

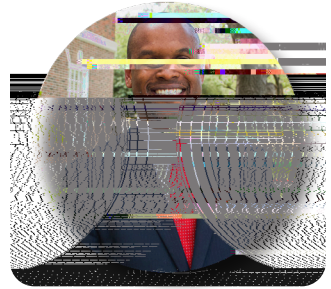
# Student Handbook

2020-2021





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



The SMU Student Handbook is your guide to information and services available through your affiliation with SMU. It includes information related to your rights and responsibilities as members of the SMU community, both on and off campus. The Handbook includes the Student Code of Conduct, the University Conduct Review Process, Honor Code, and information/expectations that SMU needs to communicate to its students. The most up-to-date version of this handbook can be viewed online at <https://smu.edu/studenthandbook> at any time.

**I strongly encourage you to become familiar with the SMU Student Handbook.** You will be held accountable for adhering to the policies and procedures outlined in this Handbook, both on and off campus.

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

Pony Up!



K.C. Mmeje, Ed.D.  
Vice President for Student Affairs

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# UNIVERSITY LIBRARIES

SMU Libraries offer access to several million books and hundreds of online research databases. SMU faculty, students and staff can access these resources both on- and off-campus. There are a variety of study spaces in the six libraries ranging from quiet space to collaborative study areas.

For further information, please visit the SMU libraries website at <https://www.smu.edu/libraries>.

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**Dean:** Holly Jeacock

<https://www.smu.edu/libraries>

Phone: (214) 768-2401

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**Director:** Anthony Elia

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

Phone: (214) 768-1866

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**Director:** Sandy Miller

<https://www.smu.edu/libraries/business>

Phone: (214) 768-4107

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**Assistant Dean for Collections & Director:** Russell L. Martin III

<https://www.smu.edu/libraries/degolyer/>

Phone: (214) 768-3637

H. - B / < , - 6 : \$ > < & ' - B / , \$

**Archivist:** Joan Gosnell

<https://www.smu.edu/libraries/degolyer/archives>

Phone: (214) 768-2261

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# ACADEMIC SUPPORT SERVICES

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## Director:

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

## Administrative Assistant:

Melissa Dale mdale@smu.edu 408 Blanton 8-2291

<https://www.smu.edu/Provost/ProvostOffice/SAES/UAC>

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 appointments and advisors welcome drop-in visits.

## Academic Advisors

|                        |                    |              |        |
|------------------------|--------------------|--------------|--------|
| Dr. Scott Bartlett     | sbartlet@smu.edu   | 408H Blanton | 8-1526 |
| Josh Beaty             | jbeaty@smu.edu     | 408Q Blanton | 8-4009 |
| Dr. Susan Harris (UHP) | sharris@smu.edu    | 408C Blanton | 8-2305 |
| Janet Hopkins          | jhopkins@smu.edu   | 408K Blanton | 8-1272 |
| Beth McConville        | bmconville@smu.edu | 408D Blanton | 8-2815 |
| Sheumona Miller        | swmiller@smu.edu   | 408P Blanton | 8-4143 |
| Dee O'Banner           | obanner@smu.edu    | 408E Blanton | 8-1516 |
| Dania Ortiz            | daniao@smu.edu     | 408B Blanton | 8-2625 |
| Dr. Alyssa Reiman      | areiman@smu.edu    | 408F Blanton | 8-1970 |
| Jeanene Renfro         | jeanene@smu.edu    | 408J Blanton | 8-2103 |
| Weston Simmons         |                    | 408N Blanton |        |
| Prisna Virasin         | pvirasin@smu.edu   | 408L Blanton | 8-4959 |

## Pre-Law Advising

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

## Transfer Student Specialist

Kate Bell-Miller kebell@smu.edu 8-4194

## Achievement Advisor

Daphne Shipowitz dshipowitz@smu.edu 8-1916

## Office of Pre-Health Advising

### Director:

Pamela McNulty pmcnulty@smu.edu 135 Dedman Life Sci 8-4604

### Program Coordinator:

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

## Lyle School of Engineering

### Office of Undergraduate Advising and Student Records

#### Director:

Dr. LaDonna Moore lrmoore@smu.edu 253 Caruth Hall 8-1732

#### Academic Advisors:

Misti Compton mcompton@smu.edu 253 Caruth Hall 8-3415

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**Chief Information Officer:** Michael H. Hites

<https://www.smu.edu/oit/>

Fondren Library West

Help Desk: (214) 768-4357



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<https://www.smu.edu/sasp/>

**Executive Director:** Sue Bierman, PhD.

Ph. (214) 768-1047

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C 202 Loyd Center  
Director:

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# UNIVERSITY SERVICES

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**Manager:** Mary Mebus  
3060 Mockingbird Lane  
<https://smu.bncollege.com>

Ph: (214) 768-2435

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**Senior Director:** Todd Robison  
**Registered Dietician:** Rachel Kolm  
Umphrey Lee Building, Rm 101  
<https://smu.campusdish.com>

Ph: (214) 768-4351

Ph: (214) 768-4349

Ph: (214) 768-2367

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**Director:** Marc Peterson  
Blanton Student Services Bldg, 1st Floor  
<https://www.smu.edu/nancialaid/>

Ph: (214) 768-3417

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**Director:** Patrick Cullen  
6210 N. Central Expressway  
<https://www.smu.edu/mailcentral>

Ph: (214) 768-3400

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**Director:** Mark Rhodes  
Hughes-Trigg Student Center- 2nd Floor  
<https://www.smu.edu/parkingid>

Parking: (214) 768-7275

ID Cards: (214) 768-7669

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**Manager:** Marcus Smith  
Hughes-Trigg Student Center - 2nd Floor  
<https://www.smu.edu/mailcentral>

Ph: (214) 768-4450

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**Chief:** Jim Walters  
Patterson Hall, 2nd Floor  
<https://www.smu.edu/pd/>

EMERGENCY: Call 911

Dispatch: (214) 768-3388

(Non-Emergencies)

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**Coordinator:** Jennifer Gomez  
Blanton Student Services Bldg, Rm 119A  
<https://www.smu.edu/StudentEmployment>

Ph: (214) 768-3384

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**Executive Director & University Bursar:** Albert Jabour  
Blanton Student Services Bldg, Rm 220  
<https://www.smu.edu/bursar/>

Ph: (214) 768-3417



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**Vice President for Student Affairs:** Dr. K.C. Mmaje  
Perkins Administration Building, Suite 203  
<https://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 areas. The sense of community for students is critical to student success inside and outside of the classroom. The

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Director: Erica Zamora  
<https://www.smu.edu/multicultural/>

Hughes-Trigg Suite 218  
Ph: (214) 768-4434

Director: Dr. Lindsey Koch  
<https://www.smu.edu/newstudent/>

Hughes-Trigg Suite 201  
Ph: (214) 768-4560

Director: Dr. Sidney R. Gardner  
<https://www.smu.edu/womenandlgbtcenter/>  
<https://www.smu.edu/WomensSymposium/>

Hughes-Trigg Suite 218  
Ph: (214) 768-4792

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# SMU CAMPUS MAP - LEGEND

- 1 Dallas Hall
- 2 Daniel Parking Center
- 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 Kennemer Fountain
- 12 SMU Flagpole
- 13 Virginia-Snider Commons
- 14 Shuttles Hall
- 15 Smith Health Center
- 16 Peyton Hall
- 17 Mary Hay Hall
- 18 Greer Garson Theatre
- 19 Hamon Arts Library
- 20 Owen Arts Center
- 21 Smith Hall
- 22 Perkins Hall
- 23 Bridwell Library
- 24 Perkins Chapel
- 25 Martin Hall
- 26 Kirby Hall
- 27 Hillcrest Parking Center
- 28 Seecan Hall
- 29 Prothro Hall
- 30 Moore Hall
- 31 SMU Apartments #5
- 32 SMU Apartments #4
- 33 Heroy Science Hall
- 34

# SMU CAMPUS MAP

# STUDENT CODE OF CONDUCT AND CONDUCT REVIEW PROCESS

UNIVERSITY OF SOUTHERN METHODIST UNIVERSITY

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.

To that end, students of Southern Methodist University commit themselves to the following values:

- Academic honesty.

Fundamental to any higher learning community is academic honesty. An environment free from giving or receiving unauthorized aid is fundamental to the process of learning and evaluating academic performance.

- Moral courage.

As a member of the SMU community, students recognize they are part of something larger than themselves, and as such, have the moral courage to uphold the values espoused by this community.

- Personal integrity.

Being honest with oneself and with others is critical to being a member of a community. This includes taking responsibility for one's actions and the consequences associated with those actions.

- Sincere respect for all SMU students, faculty, and staff.

Respect is not something one earns but something one gives, and all members of the SMU community are worthy of respect. Respect for all SMU students, faculty, and staff allows for the free exchange of ideas.

To demonstrate their commitment to these values, students of Southern Methodist University developed the SMU Values Statement to remind themselves and others of the tenets to which SMU community members hold themselves. It reads, "I, as a citizen of the SMU Community, commit myself to upholding the values of academic honesty, moral courage, personal integrity, and sincere respect for all SMU students, faculty, and staff."

RESPONSIBILITY FOR STUDENT DISCIPLINE

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.

Based on the action of the Board of Trustees, the President of the University is authorized, at his discretion, to review all decisions of the Student Senate and all other student organizations, and all decisions concerning University conduct, including the University Conduct Council and all other conduct bodies. Such review shall include the power to take

any action deemed appropriate, including reversing, amending, or remanding with instructions concerning such decisions. The President's power of review as stated herein is not limited in any way, and the President is authorized to act at their sole discretion in conducting such review and in deciding what action is appropriate.

The Code of Conduct applies to student behavior both on and off the campus of Southern Methodist University, including travel on University-sanctioned trips. Students traveling on University-sanctioned trips are representing Southern Methodist University and are expected to make responsible decisions regarding behavior so that they maintain appropriate standards of conduct at all times.

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

This Code is subject to the Articles of Incorporation and Bylaws of Southern Methodist University as well as any and all resolutions, policies, and regulations of the University. In the event of conflict between this Code and said Articles, Bylaws, resolutions, policies, and regulations of the University, the University Articles, Bylaws, resolutions, policy, and/or

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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 and related

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following acts subject student to action with the University or discipline

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**11. Weapons.** 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 (either openly or in a concealed manner), 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

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**2. Discrimination.** 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 <https://www.smu.edu/policy> for University Policy 3.1, "Nondiscrimination, Affirmative Action, and Equal Opportunity Policy.")

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5. If an incident involves more than one respondent, the Conduct Officer, at their

**C. Notification of a Conduct Hearing**

No less than five (5) days prior to the Conduct Officer or Conduct Board Hearing ("hearing"), the Office of Student Conduct & Community Standards shall provide

- b. The Office of Student Conduct & Community Standards shall appoint the Chair of each hearing panel. The Chair is a non-voting member of the hearing panel.
- c.



- f. The complainant and the respondent have the right to make an opening and a closing statement.
  - i. The complainant may give the first opening statement.
  - ii. The respondent may give the last closing statement.
  - iii. The complainant and the respondent may each include a statement of the impact of the alleged offense as part of a closing statement.
- 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, they may participate:
  - i. telephonically or electronically (e.g., by Skype, or video conference);
  - ii. by sworn, notarized statement; or
  - iii. through a written statement.
- h. Additional witnesses and documents may be called at the discretion of the University Conduct Board.

## 7. Deliberations of the Hearing Panel

- 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., H. 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

reporter to be present to transcribe the University Conduct Board Hearing or to transcribe the audio recording of the hearing. The Office of Student Conduct



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 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

violations on or off campus could result in the reassignment of their housing location or the cancellation of their housing contract.

- c. RESIDENCE HALL RESTRICTION. A student may be restricted from entering a specific residence hall or all residence halls, as specified, without the express written permission of the Office of Residence Life and Student Housing.
- 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 university authorizing body for a student group, of the student or group's involvement in a policy violation.
- h. SUSPENSION OF PRIVILEGES. An individual or group will lose privileges that allow participation in specific activities, use of specific facilities, or the exercise of specific privileges.
- i. DISCIPLINARY VIOLATION (DV) TRANSCRIPT RECORD. If the nature of the offense so warrants, a notation indicating a disciplinary violation will be recorded on a student's academic transcript. The notation will remain for the time the student is enrolled at the University and for three (3) years following their 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.
- j. EDUCATION

## H. Appeals

### 1. University Conduct Council

- a. The University Conduct Council is the board responsible for student conduct appeals in response to student conduct **and** academic dishonesty cases, 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.
- 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) student 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) student 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 student 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 assigned (see Section V., G.(2)(d)). Honor Council appeal procedures are set forth in Article VI of the Honor Code.

### 2. Requesting an Appeal

Both the complainant and respondent shall have the right to request an appeal of the findings and/or recommendations of the Conduct Officer or the University Conduct Board, to the University Conduct Council within five (5) days of receipt of notification of such findings and recommended sanctions by the Office of Student Conduct & Community Standards.

In cases that involve both a complainant and a respondent, either party may file a written request to appeal with the Office of Student Conduct & Community Standards. The request to appeal must include the ground(s) for appeal and the basis for each. Appeals received from the complainant or respondent will be forwarded to the other party involved within one business day of the appeal being received in order to allow the other party an opportunity to provide a written response. The non-appealing party may provide a written response to the appeal within five (5) days of the date of receipt. If a request for appeal is received from both the complainant and respondent, the appeals may be forwarded to each of the parties involved to allow each party the opportunity to provide a written response.







b. Sanctions assigned by a Conduct Officer: The conduct officer overseeing the investigation will assign the sanctions deemed appropriate to the organization in consideration of the existing agreement or sanctions. The assigned sanctions may be appealed by following the steps outlined in the Conduct Review Process.

**D. Interim Action**

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

**E. Mandatory Administrative Withdrawal**

If student behavior presents a threat of disruption to the community or is a danger to the safety of others to such a degree that resolution through the University conduct review process is not possible or appropriate, the Dean of Students may, in consultation with the Vice President for Student Affairs, mandate an immediate withdrawal of the student from the University. Such mandatory withdrawal may

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## B. Conduct Review Process

The Vice President for Student Affairs has responsibility for establishing and maintaining the conduct review process through its various parts. The University Conduct Council, in consultation with faculty, staff, students, and others, as 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 recommendation, but final authority to change the conduct review process rests with the University President.
2. When the University Conduct Council receives a change, the Council is required to inform the Dean of Students and the Student Body President of the proposal and the details of the proposal's contents in writing. This requirement is for written notification only; approval is not required by either the Dean of Students or the Student Body President.
3. Students with questions regarding this process may see the Dean of Students.
4. The Vice President for Student Affairs may delegate any part or all of their authority from time to time, to any person or several persons, wherever they deem it appropriate. This person or persons is referred to as a Conduct Officer.

Approved & Effective as of: 1 October 2013  
Last Revision: 05 August 2019

THE



- (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 Students, and Vice President for Legal Affairs for legal sufficiency and compliance with the standards set by the Honor Council Constitution;
- (b) To serve on and constitute at least one Hearing Board a semester, as specified in Article IV of this Constitution, or investigate at least one case a semester;
- (c) To advise and consult with faculty members and administrative officers on matters related to academic integrity standards, policies, and procedures;
- (d) To foster and promote programs alerting students to the importance of academic integrity and the penalties for its violation;
- (e) To issue an annual report to the campus community, to include a statistical review of the nature, volume and disposition of charges heard, academic integrity standards, policies, and procedures, including recommendations for appropriate changes;
- (f) Any additional duties or responsibilities delegated by the Provost or Dean of Students.

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**SECTION 1: FACULTY DISPOSITION OF A SUSPECTED HONOR VIOLATION** A faculty member who suspects that a student has committed an act of academic misconduct may take either or both of the following courses of action:

- (a) Determine to handle the situation privately with the student, in which case these procedures should be followed:
  - (i) the faculty member shall inform the student of the alleged misconduct and, after discussing it with them, determine whether or not the student is responsible for a violation of the Honor Code;
  - (ii) the faculty member shall inform the student of the sanctions for a determination of responsibility, which may be as severe as a failing grade in the course;
  - (iii) the faculty member shall determine whether to notify the Office of Student Conduct & Community Standards of the action taken using the form designated for this purpose. Faculty members should use this reporting mechanism, as it serves two purposes: first, it enables the University to track the number and severity of honor code violations; second, it preserves a record of a particular student's violation of the Honor Code in the event the student is charged with other alleged violations in the future.
- (b) Determine that the matter should be referred to (c) (the ) 20 (t) 2 (i) 2 (t) 2 (e) 2

## SECTION 2: NOTIFICATION OF STUDENT AND PREHEARING PROCEDURES

- (a) A person who suspects an Honor Code violation shall notify the Office of Student Conduct & Community Standards of the alleged act via the online submission form.
- (b) The Provost will select faculty members designated in advance by the Faculty Senate. Although selection may be made on a case-by-case rotating basis, the Provost should retain discretion to make selections, which will ensure representation of appropriate academic disciplines, as necessary in each case.
- (c) The Honor Council president or designee shall immediately send written notice of charges to the respondent. All correspondence is sent to 1060.7510he "

(b)

- (g) All parties and witnesses 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

**SECTION 2:** In lieu of, or in addition to, the above recommended Honor Violation,





- (b) The University Conduct Council shall base its findings and recommendations on the following:
- i. either party's written request for an appeal;
  - ii. any summary of the hearing prepared by the Conduct Officer or Hearing Panel; and
  - iii. the packet of required documentation prepared by the Office of Student Conduct & Community Standards.
- (c)





2. SMU has provisions to issue a temporary disabled permit. Temporary disabled permits may be issued with written authorization from a physician. This issuance is done at the Parking and ID Card Services Office. Temporary permits may be issued for a maximum of six (6) weeks. This provision will enable an individual to obtain a State temporary permit if the disability is expected to continue longer.
3. Persons with "Disabled" permits must pay to park in SMU-operated (private property) metered parking spaces.
4. An unauthorized vehicle in a space reserved for disabled persons will be cited and towed at the expense of the owner/operator.
5. Spaces designated for disabled persons may be used only by vehicles displaying an appropriate permit. This 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:



### **How does LPR work?**

A permit is required to park on campus. Upon permit registration/payment, vehicle license plate number(s) will be entered into the parking software. The software combines the license plate information with the individual's permit type and generates a virtual permit linked to that license plate.

1. **RESIDENT PERMITS:** Persons who reside in campus housing (residence halls,

3. Faculty/Staff - \$32 a month or \$380 annually

4. Temporary permit - \$31 monthly; \$15 weekly; \$10 daily (online) or \$10 at the gate

### b. University 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.

### c. University Parking and Traffic Regulations

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

### d. Parking Fines

1. Parking fines range between \$30 and \$300.

2. The fine for a moving violation is \$60.

3. Violation of parking in a space designated for the disabled without visible authorization or blocking a ramp for the disabled will result in a \$300 fine. In addition, the vehicle will be towed away at the owner's expense.

4. A person is designated a "**Habitual Violator**" when six (6) citations are issued. A person is designated a "**Chronic Violator**" (10 or more citations) and will be towed at owner's expense.

5. Vehicles that have been immobilized or "booted" may be booted with a "Smart Boot" device. The boot can be released with payment by contacting 1.866.Paylock (207-2134), <https://www.mybootinfo.com>. The Paylock can be contacted for release 24/7.

6. Fire lane and fire hydrant violations are \$150.00 each.

### e. Speed Limits

1. The maximum permissible speed on campus streets is 20 MPH. The speed limit in all parking lots is 5 MPH.

2. Vehicles must stop for pedestrians at all intersections and in marked crosswalks on campus. Pedestrians always have the right of way in any situation.

3. A motor vehicle shall not be operated while any person is sitting on, holding onto, or otherwise positioned on the outside of the vehicle, except pick-up trucks, in which passengers may be seated in the truck bed if the passenger is not in violation of minimum age as defined by state law.

4. Special circumstances (loading/ unloading) vehicles will be considered, however, prior permission must be obtained. A maximum of twenty (20) minutes parking will be granted in these instances. The vehicle involved in loading or unloading must be parked in a legal parking space and must be moved immediately upon completion of the loading or unloading operation. The procedure does not convey the right to park in a FIRE LANE, a space designated for a DISABLED person, a NO PARKING ZONE, or a RESERVED space.

5. It shall be a violation for any person to drive by, through, beyond, or move a barricade, a road block, or parking cone that is officially erected on the campus.

6. Parking in a fire lane.\* (**\$150 fine**)

7. Blocking a driveway or crosswalk.\* (**\$50 fine**)

8. Double parking.\* (**\$50 fine**)

9. Parking in a space designated for persons with disabilities.\* (**\$300 fine**)

10.





What if I have a personalized plate or a special character/symbol?

If you have a personalized plate with less than 7 characters, or if you have a special character within your plate (heart, star, etc.), you will skip the special character and enter in the number of characters remaining on the plate. This customer would enter "SAMPLE" at a pay station or during their online registration.

What if I do not have a front license plate?

If your vehicle is registered in the State of Texas, the state requires two plates to be displayed, one in front and one in back of the vehicle. If you have a back-facing plate only, please park head-in so that the LPR system can read your registered license plate from the drive aisle. Failure to park head-in may result in a citation.

Will I receive a citation if my license plate is dirty or if I have a decorative cover?

As long as your plates are legal for driving, our system can read them.

What if I have a newly registered vehicle without a license plate?

Please enter the temporary license plate number when registering your vehicle and the VIN (Vehicle Identification Number). Do not forget to notify Parking and ID Card Services when you receive the permanent plate!

What if I own/drive more than one vehicle to campus?

Individuals are allowed to register multiple (up to three) vehicles on the same virtual parking permit. However, only one vehicle is allowed on campus at a time per permit. The LPR technology will recognize the first vehicle as valid, but any additional vehicles under the same permit will be subject to citation. Construction vehicle may have only one vehicle per permit.

What if I have a loaner or rental car?

Individuals are allowed to add or remove vehicles to their parking permit at any time, which will include loaner or rental cars. Once your usage of this temporary vehicle has ended, you will need to notify Parking Services to remove it.

What if a vehicle is found to be in violation of SMU vehicle regulations?

If a vehicle is found to be in violation of SMU vehicle regulations, it is subject to citation. Citations for SMU Students and Employees will be emailed to the SMU email address. Courtesy notifications reminding students and employees will also be emailed. Citations for vehicles not registered or affiliated will be physically placed on vehicles and the registered owner notified by US mail.

How will my license plate information be used?

The license plate information collected in this process will only be referenced against the campus database for purposes of verifying parking permits on campus.

Are there any restrictions on where I can park?

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. A permit is still required. During the hours of restrictions, a vehicle may be parked only in the parking area to

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. Reserved parking areas are reserved 24 hours a day, seven days a week.

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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 Student Conduct & Community Standards Office 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.

see your bike on the list of certified mopeds? Ask yourself these questions:

- Can it exceed 30 MPH?
- Does it require shifting gears?
- Does it have a piston displacement of more than 50 ccs?

If you answered “yes” to any of the questions, your moped is classified as a motorcycle. This means you are not eligible for the “K” restriction, and you require a Class M motorcycle license.

If you answered “no” to all three questions, your moped is eligible for a “K” restriction. This means you do not have to take a motorcycle test. A “K” restriction limits you to moped riding only; you cannot operate a motorcycle. To obtain your restriction:

- Print out a moped affidavit.

<https://www.txdps.state.tx.us/msb/documents/MopedAffidavit.pdf>

- Take the affidavit to a moped dealer or manufacturer for completion.
- Deliver the completed affidavit to your local tax office (<https://www.dmv.org/tx-texas/dmv-office-locator.php>) to receive the “K” restriction. Be sure to have the proper identification and either your permit or license.

### **Motorized Bicycles in Texas**

All motor driven cycles in Texas (excluding electric bicycles) have to follow similar requirements as motorcycles. Most of the time you will need a moped license or Class M

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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.

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on-campus use of skateboards, 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.

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Electric scooter use is permitted on the SMU campus subject to all ordinances enacted by local governments with authority over the SMU campus, including, but not limited to, City of University Park Ordinance No. 18-048 and Ordinance No. 18-049. These guidelines apply to all students, faculty, staff, and visitors and to both shared-use and privately-owned electric scooters. Electric scooters are "motor-assisted scooters" as defined by Texas Transportation Code Sec. 551.351.

### 1. Rules of the Road

- Electric scooter users must be eighteen (18) years of age or older.
- Electric scooter use may only occur in permitted areas – on designated University Park streets and sidewalks, and on the SMU campus, excluding the George W. Bush Presidential Center - <https://www.smu.edu/scootermap>.
- Electric scooter users must obey traffic rules on campus, including stopping at stop lights and stop signs.
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- o In any university owned, leased, rented, or occupied building;
- o In front of entrances or exits to buildings; or
- o In any manner that would impede access to handicap ramps.

• Electric scooters shall be parked upright on hard surfaces in designated parking zones only as outlined at <https://www.smu.edu/scootermapping>.

**3. Electric Charging:**

the charging of electric scooters in any university owned, leased, rented, or occupied building is prohibited.

**4. Safety Recommendations**

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## Appeals Tips

If you have supporting evidence, submit it. **Do not** include one of the following reasons when writing your detailed explanation.

- Lack of knowledge of the regulations
- Other vehicles were parked improperly
- Only parked illegally for a short period of time
- Parked with my ashers on
- Stated failure of parking officer to ticket previously for similar offenses
- Late to class or appointment
- Inability to pay the amount of the fine
- No other place to park

## Additional Information

- Appeals must be submitted within 15 calendar days of issuance.
  - If you have hold on your account and have appealed your citation please make
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# 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.

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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; 30 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.

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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.

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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 or on the website, <https://www.smu.edu/police>. Conspicuously placed, lighted emergency (Blue Light) telephones with direct lines to the SMU Police Department are located throughout the campus to facilitate reporting. The department also has an anonymous tips line where community members can leave information without providing their identity. The SMU Anonymous Tips Line is 8-2TIP on campus or 214-SMU-2TIP from cell phones/off-campus phone lines and online at <https://www.smu.edu/police>.

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## 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:



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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

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

SMU - All Campuses

On October 1, 2020 <https://www.smu.edu/cleryreport>

Students may request a printed copy of this report by contacting the SMU Police Department in person at the SMU Police Department administrative offices located at 3128 Dyer Street in Patterson Hall during normal business hours Monday - Friday. Students may also request a printed copy by calling the SMU PD at (214) 768-3388, via email at [police@smu.edu](mailto:police@smu.edu), or by mail at the following address: Southern Methodist University Police Department, Attention: Annual Security Report Requests, P.O. Box 750334, Dallas, TX 75275-0334.

In addition to this report, the police department provides a daily crime log that may be viewed on the web at <https://www.smu.edu/BusinessFinance/Police/CrimeLog>.

## Clery Act Crime Alerts

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

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

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

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

(Definitions for these categories can be viewed by visiting <https://www.clerycenter.org>)

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

## Clery Act Crime Alerts (Off-Campus)

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

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

## When are Timely Warnings issued?

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

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.

**§ 668.60 - Timely Warnings**

8. Be responsible with alcohol. If you are intoxicated, you are less alert and an easier target.
9. Be a good friend;
  - a. Watch out for each other.
  - b. Stick together in groups.
  - c. If a friend is acting in a way that seems out of character, take notice.
  - d. If a friend is overly intoxicated or seems to need assistance, get them to a safe place and support them.
  - e. If you suspect that a friend has been drugged or needs medical attention because of over-intoxication or for any other reason, call a resident assistant, campus police, or 911.

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Residence Halls & Commons 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.
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# SEXUAL MISCONDUCT POLICIES, PREVENTION & RESOURCES

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### Seek medical care and preserve evidence.

Victims of sexual assault are urged to obtain medical care and a sexual assault exam that preserves forensic evidence as soon as possible. Time is of the essence because certain types of evidence can dissipate or become unavailable.

If victims do not opt for forensic evidence collection, health care providers still can treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases. Obtaining a forensic exam does not require a person to file a police report, but it will help preserve evidence in case they decide at a later date to do so.

To preserve evidence before obtaining a sexual assault exam: Do not change clothes,

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**For confidential counseling**  
SMU Counseling Services provides con

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SMU Police keep a copy of protective orders on file. SMU honors protective orders and complies with the state laws regarding protective orders. If a protective order is violated, the protected person should call police immediately. For more information, call SMU Police at 214-768-3333.

### Protecting Information

In accordance with the Texas Code of Criminal Procedure, Chapter 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the alleged offense.

SMU will not include a victim's personally identifying information in any publicly available recordkeeping, including Clery Act reporting and disclosures such as the annual security report and the daily crime log. In some cases, SMU may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures in a timely manner.

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A student who reports sexual misconduct – including sexual assault, dating violence, domestic violence or stalking – may file a complaint under the University's Title IX Harassment Policy with the SMU Title IX Coordinator in the Office of Institutional Access and Equity. The policy is online in the University Policy Manual, <https://smu.edu/policy>, and on the Office of Institutional Access and Equity website, <https://smu.edu/IAE>.

The internal grievance process includes an investigation of the allegations, sanctions and an appeal process. Students reporting sexual misconduct are encouraged to share as much information as they are comfortable sharing. Pending the outcome of the grievance process and to protect the safety of the SMU community, the University may impose temporary interim measures, such as no contact orders, campus restrictions and temporary suspension.

Students involved in a sexual misconduct case may qualify to receive amnesty for other violations of the Student Code of Conduct, such as alcohol violations, as outlined in the Conduct Review Process. The investigation will focus primarily upon the allegations of sexual misconduct.

For more information about this process or to file a grievance, contact the SMU Title IX Coordinator in the Office of Institutional Access and Equity at 214-768-3601 or email [accessequity@smu.edu](mailto:accessequity@smu.edu).

### Retaliation prohibited

SMU prohibits threats or acts of retaliation against students who are involved in any

## Sanctions for Sexual Misconduct

When a student is found responsible for violating the Title IX Harassment Policy, a Sanctioning Panel imposes disciplinary sanctions. The Sanctioning Panel members are the director of the Office of Student Conduct and Community Standards or their designee; a deputy Title IX coordinator; and an SMU student, all of whom have participated in Title IX training. The Sanctioning Panel may impose one or more of the following sanctions in addition to educational sanctions including but not limited to training, reflection exercises, research papers and community service:

**Expulsion:** An individual or group will be separated from the University on a permanent basis. An individual's expulsion will be permanently recorded on their academic transcript. Before this sanction is enforced, the president of the University will review it. A student expelled from the University may not enter campus grounds for any reason without the express written permission from the O

manages University policies, procedures and programs of equal opportunity, diversity and affirmative action. The office serves SMU students, employees, applicants and visitors. SMU's prohibition against discrimination, including on the basis of sex, includes any employment practice, education program or educational activity.

SMU's Title IX Coordinator and deputy coordinators are available to assist students who have questions or concerns regarding sexual misconduct or who wish to file an internal complaint under the University's Title IX Harassment Policy. The coordinator and deputies also can provide students with information about SMU and community resources. Please feel free to contact any of the following SMU employees for assistance. Deputies serve campus-wide; their departments and schools are listed for informational purposes only.

**SMU Title IX Coordinator**

- Samantha Thomas, Office of Institutional Access and Equity  
214-768-3601 or [thomassa@smu.edu](mailto:thomassa@smu.edu)

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## Campus security

SMU Police officers are sworn police officers, licensed by the Texas Commission on Law Enforcement, who have the responsibility and duty to enforce campus regulations and all local, state and federal laws.

SMU Police patrol campus 24 hours a day, seven days a week. The department coordinates actions with neighboring agencies and criminal investigations with the Dallas County District Attorney's Office. Emergency blue-light phones across campus connect directly to SMU Police. SMU Police provide crime prevention education and self-defense training; call 214-768-3333.

SMU urges students to use a safety escort. SMU Safety Escort by Tapride offers free rides on campus from 7 p.m. to 3 a.m. during the fall and spring terms when classes are in session; download the app and learn more at <https://www.smu.edu/BusinessFinance/CampusServices/ParkingAndIDCardServices/parkingservices/TapRide>.

SMU Police are also available to provide secure rides on campus; call 214-768-3388. SMU Rides provides rides on and on campus 24 hours a day; the full cost of the ride is charged to the student's SMU account; call 214-768-7433 (RIDE).

## Crime reports

SMU Police maintain a daily crime log, which is available online at <https://www.smu.edu/police> and to the public for review during business hours, at the dispatch window at Patterson Hall, 3128 Dyer Street.

SMU's Annual Security and Fire Safety Report, posted online at <https://www.smu.edu/cleryreport>, includes reported crimes for the previous three years.

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## Definitions

**Consent:** Voluntary, clear, continuous, mutually understandable permission, given by words or actions, regarding one's willingness to engage in sexual activity. A sexual interaction is considered consensual when individuals willingly and knowingly engage in the interaction.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

**Domestic violence:** A felony or misdemeanor crime of violence committed by a current or former spouse of the victim or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, or anyone who is protected from the respondent's acts under the domestic or family violence laws of the jurisdiction.

## Gender-based harassment:

in the same circumstances from opposing practices prohibited by the Title IX Harassment Policy. Any individual or group of individuals engaging in retaliation can be held responsible. Examples of conduct which may constitute retaliation are not limited to those of a physical nature. 6



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

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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):

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## 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

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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

4) REFERRAL/AFTER-CARE: Based on assessment, counselors will assist students in finding specialized care.

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