving allegations between students, the Office Student Conduct and Community Standards may issue a no contact order. If it is deemed appropriate by the Office Student Conduct and Community Standards that a no contact order should be issued, the complainant and respondent will each receive the order. Each party will be informed by the Office of Student Conduct and Community Standards once a no contact order has been issued to the other party.
2. If living on campus, students involved in a conduct matter who live near or with each other may also request to have living arrangements modified pending the outcome of the hearing.

1. Any complaints involving allegations of Title IX sexual harassment or sexual assault and other conduct matters falling under Title IX of the Education Amendments of 1972, as amended. All Title IX student conduct matters are handled exclusively under SMU Policy 2.5.1, Title IX Sexual Harassment, which may be accessed here: <http://www.smu.edu/law/2.5.1>.



2. In cases involving allegations of sexual misconduct, the investigation will focus primarily upon the allegations of sexual misconduct. Students involved in a sexual misconduct case may qualify to receive amnesty for other violations of the Code of Conduct.



The University recognizes that some violations may be handled concurrently by the University and civil and/or criminal authorities. The criminal court process is separate and distinct from the conduct review process, which determines only violations of



appropriate, and in conjunction with the Vice President for Student Affairs, makes recommendations/amendments to the procedures of the conduct review process as described in Section V to the President of the University.

1. Proposals are to be made to the University Conduct Council for their recommendations, but final authority to change the conduct review process is reserved for the President of the University.



THE HONOR CODE

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

The faculty has the responsibility of encouraging and maintaining an atmosphere of academic honesty by being certain that students are aware of the value of it, that they understand the regulations defining it, and that they know the penalties for departing from it.

The faculty should, as far as is reasonably possible, assist students in avoiding the temptation to cheat. Faculty members must be aware that permitting dishonesty is not open to personal choice. A professor or instructor who is unwilling to act upon offenses is an accessory with the student offender in deteriorating the integrity of the University.

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

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

THE CONSTITUTION OF THE HONOR COUNCIL OF SOUTHERN METHODIST UNIVERSITY

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

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

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

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

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

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

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



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

1. Whenever you quote another person's actual words.



- (c) Seven (7) junior students
- (d) Eight (8) senior students
- (e) One (1) graduate student from a school under the council's jurisdiction
- (f) Five (5) members nominated by the Faculty Senate and appointed by the Provost

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

- (a) To develop its own Bylaws and procedures, subject to a majority vote by the Honor Council and approval by the Provost, the Dean of Student Life, and Vice President for Legal Affairs for legal sufficiency and compliance with the standards (s, subject)1(for L aj/Span2g m TDkdent)14en(16)25 607.7501 Tmalities:
(a)



SECTION 2: NOTIFICATION OF STUDENT AND PREHEARING PROCEDURES

- (a) A person who suspects an Honor Code violation shall notify the Honor Council president of the alleged act in writing on the standard form established for that purpose.
- (b) e Provost will select faculty members designated in advance by the Faculty Senate. Although selection may be made on a case-by-case rotating basis, the Provost should retain discretion to make selections, which will ensure representation of appropriate academic disciplines, as necessary in each case.
- (c) e Honor Council president or designee shall immediately send written notice of charges to the respondent. All correspondence is sent to the local address the student has provided to the University registrar. e Honor Council will consider



- (b) The vice president shall inform the student that he or she may bring one person from the SMU community (a SMU student, faculty member, or staff member) and his or her parents. Parents and/or community support person are for moral support only and may not participate in the hearing unless called upon as a witness. Parents or family members who are attorneys may not be present in a lawyer capacity. Attorneys may not attend or participate in the hearing.

ARTICLE IV - HEARING RULES AND PROCEDURES

SECTION 1: GENERAL HEARING RULES

- (a) Unless otherwise noted, all guidelines concerning shall follow the same general principles set forth by the University Conduct Review Process.
- (b) The president or his/her designee shall act as the nonvoting presiding officer of the hearing.
- (c) The respondent may challenge any board member's eligibility to sit on the panel; however, the hearing board by majority vote, will have the final decision regarding the panelist's eligibility.
- (d) Hearings will be closed to the public, except for the respondent's parents, the community support person accompanying the respondent, and Honor Council members-in-training. The respondent may request an open hearing, which may be held at the discretion of the president. Open hearings will waive all rights to confidentiality.
- (e) Any person, including the respondent, who disrupts a hearing or who fails to adhere to the rulings of the president may be excluded from the proceeding.
- (f) All proceedings are confidential. Violations of the policy on confidentiality will result in a board member's removal from the council as well as subject the board member to possible conduct action.
- (g) In accusations involving more than one (1) student, the president will determine whether separate hearings will be held. If a single hearing is held, the respondents may be asked to testify with the other(s) out of the hearing room. Guilt or innocence and penalties will be assigned separately.
- (h) If the respondent withdraws from school pending a hearing, the Honor Council retains jurisdiction to render a finding of guilt and apply sanctions.

SECTION 2: HEARING PROCEDURES

- (a) A hearing board should be comprised of four students and one faculty Honor Council member. The quorum for a hearing shall be four members. For a hearing to commence, the complainant or a statement by him or her, and the investigator or a statement by him or her must be present. The respondent does not have to be present for the case to proceed. Training for hearing board members will be jointly planned and implemented by the faculty adviser and the Dean of Student Life.
- (b) Prospective witnesses, other than the complainant and the respondent, shall be excluded from the hearing during the testimony of other witnesses.
- (c) Formal rules of evidence shall not be applicable in the hearing. Unduly repetitious or irrelevant evidence may be excluded. Circumstantial evidence and hearsay are admissible.
- (d) Respondents shall be accorded an opportunity to question the complainant and those witnesses who testify for the complainant at the hearing.
- (e) In like manner, the complainant shall be accorded an opportunity to question the respondent and those witnesses who testify for the respondent at the hearing.
- (f) The burden of proof shall be upon the complainant, who must establish the guilt of the respondent by clear and convincing evidence.



- (g) All parties, the witnesses, and the public shall be excluded during panel deliberations. Honor Council members-in-training, if any, will be allowed to stay for deliberations but may not contribute to the discussion of the board.
- (h) A four (4) out of five (5) vote is necessary for a verdict of responsibility to enter. If only four (4) members are present, a unanimous four (4) to zero (0) vote is necessary for a verdict of Responsible. Any vote short of the requirement will exonerate the respondent and the board will dismiss the charge.
- (i) A majority vote is necessary for the sanctions to be set. If there is no majority opinion, then the student will not receive any sanctions.
- (j) If the respondent is found responsible for an Honor Code violation, the president will inform the board of any prior Honor Code or Conduct violations by the respondent. The hearing board will then determine the sanction(s) to apply. (See Article V., Section 3.)
- (k) A brief, written statement of reasons for finding a student responsible or not responsible for an offense and the sanctions imposed will be provided by the president or his/her designee. A copy of this statement, called a Hearing Summary, must be signed by the student and the president and given to the respondent in person or sent via certified mail if the respondent is not present, or refuses to accept his or her copy. The decision of the hearing board will be available to the respondent and accuser(s) no earlier than 24 hours after decision has been reached.

SECTION 3: SPECIAL CONTINGENCY PROCEDURES

- (a) In the event that a hearing must be held during the summer and on an accelerated schedule (such as the case of a student scheduled to graduate before the next academic term), and to the extent that logistics make it impossible to convene a hearing board according to Section 2(a), a special hearing board shall be convened for the hearing. The board shall still be comprised of five members if possible (four (4) for a quorum), however more than one Honor Council faculty member is eligible to sit on the board, as well as is one member of the administration of Southern Methodist University, so long as there are at least two (2) student Honor Council members on any hearing board (including the (4) four-member quorum). Furthermore, any officer of the Honor Council shall be eligible to sit on the board to the extent that they have no prior knowledge of the case.
- (b) All other special contingency hearing procedures shall follow the guidelines set forth in Section 2.

ARTICLE V - PENALTIES

SECTION 1: The recommended minimum penalty for a violation of the Honor Code shall be an Honor Violation (H.V.) and a deferred suspension from the University for the remainder of the student's academic career. The suspension will be invoked for a finding of guilt of an Honor Code violation or a sanction of disciplinary probation through the University Conduct Review Process. The Honor Council shall authorize the University registrar to place an H.V. on the transcript. The H.V. shall remain on the student's transcript for three years after graduation or expected date of graduation. It shall then be removed from the transcript. Although it is presumed that a guilty verdict would result in assignment of a grade of "F", the faculty member retains complete discretion to award a grade for the course he or she deems appropriate. Hearing board members may

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

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

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



(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., *Administrative Sanctions: A Practical Approach* (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 online 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 <http://www.smu.edu/parkingid>.
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

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 displayed on the inside of the front windshield, on the lower RIGHT hand side adhered to the glass. On motorcycles, the permit should be displayed in any conspicuous place.

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

1.

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.
6. A parking placard or plate is ONLY valid when being used by the same person with the disability or someone who is driving the person with the disability. It is a violation of state law to use the placard or plates for a disabled parking spot without the person with the disability in the vehicle.

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 10. (6Ais sectionH)15ct.rAn d.a politicag



5. **LAW PERMITS:** is permit authorizes parking in the Daniel Parking Center (Law), Airline Parking Center, Meadows Parking Center, the Moody Parking Center, Binkley Parking Center and AUP areas.
6. **SERVICE AND DELIVERY VEHICLES:** These vehicles are issued temporary permits for loading, unloading and SMU vehicles (service and delivery, contractors, special guests, trustee parking, visitors, etc.) and must be displayed on the rearview mirror.
7. **TEMPORARY:** This is a short term permit issued for a specific date and location.
8. **VISITOR PERMITS:** Used to designate visitors on campus.
9. **EMERITUS PERMIT:** Designates individuals who have retired from SMU. It allows them to park in any All-University Permit (AUP) 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 2014-15

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

1. Student

Enrollment (September 1 - August 31) ☒

Full Year - \$290

Fall Semester Only - \$150 (*Admission, Enrollment, Graduate Student*) ☒

Spring Semester - \$150

Part-time (September 1 - August 31) ☒

Full Year - \$150

Fall Semester Only - \$75 (*Admission, Enrollment, Graduate Student*) ☒

Spring Semester - \$75

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

3. Faculty/Staff - \$26 a month or \$312 annually

4. Temporary permit - \$60 monthly; \$15 weekly; \$5 daily

REFUND POLICY - PARKING FEES

Parking fees will be refunded if a request is made within the first thirty (30) calendar days of the beginning of a semester. If decal was issued it must be returned for refund.

TRAFFIC AND PARKING VIOLATIONS

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

FINES

1. Parking fines range between \$30 and \$300.
2. Fine for a moving violation is \$60.
3. Violation of parking in a space designated for the disabled without visible authorization or blocking a ramp for the disabled will result in a \$300 fine. In addition, the vehicle will be towed away at the owner's expense.
4. A person is designated a "**Habitual Violator**" when six (6) citations are issued. A person is designated a "**Repeat Offender**" (10 or more citations) and will be towed at owner's expense.
5. Fire lane and fire hydrant violations are \$150.00 each.

VIOLATIONS

1. The maximum permissible speed on campus streets is 20 MPH. The speed limit in all parking lots is 5 MPH.
2. Vehicles must stop for pedestrians at all intersections and in marked crosswalks on campus. Pedestrians always have the right of way in any situation.
3. A motor vehicle shall not be operated while any person is sitting on, holding onto, or otherwise positioned on the outside of the vehicle, except pick-up trucks, in which

HOURS OF RESTRICTION

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

During the hours of restrictions, a vehicle may be parked only in the parking area to which the vehicle has been assigned and for which a permit has been issued. If restrictions are posted with no time designation, the restriction is enforced 24 hours daily. On Saturday and Sunday and official school holidays, only posted restrictions are in effect.

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

ENFORCEMENT

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

MOTORCYCLES

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

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



BICYCLES

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

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

HOME FOOTBALL AND BASKETBALL GAMES

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

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

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

RESOLVING CITATIONS

The operator of a vehicle in violation of regulations will receive a citation. A violation fine



HABITUAL VIOLATOR STATUS

1. Upon issuance of six parking and/or traffic citations, an individual will be automatically designated as a **“habitual violator”**. Habitual violators may continue to park on campus as long as the vehicle is in an appropriate and legal space. However, subsequent violations will subject the violator to a fine and vehicle immobilization (booted).
2. If a vehicle owned or operated by a habitual violator is illegally parked anywhere on campus, that vehicle will be immobilized. Towing may be necessary in certain circumstances. All tow fees apply to the owner/operator of the vehicle.
3. **e paying of citations does not constitute reinstatement of a person’s parking privileges.**
4. Subsequent violation of parking regulations will result in the student being referred to the Dean. [tuudent \[/d7t24\(u4\(ehi24\(u aS6v-Thd852\(WING/IMPOUND POLICY24\(uuder](#)



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. SMU Police Officers are armed, state-commissioned peace officers with full police authority, duties and responsibilities. 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; 28 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 of a campus police department or a campus security department of an institution.





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

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

Faculty, staff and students are required to have an SMU ID CARD in their possession at all times and to present their SMU ID CARD upon request by a University Official. The SMU ID CARD is available at the Parking and ID Card Services Office located on the 1st floor of the Expressway Towers, 6116 Central Expressway, Suite 101.

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

MAINTENANCE OF CAMPUS FACILITIES

University facilities, lighting, and landscaping are maintained so as to reduce hazardous

ese crimes must have occurred within those areas of the campus that are speci cally de ned in 34 CFR 668.46(a). ese areas are broken down into the following categories:

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

(De nitions for these categories can be viewed by visiting <http://www.clerycenter.org>)

NOTE: SMU will not necessarily issue timely warnings for every Clery Act criminal incident that is reported since that speci c incident may not pose a continuing threat to the community. Certain Clery Act crimes like motor vehicle theft, for example, occur infrequently on the campus at random locations. Suspect information is often never provided or determined. is is also true of the Dallas/Ft Worth area. Individuals should exercise due care and caution to avoid being victimized. Check out the crime prevention tips posted by the SMU Police to deter these crimes or attend a crime prevention brief ng.

CRIME ALERT (O Campus)

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

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

When are Timely Warnings issued?

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

Timely warnings may be issued for other offenses not covered by this regulation if a determination is made that the warning will aid in preventing similar offenses from occurring.

How are Timely Warnings issued?

In an e ert to provide timely notice to the SMU community, and in the event of a serious incident which may post an on-going threat to the members of the SMU community, a warning will be issued. e method of delivery will be determined on a case-by-case basis, in light of all the facts. Various methods of delivery will be employed, including email, crime alert posters, text message, voice mail, website, and/or social mediasible hs(y)85ial mesible hs(y)85ial mesible hs(y)85ial mesible hs(y)85ia



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 an ATM in a dark, isolated area; it's best to use machines that are in highly visible public areas, such as a supermarket.
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 ensure building safety and security.

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

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



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 statute 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



Southern Methodist University

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

Definition

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

1. Tolerance of sexual harassment is made an explicit or implicit term or condition of status in a course, program, activity, academic evaluation, employment, 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" is defined as improper, unreasonable, or unjustifiable behavior going beyond what is appropriate, warranted, or natural.

EXAMPLES

- Physical assault
- Direct propositions of a sexual nature
- Direct statements regarding submission with promise of reward (i.e., higher grade, promotion, etc.) or threats of reprisal



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

Formal proceedings involving a:

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

Details of these grievance procedures may be obtained from the Institutional Access and Equity Office or any administrative office, and are listed under the University Policy 2.5, Sexual Harassment and Consensual Relationships.

OPTIONS FOR HANDLING SEXUAL HARASSMENT

- Know your rights. Sexual harassment is a violation of University policy and the Student Code. It is also prohibited by the University Policy 2.5, Sexual Harassment and Consensual Relationships.





contact the hospital's SANE Program and accompany students to the hospital.

It is important to preserve evidence before the exam. Students should not bathe, shower, douche or use toothpaste or mouthwash; students also should not wash clothing, bed sheets, pillows or other material evidence.

- SMU Police (criminal reporting), 911 from a campus
- SMU Police 911 Police (criminal

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

STANDARDS OF CONDUCT

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

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

HEALTH RISKS OF ALCOHOL AND DRUGS

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

Indicators of high-risk alcohol use:

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

- Alcohol: a) Prolonged use can lead to severe psychological dependence.
- b) May cause paranoia and panic anxiety reactions.
- c) Impairment of memory and learning, altered sense of time and inability to concentrate.
- d) May cause apathy/loss of motivation.
- Alcohol: a) Increase in heart rate, blood pressure, and body temperature.
- b) High addiction potential.
- c) Overdose may result in seizures, heart failure, coma or death.
- Alcohol: a) Rapid development of tolerance and physical dependence.
- b) May cause infections of the skin, liver, heart and lungs.
- c) Overdose can be fatal
- Alcohol: a) Shortness of breath, nagging cough, and heart difficulties.



Personal Risks of Alcohol and Drug Use:

- Possible death or injury
- Academic problems
- Assault / Sexual abuse
- Unsafe sex
- Property damage
- Legal / Police involvement
- Health problems
- Addiction / Dependence

SMU SANCTIONS

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

Alcohol: A minimum of a \$100 fine. Additional sanctions will be assigned as deemed necessary by the appropriate conduct officer or conduct board. Additional sanctions may include, but are not limited to, notification of parents and referral to the Center for Alcohol and Drug Abuse Prevention. (See the University Conduct Review Process section).

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

LEGAL SANCTIONS

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

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

SERVICES AVAILABLE TO THE CAMPUS COMMUNITY

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

We offer the following services:

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



