

2012 Annual Security and Fire Safety Report



Introduction

The security and well-being of our community is a high priority to Southern Methodist University. The SMU Police Department and all other employees of the University are dedicated to keeping the campus a great place to live and work.

The main campus of SMU is located in the heart of Dallas in University Park – a traditional residential neighborhood just five miles north of downtown. The SMU-in-Plano campus is located at 5236 Tennyson Parkway in Plano, between the Dallas North Tollway and Preston Road. The SMU-in-Taos campus is located south of Taos, New Mexico, on Highway 518 between Ranchos de Taos and Peñasco. The campuses are located in some of the safest areas, but no campus is free from crime, whether it is urban, suburban or rural. All members of the University community, therefore, should take reasonable precautions and work together to make our campuses secure environments. The following information has been prepared to increase your awareness of current programs to assist you in protecting your safety and well-being. Portions are also provided in compliance with federal laws, specifically the Clery Act and the Higher Education Opportunity Act (HEOA).

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Pursuant to 20 United States Code Section 1092(f), also known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or the Clery Act," and the Code of Federal Regulations (CFR), each institution of higher education in the United States which participates in federal student aid programs must produce and distribute an annual report containing crime statistics and statements of security policy. Failure to provide required information or the inclusion of inaccurate information may result in fines up to \$27,500 per violation imposed by the U.S. Department of Education (DOE).

The purpose of the Clery Act is to provide the campus community with accurate, complete and timely information about crime and the safety of the campus environment so they can make informed decisions to keep themselves safe.

*Note that HEOA added **whistleblower protection** making it clear that nothing in the law shall be construed to permit a school to take retaliatory action against anyone with respect to the implementation of the regulations.*

The Campus Security Act – Legal Requirements

- Publish an annual report every year by October 1 that contains three (3) years of crime statistics and certain security policy statements including sexual assault policies.
- Disclose crime statistics for the campus, unobstructed public areas immediately adjacent to or running through the campus, and certain non-campus facilities, including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other University/College officials who have “significant responsibility for students and campus activities.”
- Provide “timely warning” notices of those crimes that have occurred and pose an “ongoing threat to students and employees.”
- “Disclose in a public crime log any crime that occurred on campus or within the patrol jurisdiction of the campus police and is reported to the campus police or security department.”

This publication, in keeping with the requirements of the Clery Act, is designed to aid in the cooperative effort of providing the public with specific information on campus security, crime statistics for the most recent three-year period, alcohol and drug use, crime prevention, police operations and authority, policies relating to reporting crime and campus disciplinary procedures.

Each year, a bulk e-mail notification is made to all employees and enrolled students regarding the availability of the Annual Security Report. A printed copy of this report may be obtained by writing the SMU Police Department at P.O. Box 750334 Dallas, TX 75275 or by coming in person to the SMU Police Department administrative offices located at 3128 Dyer Street in Patterson Hall during normal business hours Monday - Friday. This report is also published on the SMU Police Department web page at: [http://www.smu.edu/pd/clerystats/2012 ASR/cleryannualreport2012.pdf](http://www.smu.edu/pd/clerystats/2012%20ASR/cleryannualreport2012.pdf)

Campus Security

Facilities Security: SMU Main Campus

Most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal business hours. Access to buildings after normal business hours, weekends and holidays is restricted unless they are sites for specific classes or special events. Some buildings may be accessed after normal business hours through prior approval of the building facility manager or through an exterior door card reader.

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. Residents are encouraged to report all suspicious individuals to Residence Life staff (RLSH) or the SMU Police Department (SMU PD).

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.

Employees and students are required to have their SMU ID card in their possession at all times and to present it upon request by any University Official. An SMU ID card may be obtained at the Park N' Pony Office located on the first floor of the Expressway Towers Building, 6116 N. Central Expressway, suite 101.

Security cameras are positioned at various 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. The presence of security cameras should not preclude individuals from practicing good, common-sense crime prevention practices and exercising caution.

Facilities Security: SMU-in-Plano Campus

The SMU-In-Plano campus is located at 5236 Tennyson Parkway within the city limits of Plano. The campus is situated in Legacy Park Business District. The campus is composed of four buildings utilized to conduct credit and non-credit courses, certification programs and conference services.

Most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal business hours. Access to buildings after normal business hours, weekends and holidays is restricted unless they are sites for specific classes or special events. Some buildings may be accessed after normal business hours through prior approval of the building facility manager.

There are no residential facilities located on the SMU-In-Plano campus.

Visitors to campus are welcome, but are expected to adhere to all campus regulations and policies. The University reserves the right to restrict the access of any person who does not adhere to University policies and procedures. Any person may be required, upon request by the Police Department or University Official, to present identification while on campus.

Employees 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. An SMU ID card may be obtained at the Park N' Pony Office located on the main campus in Dallas on the first floor of the Expressway Towers Building, 6116 N. Central Expressway, suite 101.

Faculty, staff, students, guests and visitors are encouraged to report all suspicious people to SMU-In-Plano staff or the Plano Police Department.

Facilities Security: SMU-in-Taos Campus

The SMU-in-Taos campus, Fort Burgwin, is located outside the city limits of Taos. It is situated in the mountains south of town and is surrounded by Carson National Forest. In addition to Fort Burgwin, SMU owns the land across the highway that includes the Pot Creek Pueblo archaeological site.

The Fort is composed of academic/administrative buildings, a library and computer center, recreation areas, hiking trails, a cafeteria and residential facilities called casitas. Students reside in casitas that are not open to the public or visitors. The campus is rugged, heavily forested and consists of gravel and dirt roads. The National Park Service regulates how much exterior lighting may be installed in the area; caution should be taken when walking alone due to rugged terrain and wild animals. The area around Fort Burgwin is sparsely populated and little crime is reported.

Most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal business hours. Access to the buildings after business hours is restricted unless they are sites for specific classes or events.

Visitors to Ft. Burgwin are not allowed into the residential area and are required to stay in the common areas and buildings. Signage identifies those areas that are open to the public, and also instructs visitors to check in at the main office during business hours. Visitors to campus are welcome, but are expected to adhere to all University regulations and policies. Visitors are encouraged to contact the Administrative Offices 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 any University official, to present their SMU ID card while on campus.

Residents are encouraged to report all suspicious people to the SMU/ Fort Burgwin staff or the SMU security guard.

Maintenance, Grounds and Lighting

SMU Main Campus

University facilities, lighting and landscaping are maintained so as to reduce hazardous conditions. The University also has emergency blue light phones installed throughout the campus. University police officers regularly test the emergency phones and submit work orders for those in need of repair. Officers also routinely report the need for replacement lights and any other physical hazard they note. Malfunctioning lights or emergency telephones and other unsafe conditions are reported to the Facilities, Management and Sustainability Department for repair or correction on a daily basis. Recommendations for additional lighting on campus are also evaluated yearly at the "Annual Lighting Walk." This is an organized walk across campus for student leaders and campus officials to review lighting and safety precautions and identify specific areas of concern. This yearly walk is also held in conjunction with "National Night Out."

SMU-in-Plano Campus

University facilities, lighting, and landscaping are maintained so as to reduce hazardous conditions. Malfunctioning lights and other unsafe conditions are reported to the Facilities Office in Building 3 for repair or correction on a daily basis.

SMU-in-Taos Campus

University facilities, lighting, and landscaping are maintained so as to reduce hazardous conditions within the limits allowed by Ft. Burgwin's remote location. Many restrictions are in place due to the fort's location surrounded by a national forest. Malfunctioning lights and other unsafe conditions are reported for repair or correction on a daily basis to the facilities manager.

Security Awareness Programs

SMU Main Campus

The SMU Police Department conducts crime prevention and information sessions at each scheduled student/parent orientation meeting. Prospective students and parents are encouraged to ask questions relating to safety and security. They are presented with the information on how to obtain a copy of the Annual Security Report. At the beginning of the school year, the Police Department also briefs incoming international students, as well as all students who live in the residence halls. Upon invitation, the department provides crime prevention programming to student organizations and faculty/staff gatherings. Officers are encouraged to make unscheduled "crime prevention contacts" with students and employees of SMU as they patrol the campus.

Crime prevention is a tool utilized to encourage students, faculty and staff to be aware of ways to reduce their chances of becoming victims of crime. While it is impossible to prevent all crime, awareness is the key to preventing the opportunity for crimes to be committed.

SMU-in-Plano

The SMU Police Department conducts security awareness programs at this location when requested by the facilities staff. SMU-in-Plano contracts with a third party vendor to provide security guard services to the campus in the evening and weekend hours of operation. Security of the campus is augmented by random patrol by the Plano Police Department.

SMU-in-Taos

SMU employs a full-time security guard at the Fort Burgwin campus. The security guard lives on campus and is available 24 hours a day. The security guard patrols the campus and responds to calls for service. Additionally, students may talk to the security guard about security and crime prevention issues. The Fort falls within the jurisdiction of both the Taos County Sheriff's Department and the New Mexico State Police.

SHARP Program: (Main Campus Only) The Sexual Harassment, Assault and Rape Prevention Program, taught by one of SMU's police officers, is offered once a week throughout each semester through the Dedman Center for Lifetime Sports. This is a self-defense program designed specifically for women. The program is also conducted in residence halls and sorority houses.

EMERGENCY NOTIFICATION PROTOCOL

SMU attempts to provide immediate notification and instructions in case of an emergency on campus or one that affects the campus.

Because an emergency often involves a life-threatening situation, initial notification will be guided by the first emergency responders (police and/or fire) called to the incident. Subsequent notifications will contain updates and more detailed information as it becomes available to SMU and other officials.

Those in active or imminent danger will receive emergency alerts with instructions – **evacuate, seek shelter or lockdown**. The breadth and timing of notification for any type of emergency will depend upon the individual incident, using these guidelines:

- **CAMPUS-WIDE EMERGENCY:** This level of emergency affects, or has the potential to affect, the entire campus. This type of emergency might include an approaching tornado or the threat of an active shooter or shooters at large on campus.

In a campus-wide emergency, **a text message will be sent to students, faculty and staff**. Subsequent information will be sent using one or more of the following: additional texts, email, social media, SMU website, police bullhorns and campus fliers.

It is important to note that in such cases, full information might not be immediately available. In those cases, until the exact nature of the emergency or threat is known, you may receive preliminary information with instructions for protective action, to be updated as more details become available.

- **LIMITED AREA EMERGENCY**: This level of emergency affects a limited area of campus. An example might be a small fire or flooding in a building that requires evacuation but is otherwise contained. Officials will restrict access to the affected area.

In a limited area emergency, no general campus wide text message should be anticipated. **SMU will inform affected areas via police personnel, building managers and public address systems.** A targeted communication protocol aims to minimize the arrival of observers who may put themselves in danger and/or interfere with police activity. SMU may inform the broader campus at any point during or after the emergency has been resolved, depending on the circumstances of the emergency. Communication tools could include phone, email, social media, SMU website and campus fliers.

For more information on emergency preparedness and procedures, see smu.edu/emergency.

SMU AWARE

This is a campus preparedness program developed by the SMU Risk Management Department to handle emergency/disaster situations. An emergency response plan has been developed to handle everything from everyday emergencies to those on a larger scale, such as tornados, floods, hazardous material spills, and terroristic threats. The SMU Police Department is committed to emergency preparedness planning to increase the safety of everyone on our campus. See <http://smu.edu/emergency/default.asp> for more information on emergency preparedness.

Silent Witness Anonymous Reporting Program

The Silent Witness Program was created to provide SMU community members and other persons with a way to report suspicious or criminal activity while remaining anonymous. Anonymous tips may be provided in two different formats. A person may call **214-SMU-2TIP** (214-768-2847) to provide information anonymously via a voice-recorded phone line. This phone line is not answered and the caller's number is not received or traced. Information may also be provided online at www.smu.edu/2tip. A person completes an online form, which is sent via untraceable e-mail, directly to the Police Department. **YOUR ANONYMOUS TIP COULD STOP A CRIME:** By calling the **2TIP** phone line or utilizing the **2TIP** webpage and providing information on suspicious or criminal activity, individuals may assist police in protecting the campus while maintaining their anonymity. **HELP US PROTECT YOUR CAMPUS!! BE A SILENT WITNESS!**

Giddy Up Program: (Main Campus Only)

The Giddy-Up Program is a service provided to the SMU community through the Park N' Pony Office. Free rides are provided Monday-Sunday between the hours of 9pm and 3am (hours are subject to periodic adjustment). Students may request a ride by calling (214) 768-1111 or by flagging down one of the Giddy Up drivers. For more information on this program, call 214-SMU-PARK or 214-SMU-PONY.

A new program added in fall 2009 is the **Driver Assistance Program or DAP**. The DAP will assist with jump starts, gas, tire inflation and lock-outs. Services are available only on the main campus. The responder will be in a Parking Services Golf Cart or an SMU Police patrol vehicle. Call 214-768-3388, 24 hours a day, 7 days a week.

Security Escort Program: (Main Campus Only)

There are times when people feel the need for extra security. This could be due to a personal issue or other security concern. The SMU Police Department will provide security escorts to all locations on campus 24 hours a day. Students may request a ride by calling the Police Department's non-emergency number – (214) 768-3388 or by using a "blue-light" emergency phone.

Operation ID: (Main Campus Only)

This is an on-going program that involves engraving a driver's license or student identification number on valuable items of personal property. Engravers are available at the SMU Police Department.

SMU Rides Program: (Main Campus Only)

SMU Rides provides cab rides to any on-campus residence for SMU students on Thursday, Friday, and Saturday nights. Students may call the designated cab company, Cowboy Cab, at 214-SMU-RIDE, or 469-222-2222 and provide his/her name and SMU student identification number. Cowboy Cab will send an available driver to the student's location and pick up the student(s) and return them to an on-campus residence or location. This service is not provided for trips from area airports to campus.

Monitoring of Off-Campus Student Activity

SMU Main Campus

When an SMU student is involved in an off-campus incident, SMU Police officers may assist with the investigation in cooperation with local, state or federal law enforcement. University Park Police routinely work and communicate with campus police officers on any serious incident occurring in the immediate neighborhood and business areas surrounding the campus. Many students live in the neighborhoods surrounding SMU. While University Park Police have primary jurisdiction in all areas off campus, SMU Police officers can and do respond to student-related incidents which occur in close proximity to campus. SMU Police officers have direct radio communications with the University Park Police, Highland Park DPS, University Park Fire Department and EMS Services to facilitate rapid response in any emergency situation.

SMU-in-Plano

When an SMU student is involved in an off-campus incident, SMU Police officers may assist with the investigation in cooperation with local, state or federal law enforcement. The Plano Police Department routinely works and communicates with the SMU Police Department on any serious incident occurring in the immediate neighborhood and business areas surrounding the Plano campus.

SMU-in-Taos

When an SMU student is involved in an off-campus incident, the SMU security guard or the SMU Police Department may assist with the investigation in cooperation with local, state or federal law enforcement. The Taos County Sheriff's Office and the New Mexico State Police routinely communicate with the SMU-in-Taos staff on any serious incidents occurring in the immediate areas surrounding the Taos campus.

Authority and Jurisdiction of the University Police

Law Enforcement Authority – SMU Main Campus

Southern Methodist University Police Officers are licensed by the Texas Commission on Law Enforcement Officer Standards and Education. These officers are sworn law enforcement officers commissioned under the provisions of the Texas Education Code § 51.212 and are vested with all of the powers, privileges, and immunities of peace officers while on the property under the control and jurisdiction of Southern Methodist University or otherwise in the performance of their assigned duties.

The SMU Police Department has the responsibility and duty to enforce campus regulations and all local, state, and federal laws. SMU Police Officers carry firearms and may arrest violators and refer them to the judicial system for prosecution. Criminal violations are processed through the Dallas County District Attorney's Office, or Federal Criminal Justice System. Officers may also issue citations for the City of University Park and the Justice of the Peace, Precinct 3-1.

Municipal Law Enforcement Jurisdiction

The majority of the main campus of Southern Methodist University lies within the city limits of University Park. University Park, Texas, is a community of just over 23,000 people occupying 3.7 square miles. University Park was developed around the SMU campus. The University Park Police Department (UPPD) employs 36 licensed and sworn police officers and has concurrent jurisdiction with SMU PD on the campus. University Park police officers regularly patrol the campus and augment SMU PD when necessary. The University Park Fire Department (UPFD) is within six blocks of the SMU campus and provides firefighting and emergency paramedic services to the campus. Through interagency agreements, the City of University Park, the Town of Highland Park DPS, the Dallas Police Department, Dallas County Sheriff's Department and the Texas Rangers will also provide assistance if requested by the SMU Police Department.

A section of the east side of the main campus lies within the Dallas city limits. SMU Police Department and the Dallas Police Department share concurrent jurisdiction in this area.

Law Enforcement Authority: SMU-in-Plano Campus

Security of the campus is augmented by random patrol of the Plano Police Department. Reports of criminal activity may be reported to the facilities staff, security guards or the Plano Police Department. The Plano Police Department has the responsibility and duty to enforce all local, state and federal laws and to effect arrests and refer criminal cases to the City of Plano and Collin County judicial systems. Criminal violations will be processed through the Collin County District Attorney's Office or Federal Criminal Justice System.

Municipal Law Enforcement Jurisdiction

Plano police officers regularly patrol the campus and augment SMU PD during criminal incidents and emergencies. The Plano Police Department and the Plano Fire Department are within a one-block radius of the Plano campus and provide police services, firefighting and emergency paramedic services to the campus.

Law Enforcement Authority: SMU-in-Taos Campus

SMU-in-Taos employs a full-time security guard at the Fort Burgwin campus. The security guard lives on campus and is available 24 hours a day. The security guard patrols the campus and responds to all criminal incidents and calls for service.

New Mexico state law prohibits SMU security guards from performing law enforcement functions at private universities in the state of New Mexico. In the event of a criminal offense or emergency situation, the SMU security guard coordinates the investigation through the New Mexico State Police or Taos County Sheriff's Office as required.

SMU security guards have complete University Judicial Authority and are permitted to refer any student violating local, state or federal laws to the Office of the Dean of Students. Students may also be referred for violations of the Student Code of Conduct.

Municipal Law Enforcement Jurisdiction

In addition to the SMU security guard on campus, the campus falls under the jurisdiction of both the Taos County Sheriff's Department and the New Mexico State Police. Taos County EMS will respond for medical emergencies, while the Taos Fire Department and National Forest Service firefighters will respond for reports of fire.

Reporting Crime

Procedures for Reporting Crimes and Other Emergencies

SMU Main Campus

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 police-related 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 dialing 911 on a campus phone or at 214-768-3333. Also located throughout the campus are conspicuously placed, lighted emergency (Blue Light) telephones with direct lines to the SMU Police Department to facilitate reporting.

The department also has a **Silent Witness Program**, in which community members can provide information regarding suspicious and criminal activity without providing their identity. Anonymous tips may be provided in two different and confidential formats. A person may call **214-SMU-2TIP** (214-768-2847) to provide information anonymously via a voice-recorded phone line. Information may also be provided online at www.smu.edu/2tip. A person completes an online form, which is sent via untraceable e-mail, directly to the Police Department.

Community members are encouraged to report all crimes, including off-campus incidents. The SMU Police Department will assist community members in reporting all off-campus incidents to the appropriate law enforcement agencies. Local law enforcement agency phone numbers are listed in the Helpful Phone Numbers section at the end of this report.

SMU-in-Plano

All SMU community members and guests of the University are encouraged to report suspected criminal activity to the police as soon as possible. Fires, health emergencies and all criminal activity should be immediately reported to the Plano Police Department via the 911 system and then to personnel in the Facilities Office in Building 3, Room 134, or the administrative offices in Building 4, Room 112. Violations of University policies

and procedures by anyone may be reported to other University officials, including the Dean of Student Life Office in Room 302 in Hughes-Trigg Student Center (main campus) or by calling 214-768-4563.

SMU-in-Taos

All SMU community members and guests of the University are encouraged to report suspected criminal activity to the police as soon as possible. Fires, health emergencies and all criminal activity should be immediately reported to the Taos County Sheriff's Office via the 911 system, the on-site SMU security guard, or the program director. Violations of University policies and procedures by anyone may be reported to other University officials, including the Dean of Student Life Office in room 302, Hughes-Trigg Student Center (main campus), by calling 214-768-4563, or by contacting the Student Life staff member who resides on the SMU-in-Taos campus throughout the year.

Reporting Crimes to Other Campus Security Authorities

Who Are Campus Security Authorities?

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

- A member of a campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, the following positions:
 - Vice President for Student Affairs
 - Dean of Student Life
 - Director of Residence Life and Student Housing
 - All Head Coaches and Assistant Coaches for all areas in the Athletic Department.
 - All Associate Athletic Directors
 - Law School – Associate Dean for Student Affairs
- **An official is defined as** any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many people, students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

Certain individuals who have significant responsibility for student and campus activities are exempted from disclosing information. This includes a pastoral or professional counselor. To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in the role of pastoral or professional counselors.

Physicians and nurses of the Memorial Health Center who treat a victim of a violent crime that occurred on the campus or in a facility under the control of the university must disclose the reported crime to the SMU Police Department. They are not required to release the names of victims/patients.

All campus officials, counselors, faculty and staff are encouraged to report all crimes even if not required to do so. The Police Department understands the confidential nature of certain campus officials and will respect the confidentiality of all information obtained for statistical reporting purposes. Only general information, such as general location, type of crime and date of crime, are needed to report crime statistics. Complete reporting by all University members will assist in promoting a secure campus environment.

Responsibilities of Campus Security Authorities

Because of the law's complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows: If campus security authorities observe any crime listed below, or if any person reveals to a campus security authority, in good faith, that he/she learned of or was the victim of, perpetrator of, or witness to any crime listed below, the campus security authority must immediately notify the SMU Police Department.

Crimes that should be reported are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offenses
- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Dating Violence (start counting for 2013 calendar year)
- Domestic Violence (start counting for 2013 calendar year)
- Stalking (start counting for 2013 calendar year)
- All hate crimes involving bodily injury, simple assault, larceny/theft, intimidation, and damage/vandalism of property
- All liquor, drug or weapons law violations resulting in an arrest or referral

Definitions of these crimes are listed after the section titled "Notification to the SMU Community about an Immediate Threat" or on the SMU Police website at www.smu.edu/pd.

Clery Act crimes reported to local municipal police will be included as long as the municipal police agency notifies the SMU Police and the reported crime occurred in an area for which the institution is responsible.

Reporting Crimes Outside of the SMU Jurisdiction

The SMU Police Department makes a good faith effort to stay informed of all criminal activity involving students at off-campus locations. Surrounding municipal agencies, state law enforcement agencies and federal agencies routinely inform campus police about incidents where their officers contact SMU students.

Timely Warnings

CRIME ALERTS

In an effort to provide timely notice to the SMU community, and in the event of a serious incident which may pose an on-going threat to the members of the SMU community, a warning notice is issued. The method of delivery is determined on a case-by-case basis, in light of all the facts available at the time. Various methods of delivery will be employed, including e-mail, crime alert posters, text message, voice mail, website, and/or social media to inform students and employees on campus. The alerts are generally written by the Chief of Police or designee and the Office of Public Affairs and they are distributed to the community by the Office of Public Affairs. 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 University must 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. Updates to the SMU community about any particular case resulting in a crime alert may also be distributed in a similar manner as listed above. When crime alerts are posted in campus buildings, they are printed on brightly colored paper and posted in the lobby/entrance area of campus building(s) for seven days. *The Daily Campus* newspaper will also be asked to print the warning in the next available issue. Timely warnings will also be published on the SMU Police Department web page.

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). There are three general categories of crime statistics listed below:

Criminal Offenses

Criminal Homicide
(1) Murder and Non-Negligent Manslaughter
(2) Negligent Manslaughter
Forcible Sex Offenses
(1) Forcible Sexual Assault
(2) Forcible Sodomy
(3) Sexual Assault with an Object
(4) Forcible Fondling
Non-Forcible Sex Offenses
(1) Incest
(2) Statutory Rape
Robbery
Aggravated Assault
Burglary (this does not include burglary of a motor vehicle)
Motor Vehicle Theft
Arson

Three additional crimes that must be reported as per the 2013 “Violence Against Women Act” are (but will not be counted until the 2013 for the 2012 Annual Security Report) :

- Dating Violence
- Domestic Violence
- Stalking

Hate Crimes

Any of the above mentioned offenses may be classified as a “hate crime” and any incidents of Larceny-Theft, Simple Assault, Intimidation or Destruction/Damage/Vandalism/Criminal Mischief, if they were determined to be motivated by bias of race, gender, religion, sexual orientation, ethnicity, national origin, disability, gender identity.

Arrests and Referrals for Disciplinary Action

This category includes Liquor Law Violations, Drug Abuse Violations and Weapons Violations.

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

- On Campus Property
- Residential Facilities (*Definitions for these categories can be viewed by visiting www.clerycenter.org)*
- Non-Campus Property
- Public Property

*** 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 and Plano area. Individuals should exercise due care and caution to avoid being victimized. Check out the crime prevention tips posted by **the SMU Police to deter these crimes or attend a crime prevention briefing.****

CRIME ALERT (Off Campus)

SMU may issue a crime alert (off campus) for certain Clery Act crimes occurring outside the patrol jurisdiction of the SMU PD, 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-Main Campus, SMU-in-Plano, or SMU-in-Taos, 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.

Notification of to the SMU Community about an Immediate Threat

In extreme cases where there is an imminent and immediate threat to the university community, SMU (Office of Emergency Management) has designed a redundant notification system that employs campus-wide text messages, voice messages, emails, web pages and city sirens that are public address capable. In addition, low-tech solutions include bullhorns, walkie-talkies, and runners delivering messages word of mouth, all with the goal of notifying the campus community, regardless of disaster-related communication failures.

SMU community members are encouraged to notify Campus Security Authorities of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve immediate or ongoing threat to the health and safety of students, employees and/or visitors on campus.

Crime Definitions:

Murder – Non-negligent Manslaughter

The willful killing of a person by another person.

Negligent Manslaughter

The killing of one human being by another through gross negligence.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, including joyriding.)

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or personal property of another.

Dating Violence

The term “dating violence” means violence committed by a person –

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 1. The length of the relationship
 2. The type of relationship
 3. The frequency of interaction between the persons involved in the relationship

Domestic Violence

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who has cohabitated with the victim as a spouse, or by a person similarly situated to a spouse of the victim or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

- a. Fear for his or her safety or the safety of others; or
- b. Suffer substantial emotional distress

Weapon Law Violations

Illegal weapons possession is defined as the violation of laws or ordinances prohibiting the manufacture, sales, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Drug Abuse Violations

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation or/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinances prohibiting: manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; driving under the influence as a minor; maintaining unlawful drinking places; bootlegging; operating an illegal still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the

aforementioned. (Public Intoxication and Driving While Intoxicated are Penal Code violations and are not included in this definition.)

Sex Offenses: Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Sex Offenses-Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape-The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy-Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object-The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible

Unlawful, non-forcible sexual intercourse.

A. Incest-Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape-Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Monitoring and Recording Criminal Activity

The SMU Police Department tracks and records index crimes occurring on **ALL** SMU campuses and in those areas immediately contiguous to the main campus. Many students live in and frequent these areas. This includes:

- On-campus property owned or controlled by the University with the same reasonably contiguous geographic area and used to meet or support the University's educational purposes.
- Student residential facilities
- Non-campus buildings owned or controlled by student organizations that are recognized by the University.

- Non-campus buildings or property owned or controlled by the University that are used in direct support of, or in relation to, the University's educational purposes, are frequently used by students, and are not in the same reasonable contiguous geographic area of the University; and
- Public property including thoroughfares, streets, sidewalks, and parking facilities that are within the campus or immediately adjacent to and accessible from the campus. The jurisdiction of the SMU Police Department does not extend to public property contiguous to the campus; therefore the department has a limited role in investigating criminal activity at these locations. The department's role is limited to information sharing, cooperation, and coordination with the investigating local law enforcement agency.

Reporting of Criminal Incidents within the Contiguous Area for Calendar Year 2012

SMU Main Campus

Criminal incidents occurring within the contiguous area surrounding the SMU main campus for 2012, as relayed to the SMU Police Department by the University Park Police Department, Dallas Police Department and Highland Park Department of Public Safety, are included in the SMU Police Department Crime Statistics as required by the Department of Education in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

A chart has been included in the 2012 Annual Security Report-Crime Statistics Section, which depicts statistics of reported criminal incidents from UPPD, Dallas PD and HPDPS for areas contiguous to campus but not considered "on campus."

SMU-in-Plano

Criminal incidents occurring within the contiguous area surrounding the SMU-in-Plano campus for 2012, as reported to the SMU Police Department by the Plano Police Department and to Campus Security Authorities, are included in the SMU Police Department Crime Statistics as required by the Department of Education in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

SMU-in-Taos

Criminal incidents occurring within the contiguous area surrounding the SMU-in-Taos campus for 2012, as reported to the SMU Police Department by the SMU security guard, SMU conduct officer, Campus Security Authorities, Taos County Sheriff's Office or the New Mexico State Police Department are included in the SMU Police Department Crime Statistics as required by the Department of Education in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This information was received from the New Mexico Department of Public Safety. The Taos Police Department (city of) has no jurisdiction over the SMU-in-Taos campus.

SMU - MAIN CAMPUS
Crime on Campus Report 2010-2012

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Total
Murder and Non-Negligent Manslaughter	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Forcible Sex Offenses	2010	1	1	0	0	1
	2011	2	1	0	0	2
	2012	5	2	0	0	5
Forcible Sex Offenses- Not Reported to Police <small>(reported to other campus officials)</small>	2010	2	0	0	0	2
	2011	5	0	0	0	5
	2012	0	0	0	0	0
Non-Forcible Sex Offenses	2010	5	0	0	0	5
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Non-Forcible Sex Offenses- Not Reported to Police <small>(reported to other campus officials)</small>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Robbery	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

Aggravated Assault	2010	0	0	0	0	0
	2011	3	1	0	0	3
	2012	6	3	0	0	6
Burglary						
Burglary	2010	35	6	0	0	35
	2011	11	8	0	0	11
	2012	5	3	0	0	5
Motor Vehicle Theft						
Motor Vehicle Theft	2010	9	0	0	1	1
	2011	3	0	0	2	5
	2012	7	0	0	1	8
Arson						
Arson	2010	2	2	0	0	2
	2011	1	0	0	0	1
	2012	0	0	0	0	0

SMU - MAIN CAMPUS

2010-2012 Arrests for Liquor Law, Drug and Weapons Violations

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Total
Liquor Law Violations	2010	38	18	0	6	44
	2011	71	28	0	1	72
	2012	31	17	0	6	37
Drug Violations	2010	28	11	0	1	29
	2011	9	1	0	0	9
	2012	14	7	0	5	19
Weapons Violations	2010	0	0	0	2	2
	2011	1	0	0	0	1
	2012	0	0	0	0	0

SMU - MAIN CAMPUS

2010-2012 Judicial Referrals for Liquor Law, Drug and Weapons Violations

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Total
Liquor Law Violations	2010	240	150	0	7	247
	2011	217	125	0	0	217
	2012	246	156	0	5	251
Drug Violations	2010	17	12	0	0	17
	2011	37	33	0	0	37
	2012	20	20	0	0	20

Weapons Violations						
2010	0	0	0	0	0	0
2011	1	0	0	0	0	1
2012	0	0	0	0	0	0

SMU - MAIN CAMPUS

Crimes Reported to UPPD, HPDPS and Dallas PD for 2012

Offense Type	Year	University Park Police	Dallas Police	Highland Park DPS
Murder/Non-Negligent Manslaughter	2012	0	0	0
Negligent Manslaughter	2012	0	0	0
Forcible Sex Offenses	2012	0	0	0
Non-Forcible Sex Offenses	2012	0	0	0
Robbery	2012	1	2	0
Aggravated Assault	2012	0	7	1
Burglary	2012	1	5	6
Motor Vehicle Theft	2012	1	27	0
Arson	2012	0	0	0
Liquor Law Violations	2012	2	0	5
Drug Law Violations	2012	0	0	2
Weapons Violations	2012	0	0	0

SMU - PLANO CAMPUS

CRIME ON CAMPUS REPORT 2010 - 2012

Offense Type	Year	On	Residential	Non-Campus	Public	Total
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		Campus	Facilities	Buildings & Property	Property	
Murder and Non-Negligent Manslaughter	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Forcible Sex Offenses	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Forcible Sex Offenses- Not Reported to Police <small>(reported to other campus officials)</small>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Non-Forcible Sex Offenses	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Non-Forcible Sex Offenses- Not Reported to Police <small>(reported to other campus officials)</small>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Robbery	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Aggravated Assault	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	1	1
Burglary	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Motor Vehicle Theft	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Arson	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

SMU - PLANO CAMPUS**Arrests for Liquor Law, Drug and Weapons Violations**

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Total
Liquor Law Violations	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Drug Violations	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Weapons Violations	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

SMU - PLANO CAMPUS

Judicial Referrals for Liquor Law, Drug and Weapons Violations

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Total
Liquor Law Violations	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Drug Violations	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Weapons Violations	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

SMU - TAOS CAMPUS

Crime on Campus Report 2010-2012

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Total
Murder and Non-Negligent Manslaughter	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Negligent Manslaughter	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Forcible Sex Offenses	2010	0	0	0	0	0

	2011	0	0	0	0	0
	2012	0	0	0	0	0
Forcible Sex Offenses- Not Reported to Police <small>(reported to other campus officials)</small>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Non-Forcible Sex Offenses	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Non-Forcible Sex Offenses- Not Reported to Police <small>(reported to other campus officials)</small>	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Robbery	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Aggravated Assault	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Burglary	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Motor Vehicle Theft	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Arson	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

2

SMU - TAOS CAMPUS**Arrests for Liquor Law, Drug and Weapons Violations**

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Total
Liquor Law Violations	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Drug Violations	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

Weapons Violations	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

SMU - TAOS CAMPUS

Judicial Referrals for Liquor Law, Drug and Weapons Violations

Offense Type	Year	On Campus	Residential Facilities	Non-Campus Buildings & Property	Public Property	Total
Liquor Law Violations	2010	1	0	0	0	1
	2011	0	0	0	0	0
	2012	1	1	0	0	1
Drug Violations	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	4	4	0	0	4
Weapons Violations	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

Hate Crimes

SMU Main Campus, SMU-in-Plano, and SMU-in-Taos (2010-2012)

These include any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, any other crime involving bodily injury, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property reported to local law enforcement agencies or a campus security authority that manifest evidence the victim was intentionally selected because of the perpetrator's bias toward the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.

2010 - There were no reported hate crimes for the year 2010 for any of the SMU campuses.

2011 - There was one reported hate crime for the SMU Main Campus. It was classified as a criminal mischief characterized by religious bias and it occurred in a residence hall.

2012 - SMU Main Campus - There were two reported hate crimes. 1 on-campus, aggravated assault characterized by sexual orientation bias and 1 on-campus, theft/criminal mischief characterized by racial bias.

Sex Offender Registry and Access to Related Information

The federal **Campus Sex Crimes Prevention Act**, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community

where law enforcement agency information provided by a state may be obtained concerning registered sex offenders. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

State law requires persons convicted of or placed on deferred community supervision for certain offenses to register as sex offenders. Offenders who committed "sexually violent" offenses (most contact offenses) must register for the remainder of their life, even after completing probation or parole. Others (some non-contact offenses) may quit registering ten years after completing their term of supervision.

Law enforcement authorities are required to inform the University when registered sex offenders indicate they are living, working or volunteering services on campus. To learn whether information of this nature has been provided to the University, contact the SMU Police Department at 3128 Dyer Street, Patterson Hall or call 214-768-1348.

You can access the sex offender registration files free of charge through the Texas Department of Public Safety web page at www.txdps.state.tx.us.

You can access the sex offender registration files for New Mexico free of charge through the <http://www.nmsexoffender.dps.state.nm.us/> website.

Alcohol

The University is dedicated to providing a healthy, comfortable, and productive environment for students, faculty, staff, and guests. All members of the University community are expected to maintain self-control. Conduct should be consistent with ideals of academic excellence, health, and responsible social behavior, including recognition of the rights of others. In recognition of the University being owned by the South Central Jurisdiction of the United Methodist Church, community members are urged to adhere to the Social Principles of the United Methodist Church, which state:

We affirm our long-standing support of abstinence from alcohol as a faithful witness to God's liberating and redeeming love for persons. We support abstinence from the use of any illegal drugs. Since the use of illegal drugs, as well as illegal and problematic use of alcohol, is a major factor in crime, disease, death, and family dysfunction, we support educational programs as well as other prevention strategies encouraging abstinence from illegal drug use and, with regard to those who choose to consume alcoholic beverages, judicious use with deliberate and intentional restraint, with Scripture as a guide (para.162J pg. 108 UMBOD 2004).

It is also recognized that Southern Methodist University is a community of free and open inquiry in which adults are encouraged to make responsible decisions in their lives, including abstinence from or careful use of alcohol. The University recognizes the freedom of conscience that determines such issues, but cautions that such freedom does not imply license to violate the law or University policy.

Texas State Law

All members of the University community should at all times be cognizant of and comply with state and local liquor laws. **It is unlawful in the state of Texas for any person under the age of 21 to possess, purchase, or**

drink alcoholic beverages, except when with a parent, legal guardian or adult spouse. Providing alcoholic beverages to minors is prohibited. A violation of this policy subjects the offender(s) to internal disciplinary and/or law enforcement action.

Possession and Consumption

The University prohibits the possession and consumption of alcoholic beverages on campus, with the exception of adult individual residential rooms and during certain special events such as official University receptions and in specified areas on home football game days. For both exceptions, those individuals possessing and consuming the alcoholic beverages must be 21 years of age or older. Kegs and other similar containers - including, but not limited to, 1/2 kegs, party balls or pony kegs - are not permitted anywhere on campus. Various functions sponsored by the Office of Development will continue to operate under special policies.

SMU is located within the City of University Park, Texas. By state statute, transportation and/or possession of more than 24 12-ounce bottles of beer or more than one quart of hard liquor, is considered prima facie evidence of intent to sell, and, therefore, evidence that the law has been violated.

University Education Programs

The Southern Methodist University Alcohol and Drug Abuse Prevention, Education and Intervention Program philosophy is rooted on the premise that problems associated with the use and abuse of alcohol and other drugs transcend individual responsibility. We believe that the community in which it occurs shares in the responsibility for its prevalence to the extent it accepts, condones and enables individual and group behavior that is supportive of the use and abuse of alcohol and other drugs. An extension of this philosophy is the firm belief that communities have the responsibility to take ownership of the problem, identify effective responses and institutionalize these responses. It is within this philosophical framework that we developed the program at SMU.

Center for Alcohol and Drug Abuse Prevention

Memorial Health Center, 2nd Floor
6211 Bishop Boulevard
P.O. Box 750195
Dallas, Texas 75275-0195
ph. 214-768-4021

The Memorial Health Center is located at 6211 Bishop Blvd on the SMU Campus, just to the north of the Meadows School of the Arts and south of the Umphrey-Lee Center.

Hours: 8:30 a.m. to 5:00 p.m. - Monday through Friday

The Center offers several substance abuse education classes, including AlcoholEdu for College, E-Toke, Marijuana 101 (online), 'Because I Care' and other on-campus and off-campus (state-certified) classes. The University has created a Commission on Substance Abuse Prevention and supports a peer-education program called BACCHUS (Boosting Alcohol Consciousness Concerning the Health of University Students). A "Live Responsibly" campaign was started in 2007 establishing a dedicated website for information related to alcohol and drug abuse, as well as other emergency and medical resources.

For more information regarding the Center for Alcohol and Drug Abuse Prevention and related programming, visit <http://www.smu.edu/healthcenter/alcoholeducation>.

Additional information regarding Drug Free Schools and Campus Act/Penalties for Drug and Alcohol Offenses can be found at:

Drug Free Schools and Campus Act:

http://www.smu.edu/healthcenter/alcoholeducation/adp_drugfreeinfo.asp

Penalties for Drug/Alcohol Offenses:

http://www.smu.edu/healthcenter/alcoholeducation/adp_drugfreedetails.asp

President's Commission on Substance Abuse Prevention

In the summer of 2009, SMU President R. Gerald Turner appointed the Commission on Substance Abuse Prevention, an outgrowth of the Task Force on Substance Abuse Prevention, as a permanent, ongoing organization to implement and evaluate the task force's recommendations.

The Commission, which meets regularly, reports annually to the president on the status of related recommendations and identifies new or emerging issues of concern.

The 2010-2011 report is available online at <http://smu.edu/smunews/liveresponsibly/>.

The Call for Help Program - Good Samaritan Policy / Medical Amnesty Policy

Student welfare is a primary concern at SMU. Everyone is responsible for creating a healthy community that cares for one another. One demonstration of caring involves seeking medical assistance for fellow students when lives may be in danger due to alcohol and/or drug intoxication. To seek medical assistance, please call 911.

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 discipline process, except when it has been determined that another violation of university policy has occurred (for example destruction of university property; fire safety violation; physical harm to another person, etc.).

Caring Community Connections

Sometimes the pressures of exams, juggling busy schedules and maintaining healthy relationships can overwhelm students – especially new undergraduates experiencing independence for the first the time. The Dean Of Student Life Office created an online process for gathering and acting upon reports from faculty and staff of students exhibiting signs of distress.

All information in this report remains confidential per FERPA guidelines. Once submitted, all information is stored in a password protected database. Access to this confidential information is limited to the Vice President for Student Affairs and the Associate Vice President for Student Affairs/Dean of Students. To learn more about the program go to <http://smu.edu/studentlife>.

Drugs

Every SMU student shall be responsible for compliance with all local, state, and federal laws regarding controlled substances including, but not limited to, their use, sale, distribution, possession, or manufacture. Violations of any local, state, or federal law regarding controlled substances may subject the person to disciplinary proceedings in the University Judicial System without regard to any proceedings in local, state, or federal courts.

When the standards of conduct regarding illicit drugs are violated, sanctions may be imposed by the judicial system. Possible sanctions include, but are not limited to, a fine, assignment to community service, notification of parents, suspension, time-frame suspension, or expulsion.

Sanctions upon conviction in the criminal court system for possession, distribution, or manufacture of controlled substances range from fines and probation to imprisonment. Amounts 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.

Sexual Assault Policy

SMU is a community of trust whose very existence depends on adherence to standards of conduct. Student conduct that violates these standards is handled through the University Judicial System. Cases of alleged student misconduct involving serious physical or psychological harm are referred to the Serious Offense Judicial Board. This includes cases involving sexual misconduct and/or sexual assault or attempted sexual assault. What follows is a summary of SMU's policies and procedures on sexual misconduct and sexual assault. Please consult the SMU Policy 2.5.1 for these policies and procedures in their entirety.

The President's Task Force on Sexual Misconduct Policies and Procedures

SMU President R. Gerald Turner created the Task Force on Sexual Misconduct Policies and Procedures on, September 28, 2012, to re-examine the University's procedures and policies related to sexual misconduct.

The Task Force reviewed benchmark practices nationwide and heard perspectives of local and national experts to determine whether any updates or changes are needed at SMU. The examination took into account adherence to state and federal laws, especially **Title IX of the Education Amendments of 1972**, which requires colleges and universities to investigate and provide internal grievance procedures for such allegations.

For more information on this task force, go to:

<http://smu.edu/smunews/liveresponsibly/SexualMisconductTaskForce/smtf-main.asp>

**SOUTHERN METHODIST UNIVERSITY
GOVERNANCE AND POLICY MANUAL**

POLICY 2.5.1

INTERIM TITLE IX HARASSMENT

APPLICABILITY: All Administrators, Faculty, Staff, Students and Visitors

RESPONSIBLE OFFICIAL: Associate Vice President & Executive Assistant to the President for Institutional Access and Equity (X 8-3601)

POLICY TYPE: Administrative

POLICY HISTORY:

Originally Issued: February 18, 2013

Effective Date: January 13, 2013

Last Revised:

Last Updated:

Additional History:

Section 1. APPLICATION

2. POLICY AGAINST TITLE IX HARASSMENT IN EMPLOYMENT AND EDUCATION PROGRAMS

Section 3. PURPOSE OF POLICY

Section 4. INQUIRIES CONCERNING TITLE IX COMPLIANCE

Section 5. DEFINITIONS AND EXAMPLES

Section 6. ISOLATED AND INADVERTENT OFFENSES

Section 7. CONSENSUAL RELATIONSHIPS

8. GRIEVANCE PROCEDURES FOR ALLEGED VIOLATIONS OF SMU'S POLICY AGAINST TITLE IX HARASSMENT

8.1. Relationship to Other SMU Policies.

8.2. General Provisions

8.2.1. Applicability to University activities and programs

8.2.2. Confidentiality

8.2.3. Sexual Violence

8.2.4. Evidentiary Standard

8.2.5. Examination of Witnesses

8.2.6. Records

8.2.7. Sequencing of Criminal Investigations of Allegations of Sexual Assault and Sexual Violence

8.2.8. Interim Protective Steps

8.2.9. Support

8.2.10. Extensions of time

8.2.11. False Accusations

8.3. General Procedures

8.3.1. Reporting Title IX Harassment

8.3.2. Complaint

8.3.3. Informal Resolution

8.3.4. Investigation

8.4. Specific Procedures for Complaints Filed Against Staff.

8.4.1. Corrective Action

8.4.2. Hearing Procedures

8.5. Specific Procedures for Complaints Filed Against Students.

8.5.1. Initiation of the Student Conduct Review Process for Allegations of Title IX Harassment

8.5.2. Conduct Officer Hearing

8.5.3. University Conduct Board Hearing

8.5.4. Appeals of University Conduct Board Decisions to the University Conduct Council

8.5.5. Records Retention

8.5.5. Review by the President of the University

8.6. Specific Procedures for Complaints Filed Against Faculty.

8.6.1. Hearing Committee

8.6.2. Pre-Hearing Meeting

8.6.3. Hearing Procedures

8.6.4. Report and Recommendations to the President and Final Decision

Section 9. On-line training COURSE

Section 1. APPLICATION

This policy applies exclusively to allegations of sexual harassment, including sexual violence and gender-based harassment. Other forms of harassment and discrimination are handled under Policy 2.8, University Grievance Policy and Procedures.

2. POLICY AGAINST TITLE IX HARASSMENT IN EMPLOYMENT AND EDUCATION PROGRAMS

2.1. Prohibition of Title IX Harassment

The policy of Southern Methodist University is to comply with [Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 et seq.](#), and its implementing regulations, [34 C.F.R. Part 106](#). SMU expressly prohibits sexual harassment, including sexual violence, and gender-based harassment against

- a. its students, faculty, and staff;
- b. applicants who seek to join the SMU community in any capacity; and
- c. visitors participating in the educational activities or programs of the University.

Sexual harassment and gender-based harassment violate Title IX. University personnel must maintain an academic and work environment that is free of such harassment. The University will take immediate and appropriate corrective action where such harassment occurs, and in such cases, members of the University community are encouraged to consult immediately with the Title IX Coordinator or a Deputy Title IX Coordinator.

2.2 Prohibition of Retaliation

Retaliation is a violation of SMU's Title IX harassment policy. University policy prohibits any member of the University community--staff, members of the faculty, students or visitors participating in the educational activities or programs of the University -- from retaliating in any way against a person because that person has raised allegations of harassment prohibited by Title IX. It is a violation of this policy to retaliate against any person who has exercised the right to file a formal or informal Title IX harassment complaint, used any of the processes provided by SMU, cooperated with an investigation, or testified or otherwise offered evidence connected to a complaint. A complaint's actual or perceived lack of merit does not excuse retaliatory conduct. Any person who observes retaliation should promptly notify the Title IX Coordinator.

Section 3. PURPOSE OF POLICY

The purpose of this policy is to promote an academic and work environment that is free of sexual harassment, including sexual violence, and gender-based harassment by providing a means for addressing complaints of such harassment. The University has designed this policy to ensure a safe, non-harassing environment for its students, faculty, staff, and other members of the University community. The University does not intend for this policy to infringe upon any First Amendment or academic freedom protections available to members of the University community.

Section 4. INQUIRIES CONCERNING TITLE IX COMPLIANCE

Inquiries concerning Title IX compliance should be referred to the Associate Vice President, Office of Institutional Access and Equity, who serves as SMU's Title IX Coordinator. The name of that official is as follows:

Ms. Beth Wilson

Title IX Coordinator

204 Perkins Administration Building

6425 Boaz Lane

P.O. Box 750200

Dallas, Texas 75275-0200

Phone: 214-758-3601

FAX: 214-768-2101

Email: bethw@smu.edu

Web: <http://smu.edu/aao/>

Duties: In addition to the specific duties set forth in this policy, the Title IX Coordinator is charged with the responsibility of oversight of all Title IX claims.

Deputy Title IX Coordinators include:

Ms. Samantha Thomas

Director, ADA/504 Coordinator

& Deputy Title IX Coordinator

Office of Institutional Access and Equity

204 Perkins Administration Building

6425 Boaz Lane

P.O. Box 750200

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Phone: 214-758-3601

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Ms. Monique Holland

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P. O. Box 750315

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Associate Dean, Graduate Programs

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Fincher Memorial Building, Suite 125F

P.O. Box 750333

Dallas, Texas 75275-0333

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SMU Dedman School of Law

3315 Daniel Avenue

Dallas, Texas 75275

Tel. 214-768-4178

Fax: 214-768-2182

Email: mlcamp@smu.edu

With the exception of Ms. Holland, each of the above named Deputy Title IX Coordinators has University-wide responsibility for investigating Title IX claims and reporting the results of their investigations to the Title IX Coordinator. Ms. Holland does not investigate Title IX complaints arising within the Athletics Department, but otherwise has responsibility for investigating Title IX claims and reporting the results of her investigations to the Title IX Coordinator.

Section 5. Definitions AND EXAMPLES

5.1. Definitions.

As used in this policy, the following terms have the meaning indicated:

- 5.1.1. "Appropriate University Officer" means the officer at SMU responsible for the office, school, college, or other administrative unit with direct supervisory authority over the faculty or staff employee and his or her designee and any successors.

- 5.1.2. “Complainant” means the person (including, in certain circumstances, the University) filing a report or complaint of Title IX harassment with the Title IX Coordinator or a Deputy Title IX Coordinator.
- 5.1.3. “Conduct Liaison” means a volunteer University faculty or staff member trained in the student conduct review process who may be assigned to either complainant or respondent to assist as a neutral source to answer questions about the process.
- 5.1.4. “Conduct Officer” means the University staff member trained in the student conduct review process.
- 5.1.5. “Day” means a business day, unless otherwise specifically indicated.
- 5.1.6. “Dean of Student Life” means the person who holds the title of Dean of the Office of Student Life at SMU or his or her designee and any successors.
- 5.1.7. “Gender-based harassment” means acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- 5.1.8. “Member of the faculty” or “faculty member” or “faculty” means the president, provost, associate provosts, deans of the schools and colleges, professors, associate professors, assistant professors, instructors, lecturers, adjunct professors, emeritus professors, visiting professors, and scholars (writers, composers, artists, executives, and the like) -in-residence, teaching assistants in their teaching capacity, and others who are recognized under the University’s Bylaws or policies or both as members of the SMU Faculty.
- 5.1.9. “Respondent” means the person who is alleged to have engaged in the discriminatory conduct as set forth in the report or complaint filed with the Title IX Coordinator.
- 5.1.10. “Sex discrimination” means giving preferential treatment to one gender to the disadvantage of the other because of his or her gender. It may occur also when policies or practices are facially neutral, but have a disproportionately adverse impact on a particular gender when applied.
- 5.1.11. “Sexual harassment” is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when –
- submission to such conduct is made either an explicit or an implicit term or condition of an individual’s employment, academic evaluation or advancement, or status in a course, program or activity of the university;
 - submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual; or
 - such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment or unduly interfering with an individual's work or academic performance. For purposes of this policy, "undue interference" is defined as improper, unreasonable or unjustifiable behavior going beyond what is appropriate, warranted or natural.

Sexual harassment includes two categories:

“Hostile environment sexual harassment” means verbal, physical or visual forms of harassment that are sexual in nature, “sufficiently severe, persistent, or pervasive” and unwelcome. A single, severe incident, such as a sexual assault, could create a hostile environment. A “hostile environment” is often created by a series of incidents.

“Quid pro quo sexual harassment” means "this for that." An example of this form of sexual harassment occurs if a member of the faculty (or staff member) stipulates that one’s grade or performance rating (or participation on a team, in a play, etc.) will be based on whether one submits to unwelcome sexual conduct. Whether one refuses a sexual demand or submits to it is not relevant; the conduct violates the law.

5.1.12. As used in this Policy, the term “Title IX harassment” includes sexual harassment, gender-based harassment, and sexual violence.

5.1.13. “Sexual Violence” means a physical sexual act perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment prohibited by Title IX and this Policy

5.1.14. “Staff Member” or “Staff” means a salaried or hourly person employed by the University, exclusive of members of the faculty and students.

5.1.15. “Title IX Coordinator” means the Associate Vice President, Office of Institutional Access and Equity and his or her designees and any successors.

5.1.16. “University” refers to Southern Methodist University (“SMU”).

5.2. Examples.

If sufficiently severe or pervasive, the following types of actions serve as non-exhaustive examples of Title IX harassment prohibited by this Policy:

5.2.1. physical sexual acts perpetrated

a. against a person’s will or

b. where a person is incapable of giving consent due to that person’s use of drugs or alcohol or due to an intellectual or other disability;

5.2.2. direct or implied statements, threats, or demands for sexual favors, sexual advances, accompanied by implied or actual promises of preferential treatment for submission to such demands; or implied or actual threats that failure to submit to such demands may result in adverse treatment concerning the person’s admission, enrollment, employment, work status, promotion, grades or recommendation;

5.2.3. persistent, unwelcome flirtation, requests for dates, repeated and unwanted staring, advances or propositions of a sexual nature;

5.2.4. gratuitous displays of sexually suggestive objects or pictures, including images displayed, transferred, forwarded or shared via the internet, text messaging or other electronic means;

5.2.5. a pattern of conduct unrelated to an academic course or the requirements of the workplace intended to cause discomfort or humiliation or both that includes one or more of the following:

a. comments of a sexual nature;

- b. sexually explicit statements, questions, jokes, anecdotes or gestures;
- c. a pattern of conduct that would cause discomfort or humiliation, or both, to a reasonable person to whom the conduct is directed and that includes one or more of the following:
 - (1) unnecessary touching, such as patting, pinching, hugging or repeated brushing against a person's body;
 - (2) remarks of a sexual nature about a person's clothing or body; or
 - (3) remarks about sexual activity or speculations about previous sexual experience.

5.2.6. Treating individuals adversely because they do not conform to stereotypical norms of feminine or masculine gender behavior.

5.2.7. Acts of Title IX harassment may take many different forms. Examples include the following:

5.2.8 Harassment that violates this Policy goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently severe or pervasive as to limit unlawfully an individual's ability to participate in or benefit from the activities of SMU. Further, one must evaluate such conduct from the perspective of a reasonable person in the alleged victim's position, taking into account the totality of the circumstances involved in a particular matter.

Section 6. ISOLATED AND INADVERTENT OFFENSES

- 6.1. Members of the University community demonstrate insensitivity that necessitates remedial measures when, without establishing a pattern of doing so, they engage in isolated conduct that may give rise to acts of sexual harassment. When University officials become aware that such conduct has occurred or is occurring in their areas, they should direct those engaged in such conduct to undertake Title IX training and, in consultation with the Title IX Coordinator, document the incident and submit the documentation to the Title IX Coordinator.
- 6.2. After participating in the Title IX training or after failing or refusing to participate after being directed to do so, a person continues to engage in the conduct, the appropriate University official shall report the facts and circumstances to the Title IX Coordinator. The Title IX Coordinator shall act on the matter in accordance with Section 8 of this Policy 2.5.1.

Section 7. CONSENSUAL RELATIONSHIPS

Relationships that begin as consensual have the potential to evolve into sexual harassment, particularly with regard to faculty-student and staff-student relationships, as well as in supervisor-subordinate relationships. SMU urges the University community to consult Policy 2.5 B, Consensual Sexual Relationships, before engaging in a consensual sexual relationship with another member of the SMU community.

8. GRIEVANCE PROCEDURES FOR ALLEGED VIOLATIONS OF SMU'S POLICY AGAINST TITLE IX HARASSMENT

8.1. Relationship to Other SMU Policies.

Any person -- staff, students, faculty, applicants, all other members of the SMU community, and visitors participating in the educational activities or programs of the University -- wishing to file a complaint of Title IX harassment must follow the procedures set forth in this Policy. To the extent that Policy 2.8 (University Grievance and Policy Procedure), the Student Conduct Code, the University Conduct Review Process, or Policy 6.16 (Procedural Standards for Faculty Dismissals and Sanctions) conflict with this Policy, the procedures set forth in this Policy take precedence.

8.2. General Provisions

The following provisions apply to all complaints for Title IX harassment.

8.2.1. Applicability to Off-Campus University Activities and Programs

Academic and work relationships at SMU occasionally extend beyond the physical university site and beyond university work hours. Evidence of sexual harassment may thus include functions and events under the aegis of SMU occurring off-campus and after hours.

8.2.2. Confidentiality

8.2.2.1. SMU considers complaints of Title IX harassment, their investigation, and related proceedings to be confidential.

SMU will use its best efforts not to disseminate information concerning an allegation of Title IX harassment beyond those necessary for its investigation and handling by the University. Release of confidential information to the public will be authorized only by the President or his or her designee.

8.2.2.2. SMU will investigate allegations of Title IX harassment and take corrective action, if appropriate, in those circumstances where the complainant does not wish to pursue these procedures or corrective action. A complainant's desire for anonymity or inaction may hinder SMU's investigation of a Title IX harassment complaint.

8.2.2.3. Nothing in this confidentiality policy precludes or limits the responsibility and authority of the central administration and the SMU Board of Trustees to take actions that they deem necessary to protect students, faculty, and staff of SMU.

8.2.3. Sexual Violence

SMU encourages students subjected to sexual violence promptly to seek medical assistance and counseling and to report the incident to the SMU Police Department and the Title IX Coordinator as soon as possible.

8.2.4. Evidentiary Standard

A preponderance of evidence standard is the standard that must be used in any investigation, hearing, or appeal of a decision regarding a complaint of Title IX harassment. This standard requires a showing that it is more likely than not that Title IX harassment occurred.

8.2.5. Examination of Witnesses

The complainant and the respondent may not personally question or conduct a cross-examination of the other party during any investigation, hearing, or appeal.

8.2.6. Records

Except as otherwise stated in this Policy, the Office of Institutional Access and Equity is the repository of all records of Title IX harassment complaints and their investigation and internal adjudication. The Office of Institutional Access and Equity shall receive and maintain all such records.

8.2.7. Sequencing of Criminal Investigations of Allegations of Sexual Violence

A complainant alleging sexual violence may simultaneously pursue a criminal complaint with the appropriate law enforcement agency and file a complaint for Title IX harassment with the Title IX Coordinator. In this circumstance, SMU will continue to process and investigate complaints alleging sexual assault, and in such a case, SMU will not delay its

handling of a complaint of sexual violence until the commencement or conclusion of a criminal investigation or proceeding. Notwithstanding the foregoing, at the request of law enforcement authorities, SMU may temporarily delay its processing of the complaint while law enforcement authorities gather evidence concerning the allegation of sexual assault.

8.2.8. Interim Protective Steps

8.2.8.1. In its discretion, pending the investigation, hearing, or appeal of a complaint for Title IX harassment, SMU may take interim steps to protect the complainant, as well as other members of the SMU community.

8.2.8.2. By way of illustration, SMU -

- a. may issue a “no contact” order prohibiting one party from having conduct with another,
- b. may direct the lateral transfer of Staff or move a student to another classroom setting;
- c. make arrangements for academic and employment evaluations;
- d. at any time during or after an investigation or hearing of a Title IX harassment complaint against a member of the faculty or teaching assistant (acting in a teaching capacity), the Provost (or his or her designee) may place the member of the faculty or teaching assistant on administrative leave from teaching responsibilities if the Provost reasonably believes that –

(1) the alleged harassment has occurred and

(2) the respondent would be in a position to do harm to members of SMU community if the respondent continues to teach a class. Such leave may be with pay and all benefits in place.

e. at any time during or after an investigation or hearing of a Title IX harassment complaint against a Staff Member, the Appropriate University Officer responsible for the unit employing the respondent may place the Staff Member on administrative leave from employment responsibilities if the Vice President reasonably believes that –

(1) the alleged harassment has occurred and

(2) the respondent would be in a position either to retaliate against, or in any way do harm to, members of SMU community if the respondent continues to work in that unit or department. Such leave may be with pay and all benefits in place.

f. at any time during or after an investigation or hearing of a Title IX harassment complaint against a student, the Vice President of Student Affairs or his or her designee may restrict a student-respondent from attendance at one or more classes or restrict the student-respondent from living in campus housing or otherwise prohibit the student-respondent’s presence on the SMU campus, as deemed appropriate and necessary.

8.2.9. Support

8.2.9.1. Any person found to have been subjected to Title IX harassment may receive counseling and academic support services. Such services are available also to others affected by Title IX harassment, including the person alleged or found to have engaged in harassment. To obtain information about University counseling and academic support services, please contact the Title IX Coordinator.

8.2.9.2. Male and female students affected by Title IX harassment may also arrange confidential crisis counseling with the [Director of the Counseling and Psychiatric Services \(CAPS\) Department](#) of the SMU Health Center. Confidential crisis counseling for male and female faculty and staff may also be arranged through the Director of CAPS.

8.2.9.3. The Director of Counseling and Psychiatric Services is also available to accompany to the hospital students who report that they have been sexually assaulted, if desired. A medical examination will help preserve important evidence of sexual violence if the person who alleges sexual violence decides later to prosecute or to file a complaint for Title IX harassment.

8.2.10. Extensions of Time

At his or her discretion, the Title IX Coordinator may extend for a reasonable period any of the deadlines set forth in this Policy.

8.2.11. False Accusations

A false complaint of Title IX harassment can place a permanent stigma on a member of the SMU community and other persons, regardless of the ultimate outcome of any investigation. Accordingly, SMU prohibits false accusations of Title IX harassment; false complaints of Title IX harassment are a violation of University policy. At the conclusion of SMU's Title IX harassment complaint procedures, and if it appears reasonably likely that a complainant and others acted in bad faith or deliberately and knowingly filed a false complaint or provided false testimony, the respondent, as well as the appropriate University officials, may seek redress against the complainant and others through appropriate University channels.

8.3. General Procedures

The following procedures apply to all complaints filed under this Policy.

8.3.1. Reporting Title IX Harassment

8.3.1.1. Any person who believes that he or she is being, or has been, subjected to Title IX harassment (excluding sexual violence) is encouraged to file a report of the alleged act of discrimination promptly. Acts of Title IX harassment prohibited by this Policy must be reported within 180 calendar days of the date of the act. If the person believes that he or she is being subjected, or has been subjected to, recurring instances or patterns of Title IX harassment, the person shall report the conduct to the Title IX Coordinator within 30 days of the date of last incident of the alleged act of Title IX harassment. Any such person may also report the incident to

- a. his or her immediate supervisor,
- b. department chair,
- c. academic advisor, or
- d. residence hall director

as appropriate, who must promptly notify and consult with the Title IX Coordinator.

8.3.1.2. Any person who believes that he or she is experiencing, or has been subjected to, sexual violence should report the incident as promptly as possible. A person may report the sexual violence to any one or more of the following:

- a. University Police Department,
- b. the Office of the Dean of Student Life,
- c. the Title IX Coordinator, or
- d. the Director of Counseling and Psychiatric Services.

With the exception of licensed physicians and psychologists who have a legal duty to maintain confidentiality, all individuals shall promptly report the incident to the Title IX Coordinator. Except for privileged communications, reports to any person other than the Title IX Coordinator must be forwarded to the Title IX Coordinator.

8.3.2. Complaint

8.3.2.1. Any person who believes that he or she is being, or has been, subjected to Title IX harassment (excluding sexual violence) is encouraged to file a complaint of the alleged act of discrimination promptly. Acts of Title IX harassment prohibited by this Policy must be reported within 180 calendar days of the date of the act. If the person believes that he or she is being subjected, or has been subjected to, recurring instances or patterns of Title IX harassment, the person shall file a complaint about the conduct to the Title IX Coordinator within 30 days of the date of the last incident of the alleged act of Title IX harassment. Any such person may report the incident also to

- a. his or her immediate supervisor,
- b. department chair or advisor, or
- c. residence hall director

as appropriate, who must promptly notify and consult with the Title IX Coordinator.

8.3.2.2. At its discretion, in the absence of a complaint for sexual harassment, SMU may refer a Title IX harassment matter to the Title IX Coordinator for investigation without the filing of a complaint for Title IX harassment.

8.3.3. Informal Resolution

8.3.3.1 The Title IX Coordinator may attempt an informal resolution or mediation of the complaint and consult as necessary with the complainant, respondent, immediate supervisor, appropriate vice president, department chair, advisor or other members of the University community (or their designees).

8.3.3.2 Sexual violence complaints are not subject to mediation.

8.3.4. Investigation

8.3.4.1 Upon receipt of a written complaint, the Title IX Coordinator shall interview the complainant and the respondent separately. The complainant and the respondent each may choose one person from SMU to accompany him or her to this meeting. These meetings shall occur within 10 days of the date of receipt by the Title IX Coordinator of the written complaint.

8.3.4.2 The Title IX Coordinator shall interview other individuals and obtain other documents and things necessary to ascertain the validity of the complaint. The investigation shall proceed in a timely manner, and the Title IX Coordinator must conclude the investigation within 20 days of the date of receipt by the Title IX Coordinator of the written complaint. To the fullest extent possible within the requirements of conducting a complete investigation, each individual

who is contacted or interviewed during the review and investigation of the complaint must maintain the confidentiality of the complaint and investigation.

8.3.4.3 Within 10 days of the date of the conclusion of the investigation, the Title IX Coordinator shall prepare a written report of investigation for distribution as set forth below.

8.4. Specific Procedures for Complaints Filed Against Staff.

For complaints filed against Staff Members, the Title IX Coordinator shall provide the complaint and a written report of the investigation to the Appropriate University Officer. The Appropriate University Officer shall decide what corrective action, if any, is necessary in response to the complaint in consultation with the Title IX Coordinator.

8.4.1. Corrective Action

8.4.1.1 Depending on the severity of the offense, corrective action may include one or more of the following non-exclusive list of actions:

- a. A documented verbal warning to the Staff Member that a repetition of the reported behavior will result in written action;
- b. Counseling;
- c. Training;
- d. The placement of a letter in the Staff Member's personnel file indicating the nature of the improper behavior. The letter may include a notation about required counseling and any action that will be taken in the future should reported conduct occur again;
- e. The removal of the Staff Member from the work unit and placement on a leave of absence to permit the Staff Member to receive appropriate counseling; and
- f. Initiation of formal action by the University to dismiss the Staff Member.

8.4.1.2 The Title IX Coordinator shall be copied on all disciplinary and other documents associated with the complaint and shall notify the complainant and the respondent in writing of the outcome of the investigation and, as applicable, the corrective action taken by the University. The Title IX Coordinator shall advise the complainant and the respondent of the right of each party to request in writing a grievance hearing concerning the decision of the Appropriate University Official, as set forth in Section 8.4.2.

8.4.2 Hearing Procedures

Within ten days of the date of his or her receipt from the Title IX Coordinator of written notice of the Appropriate University Officer's decision, the complainant and the respondent each may make a written request for a grievance hearing concerning the decision of the Appropriate University Officer. Sections 2.8.C.4. and 2.8.D of SMU Policy 2.8, University Grievance Policy and Procedure, will govern the procedures for the grievance hearing requested by either party.

8.5. Specific Procedures for Complaints Filed Against Students.

For complaints against students, the Title IX Coordinator shall submit the complaint and a written report of investigation to the Office of the Dean of Student Life. Within 10 days of the date of receipt of the complaint and report from the Title

IX Coordinator, the Office of the Dean of Student Life shall refer the complaint to the [University Conduct Review Process](#), as set forth below, upon either student's request if the complaint has not been resolved administratively by the Title IX Coordinator.

In the event that the Office of the Dean of Student Life receives a report or complaint of Title IX harassment, the Office of the Dean of Student Life shall refer the report or complaint to the Title IX Coordinator.

8.5.1. Initiation of the Student Conduct Review Process for Allegations of Title IX Harassment

The referral by the Office of the Dean of Student Life of a complaint for Title IX harassment to a Conduct Officer initiates the University Conduct Review Process.

8.5.1.1 Notification of the Conduct Officer Hearing

8.5.1.1.1 No less than four days prior to the hearing, the Office of the Dean of Student Life shall provide to the complainant and the respondent a written Notification of Conduct Officer Hearing, which shall include the date, time, and location of the hearing, taking into account the class schedule of each party. The Office of the Dean of Student Life shall provide a copy of the Notice to the Title IX Coordinator.

8.5.1.1.2 The Office of the Dean of Student Life shall provide the Notice of the Conduct Officer Hearing to the complainant and the respondent via –

- a. email,
- b. courier, or
- c. First Class U.S. Mail, postage prepaid.

For students, the Office of the Dean of Student Life shall use the email and local mailing address listed on record with the University Registrar's Office.

8.5.1.2. The Notice of Alleged Violation(s)

8.5.1.2.1 No less than four days prior to the hearing, the Office of the Dean of Student Life shall provide to the respondent a written Notice of Alleged Violation(s), which shall include

- a. a brief description of the incident(s),
- b. date(s) of the incident(s), and
- c. the alleged violation(s) of University policy.

The Office of the Dean of Student Life shall also provide a copy of the Notice of Alleged Violation(s) to the complainant and the Title IX Coordinator.

8.5.1.2.2 The Office of the Dean of Student Life shall provide the Notice of Alleged Violation(s) via –

- a. email,
- b. courier, or
- c. First Class U.S. Mail, postage prepaid.

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

8.5.1.2.3 With the written agreement of both the complainant and the respondent and at the discretion of the Conduct Officer, the Conduct Officer may waive the four days notification required for the Notice of Conduct Officer Hearing and the Notification of Alleged Violation(s). The Conduct Officer shall inform the Title IX Coordinator of any waiver of notice by either party.

8.5.2. Conduct Officer Hearing

8.5.2.1 The Conduct Officer shall meet with the complainant and the respondent to discuss the complaint; at his or her discretion, the Conduct Officer may meet with the complainant and the respondent separately. For complaints alleging sexual assault or violence, the Conduct Officer shall meet with the complainant and the respondent separately; the complainant need not be physically present, but may otherwise participate in the meeting through telephonic or electronic means (such as video conferencing) or both.

8.5.2.2 If either the complainant or the respondent or both do not meet with the Conduct Officer, the Conduct Officer may determine the outcome of the case with either or both parties absent.

8.5.2.3 The respondent and the complainant may not be actively represented by an attorney at the Conduct Officer Hearing; attorneys may only attend the Conduct Officer Hearing. Parents or family members who are attorneys may not be present in a lawyer capacity.

8.5.2.4 All Conduct Officer Hearings are confidential and closed to the general public.

8.5.2.5 If a Conduct Officer Hearing involves more than one respondent, the Conduct Officer, at his or her discretion, may conduct a separate hearing for each respondent.

8.5.2.6 The Conduct Officer may determine the outcome of the case administratively by assigning responsibility and sanctions.

8.5.2.7 If the Conduct Officer is unable to determine the outcome of the case for one or more of the following reasons, the Conduct Officer may refer the case to a University Conduct Board:

- a. The respondent denies violating the University's Title IX harassment policy;
- b. The respondent does not accept the sanctions;
- c. The alleged Title IX harassment has substantially interfered with University proceedings; or
- d. The offenses are repeated.

8.5.2.8 The complainant or the respondent or both may also request a hearing before a University Conduct Board and shall do so in writing to the Conduct Officer within seven days of the date of the Conduct Officer Hearing.

8.5.3. University Conduct Board Hearing

8.5.3.1. Composition of the University Conduct Board

8.5.3.1.1 For hearings arising from a complaint for Title IX harassment, the University Conduct Board must consist of at least five members, including at least one member of the faculty and at least one member of the staff.

8.5.3.1.2 Whenever possible, the members from the University Conduct Board pool will be selected randomly through a nomination process conducted by the Office of the Dean of Student Life.

8.5.3.1.3 The Dean of a graduate school shall appoint, as may be necessary and appropriate, University Conduct Boards composed of staff and faculty for cases of Title IX harassment involving graduate students enrolled in their respective graduate schools. The Dean of Graduate Studies and the Dean of a school with one or more graduate programs shall appoint, as may be necessary and appropriate, University Conduct Boards composed of staff and faculty for cases of Title IX harassment involving graduate students enrolled in their respective school. The rosters of persons appointed to these boards shall be provided to the Office of the Dean of Student Life by the respective deans of these schools.

8.5.3.1.4 Any member of a board may withdraw voluntarily.

8.5.3.1.5 The Dean of Student Life shall appoint the Chair of the University Conduct Board.

8.5.3.2. Quorum

8.5.3.2.1 At least four members of the University Conduct Board (in any combination) must be present throughout the hearing. If less than the required number is present at the opening of the hearing and with the consent of the Title IX Coordinator, the remaining members of the Board shall postpone the hearing until four members can be convened. These requirements in this subsection may be waived upon written agreement of the Conduct Officer, complainant, and the respondent.

8.5.3.2.2 Once the hearing has commenced, if a Board member should need to withdraw for a period of less than thirty days and upon notification to the Title IX Coordinator, the hearing shall recess until all members can be present.

8.5.3.2.3 Once the hearing has commenced, if a Board member should need to withdraw for a period of more than thirty days or permanently, the respondent may request that the hearing continue with the remaining hearing board members; if the complainant consents, the Board may do so. Otherwise, a new hearing will be scheduled. The Board shall consult with the Title IX Coordinator before scheduling a new hearing date.

8.5.3.2.4 If there is no quorum and a member is excluded and upon notification to the Title IX Coordinator, the hearing will be delayed until the selection of another member from the University Conduct Board pool.

8.5.3.3. Membership and Training

8.5.3.3.1 The Office of the Dean of Student Life shall conduct a nomination process for students, faculty members, and staff to serve on University Conduct Boards. The Dean of Student Life shall appoint each member to serve on a specific board on a random basis, whenever possible. The Dean of Student Life shall make every attempt to ensure that board members reflect the full diversity of the University and that the University Conduct Board includes at least one member of the gender opposite to the respondent and complainant.

8.5.3.3.2 Before beginning to handle a complaint of Title IX harassment, SMU shall ensure that that any person who is involved in the process of hearing a complaint have received training in at least the following:

- a. student conduct policies and procedures, including this Policy;
- b. hearing board member responsibilities and ethical considerations;
- c. questioning techniques;

- d. other relevant information as determined by the Office of the Dean of Student Life; and
- e. Title IX training as determined by the Title IX Coordinator.

8.5.3.4. Conduct Liaisons

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.

8.5.3.5. Hearing Procedures

8.5.3.5.1. Notice of University Conduct Board Hearing

8.5.3.5.1.1 Not less than four days prior to the University Conduct Board hearing, the Office of the Dean of Student Life shall provide the Conduct Officer, the complainant, and the respondent a written Notice of University Conduct Board Hearing, which shall include the

- a. date,
- b. time, and
- c. location of the hearing.

The Office of the Dean of Student Life shall also provide a copy of the Notice of University Conduct Board Hearing to the Title IX Coordinator.

8.5.3.5.1.2 The Office of the Dean of Student Life shall provide the Notice of University Conduct Board Hearing to the complainant and the respondent via one or more of the following methods:

- a. email,
- b. courier, or
- c. First Class U.S. Mail, postage prepaid.

If notice is provided to a student by U.S. Mail, the Dean of Student of Life shall use the local mailing address on file with the University Registrar's office.

8.5.3.5.2. Prehearing Submissions

8.5.3.5.2.1 The complainant (including the University in situations where the complainant does not wish to proceed on his or her own) and the respondent must attempt to provide written notification to the witnesses whom they intend to call during the University Conduct Board Hearing. Such notice shall set forth the time, place, and date of the hearing. The University shall notify members of the student community that failure to appear as a witness may result in a charge against them under Section 3.11, Failure to Comply, of the Student Code of Conduct.

8.5.3.5.2.2 No less than three days prior to the hearing, the complainant and the respondent shall receive from the other any documents to be introduced at the hearing and a list of those witnesses whose testimony will be presented in person or by summation through a Conduct Officer, including a brief summary of the anticipated testimony.

8.5.3.5.2.3 No less than two days prior to the hearing, the complainant and the respondent may each present to a Conduct Officer copies of all documents to be introduced at the hearing and a list of those witnesses whose testimony will be presented in person or by summation, including a brief summary of anticipated testimony.

8.5.3.6. Hearing Record

The Conduct Officer shall record (via audio) the University Conduct Board Hearing. At his or her discretion, the Dean of Student Life may arrange also for a certified court reporter to transcribe the University Conduct Board Hearing. The Office of the Dean of Student Life shall store the recording and any transcript for as long as the file is kept and also provide copies to the Title IX Coordinator. Deliberations of the University Conduct Board after the hearing may not be recorded or transcribed.

8.5.3.7. Decorum

8.5.3.7.1 The Chair of the University Conduct Board shall maintain order for the proper conduct of the hearing.

8.5.3.7.2 When necessary, the Chair may expel disruptive individuals or adjourn the hearing to a later time to assure the full development of facts in a calm, deliberate setting.

8.5.3.7.3 The Chair shall permit the introduction of any relevant testimony and documents.

8.5.3.7.4 The Chair shall resolve any procedural issues with discretion.

8.5.3.7.5 At the discretion of the Dean of Student Life and in consultation with the Title IX Coordinator, the Chair may grant extensions of time at any time prior to the commencement of the hearing to permit reasonably sufficient time for

(i) the complainant to prepare his or her case, or

(ii) the respondent to prepare his or her response, or

(iii) both.

8.5.3.7.6 At the discretion of the Dean of Student Life and in consultation with the Title IX Coordinator, the Dean of Student Life may grant an extension of time to the complainant or respondent at any time to provide additional evidence to the University Conduct Board.

8.5.3.7.7 After the commencement of the hearing, if the University Conduct Board discovers the need for more preparation or more time to hear testimony, the Chair shall recess the hearing to a later time. The Chair will inform the Title IX Coordinator of any continuance of the hearing.

8.5.3.7.8 Inability to obtain witnesses shall not justify undue delay to continue a hearing. If a witness is unable to attend the hearing in person, he or she may participate –

(i) telephonically or electronically (e.g., by Skype, or video conference);

(ii) by sworn, notarized statement; or

(iii) through a written statement.

8.5.3.8. Statements and Witnesses

8.5.3.8.1 The complainant and the respondent may present witnesses during the University Conduct Board hearing. If the University is the complainant, the Conduct Officer may present witnesses during the University Conduct Board hearing.

8.5.3.8.2 A complainant or a respondent may not cross examine each other. The Chair shall require that the complainant and the respondent first submit questions to the Chair, who will then direct the questions to the witness. The Conduct Officer may direct questions to each witness.

8.5.3.8.3 Each member of the University Conduct Board may direct questions to all witnesses.

8.5.3.8.4 The complainant and the respondent shall each have the right to make an opening and a closing statement.

8.5.3.8.5 The complainant may give the first opening statement.

8.5.3.8.6 The respondent may give the last closing statement.

8.5.3.8.7 The complainant and the respondent may each include a statement of the impact of the alleged offense as part of a closing statement.

8.5.3.9. Deliberations of the University Conduct Board

8.5.3.9.1 After the conclusion of the hearing, the University Conduct Board shall deliberate in executive session (only Board members present during the session) to reach a decision.

8.5.3.9.2 Each member, including the Chair, may vote, and all determinations shall be by majority vote.

8.5.3.9.3 If there is a finding of responsibility, the Board shall recommend sanctions. If the respondent is found not responsible, the Board shall close the case, subject to the appeal rights set forth in Section 8.5.4 below.

8.5.3.9.4 Within three days of the date of the conclusion of its deliberations, the Board shall provide a written report to the Dean of Student Life, including in its report –

a. findings of fact;

b. basis for finding responsibility or non-responsibility; and

c. if finding the respondent responsible, the reasons for the recommended sanction, if any.

8.5.3.9.5 Within three days of the date of receipt of the Board's report, the Office of the Dean of Student Life shall notify in writing the complainant, the respondent, and the Title IX Coordinator of the Board's findings and recommended sanction, if any. If the Dean of Student Life becomes aware of a procedural error during this three-day period, the Dean of Student Life may take corrective action, including calling for a new hearing before the University Conduct Board.

8.5.3.9.6. During his or her service on the University Conduct Board, each member shall maintain confidentiality of all details pertinent to a matter and of all actions related to a hearing and refrain from comment on actions or persons involved in the hearing.

8.5.3.10. Sanctions

The University Conduct Board may recommend to the Vice President for Student Affairs one or more of the following sanctions:

8.5.3.10.1. **EXPULSION.** An individual or group will be separated from the University on a permanent basis. An individual's expulsion will be permanently recorded on his or her academic transcript. Before this sanction is enforced, the President of the University will review it. A student expelled from the University may not enter campus grounds for any reason without the express written permission from the Office of the Dean of Student Life. A student expelled from the University will not receive a refund of any monies paid, including tuition, fees, and room and board.

8.5.3.10.2. **SUSPENSION.** An individual or group will be dismissed from the University for an assigned time period and under the conditions deemed necessary by the student conduct review process. A student suspended from the University may not enter campus grounds for any reason during the period of her/his suspension without the express written permission from the Office of the Dean of Student Life. A student suspended from the University before an academic semester ends will not receive a refund of any monies paid, including tuition, fees, and room and board. No academic credit earned during the period of suspension at any other institution may be transferred to SMU. A disciplinary suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled in the University and is removed three (3) years after graduation. If the student leaves the University before graduation, the notation is removed three (3) years after the anticipated date of graduation from the University.

8.5.3.10.3. **DEFERRED SUSPENSION.** Individual or group suspension may be deferred (not enforced). Deferred terms (i.e., conditions of the deferred suspension and its duration) will be set by the Conduct Officer or University Conduct Board that imposed the sanction. If a subsequent Conduct Officer or University Conduct Board finds the student responsible for violating the terms of deferred suspension during the period established by the previous Conduct Officer or University Conduct Board, the student may be suspended.

8.5.3.10.4. **DISCIPLINARY PROBATION.** A student or group is given a warning that further violations will result in consideration of suspension. The student or a group representative may be required to report to a Conduct Officer on a regular basis during the period of the probation.

8.5.3.10.5. **CONDUCT REPRIMAND.** The individual or group will be given formal notice by the University Conduct Board or the Conduct Officer that they have violated this Policy. If the individual or group is found in violation of a further charge, that case will be considered more seriously.

8.5.3.10.6. **INFORMAL WARNING.** A written notice indicating a violation of this Policy that is not considered a part of a student's formal disciplinary record.

Absent any appeal to the University Conduct Council in accordance with the procedures set forth in Section 8.5.4 below, the Vice President for Student Affairs shall review the findings and recommended sanctions, if any, by the University Conduct Board and make a determination as to their correctness and appropriateness in the context of the totality of the circumstances. Absent such an appeal and subject to discretionary review by the President pursuant to Section 8.5.7 below, the findings and imposed sanction, if any, of the Vice President for Student Affairs is final.

8.5.4. Appeals of University Conduct Board Decisions to the University Conduct Council

8.5.4.1 The University Conduct Council

The University Conduct Council is the basic unit responsible for student conduct appeals in response to Title IX harassment complaints. It is the recommending body to the Vice President for Student Affairs.

8.5.4.2 Composition

The composition of the University Conduct Council is set forth at Section V.A. of the University Conduct Review Process.

8.5.4.3. Selection

The selection of members of the University Conduct Council is set forth at Section V.B. of the University Conduct Review Process.

8.5.4.4. Requesting an Appeal

Within four days of receipt of notification of such findings and recommended sanctions, if any, the complainant or the respondent or both have the right to request the Dean of Student Life to permit the requesting party to appeal to the University Conduct Council the findings and recommended sanctions, if any, of the University Conduct Board. The Dean of Student Life has the discretion to grant or deny the request for an appeal.

8.5.4.5 Grounds for Requesting an Appeal

The Dean of Student Life may grant an appeal to the complainant or the respondent or both on finding that (i) any one or more of the following circumstances exist and (ii) the mere existence of the circumstance(s) would significantly change the University Conduct Board's findings and recommended sanction, if any:

- a. An erroneous findings of fact;
- b. Procedural irregularities in the conduct of the hearing;
- c. New and relevant evidence not known at the time of the hearing;
- d. Evidence presented at the hearing that supports the finding of responsibility, but which is insufficient to support the finding; or
- e. Recommendation of a sanction that is either unreasonably harsh or inadequate.

8.5.4.6. University Conduct Council Procedures Regarding Appeals

8.5.4.6.1 The Office of the Dean of Student Life shall provide an appeals packet to the University Conduct Council. The packet must contain the following documents:

- a. the original complaint filed by the complainant;
- b. the documents accepted by the University Conduct Board at its hearing;
- c. the audio recording of hearing and any transcript of the hearing prepared by a certified court reporter; and
- d. the written request for an appeal explaining the grounds for appeal.

8.5.4.6.2 Only those members of the University Conduct Council who have participated in the training (including Title IX training approved by the University) provided to University Conduct Board members shall sit as the appellate body. Members of the University Conduct Council who have not completed this training cannot sit to hear any appeal of any University Conduct Board hearing of any Title IX harassment complaint.

8.5.4.6.3 The University Conduct Council shall base its findings and recommendations to uphold or overturn the result of a University Conduct Board hearing on either party's written request for an appellate review, any summary of the hearing

prepared by the Conduct Officer or the Chair of the University Conduct Board, and the appeal packet prepared by the Office of the Dean of Student Life for the University Conduct Council.

8.5.4.6.4 At its discretion, the University Conduct Council may schedule a hearing and allow oral statements. The University Conduct Council may determine the presenters and the amount of time allowed for each statement. The Office of the Dean of Student Life shall inform the Title IX Coordinator of the date of any hearing to hear oral statements.

8.5.4.7. Determination of the Appeal

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

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

8.5.4.7.2 Subject to the discretionary review by the President pursuant to Section 8.5.7 below, the Vice President for Student Affairs shall review the recommendations of the University Conduct Council and the record of the complaint as a whole and shall then render a final determination in the matter.

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

8.5.5. Records Retention

The University shall adhere to the policies set forth in Section VI of the [University Conduct Review Process](#) concerning records retention and expungement.

8.5.6. Review by the President of the University

8.5.5.1. At his or her discretion, the President of the University may review all decisions concerning student conduct, including findings of the University Conduct Board, the University Conduct Council, and all other conduct review bodies. Such review includes the power to take any action deemed appropriate, including reversing, amending or remanding with instructions concerning such decisions. The President's power of review as stated in this Policy is not limited in any way, and the President may act at his or her sole discretion in conducting such review and in deciding what action is appropriate.

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

8.6. Specific Procedures for Complaints Filed Against Faculty.

For complaints against faculty, the Title IX Coordinator shall submit the complaint and written report of investigation to the Provost or his or her designee. Within four days of the date of receipt of the complaint and written report from the Title IX Coordinator, the Provost shall refer the complaint and written report to the Faculty Senate Committee on Ethics and Tenure.

8.6.1. Hearing Panel

8.6.1.1 Within ten days of the date of receipt of the complaint and written report from the Provost, the Faculty Senate Committee on Ethics and Tenure shall establish a Hearing Panel to consider the allegations raised by the complaint against the member of the faculty and to make a written report and recommendations to the President. The Faculty Senate Committee on Ethics and Tenure may not appoint a person to the Hearing Committee who is in the same department as the respondent faculty member. The Faculty Senate shall make every attempt to ensure that the Hearing Committee reflects the full diversity of the University and that it includes at least one member of the gender opposite to the respondent and complainant.

8.6.1.2 Within ten days of the date of its appointment by the Faculty Senate Committee on Ethics and Tenure, the Hearing Panel shall provide the respondent with written notice of the specific charges referenced in the complaint and shall conduct a pre-hearing. The Hearing Panel shall inform the Title IX Coordinator about the dates of any such meetings.

8.6.2. Pre-Hearing Meeting

8.6.2.1 The purpose of the pre-hearing meeting is to schedule a date for the hearing of the complaint and to

- (a) simplify the issues,
- (b) agree to stipulations of facts,
- (c) provide for the exchange of documents and other information, and
- (d) achieve other appropriate pre-hearing objectives to ensure a fair, effective, and expeditious hearing.

8.6.2.2 At its discretion, the Hearing Panel may meet with the complainant and the respondent at separate pre-hearing meetings. For complaints alleging sexual assault or sexual violence, the Hearing Panel shall meet with the complainant and the respondent separately; in that circumstance, the complainant also may participate in the pre-hearing meeting through telephonic or electronic means (such as video conferencing, if available) or both.

8.6.2.3 If a party does not attend the pre-hearing meeting, the Hearing Panel shall proceed to schedule a hearing on the Title IX harassment complaint and inform the Title IX Coordinator. The Hearing Panel shall provide each party with at least twenty days' written notice of the hearing date. The respondent shall respond to the charges in writing at least three days before the hearing.

8.6.2.4 The complainant and the respondent may waive a hearing.

8.6.2.5 If the respondent chooses to waive the hearing but denies the allegations of Title IX harassment, the Hearing Panel shall evaluate all available evidence and rest its recommendation to the President upon the evidence in the record. If the complainant waives the hearing but asserts the allegations of Title IX harassment as set forth in the complaint, the Hearing Panel shall evaluate all available evidence and rest its recommendation to the President upon the evidence in the record.

8.6.3. Hearing Procedures

8.6.3.1 A Faculty Ethics and Tenure Committee Hearing Panel hearing is confidential and closed to the public. The complainant and the respondent may bring an (i) academic advisor, (ii) legal counsel and (iii) other person approved by the Hearing Panel to the hearing.

8.6.3.2 The Hearing Panel may make an audio recording record of the hearing and, at its discretion, may also arrange for a certified court reporter to transcribe the hearing. The Title IX Coordinator shall store the recording and any transcript for as long as the file is kept and also provide copies to the President of the University and the Office of the Provost. A copy of the record shall be made available to the complainant and to the respondent without cost to any party. The deliberations of the Hearing Panel after any hearing may not be recorded or transcribed.

8.6.3.3 Upon notification to the Title IX Coordinator, the Hearing Panel shall grant an adjournment not to exceed 10 days when necessary to enable either party to investigate evidence as to which a valid claim of surprise is made. The complainant and the respondent shall have the opportunity to obtain necessary witnesses, documents, and other evidence.

8.6.3.4 The complainant and the respondent have the right to make an opening and a closing statement. The complainant may give the first opening statement. The respondent may give the last closing statement. The complainant and the respondent may each include a statement of the impact of the alleged offense as part of a closing statement.

8.6.3.5 The complainant and the respondent may present witnesses during the hearing. The Chair of the Hearing Panel shall require that the complainant and the respondent first submit questions to Chair, who will then direct the questions to the witness. Each member of the Hearing Panel may direct questions to all witnesses.

8.6.3.6 At its discretion, where witnesses cannot or will not appear but have made or will make a written statement relating to the complaint, the Hearing Panel may determine that the interests of justice require admission of such a statement. In such instances, the Hearing Panel will identify the witnesses, disclose their statements, and (if possible) provide for interrogatories to be submitted to the witnesses for response in order to clarify any remaining issues relating to the statements.

8.6.3.7 The Hearing Panel is not bound by strict rules of legal evidence and may admit evidence that is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available.

8.6.3.8 The Hearing Panel will base its findings of fact and any recommendation for sanctions solely on the hearing record.

8.6.4. Report and Recommendations to the President and Final Decision

8.6.4.1 Within ten days of the last date of the hearing, the Hearing Panel shall deliver to the President a report containing written findings of fact and recommended corrective action, if any. The Hearing Panel shall provide a copy of this report to the Title IX Coordinator.

- 8.6.4.2 If the President rejects the report and recommendation, the President shall state the reasons for doing so in writing to the Hearing Panel, the complainant, and the respondent and provide each with five days to respond in writing to the President's action. The President shall also provide a copy of the decision to the Title IX Coordinator.
- 8.6.4.3 If the President sustains the report and recommendation, the President shall so state in writing to the Hearing Panel, the complainant, and the respondent and provide each with five days to respond in writing to the President's decision. The President shall also provide a copy of the decision to the Title IX Coordinator.
- 8.6.4.4 In considering responses from the participants to his or her decision to reject or sustain the report and recommendation from the Hearing Panel, the President may provide opportunity for oral and written argument by the complainant, the respondent or their representatives who participated in the hearing before the Hearing Panel.
- 8.6.4.5 If the President issues specific objections to the report and recommendation, the President will return the matter to the Hearing Panel with specific instructions on how to proceed. If the matter is returned to the Hearing Panel, it will reconsider the matter, taking into account the objections stated by the President and receiving any new evidence, as necessary. In this circumstance, the Hearing Panel will return to the President a written report of reconsideration with findings of fact and a recommendation. The President will then review the report of reconsideration and recommendation and a render a final decision concerning the complaint, providing written notice of the decision to the complainant, the respondent, the Hearing Panel, and the Title IX Coordinator.

Section 9. On-line training COURSE

All new faculty and staff employees of SMU must take SMU's online course Preventing Sexual Harassment. This course may be accessed at:

<http://training.newmedialearning.com/psh/southernmu/index.htm>

CONTACTS

COMPLAINTS:

Complaints of Title IX harassment should be referred to SMU's Title IX Coordinator:

Ms. Beth Wilson

Title IX Coordinator

204 Perkins Administration Building

6425 Boaz Lane

P.O. Box 750200

Dallas, Texas 75275-0200

Phone: 214-758-3601

FAX: 214-768-2101

Email: bethw@smu.edu

Web: <http://smu.edu/aao/>

QUESTIONS:

Direct general questions about SMU University Policy 2.5, Title IX Harassment, to:

Office of Institutional Access and Equity

204 Perkins Administration Building

6425 Boaz Lane

P.O. Box 750200

Dallas, Texas 75275-0200

Phone: 214-758-3601

FAX: 214-768-2101

Email: accessequity@smu.edu

Web: <http://smu.edu/aao/>

Direct legal questions about Policy 2.5, Title IX Harassment, to:

Office of Legal Affairs

130 Perkins Administration Building

6425 Boaz Lane

P.O. Box 750132

Dallas, Texas 75275-132

Phone: 214-758-33233

FAX: 214-768-1281

Email: ola@smu.edu

Web: <http://www.smu.edu/ola>

POLICY CLARIFICATION AND GENERAL INFORMATION:

Policy Clarification and General Information on Policy-Making at SMU:

Office of the Secretary

Phone: (214) 768-3233

FAX: (214) 768-1208

Email: marogers@smu.edu

WHAT CONSTITUTES SEXUAL ASSAULT IN THE STATE OF TEXAS?

Texas Penal Code § 22.011 states:

A person commits an offense if the person:

- (1) intentionally or knowingly:
 - (A) causes the penetration of the anus or sexual organ of another person by any means without that person's consent;
 - (B) causes the penetration of the mouth or another person by the sexual organ of the actor, without that person's consent; or
 - (C) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or
- (2) intentionally or knowingly:
 - (A) causes the penetration of the anus or sexual organ of a child by any means;
 - (B) causes the penetration of the mouth or a child by the sexual organ of the actor;
 - (C) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
 - (D) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
 - (E) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.
 - (a) A sexual assault under Subsection (a) (1) is without the consent of the other person if:
 - (1) the actor compels the other person to submit or participate by the use of physical force or violence;
 - (2) the actor compels the other person to submit or participate by threatening to use force or violence against the other person, and the other person believes that the actor has the present ability to execute the threat;
 - (3) the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
 - (4) the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it
 - (5) the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
 - (6) the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
 - (7) the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
 - (8) the actor is a public servant who coerces the other person to submit or participate;
 - (9) the actor is a mental health services provider
 - (10) the actor is a clergyman

- (11) the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2 Family Code.

WHAT CONSTITUTES SEXUAL ASSAULT IN THE STATE OF NEW MEXICO (30-9-11 Criminal Sexual Penetration)

New Mexico Criminal Statutes states:

- A. Criminal sexual penetration is the unlawful and intentional causing of a person to engage in sexual intercourse, cunnilingus, fellatio or anal intercourse or the causing of penetration, to any extent and with any object, of the genital or anal openings of another, whether or not there is any emission.
- B. Criminal sexual penetration does not include medically indicated procedures.
- C. Criminal sexual penetration in the first degree consists of all sexual penetration perpetrated:
 - 1. on a child under thirteen years of age; or
 - 2. by the use of force or coercion that results in great bodily or great mental anguish to the victim.

Whoever commits criminal sexual penetration in the first degree is guilty of a first degree felony.

- D. Criminal sexual penetration in the second degree consists of all criminal sexual penetration perpetrated:
 - 1. on a child thirteen to eighteen years of age when the perpetrator is in a position of authority over the child and uses this authority to coerce the child to submit;
 - 2. on an inmate confined in a correctional facility or jail when the perpetrator is in a position of authority over the inmate;
 - 3. by the use of force or coercion that results in personal injury to the victim;
 - 4. by the use of force or coercion when the perpetrator is aided or abetted by one or more persons;
 - 5. in the commission of any other felony; or
 - 6. when the perpetrator is armed with a deadly weapon.

Whoever commits criminal sexual penetration in the second degree is guilty of a second degree felony. Whoever commits criminal sexual penetration in the second degree when the victim is a child who is thirteen to eighteen years of age is guilty of a second degree felony for a sexual offense against a child and, notwithstanding the provisions of Section 31-18-15 NMSA 1978, shall be sentenced to a minimum term of imprisonment of three years, which shall not be suspended or deferred. The imposition of a minimum, mandatory term of imprisonment pursuant to the provisions of this subsection shall not be interpreted to preclude the imposition of sentencing enhancements pursuant to the provisions of Sections 31-18-17, 31-18-25 and 31-18-26.

- E. Criminal sexual penetration in the third degree consists of all criminal sexual penetration perpetrated through the use of force or coercion.

Whoever commits criminal sexual penetration in the third degree is guilty of a third degree felony. Whoever commits criminal sexual penetration in the third degree when the victim is a child who is thirteen to eighteen years of age is guilty of a third degree felony for a sexual offense against a child.

- F. Criminal sexual penetration in the fourth degree consists of all criminal sexual penetration:

1. not defined in Subsections C through E of this section perpetrated on a child thirteen to sixteen years of age when the perpetrator is at least eighteen years of age and is at least four years older than the child and not the spouse of that child; or
2. perpetrated on a child thirteen to eighteen years of age when the perpetrator, who is a licensed school employee, an unlicensed school employee, a school contract employee, a school health service provider or a school volunteer, and who is at least eighteen years of age and is at least four years older than the child and not the spouse of that child, learns while performing services in or for a school that the child is a student in a school.

Whoever commits criminal sexual penetration in the fourth degree is guilty of a fourth degree felony.

Sex Offenses Counted by the Clery Act: Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

Per the Clery Act, sex offenses must be classified using the FBI's Nation Incident-Based Reporting system or NIBRS definitions:

Sex Offenses-Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape-The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy-Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object-The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses-Non-forcible

Unlawful, non-forcible sexual intercourse.

A. Incest-Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape-Non-forcible sexual intercourse with a person who is under the statutory age of consent.

EDUCATIONAL PROGRAMS THAT PROMOTE AWARENESS

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

Women's Center: The Women's Center of Southern Methodist University empowers women and men on campus through educational programming and leadership opportunities designed to increase awareness of gender equity issues. Through advocacy, information, and referral services, the Women's Center provides a safe haven for students struggling with issues of injustice and oppression. The Women's Center annually sponsors a Women's Symposium. The Center also unites with other community and campus partners on violence prevention, which includes sexual assault.

The Women's Center is located at the Hughes Trigg Student Center on the third floor.
Hours are from 8:30 a.m. - 5:00 p.m. Monday through Friday.
Extended hours and weekends are available by reservation only.
Call 214-768-4792 or fax 214-768-3475 to schedule.

GUIDELINES FOR ASSISTANCE IF YOU HAVE BEEN SEXUALLY ASSAULTED

SMU Main Campus

Getting Help After a Sexual Assault

It is critical that anyone who has been sexually assaulted seek medical attention immediately. All students, faculty and staff also are urged to report campus sexual assaults to SMU Police as soon as it is safe to do so.

To reach SMU Police:

- Call 911 from a campus phone
- Call 214-768-3333 from a cell phone (note: calling 911 from a cell phone on campus will connect you with surrounding police stations but not SMU Police)
- Pick up a blue-light phone on campus

In the case of assaults off campus, call 911 to reach police in that jurisdiction or call 214-768-3333 to reach SMU Police, who can connect students with police in the appropriate jurisdiction.

Students are urged to obtain medical care, regardless of whether they decide to contact police. At Texas Health Presbyterian Hospital Dallas, a certified sexual assault nurse examiner will provide care and a sexual assault exam. SMU Police are available to transport and accompany students to the hospital. A representative of SMU Counseling and Psychiatric Services who specializes in sexual assault issues also can accompany students to the hospital; call 214-768-4795.

As part of the sexual assault exam, a sexual assault nurse examiner will gather forensic evidence that can aid in prosecution. Individuals who have been sexually assaulted are urged to preserve evidence before the exam. Do not bathe, shower, douche or use toothpaste or mouthwash; and do not wash clothing, bed sheets, pillows or other potential evidence.

For confidential counseling and assistance from counselors who specialize in sexual assault issues, call SMU's Coordinator of Psychological Services for Women and Gender Issues at 214-768-4795; an emergency contact number is provided at all hours.

The SMU Police Department will investigate all sexual assault complaints with sensitivity, compassion, patience and respect for the victim. Investigations are conducted in accordance with guidelines established by state laws and the Dallas County District Attorney's Office.

In accordance with the Texas Code of Criminal Procedure, Art. 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 sexual assault. Victims of sexual assault are not required to file criminal charges; however, pressing charges is encouraged.

Victims may also contact the local Dallas Area Rape Crisis Center (DARCC) at 972-641-RAPE (7273) for support.

SMU-in-Plano

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

WHAT TO DO IN CASE OF SEXUAL ASSAULT

Sexual assault is a crime and a violation of University policy, including the Student Code of Conduct. It will not be tolerated in our community. If you are the victim of sexual assault, SMU wants you to know we are here to provide assistance:

ALERT POLICE AS SOON AS IT IS SAFE TO DO SO. If you are on campus, call 911 from a campus phone or 214-768-3333 from a cell phone or pick up a blue-light phone to reach SMU Police. If you are off campus, call 911 to reach police in your area or 214-768-3333 to reach SMU Police.

SEEK MEDICAL ATTENTION IMMEDIATELY, even if you decide not to contact police. At Texas Health Presbyterian Hospital Dallas, a certified sexual assault nurse examiner can provide care and a sexual assault exam that preserves evidence; call 214-345-6203. SMU Police or a representative of SMU Counseling and Psychiatric Services are available to accompany you.

PRESERVE EVIDENCE BEFORE THE EXAM. Do not bathe, shower or use toothpaste or mouthwash; do not wash clothing, bed sheets, pillows or other potential evidence.

SEEK SUPPORT. For confidential counseling and assistance, contact:

- SMU Office of Psychological Services for Women and Gender Issues, 214-768-4795 (an emergency number is provided at all hours)
- SMU Counseling and Psychiatric Services, 214-768-2277
- SMU Chaplain's Office, 214-768-4502

Community resources including the Dallas Area Rape Crisis Center, 972-641-7273, also provide confidential counseling.

KNOW YOUR RIGHTS. You have the right to pursue criminal charges through the Dallas County District Attorney's Office and file a complaint through SMU's conduct review process. These processes can be pursued at the same time. In addition, SMU's Title IX Coordinator can advise you on filing a complaint under University policy. Title IX is a federal law that prohibits discrimination based on sex, including sexual assault and misconduct.

- For assistance with the criminal process, contact SMU Police, 911 or 214-768-3333.
- For assistance with Title IX, contact SMU's Title IX Coordinator, 214-768-3601.
- For assistance with the conduct review process, or additional support, contact the Office of the Dean of Student Life, 214-768-4564.
- The SMU Women's Center, 214-768-4792, also can provide support.

To learn more, visit smu.edu/livesresponsibly
 Provided by the Division of Student Affairs, SMU Police and SMU's Title IX Coordinator

SMU

Download this poster.

no matter who the alleged assailant. Students may also report sexual assaults to the Dean of Student Life Office, any University official, or the SMU Women's Center. Reporting a sexual assault to University officials or a pastoral counselor does not automatically initiate a criminal investigation. It is important for persons who have been sexually assaulted to contact the police who will arrange for immediate medical attention and initiate a criminal investigation.

Victims may also contact the local Collin County Rape Crisis Center at 800-886-7273 for support.

SMU-in-Taos

Students, faculty, and staff are encouraged to report sexual assaults to the SMU security guard or the SMU Police Department, as well as the New Mexico State Police or the Taos Sheriff's Department, whether the assault occurs on or off campus, no matter who the alleged assailant. Students may also report sexual assaults to the Dean of Student Life Office, any University official, or the SMU Women's Center. Reporting a sexual assault to University officials or a pastoral counselor does not automatically initiate a criminal investigation. It is important for persons who have been sexually assaulted to contact the police who will arrange for immediate medical attention and initiate a criminal investigation.

Victims may also contact the local New Mexico Rape Crisis Center at 505-758-2910 for support.

Remember—If You Have Been Sexually Assaulted:

SMU Main Campus

- 1. Call 911 on campus/from a cell phone or off campus phone line call 214-768-3388 and get to a safe place as soon as you can.**
- 2. Try to preserve all physical evidence.**
- 3. If you have been orally sexually assaulted, do not drink any liquids.**
- 4. DO NOT shower, bathe, or use the toilet. Try to avoid changing clothes but if you do, place all clothing you were wearing in a paper bag, not a plastic bag.**
- 5. Get medical attention. A police officer will accompany you to Presbyterian Hospital or Parkland Memorial Hospital. If you do not wish to have a police escort, have a trusted friend take you to Presbyterian Hospital or Parkland Memorial Hospital. Those are the only two hospitals in Dallas County that perform sexual assault kit examinations. Presbyterian Hospital is the closest hospital to SMU in Dallas. Take the clothing in which you were assaulted with you to the hospital. If reported to the SMU Police, clothing and other items will be provided to you at the hospital.**
- 6. Call the Coordinator of Psychological Services for Women at 214-768-4795. She will meet you at the hospital. Be sure you specify which hospital – Presbyterian or Parkland.**
- 7. Obtain counseling services through the SMU Counseling and Psychiatric Services (CAPS) at 214-768-2211 or call 214-768-4796 for a community referral.**
- 8. Call the Dallas Area Rape Crisis Center (DARCC) 214/641-RAPE(7273) for support.**
- 9. Call the Title IX Coordinator at 214-768-3601. Sexual Assault is considered a form of sexual harassment.**
- 10. Remember it is not your fault. You will recover.**

(Some information obtained from the Women's Center website.)

SMU-in-Plano

1. Call 911 on a campus phone/from a cell phone or off campus phone line call 214-768-3388.
2. Try to preserve all physical evidence.
3. If you have been orally sexually assaulted, do not drink any liquids.
4. DO NOT shower, bathe, or use the toilet. Try to avoid changing clothes but if you do, place all clothing you were wearing in a paper bag, not a plastic bag.
5. Get medical attention. Have a trusted friend take you to Presbyterian Hospital of Plano. Take the clothes in which you were assaulted with you to the hospital. If reported to the SMU Police, clothing and other items will be provided to you at the hospital.
6. Call the Coordinator of Psychological Services for Women at 214-768-4795. She will meet you at the hospital.
7. Obtain counseling services through the SMU Counseling and Testing Center at 214-768-2211 or call 214-768-4796 for a community referral.
8. Call “The Turning Point” rape crisis center for support at 1-800-886-7273.
9. Call the Title IX Coordinator at 214-768-3601. Sexual Assault is considered a form of sexual harassment.
10. Remember it is not your fault. You will recover.

SMU-in-Taos

1. Call 911 on campus.
2. Contact the SMU Campus security officer (575/317-9434) or the main Taos Campus Central phone number, 575-758-2217 or the SMU Police Department for assistance and liaison with the Taos County Sheriff's Office at 575-758-2216.
3. If you have been orally sexually assaulted, do not drink any liquids.
4. DO NOT shower, bathe, or use the toilet. Try to avoid changing clothes but if you do, place all clothing you were wearing in a paper bag, not a plastic bag.
5. Get medical attention. Have the SMU Security Guard or a trusted friend take you to the local hospital, Holy Cross Hospital (1397 Weimer Rd., 800/755-6236). A nurse or doctor will perform a rape kit examination. Take the clothing in which you were assaulted with you to the hospital.
6. Call the New Mexico Rape Crisis Center for support at 505-758-2910.
7. Call the Title IX Coordinator at 214-768-3601. Sexual Assault is considered a form of sexual harassment.
8. Remember it is not your fault. You will recover.

HOW TO FILE A SEXUAL ASSAULT COMPLAINT

SMU Main Campus

The Criminal Process

- SMU Police encourage sexual assault victims to alert police as soon as possible after an assault so that evidence can be collected and preserved. The victim may decide at a later date to pursue charges and prosecution in a Texas criminal court. The victim also may decide not to pursue charges and may sign an affidavit of non-prosecution.

- After an on-campus sexual assault is reported to SMU Police, police officials conduct an immediate investigation, which may include gathering evidence, statements and witness reports; determining probable cause; and obtaining search and arrest warrants.
- In the case of assaults off campus, SMU Police can be called; they will connect victims with law enforcement officials in the jurisdiction in which the assault occurred.
- If a sexual assault victim decides to pursue criminal charges, SMU Police will present the findings of their investigation to the Dallas County district attorney's office.
- The Dallas County district attorney's office determines whether to present the case to a grand jury to obtain an indictment and proceed with a trial. SMU Police will counsel and accompany the victim through this process.

SMU-in-Plano

In order to file criminal charges, the complainant should contact the Plano Police Department, as well as the SMU Police Department, who will coordinate the investigation with the Plano Police Department. The complainant may also report the sexual assault to the Facilities Office by calling (972)-473-3413.

SMU-in-Taos

In order to file criminal charges for a sexual assault occurring on the SMU-in-Taos campus, the complainant should contact the SMU security officer (575/317-9434) or the SMU police officer assigned to the SMU-in-Taos campus. They will coordinate the investigation with the New Mexico State Police or the Taos County Sheriff's Department. The complainant may also report the sexual assault to Administrative personnel by calling 575-758-2217, who will then notify the appropriate local law enforcement agency.

All Campuses

- Students who have been sexually assaulted have the right to decide to pursue a criminal process, an SMU conduct review process or both processes at the same time. SMU's internal grievance procedure is required by the federal government under Title IX. The state criminal and SMU conduct review processes, which operate separately and independently of each other, are outlined in more detail below.
- In addition to the SMU Police, students may choose to report sexual assaults to other offices on campus, including the Dean of Student Life Office, SMU Counseling and Psychiatric Services, the Women's Center and the Chaplain's Office. A student may decline to pursue the criminal or conduct review process and may request confidentiality. Chaplains and counselors are bound by confidentiality laws. All other SMU employees are required by the Clery Act to report to SMU Police that a sexual assault has occurred on campus, while at the same time respecting a student's request for confidentiality. The University also is required by federal law to investigate the violation, in addition to providing a grievance procedure.
- In all cases, the University is bound by the Family Educational Rights and Privacy Act, or FERPA, which preserves the privacy and confidentiality of student records, including conduct records.

The SMU Conduct Review Process

- A student who alleges sexual assault by another student may file a complaint through SMU’s conduct review process in the Office of the Dean of Student Life. The process allows the University to determine Code of Conduct violations and to impose sanctions within the SMU community. This internal grievance procedure is required by the federal government under Title IX.
 - After a student (the complainant) files a complaint through SMU’s conduct review process, a notice of alleged violations is sent to the student who allegedly has violated the code (the respondent), and a hearing with a conduct officer is scheduled. However, if a student presents an ongoing threat of disruption to the community or a danger to others’ safety, the Dean of Student Life may impose sanctions pending a conduct hearing; this may include being banned from campus.
 - The conduct officer may refer violations to a University Conduct Board. The board is made up of three students, a faculty member and a staff member, who apply for their positions and receive training for this yearlong position.
 - At a hearing before the conduct board, the complainant and respondent may make statements and present evidence and witnesses. Neither the complainant nor respondent may be actively represented by any attorney throughout the hearing process.
 - The conduct board may find the respondent responsible or not responsible for violating SMU policy. If a respondent is found responsible for violation of policy, sanctions are issued.
 - A respondent may appeal the outcome of a conduct hearing to the University Conduct Council.

Notification of Missing Students

If a member of the SMU community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the SMU Police Department at 214-768-3388. This applies to all three campuses. SMU PD will generate a missing person report and initiate an investigation.

After investigating the missing person report, should SMU PD determine that the student is missing and has been missing for more than 24 hours, SMU PD will notify the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, SMU PD will notify the student’s parent or legal guardian immediately after SMU PD has determined the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify, confidentially, an individual to be contacted by SMU PD or the designated campus authority, in the event the student is determined to be missing for more than 24 hours. This option is located in <https://access.smu.edu> under “Emergency Contacts” and is titled “Emergency Contacts/MP Contact” (MP standing for Missing Person). If a student has identified such an individual, SMU PD or the designated campus authority, will notify that individual no later than 24 hours after the student is determined missing. A student who wishes to identify a confidential contact can do so through <https://access.smu.edu>. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

SMU Main Campus and SMU-in-Plano Responsibilities of the Community Members

- Carry only small amounts of cash
- Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended.
- Avoid walking alone, particularly after dark. Contact SMU PD, the campus security officer or Giddy-up for a security escort whenever necessary. If walking alone is unavoidable, be aware of your surroundings and let someone know when to expect you.
- 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.
- Dress for mobility, particularly after dark.
- Avoid deserted areas, poorly lit streets, alleys, and pathways.
- Never jog alone, particularly after dark.
- 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.)
- Do not jog while wearing stereo headphones. It's important to be alert to what's happening around you.
- Carry your personal belongings in a backpack or similar container that will enable your arms and hands to be free at all times.
- Avoid approaching your car with bundles that restrict use of your arms. If you've been shopping, ask the store for assistance.
- 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.
- Before entering your car, look in the back seat and on the floorboard.
- Always lock car doors and windows when you leave or enter your car.
- Never leave belongings in plain view in your car. Lock them in the trunk.
- If someone in a vehicle attempts to stop you - even to ask for directions - do not get close to the vehicle.
- Register, engrave, mark, and/or photograph all your valuables including bicycles, stereos, jewelry, vehicles, computers, etc.
- Never get on an elevator with someone who looks suspicious. If someone who looks suspicious gets on, get off immediately.
- Avoid using ATMs in dark, isolated areas; it's best to use machines that are highly visible in public areas such as supermarkets.
- Never flash your cash or jewelry. Always have "emergency" change for a phone call.
- Be responsible with alcohol and limit your intake. If you are intoxicated, you are less alert and an easier target for robbers and attackers. Do not get separated from your friends at social events.

Security in the Residence Halls

- Never leave your door open, even if you will be gone for only a few minutes; especially, never prop any door open. Always lock doors, screens, and windows to prevent uninvited access to your room.
- Don't mark your room key or key chain with your name, address, or telephone number.
- Do not give anyone a key to your room.
- Do not leave valuables in plain sight.

- Never let strangers into your hall. This puts you and others at risk.
- Be aware of suspicious persons and activities. If you observe someone or something suspicious, notify the hall staff and the SMU Police Department, 8-3388 (214-768-3388 by cell or off campus phone) or call the **SILENT WITNESS ANONYMOUS TIPS LINE at 8-2TIP** (214-SMU-2TIP by cell or off campus phone) or online at SMU.EDU/2tip.

SMU-in-Taos Responsibilities of the Community Members

- Walk in groups. Avoid walking alone, particularly after dark. Contact the SMU-in-Taos security guard, the Student Life staff member, or the program director for a security escort whenever possible. If walking alone is unavoidable, be aware of your surroundings and let someone know when to expect you.
- Avoid shortcuts. The shortest route is not always the safest route. Walk along well-lit areas and carry a flashlight as an additional lighting source.
- Dress for mobility, particularly after dark.
- Avoid deserted areas. Watch out for and avoid bears.
- Never jog or hike alone.
- Do not jog or hike while wearing stereo headphones. It's important to be alert to what's happening around you.
- Carry your personal belongings in a backpack or similar container that will enable your arms and hands to be free at all times.
- Avoid approaching your car with bundles that restrict use of your arms. If you've been shopping, ask the store for assistance.
- 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.
- Before entering your car, look in the back seat and on the floorboard.
- Always lock car doors and windows when you leave or enter your car.
- Never leave belongings in plain view in your car. Lock them in the trunk.
- If someone in a vehicle attempts to stop you - even to ask for directions - do not get close to the vehicle.
- Register, engrave, mark, and/or photograph all your valuables including bicycles, stereos, jewelry, vehicles, computers, etc.
- Avoid using ATMs in dark, isolated areas; it's best to use machines that are highly visible in public areas such as supermarkets.
- Never flash your cash or jewelry. Always have "emergency" change for a phone call.
- Be responsible with alcohol. If you are intoxicated, you are less alert and an easier target for robbers and attackers.
- Stay on existing trails, or choose the most durable surfaces available: rock, gravel, dry grasses or snow.
- Do not attempt to take photographs of wild animals unless you can do so without disturbing them or altering their behavior in any way. This is best accomplished by using a zoom or telephoto lens. (Causing an animal to move away from you is an example of altering their behavior.)
- Don't mistake passive behavior in an animal as a sign that you are safe around that animal.
- Leave young animals alone; a protective mother is usually nearby.
- Keep a clean campsite.
- Keep food and "smellables" out of your tent.
- Do not feed wild animals.
- Never approach or follow wild animals.
- Avoid aggressive behavior:
 - Direct eye contact, even through a camera.

- Walking directly toward an animal.
- Following an animal that has chosen to leave.
- Circling or standing around an animal.
- Never tease or attempt to pick up wildlife.

Security in the Residence Areas

- Never leave your door open, even if you will be gone for only a few minutes; especially, never prop any door open. Always lock doors, screens, and windows to prevent uninvited access to your room.
- Don't mark your room key or key chain with your name, address, or telephone number.
- Do not give anyone a key to your room.
- Do not leave valuables in plain sight.
- Never let strangers into your casitas. This puts you and others at risk.
- Be aware of suspicious persons and activities. If you observe someone or something suspicious, notify the SMU campus security officer or SMU police officer assigned to campus or the administrative office at (575)758-8322 (business hours), (575)751-4112 (after business hours).
- Never leave food or garbage outside. Store garbage in bear-proof containers or containers in secure areas such as a garage, basement, or shed.
- Clean and store grills when not in use. Do not throw good scraps outside.
- Secure all food, toothpaste, soap and trash at night or when not in use by:
 - a. Storing items inside a vehicle.
 - b. using bear-proof storage systems when available.
- Do NOT cook or store food in or near your tent. Odors attract bears.

SMU MAIN CAMPUS Helpful Telephone Numbers

Police/Fire/Ambulance Emergency – 911

Silent Witness Anonymous Tips Line [214/SMU-2TIP](tel:2147682847) (768-2847)

Police Non-Emergency	214/768-3333
Police Administration	214/768-2486
Criminal Investigation Division	214/768-2607
Dean of Student Life	214/768-4563
Student Conduct Officer	214/768-4563
SMU Women's' Center	214/768-4792
SMU Counseling and Psychiatric Services (CAPS)	214/768-2277
SMU Health Center	214/768-2141
Dallas Area Rape Crisis Center (DARCC)	214/641-RAPE(7273)
Title IX Coordinator (Office of Institutional Access and Equity)	214-768-3601

SMU-IN-PLANO Helpful Telephone Numbers

Police/Fire/Ambulance Emergency - 911**Silent Witness Anonymous Tips Line 214/SMU-2TIP (768-2847)**

Plano Police (Non-Emergency)	972/424-5678
Security Guard (Nights and Weekends)	972/880-5087
SMU Police (Non-Emergency)	214/768-3333
SMU Police Administration -	214/768-2486
Criminal Investigation Division	214/768-1582
Director of SMU-in-Plano	972/473-3401
Facilities Office-Plano	972/473-3400
Facilities Manager Office	972/473-3413
Cell	214/878-2427
Student Conduct Officer	214/768-4563
SMU Women's Center	214/768-4792
SMU Counseling and Psychiatric Services (CAPS)	214/768-2277
SMU Health Center	214/768-2141
Title IX Coordinator (Office of Institutional Access and Equity)	214-768-3601

SMU-in-Taos Helpful Telephone Numbers**Police/Fire/Ambulance Emergency - 911****Silent Witness Anonymous Tips Line 214/SMU-2TIP (768-2847)**

Taos Central Campus phone number	575-758-2217
SMU Security Guard on Taos Campus	575/317-9434
New Mexico State Police Non-Emergency	505/827-9300
Taos County Sheriff's Department	575/758-2216
Holy Cross Hospital	800/755-6236
SMU at Taos Administrative Offices	575/758-8322
SMU at Taos After-Hours Contact	575/317-9434
SMU Police Non-Emergency-Main Campus	214/768-3333
SMU Police Administration-Main Campus	214/768-2486
Dean of Student Life	214/768-4563
Student Life staff on Taos Campus	972/415-6431
Student Conduct Officer	214/768-4563
SMU Women's Center	214/768-4792
SMU Counseling and Psychiatric Services (CAPS)	214/768-2277
SMU Health Center	214/768-2141
Executive Director, Mike Adler, Taos Campus	575/758-8516
Title IX Coordinator (Office of Institutional Access and Equity)	214-768-3601

Fire Safety

In accordance with the Higher Education Opportunities Act of 2008, Southern Methodist University is providing mandatory fire safety information as part of this Annual Report. All reports of fires and fire alarms are maintained in a database within the SMU Police Department and SMU Risk Management. Data collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities; and dollar values for property damaged by the fire (as assessed by SMU Risk Management).

The primary goals of SMU's Fire Prevention Program are:

- To maintain fire hazard vigilance such that campus fire hazard conditions are continually eliminated;
- To create a campus community that knows how to prevent fire emergencies, and knows what to do if fire emergencies should arise;
- To maintain compliance with:
 - University fire policies
 - City fire codes
 - Applicable state and federal fire regulations

SMU's Fire Prevention Program actively engages in long-term strategic planning.

The following objectives ensure that this goal is achieved:

- Continue to identify fire hazards and take appropriate mitigation actions before those conditions result in a fire emergency;
- Conduct ongoing, scheduled, fire safety inspections of all fire suppression systems;
- Raise fire safety awareness among students, faculty, and staff by conducting ongoing training that covers essential fire safety. The training is specific to the hazards of the academic environment, yet includes general fire training such as evacuation procedures;
- Conduct debriefing sessions among first responders after fire events transpire, improving plans and protocols;
- Conduct third party fire safety audits;
- Develop and enforce sound fire safety best practices.

SMU's Fire Prevention Program actively engages in long-term strategic planning, which includes:

- Monitoring of fire alarms with the new Fire Works System, a 3D interface technology with the most innovative life safety system which provides a simple means of monitoring and control for
- SMU's building systems;
- Collaboration with insurance carriers and vendors on fire safety loss control initiatives designed to protect life and mitigate losses.

Description of Student Housing Fire Systems

University student residences have:

- An interior fire alarm system with detection throughout the building, including detectors in sleeping rooms;
- An interior fire alarm panel which triggers a full first alarm response (1 Truck, 1 Engine, 1 Ambulance and 1 Battalion Chief) to the building upon activation; and
- Automatic wet sprinklers in all residence halls.

Fire Safety Policies and Procedures

Residence Life and Student Housing at Southern Methodist University works closely with the Division of Fire Safety and the City of University Park Fire Department to educate residents about fire prevention.

All students residing in residence halls are expected to abide by the procedures established by the Division of Fire Safety for residence halls. Student residents are given informative brochures and an e-handbook (<http://smu.edu/housing/residentehandbook/firesafety.asp>) containing fire safety and evacuation procedures specific to the residence halls at the beginning of each semester.

State and local fire codes require building evacuation by all occupants during fire alarms. To help reinforce this requirement, the Division of Fire Safety has partnered with Residence Life & Student Housing to ensure that all building residents are properly trained in building evacuation procedures during scheduled fire drills.

The entire Residence Life and Student Housing staff is required to attend fire safety classes, which includes general fire safety training, roles and responsibilities of Residence Life and Student Housing staff members, and evacuation procedures.

Training

Residence Life and Student Housing at SMU work closely with the Division of Fire Safety to educate residents about fire prevention.

Number of regular mandatory supervised drills:

Each semester on the main campus, each housing facility has one fire evacuation drill conducted and evaluated by the Fire Safety Manager. Other campus-owned building having ten (10) or more occupants, have an annual fire evacuation drill conducted and evaluated by the Fire Safety Manager.

Student Fire Safety Education and Training

The Fire Safety Manager provides training to all building and housing staff including Building Managers, Resident Assistants, Community Assistants, and Hall Directors.

The training includes:

- Information on fire protection features of each facility;
- Fire prevention activities and techniques;
- Emergency procedures (evacuation and incident response teams),and;
- Conducting fire safety education sessions for residents.

Basic fire safety instruction is provided during new employee orientation. Additional training is available by request from a department or group of employees. Basic fire safety instruction is provided to all students living in Residence Halls who attend the student orientation programs at the beginning of each academic year.

Fire evacuation drills are conducted as follows:

- Health Care Facilities: quarterly
- Day Care Facilities: one per month
- Residence Halls: one per semester

The Division of Fire Safety will coordinate with the Southern Methodist University Police Department and the University Park Fire Department in the investigation of each fire incident.

Specific Fire Prevention Related Policies

Policies on portable electrical appliances, smoking and open flames:

The University prohibits the following activities in all residence facilities:

- Smoking
- Use of lighted candles or other open flames devices.
- Cooking in unapproved areas (bedrooms), including the use of toaster ovens and appliances with open heating elements. Use of space heaters, except to provide heat during a power outage, and when issued by Residential Life staff.
- Use of extension cords or multiple-outlet plugs.
- Tampering with or blocking any fire protection equipment.
- Possession of fireworks.
- Use of halogen lamps or halogen bulbs.

Basic fire safety instruction is provided to all students living in Residence Halls who attend the student orientation programs at the beginning of each academic year.

Open Burning Policy

To minimize the potential for fires at the Southern Methodist University, it is the policy of Southern Methodist University to prohibit open burning and the use of combustible decorations at all times (unless in accordance with other University policies and procedures, and or authorized by the Authority Having Jurisdiction). Open burning as defined by the University is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire.

Decorations Policy

- All decorations and ornaments must be of fire-resistant or non-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress.
- Electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce an electric shock.
- Only heavy-duty extension cords and decorative lights in good condition (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday season.

- No decorations will be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits,

All decorations and ornaments must be of fire-resistant or non-combustible material, U.L. rated and approved for use.

on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress.

- Extension cords or decorative lights may not be routed under rugs or carpets, through doorways or in any manner that could present a fall or trip hazard, or impede egress.
- Only artificial holiday trees will be used and shall be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic. Do not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.), or placed in any manner that could present a fall or trip hazard, or impede egress.
- Holiday tree lights must be unplugged at the end of each day, and removed after the event or prior to the University's annual holiday closure.
- Artificial snow and other decorative sprays should be used with extreme caution; they shall not be used in laboratory and or clinical settings. Avoid spraying around exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.).

DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately.

What to Do in Case of Fire

If you discover smoke or fire in a campus building:

- Pull the fire alarm,
- Evacuate the building to a safe distance outside the building
- Call the SMU Police via 9-1-1 or 214-768-3333.
- For emergency blue-lights located around campus, press the emergency button to be connected to SMU Police.
- Give the police dispatcher all of the requested information.
- All fires, even if extinguished, must be reported to SMU Police.
- All fire alarms, even if suspected of being false or accidental, must be reported to SMU Police.
- Wait for the all clear signal to return to the building

Fire Response Dos and Don'ts

- DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately.
- DON'T assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law, but these tests are announced in advance.
- DO remain in your room if you cannot get out of the building because of heat or smoke. Call 9-1-1 right away. Keep the door closed and await assistance from the Fire Department. If smoke is entering around the door, stuff the crack under the door with sheets, clothes, or blankets. If possible, open the window and wave a brightly colored garment or towel from your window to assist the Fire Department in locating you.
- DO close the door behind you if it is safe to leave your room.
- DON'T waste time collecting personal valuables. Take your keys so that you can reenter your room if exit from the building is not possible.
- DON'T use an elevator during a fire emergency: always use the fire stairs.
- DO make your presence known to other occupants and to 9-1-1 by telephone if you are injured or disabled.

Links for Additional Information

Site or Information Source	Link
SMU Fire Safety Website	http://www.smufire.org
SMU Fire Safety Manual	http://smu.edu/riskmgmt/fire-safety/manual.asp
Residence Life and Student Housing (RLSH) e-Handbook	http://smu.edu/housing/residentehandbook/
Residence Life and Student Housing (RLSH) Residence Hall Fire Safety Regulations	http://smu.edu/housing/residentehandbook/firesafety.asp
City of University Park Fire Department	https://www.uptexas.org/Public-Safety/Fire
City of Plano Fire Department	http://www.planofire.org
City of Dallas Fire Department	http://www.dallasfirerescue.com/
Town of Taos Fire Department	http://www.taosgov.com/publicsafety/your-safety.php
Center for Campus Fire Safety	http://www.campusfiresafety.org
SMU Policy Manual	http://smu.edu/policy/

2012 FIRE STATISTICS

Building	Date	Time	Cause	# of Injuries	# of Deaths	Estimated Value of SMU Property Damage
None	None	None	None	None	None	None

Description of SMU Campus Fire Detection and Suppression Systems

Building	Fire Alarm Type	Sprinkler System	# of Standpipes	FM-200	# of Halon Systems	# Kitchen Systems	# Dry Chem Systems	# Fire Ext.
6200 Central Expressway	EST-3	Yes	0					15
Airline Parking Garage	None	No	2					2
Alpha Kappa Alpha	IRC-3	Yes	0					8
Annette Caldwell Simmons	EST-3	Yes	2					17
Barr Pool	None	No	0					2
Binkley Garage	EST-3	Fire Hoses	4					7

Blanton Student Services Building	EST-3	Yes	2					11
Boaz Hall	EST-3	Yes	3					12
Bridwell Library	IRC-3	Yes	2		2			18
Carr Collins Hall	IRC-3	Yes	2			1		12
Caruth Hall	EST-3	Yes	2					15
Clements Hall	EST-3	Basement	2					13
Cockrell-McIntosh Hall	IRC-3	Yes	3					15
Collins Executive Education Center	EST-3	Yes	2					15
Crow Building	EST-3	Yes	2					10
Crum Basketball Center	EST-3	Yes	2					9
Dallas Hall	EST-3	Yes	2					15
Dawson Service Center	EST-3	Basement	1					8
Dedman Center for Lifetime Sports	EST-3	Yes	4					18
Dedman Life Sciences Building	EST-3	Yes	2					28
Embrey Engineering Building	EST-3	Yes	2					16
Expressway Tower	EST-3	Yes	4			1		86
Faculty Club Office	NA	No	0					4
Fincher Memorial Building	EST-3	Basement	2					25
Florence Hall	EST-3	Yes	2					8
Fondren Library Center	IRC-3	Basement	4					39
Fondren Library East	IRC-3	Basement	4					21
Fondren Library West	IRC-3	Basement	4	1				18
Fondren Science Building	EST-3	Yes	4					42
Ford Stadium	EST-3	Yes	8					87
Greer Garson Theatre	IRC-3	Yes	4					31
Hamon Arts Library	IRC-3	Yes	2		1			21
Hawk Hall	IRC-3	Yes	2					56
Heroy Science Hall	EST-3	Attic	4					43
Hughes-Trigg Student Center	EST-3	Yes	4			3		34
Hyer Hall	EST-3	No	0					15
Junkins Engineering Building	EST-3	Yes	2	1				37
Kappa Alpha Order	IRC-3	Yes	x			1		7
Kappa Sigma	EST-3	Yes	x			1		8
Kirby Hall	EST-3	Yes	2					12
Lambda Chi Alpha	Notifier	Yes	x			1		14
Law Parking Garage	Notifier		4					5
Loyd All-Sports Center	EST-3	Yes	4					27
Maguire Building	EST-3	Yes	2					15
Martin Hall	IRC-3	Yes	2					57
Mary Hay Hall	IRC-3	Yes	2					14
Material Accumulation Center							6	3
McElvaney Hall	IRC-3	Yes	3			6		26
McFarlin Auditorium	IRC-3	Yes	4					18
Meadows Museum	IRC-3	Yes	4			1		21

Meadows Museum Garage	IRC-3	Yes	4					5
Memorial Health Center	IRC-3		2					16
Moody Coliseum	EST-3		6					21
Moody Parking Garage	EST-1	Yes	5					3
Moore Hall	IRC-3	Yes	2					53
Morrison-McGinnis Hall	IRC-3	Yes	3					15
Multicultural House	Notifier	Yes	x					6
Owen Arts Center	IRC-3	Yes	7		1			97
Patterson Hall/SMU Police	IRC-3		x	1	1			18
Perkins Administration	EST-3	Yes	3					19
Perkins Chapel	IRC-3	Yes	2					5
Perkins Hall	IRC-3	Yes	2					14
Perkins Natatorium	None	No	x					9
Peyton Hall	IRC-3	Yes	2					14
Phi Delta Theta	EST-3	Yes	x			1		21
Phi Gamma Delta	Notifier	Yes	x			1		17
Pi Kappa Alpha	Notifier	Yes	x			1		13
Plano #1	IRC-3	Yes	2					8
Plano #2	IRC-3	Yes	2					8
Plano #3	IRC-3	Yes	2					8
Plano #4	IRC-3	Yes	2					8
Prothro Hall	EST-3	Yes	2			1		11
Science Information Center	IRC-3	No	4					19
Selecman Hall	EST-3	Yes	2					13
Shuttles Hall	EST-3	Yes	2			1		14
Sigma Alpha Epsilon	EST-3	Yes	x			1		16
Sigma Phi Epsilon	EST-1	Yes	x			1		14
Smith Hall	IRC-3	Yes	2					12
SMU Apartments	None	Yes	0					8
SMU Bookstore	Notifier	Yes	1					4
SMU Service House	EST-3	Yes	x			1		11
Storey Hall	EST-3	Yes	2					13
Umphrey Lee Center	EST-3	Yes	3			8		28
Underwood Law Library	EST-3	Yes	3					14
Virginia-Snider Hall	EST-3	Yes	3					18