

Perkins Student Handbook

2016 – 2017



PERKINS SCHOOL OF THEOLOGY

WELCOME TO ...



Perkins School of Theology is a graduate school of Southern Methodist University in Dallas. SMU, including the school of theology, was founded in 1911 by what is now The United Methodist Church. The present campus was occupied in 1950 following a generous gift from J.J. and Lois Perkins of Wichita Falls, Texas.

Bridwell Library, a gift of J.S. Bridwell of Wichita Falls and his daughter, Margaret Bridwell Bowdle, opened the same year. The Theology Quadrangle consists of three classroom and administrative buildings – Selecman Hall, Kirby Hall and Elizabeth Perkins Prothro Hall – plus Perkins Chapel, serving the entire University campus, and the prestigious Bridwell Library.

Perkins celebrated the completion of Prothro Hall and the renovation of Kirby and Selecman Halls in September 2009. The 20,000 square-foot building houses facilities for teaching, administration and community uses – including seminar rooms and classrooms, conference rooms, a preaching lab and a computer lab.

While the main campus location is in Dallas, Perkins continues its academic presence with an extension program in the Houston-Galveston area.

This partnership includes three United Methodist institutions in Houston – St. Paul’s United Methodist Church, Houston Methodist Hospital and St. John’s “Downtown” United Methodist Church – and Moody Memorial United Methodist Church in Galveston.

MISSION STATEMENT

The primary mission of Perkins School of Theology,
as a community devoted to theological
study and teaching in the service of the church of
Jesus Christ, is to prepare women and
men for faithful leadership in Christian ministry.

Perkins School of Theology affirms its relationships
to the community of learning that is
Southern Methodist University, to the universal
church (inclusive, ecumenical and global),
to The United Methodist Church, specifically, and
to its particular geographical and
cultural setting in the southwestern United States.

These relationships are sources of strength
and avenues of service for the school as it pursues
its twin tasks of theological reflection
and theological education to the glory of God.

SMU ALMA MATER

Oh we see the Varsity,
Varsity, Varsity;
As she towers o'er the hill over there.
And our hearts are filled with joy,
SMU, SMU
Alma mater, we'll be true forever!

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2016–2017 CALENDAR

The following calendar is an academic calendar for Perkins School of Theology. Campus events are advertised regularly via email and in *The Daily Campus* newspaper. As an SMU student you are invited and encouraged to attend all SMU activities.

FALL 2016

August

16-17	Tuesday–Wednesday	Intern orientation
18	Thursday	Orientation for all new students
18-19	Thursday–Friday	Late registration, 206 Kirby Hall, Registrar’s Office
19	Friday	Last day to withdraw from all classes without any tuition charge
22	Monday	First day of classes in Dallas
23	Tuesday	Doctor of Ministry Information Session
25	Thursday	First day of classes in Houston-Galveston program
26	Friday	Last day to register, add courses or drop a course without grade record or tuition billing Last day to file for December graduation

September

5	Monday	Labor Day – University holiday (offices closed and no classes)
8	Thursday	Inside Perkins in Dallas
9-10	Friday–Saturday	Faculty conference
20	Tuesday	Tuition and fees due to SMU
20	Tuesday	Doctor of Ministry Information Session (Houston)
23	Friday	Divisional meetings, 11:30 a.m.

October

3	Monday	Perkins faculty meeting, 9:30 a.m.
6	Thursday	Inside Perkins in Dallas
10-12	Monday–Wednesday	Perkins fall break (no classes)
14	Friday	Divisional meetings, 11:30 a.m.
20	Thursday	Inside Perkins in Houston
24	Monday	Faculty as Guild, 9:30 a.m.

November

1-11	Tuesday–Friday	Advance registration for spring term and interterm
4	Friday	Last day to drop a class for Fall Term
7	Monday	Perkins faculty meeting, 9:30 a.m.
8	Tuesday	Doctor of Ministry Information Session
11	Friday	Divisional meetings, 11:30 a.m.
18	Friday	Inside Perkins in Dallas
22	Tuesday	Last day to withdraw from the University
23	Wednesday	Last day of classes in Dallas
24-25	Thursday–Friday	Thanksgiving recess – University holidays (offices closed)
28-Dec. 2	Monday–Friday	Reading and writing period

December

1	Thursday	Inside Perkins in Dallas
1	Thursday	Christmas worship service, Perkins Chapel, 4 p.m. and 8 p.m.

2	Friday	Last day of classes/finals in Houston
2	Friday	Last day for submission of all written work, 5 p.m.
5	Monday	Perkins faculty meeting, 9:30 a.m.
5-9	Monday–Friday	Final examinations in Dallas
13	Tuesday	Grades must be posted by noon
17	Saturday	Official University close of term and conferral of degrees
23-Jan. 2	Friday–Monday	Winter break – University holidays (offices closed)

INTERTERM 2017

December

16 Friday

Tuition for January Term due to SMU

January

2 Monday

New Year's Day – University holiday (offices closed)

3-13 Tuesday–Friday

Doctor of Ministry interterm session

3-20 Tuesday–Friday

Perkins interterm

6-13 Friday–Friday

United Methodist Certification in Christian Education, Children's Ministry, and Older Adult Ministries

10 Tuesday

Doctor of Ministry Information Session

16 Monday

Martin Luther King, Jr. Day – University holiday (offices closed)

SPRING 2017

January

24 Tuesday

Orientation for new students

25 Wednesday

Last day to withdraw from all classes without any tuition charge

24-25 Wednesday–Thursday

Late registration, 206 Kirby Hall, Registrar's Office

26 Thursday

First day of classes in Dallas and Houston-Galveston

27 Friday

Last day to file for May graduation

30 Monday

Perkins faculty meeting, 9:30 a.m.

February

1 Wednesday

Last day to add courses or drop courses without grade record or tuition billing

10 Friday

Inside Perkins in Dallas

17 Friday

Divisional meetings, 11:30 a.m.

20 Monday

Tuition and fees due to SMU

21 Tuesday

Doctor of Ministry Information Session (Houston)

March

1 Wednesday

Inside Perkins in Dallas

6 Monday

Perkins faculty meeting, 9:30 a.m.

11-19 Saturday–Sunday

Perkins and SMU spring break

23 Thursday

Inside Perkins in Houston

24 Friday

Divisional meetings, 11:30 a.m.

April

3 Monday

Perkins faculty meeting, 9:30 a.m.

4-14 Tuesday–Friday

Advance registration for summer and fall terms

10 Monday

Faculty as Guild, 9:30 a.m.

11 Tuesday

Last day to drop a class for Spring Term

12	Wednesday	Inside Perkins in Dallas
13-14	Thursday–Friday	Easter recess (no classes)
14	Friday	Good Friday – University holiday (offices closed)
21	Friday	Divisional meetings, 11:30 a.m.
25	Tuesday	Doctor of Ministry Information Session
27	Thursday	Inside Perkins in Dallas
28	Friday	Last day to withdraw from the University

May

1	Monday	Perkins faculty meeting, 9:30 a.m.
5	Friday	Last day of classes in Dallas
8-11	Monday–Thursday	Reading and writing period
11	Thursday	Last day for submission of all written work, 5 p.m.
12	Friday	Last day of classes for Houston-Galveston program
12-17	Friday–Wednesday	Final examinations in Dallas
19	Friday	Grades must be posted by noon
20	Saturday	Commencement, 9:30 a.m., Moody Coliseum A Celebration of Degrees and Academic Achievements, 2 p.m., Highland Park United Methodist Church Official close of term and date for conferral of degrees

SUMMER 2017

May

29	Monday	Memorial Day – University holiday (offices closed)
30–July 7	Tuesday–Friday	Perkins summer session

June

8	Friday	Last day to file for August graduation
12–23	Monday–Friday	Doctor of Ministry summer session (Dallas)
16-23	Friday–Friday	United Methodist Certification for Church Music
20	Tuesday	Doctor of Ministry Information Session

July

4	Tuesday	Independence Day – University holiday (offices closed)
9–August 4	Sunday–Friday	Course of Study School
17–28	Monday–Friday	Doctor of Ministry summer session (Singapore)

August

8	Tuesday	Official close of summer term and date for conferral of degrees
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More information about the academic calendar for the Houston-Galveston program is available from the program's office in Houston and online at smu.edu/Perkins-FacultyAcademics/housgal/schedules.

GETTING SETTLED...

...IN DALLAS OR HOUSTON-GALVESTON

Whether you are moving to Dallas or beginning classes at our Houston-Galveston Program, finding local resources can ease your transition. Here is a listing of commonly used offices and services to help you get started.

Set up a bank account Students beginning their studies at the Dallas campus may wish to start a bank account nearby. These are some of the major banks located near campus. Bank policies for student accounts may vary.

Bank of America, 6901 Hillcrest, 214-987-3658, bankofamerica.com

Chase, 5646 E. Mockingbird Ln., 214-739-9800, chase.com

Compass Bank, 6501 Hillcrest, 214-346-6141, bbvacompass.com

Wells Fargo, 6900 Snider Plz., 214-361-4535, wellsfargo.com

Students beginning their studies at the Houston-Galveston Program can find a branch of most major banks nearby. St. Paul's Church is located just northeast of University Place and Houston Methodist Hospital is located in the Texas Medical Center less than two miles away on the METRO light rail. Enter ZIP code 77004 in your bank's location search to find a local branch. Banking, dining and retail opportunities in Galveston are concentrated on the eastern end of the island. Enter ZIP code 77551 to find locations there.

Register your car Students at accredited Texas colleges and universities may keep their cars registered in their home state. Students who choose to register in Texas have 30 days to switch to Texas plates, which are required in order to apply for a Texas drivers license. First, cars must be inspected at an authorized service or repair station. Then an inspection receipt, previous registration, title and proof of Texas liability insurance must be presented to a County Tax Assessor-Collector office. They accept cash or local personal checks that are preprinted with local data and presented with a current ID such as a drivers license. Visit Texas Department of Transportation online at txdot.gov or call 214-653-7811. From campus, the nearest County Tax Collectors are:

1. Central Office in Downtown Dallas
500 Elm Street, Records Building
Dallas, TX 75202
2. North Dallas Office
10056 Marsh Lane, Suite 160
Dallas, TX 75229

Acquire a drivers license Students (but not spouses) may keep their home state drivers license, but it is a good idea to have a Texas drivers license for purposes of check writing and car insurance. The fee is \$25. No written or driving test is required for students transferring a current, valid, out-of-state drivers license. Otherwise, a written test may be required. This must be completed at one of several locations of the Texas Department of Public Safety within the first 30 days of Texas residency. Be prepared to encounter long lines. Applicants must provide a current drivers license, social security card, Texas vehicle registration forms and proof of insurance. It may be necessary to present other documents to establish proof of identity, so please check their website or call ahead. The nearest location to campus for the Department of Public Safety (DPS) is the Dallas East office located at 11411 E. Northwest Hwy., Suite 111, Dallas, 75218 (just east of Jupiter Rd.). This location is open Monday, Wednesday, Thursday and Friday from 8 a.m. to 5 p.m. and Tuesday from 8 a.m. to 6 p.m. Visit Texas Department of Public Safety online at txdps.state.tx.us or call the Dallas East Driver License Office of Dallas at 214-553-0033 or Austin Headquarters at 512-424-2000.

Register to vote All persons who wish to vote in Texas elections must first register. Applicants can register to vote while obtaining or renewing a Texas drivers license or by contacting the Secretary of State Elections Division of Texas to complete a voter registration application. A postage-paid application may be mailed after filling out a form online at votetexas.gov/register-to-vote/, or applications are available from the county Voter Registrar's office, libraries, many post offices or high schools, Texas Department of Public Safety offices and Texas Department of Human Services offices. This form must be mailed to the voter registrar of the county of residence which for Dallas County is Elections Administrator Toni Pippens-Poole, 2377 N. Stemmons, Ste. 820, Dallas, TX 75207. For additional information, contact the Dallas County Elections Department at 214-819-6300 or Secretary of State Elections Division toll-free at 1-800-252-VOTE (8683).

Find a job The following resources can help students or family members locate a job.

Job Board To view church positions in Dallas/Fort Worth and surrounding areas or other jobs with SMU and local businesses, see smu.edu/Perkins/StudentLife/StudentEngagement/JobPostings.

Hegi Family Career Development Center Located in the SMU Hughes-Trigg Student Center, this center provides information about career opportunities for SMU students. Call the Career Center at 214-768-2266 or visit smu.edu/Guildhall/CareerServices. A list of departments on campus which regularly hire students is also available at smu.edu/EnrollmentServices/FinancialAid/TypesOfAid/Student-Employment/WheracanIfindajob.

SMU Human Resources This office, located at Expressway Tower, 6116 Central Expressway (2nd floor), has information on full-time employment possibilities at SMU. Contact them at smu.edu/HR or 214-768-3311.

The Daily Campus The campus newspaper of SMU has job listings, as do other local newspapers. Printed copies of *The Daily Campus* are available in Kirby and Selecman Halls or online at smudailycampus.com.

Student Appointment Information For information about student appointments and the possibility of pastoring a United Methodist church, visit smu.edu/Perkins/StudentLife/StudentEngagement/-JobPostings/StudentAppts.

Arrange Child Care Full-time child care is available at SMU Preschool and Child Care Center, a service for SMU students, faculty and staff. There is normally an 8- to 12-month waiting list, so get on the list early. Call 214-768-2278 for more information or visit smu.edu/childcare. Many students have found alternative, affordable child care by shopping around. Call Child Care Answers at 214-631-CARE (2273) for additional information on child care in the Metro area.

ARRANGE HOUSING

Temporary or Guest Housing in Dallas For temporary housing or out-of-town guests, special rate consideration is sometimes available at either the Holiday Inn Hotel Central/Dallas, Doubletree-Campbell Center or the Marriott Courtyard.

Marriott Courtyard	10325 N. Central Expwy.	214-739-2500
The Magnolia Dallas Park Cities	6070 N. Central Expwy.	214-750-6060
Doubletree Campbell Centre	8250 N. Central Expwy.	214-691-8700

Temporary or Guest Housing in Houston-Galveston There are a number of hotels with a wide range of prices available near all locations for those wishing to stay overnight.

Hotels closest to the Houston location include:

LaQuinta Inn	4015 Southwest Fwy.	713-623-4750
Residence Inn West University	2939 Westpark Dr.	713-661-4660

Galveston is a vacation destination. Hotel prices depend on proximity to and view of the water. Hotels closest to Moody Memorial First UMC include:

Quality Inn	5924 Seawall Blvd.	409-740-1088
Hilton Galveston Island Resort	5400 Seawall Blvd.	409-744-5000
Hampton Inn	6431 Central City Blvd.	409-744-5600

Commuter Housing This lodging is designed for Perkins students who are on campus two to three days per week. For information about this option and other possibilities that might be available, contact Mary Gallegos Rubio in the Office of Admissions and Financial Aid at gallegos@smu.edu or 214-768-2293. Students who need accommodations during the whole week or choose to have their spouse/child reside with them should apply for traditional residence hall housing. Please contact SMU Office of Residence Life and Student Housing (RLSH) at 214-768-2407 or visit smu.edu/housing for more details.

Graduate Housing There are two graduate residence halls, Hawk Hall and Martin Hall. Hawk is an apartment-style residence hall available for singles, couples and families. Martin Hall offers a single-occupancy efficiency apartment in a residence hall setting. On-campus apartments (SMU Apartments) also are available. For further information on graduate housing, contact the SMU Office of Residence Life and Student Housing (RLSH) at 214-768-2407 or visit smu.edu/housing for an overview of residence halls and resident life.

Other Local Options Dallas has a wide variety of apartments and houses for rent. Housing information can be found online at smu.edu/-Perkins/StudentLife/StudentEngagement/JobPostings/Housing. Apartment locators are also available at no charge.

For apartments contact:
Apartments Avenue, a Free Locator Service
Ask for Randy Hickman, 214-478-2324
rhickman@apartmentavenue.com

Take Care of Yourself and Your Family

Health Insurance SMU requires all domestic students, both undergraduate and graduate, taking nine or more credit hours, to have health insurance through either an individual/family plan or the University offered plan. All international students taking one or more credit

hours must enroll in the University offered plan unless they have a special waiver personally granted by the Health Center staff.

SMU's mandatory policy requires those students with the enrollment status mentioned above to provide documentation of current insurance coverage (Waive) or to enroll in the Student Health Insurance Plan (SHIP) by the deadline date each term. The Student Health Insurance can be used off campus for local doctors and facilities. For more information on the policy requirements, deadline dates and instructions on how to WAIVE or ELECT coverage, please visit smu.edu/Student-Affairs/HealthCenter/Insurance.

For the 2016-2017 Academic year, the University has partnered with Academic HealthPlans, Inc. (AHP) and Blue Cross Blue Shield of Texas to provide high-quality health insurance coverage to our students and their dependents. The Student Health Insurance Plan provides coverage for accidents and sicknesses, hospitalizations, emergency room, surgery, maternity, wellness and other services. To view the plan benefits and rates go to smu.myAHPcare.com. The Memorial Health Center files claims for the Student Health Insurance Plan only.

For questions regarding the policy or the student insurance plan, please contact the Insurance Office at studenthealthinsurance@smu.edu or 214-768-3408/3470 or Academic HealthPlans at 855-357-0242.

Medical Services A fee for health services will be included in student tuition and fees. The fee is mandatory for all undergraduate and graduate students enrolled at the Dallas and Plano campuses and is separate from any mandatory insurance costs.

For the 2016-2017 academic year, the fee is \$50 per semester for all graduate students.

The fee allows the University to enhance health care facilities and services for students, including increased access to specialists and mental health counselors. The health fee covers primary care physician visits at no charge as well as all counseling services. There is a charge for specialized physician care (gynecology and dermatology clinics), laboratory tests, x-rays, pharmaceuticals and supplies. The Health Center offers other services including vaccinations and a pharmacy. For more information about health services, contact the Health Center at 214-768-2141 or visit smu.edu/healthcenter.

...AT SMU

Orientation will help with the details of getting settled into SMU including acquiring a student ID, parking sticker and email access.

Student Identification Card Student identification (ID) cards are available at the Parking and ID Card Services Office. An ID card is necessary to check out books at SMU libraries and also provides discounts at participating area restaurants, movie theaters and other stores. ID cards may be used as a special debit card by allocating funds at the Parking and ID Card Services Office or online at idcard.smu.edu. These funds can be used to make copies at SMU libraries or to purchase food at the dining facilities or vending machines on campus. However, they cannot be used to pay for Perkins Community Lunch or community meals at the Houston-Galveston Program. ID card pictures can also be submitted online at idcard.smu.edu. Simply click “Manage My Card,” login with your SMU ID number and password, and then click “Submit a Photo.” The Parking and ID Card Services Office is located in Expressway Tower at 6116 Central Expressway, Suite 101, and is open Monday through Friday, 8:30 a.m. to 5 p.m. Call 214-768-7275 or visit idcard.smu.edu.

Parking at SMU The purchase of a parking permit decal authorizes student parking in the Meadows Parking Center, AUP parking areas on campus and a few other designated places on campus. To ensure parking in an authorized location, please refer to a campus map at smu.edu/maps. The fee for an on-campus parking permit for the year is \$295 for students taking 10 hours or more or \$155 for students taking 9 hours or less. This permit covers the fall, spring and summer terms. Students also can obtain a DART pass for free access to all Dallas Area Rapid Transit trains and buses. Orders for DART cards or GoPasses are submitted online at the Parking and ID Card Services website at smu.edu/parkingid under the parking service link. There is a one-time fee of \$5 for the DART pass.

After you register for classes, visit smu.edu/parkingid to obtain a parking permit decal. Click on the “Parking Services” pulldown menu, select the “My Parking Account” tab and enter your SMU ID and password. Then click on the “Order Permits” link. To aid in the vehicle registration process, be sure to have your license plate number and vehicle information including make, model, color and year readily available. Follow the instructions carefully, print the order confirmation and display on the dashboard of your vehicle. This order confirmation will serve as your temporary permit.

SMU parking permit fees will be charged to your my.SMU account and can be paid online via my.smu.edu or through the Office of the Bursar (smu.edu/bursar). For the hours and contact information for the SMU Office of Parking and ID Card Services, see “Student Identification Card” information on page 12.

Students enrolled in the Houston-Galveston Extension Program can access parking at our partner churches and hospital. Detailed information about parking can be found at smu.edu/Perkins/FacultyAcademics/housgal/locations.

Assistance with Campus Computing Systems The SMU Office of Information Technology Help Desk is located in the Hughes-Trigg Center. The Help Desk is the primary provider of assistance for using campus systems and networks. More information about services provided by SMU ITS is at smu.edu/help. Please refer to the website or 214-768-HELP (4357) for hours of operation. Additional hours and live chat assistance are available during fall and spring terms. Check the website for current hours. Help requests may also be submitted online at smu.edu/help (you will need your SMU student ID number and password to submit a request).

Bridwell Library provides assistance with using library systems and databases through the Circulation Desk or the Reference Office.

Extension Program students should contact Lisa Beth White at lbwhite@smu.edu or 214-768-2645 for assistance with the equipment in the faculty/student workroom and for IT support for classroom presentations.

Primary University ID and Password Management Many University computing services, including my.SMU, Canvas and PerunaNet, use the 8-digit SMU ID number as User ID with a single, strong password. Some services, notably email, use the SMU email address as User ID with the same password. Incoming students should receive instructions for activating their accounts by mail prior to orientation. Passwords must be changed a minimum of once every 6 months. A valid password requires the following:

- Must be at least 8 characters long
- May not contain more than 3 consecutive numerals from the student’s SMU ID number
- May not be a password used previously
- Must contain at least 3 of the following 4 character sets:
 - Upper Case Letters

- Lower Case Letters
- Numbers
- Special Characters (e.g. !@#\$%^&*)

OIT provides an online Password Management Tool at smu.edu/-password for changing or resetting a password or unlocking an account online. The system requires preregistration to establish security identification questions. *Please register with the Password Management Tool as soon as possible.*

my.SMU SMU students can register, check grades, pull unofficial transcripts, view the course catalog, maintain contact information, and access many other University services at my.smu.edu.

SMU Email All students receive a free, cloud-based University email account on Microsoft Office 365. New students should receive notification of their SMU email address along with instructions for activating their accounts by mail prior to orientation. The University uses the SMU email account to communicate information regarding billing, deadlines, financial aid, scholarship and other critical matters, so it is important to check SMU email regularly. Access SMU email from the Web at office.smu.edu. Configuration instructions for Outlook, Mac Mail and other email clients are available at smu.edu/-OIT/Services/Email/StudentConfiguration.

The email address for the Perkins School of Theology Office of Admissions and Financial Aid is theology@smu.edu. All faculty and staff email addresses can be found through the Perkins School of Theology website.

PerunaNet SMU's wireless Internet access, PerunaNet, is available to students in most parts of the SMU campus, including Bridwell Library, Kirby Hall, Selecman Hall, Prothro Hall and residence halls. PerunaNet is a secure network requiring an SMU ID and password to authenticate. Setup instructions are at smu.edu/OIT/Services/-Wireless.

Students in the Houston-Galveston Extension Program should contact Lisa Beth White at lbwhite@smu.edu for the connection information for the Wi-Fi at St. Paul's Church.

Off-Campus Network Access Many campus services, such as my.SMU and Webmail, can be used through an independent Internet Service Provider. (Please be advised to be very cautious when using unsecured public networks.) Some services require access via the University's Virtual Private Network, securenet.smu.edu. Instructions for connecting

to the VPN services are at smu.edu/OIT/Services/networking#tab_tab2. All use of SMU's network resources is governed by the University's Computing and Communications Acceptable Use Policy (See Appendix D).

U.S. Mail Boxes A campus post office, located on the west side of the main level of the Hughes-Trigg Student Center, provides SMU mail boxes to students. In order to receive personal mail, students who live on campus should request an SMU mail box from the campus post office. The rental fee is included in the housing fee for students who live in one of the on-campus Residence Halls. There is a rental fee of \$85 per year (or \$40 per term) for students who live in the SMU Apartments or off campus. Call the campus post office at 214-768-4450, visit images.smu.edu/?page=postal, or email copycentral@smu.edu for more information.

Telephone Information On-campus students are provided a phone with free voice mail and local calls in their residence hall rooms. A calling card service or cellular telephone is required for long distance calls. Information on the voice mail system is available at smu.edu/Business-Finance/OIT/Services/Info/VoicemailFeatures.

Paying Tuition and Fees Tuition and fees are due September 20, 2016, for fall term; December 16, 2016, for January interterm; and February 20, 2017, for spring term. A late payment fee between \$50 and 3 percent of your outstanding balance will be assessed on unpaid balances after the payment due date. Please visit the Bursar's website under "Cost of Attendance/Additional Charges/Penalty Fees" to find out more details regarding late payment fees and past due fees (smu.edu/EnrollmentServices/Bursar/CostofAttendance/Additional-Charges/2016-2017). To view your account information and to make a payment using a credit card (MasterCard, Discover Card or American Express with a 2.75 percent convenience fee) or by electronic check (e-check) at no cost, you may log on to my.smu.edu. To see instructions for making a payment, you may visit the Bursar's website at smu.edu/bursar/smupay.asp.

Payment Plans In order to assist families with tuition costs, SMU and Higher One have partnered on your behalf to provide a variety of payment options. In order to avoid a late payment fee of up to 3 percent of the unpaid balance, please consider one of the payment options or make full payment directly to SMU by the SMU payment due date. Payment plans are only offered during fall, spring and summer terms. There are no payment plans available for January Term,

May Term and August Term. All plans may include tuition, fees and/or room & board only.

Enrollment is online only at tuitionpaymentplan.com/smu. For more information regarding payment plans options, you may visit the Bursar's website at smu.edu/EnrollmentServices/Bursar/Payments/-PaymentPlanOptions or contact Higher One.

Student Loans Students should fill out the Free Application for Federal Student Aid (FAFSA) at fafsa.gov. The signature for the FAFSA is a PIN number available at pin.ed.gov. SMU's school code is 003613. Students can apply any time after January 1. Based on this report students will be considered for the \$20,500 Federal Direct Student Loan. The interest is fixed at 5.31% at a 4.5 hour minimum enrollment.

All questions about the FAFSA and Stafford (federal) student loans must be directed to Meredith Turner, Graduate Financial Aid Counselor for the SMU Division of Enrollment Services. Contact her at 214-768-2371 or mereditht@smu.edu. The website for this division is smu.edu/enrollment_services.

Questions regarding refunds and payments can be directed to Amber Howell, Student Account Specialist, at 214-768-4267 or alhowell@smu.edu.

...AT PERKINS

Important dates, Continuing Education events, Community Life information, Financial Aid information and much more is available online at smu.edu/perkins.

Orientation/Registration Your first experience at Perkins will likely be New Student Orientation. This is a time for you to be introduced to the academic, social, spiritual and logistical aspects of seminary. To get more information, visit smu.edu/Perkins/Admissions/orientation.

Buying Textbooks Textbooks can be found at the SMU Bookstore (Barnes & Noble College) located 3060 Mockingbird Lane, Dallas, Texas 75205. Students can use their Student ID Card to purchase textbooks. Charges are applied to your my.SMU account every month and can be paid with a credit card or e-check, or with cash, check, or money order at the Bursar's office.

The bookstore is open Monday through Thursday, 8:30 a.m. to 7 p.m.; Friday, 8:30 a.m. to 6 p.m.; Saturday, 10 a.m. to 5 p.m.; and Sunday, 12 p.m. to 5 p.m. For more information, visit smu.bncollege.com or contact Mary Mebus (store manager) or Rachel Russell (textbook manager) at 214-768-2435, sm526@bncollege.com or tm526@bncollege.com.

Financial Aid Various sources of financial aid are available. If you were awarded a merit-based scholarship for your studies at Perkins, that scholarship is renewable each year as stipulated in your award letter. The Perkins Tuition Grants are awarded on a first-come, first-served basis. Please apply as soon as possible after October 1 each year by completing the FAFSA online at fafsa.ed.gov. You can start filling out the FAFSA beginning October 1 even if you have not yet filed your income tax return. In addition to the resources available at Perkins, the Office of Admissions and Financial Aid provides an online list of Outside "Scholarships, Grants and Loans" at smu.edu/Perkins/-Admissions/financial/outside. This list is updated on a continual basis, so check this valuable resource often. Apply for every grant and scholarship for which you are qualified. Watch for notices about financial aid and other scholarships in the weekly online *Perkins News*. For additional information about resources available to help finance your education, contact Tracy Anne Allred, Director of Student Services for Perkins, at 214-768-1480 or tallred@smu.edu. For federal loan information, contact Meredith Turner at 214-768-2371 or mereditht@smu.edu.

Perkins Community Life Fee Each year Perkins students are required to pay a Community Life Fee to help provide some basic services for the

Perkins Community. This fee covers the Perkins Look Book and offsets the costs for community events such as the Fall Banquet, Spring Banquet, graduation events, Community Hour at Perkins (CHAP) and Community Lunch, as well as other events planned year to year. It also provides coffee, tea, ice and incidentals for students. The fee is \$30 for the year. Fees may be paid during the Perkins new student orientation or at anytime in the Office of Community Life. If paying the fee presents an unusual hardship, contact Tracy Anne Allred or at tallred@smu.edu or 214-768-1480 or Katie Pryor at kpryor@smu.edu or 214-768-3371.

Look Books The Look Book is a pictorial directory that includes a photograph and contact information for students, faculty and staff members of Perkins School of Theology. Every enrolled Perkins student will receive a Look Book during the fall term.

Mailboxes Every regularly enrolled student not on full-time internship is assigned a campus mailbox at the beginning of each fall and spring term. For the Houston-Galveston Program, these mailboxes are located at St. Paul's Church in room S401B, the Student/Faculty Workroom. On campus, they are located on the first floor of Kirby Hall along with mailboxes for the Perkins Student Association and all Organized Interest Groups. It is important for students to check their mailbox regularly for notices of community events, messages and returned graded course work from professors. Faculty mailboxes are also located on the first floor of Kirby Hall. U.S. mail is not delivered to student mailboxes.

Lockers Lockers are available without charge both in Kirby Hall and Bridwell Library. These can be requested for the entire term for storing personal items and books on campus. For details, review the Bridwell Library information in this handbook or inquire at the Circulation Desk of Bridwell Library or the Office of Community Life in Kirby Hall.

Lost and Found The Perkins lost and found on the Dallas campus is located in the Office of Admissions and Financial Aid, 216 Kirby. On the Houston-Galveston campus, lost and found is located at St. Paul's United Methodist Church, room S401B in Houston.

SMU/PERKINS RESOURCES

ACADEMIC RESOURCES

The academic experience at Perkins School of Theology can be very challenging, and it helps if you are able to get well organized and establish good study habits at the outset. The first term, in particular, can feel overwhelming because everything is so new. The good news is that help is available! The following information is provided to help you get started on the right track.

LEARNING DEVELOPMENT OPPORTUNITIES

English as a Second Language (ESL) SMU has resources for ESL students at a variety of different levels. ESL courses are available, along with books, CDs and other resources in the self-study lab. Contact John E. Wheeler, Director of ESL, at 214-768-1129, jwheeler@smu.edu, or check the website at smu.edu/esl.

Study Groups You might find it helpful to form a study group for each of your classes. While you are required to do your own work, it can be advantageous to discuss lectures and study with someone else for the exams.

Community Life and Organized Interest Group (OIG) Programs The Office of Community Life and the various Organized Interest Groups at Perkins sponsor programs throughout the year for the Perkins community. These programs provide important information and offer an opportunity for dialogue and a chance to interact with faculty members, administrators and guest speakers.

Students with Disabilities Perkins and SMU are dedicated to giving all students the best educational experience possible. As part of this goal, SMU and Perkins welcome opportunities to work with all students with disabilities to obtain the resources needed to maximize learning. At the start of classes, students should contact Evelyn L. Parker, Associate Dean for Academic Affairs, at 214-768-2349, or eparker@smu.edu.

A helpful resource at SMU is the Disability Accommodations & Success Strategies (DASS) office located in the Altshuler Learning Enhancement Center (A-LEC). Its mission is to provide individual attention and support to students with disabilities, to assess unique needs and to identify appropriate campus resources. The office also works closely with faculty members, advisers and staff at the Learning Enhancement Center to provide appropriate assistance when needed.

It is important to submit documentation of a disability early. Please allow two weeks for review of documentation before inquiring about eligibility for services. Guidelines for documentation are posted at smu.edu/Provost/ALEC/DASS. For more information, contact the DASS Office, at 214-768-4557, or visit the DASS website at smu.edu/alec/dass.asp.

Help with Academic Writing For more information on help with academic writing for Dallas students, please contact the Office of the Associate Dean at 214-768-3477 or Jane Lenz Elder, Bridwell Reference Librarian, at 214-768-7533, jelder@smu.edu or David Schmersal, Bridwell Reference and Digital Services Librarian, at 214-768-7379, dschmersal@smu.edu.

Alissa Elliot is available to students in Houston for individual tutoring in writing papers. She can be contacted at 281-799-2852 or alissa.bouler@gmail.com. There is no charge to the students for her assistance; however, arrangements for tutoring must be made several weeks before a paper is due. Contact Lisa Beth White before you contact Mrs. Elliot.

Perkins Student Journal The *Perkins Student Journal* is a student-led, faculty-supported publication that showcases exceptional scholarship by student members of the Perkins community. Moreover, the papers included in the *Journal* witness to the great diversity in theological perspectives fostered by Perkins and its professors. Liturgical art is also included to illustrate the important role of artistic creation in the theological pursuit. Copies of the *Journal* are available to members of the Perkins community during the fall term.

Canvas Course Management System Some courses at Perkins will combine traditional classroom interaction with online interaction using the Canvas Course Management System (courses.smu.edu). Canvas brings the dynamics of a classroom environment to the Web, allowing teachers and students to interact online in much the same way as in a standard classroom. The difference is that the participants can be almost anywhere in the world, at almost any time.

All enrolled students should have the necessary technology to use Canvas. Canvas is accessed through a supported web browser. For current information on supported browsers, visit courses.smu.edu and click on “Browsers and Settings.” If you use an unsupported browser, certain features may not work. To optimize a computer’s settings for running Canvas, Java and JavaScript must be enabled.

BRIDWELL LIBRARY RESOURCES

Bridwell Library is the principal bibliographic resource at SMU for the fields of theology and religious studies. The library's current and historical sources (including special collections) support, complement and enrich the teaching, research and service missions of the Perkins School of Theology, as well as the Graduate Program in Religious Studies. Among the library's rare books and manuscripts are distinctive holdings in Methodism, theology and the Bible. Bridwell offers bibliographic instruction, reference services, lectures and exhibitions.

Bridwell Library's excellent collections and beautiful reading rooms are worth exploring early in your career at Perkins. Get to know your library and its staff. They are there to help you make the most of your education at Perkins. For more information about library tours, research instruction sessions, policies and resources, stop by the library or see the Bridwell website at smu.edu/bridwell.

Library Privileges and Access Perkins students have library privileges at all SMU libraries. A link to the SMU library catalog can be found at smu.edu/bridwell. A student ID card should be presented to check out materials. Students can access the library's online resources from off-campus locations through use of their SMU ID number and password.

The north door to Bridwell Library has a ramp for patrons with physical disabilities. Use the intercom (silver button) to ask the staff to unlock the doors and to request assistance if needed.

Houston-Galveston Bridwell Library is the library for Houston-Galveston students and should be their first choice for research. Books can be requested using the online form available through "Houston-Galveston Essentials" on the Bridwell home page. In addition, there are numerous ebooks and articles available online through Bridwell. Books will be shipped free of charge to students' home addresses.

In addition, a small reference library is available for students at St. Paul's United Methodist Church in room S401B. Houston-Galveston students may obtain a TexShare card from the Bridwell Library circulation department. This card will allow students to check out books from area libraries participating in the TexShare program including Houston Baptist University. Rice University is not a TexShare participant, but has excellent resources for use only within the library.

Reserve items for Houston-Galveston students are located in St. Paul's United Methodist Church in room S401B.

Getting Help Reference services include helping with research questions, locating print and online material, and obtaining access to special collections materials. The reference desk is located across from the circulation desk. A reference librarian is available from 8 a.m. until 5 p.m., Monday through Friday, and also by appointment in the evenings and on weekends. If you wish to schedule an appointment call 214-768-4046, or email reference librarian Jane Elder at jelder@smu.edu or David Schmersal at dschmersal@smu.edu.

Collaborative Study Room Room 9, on the lower level of Bridwell Library, is a space for small group meetings, presentation preparation and viewing audio-visual materials. It includes a podium, white board, monitors and a MediaScape unit. The Collaborative Study Room may be reserved by Perkins and GPRS students, faculty and staff. See the Bridwell website for details.

Lockers Library lockers are available free of charge to Perkins students on a first-come, first-served basis. They are assigned for a period of one term or for the summer. Continuing students can request renewal of their locker assignment. For guidelines and an application form, inquire at the circulation desk.

Mezzanine The Mezzanine level is a quiet study space available exclusively to Perkins and GPRS students. A small computer lab is also found on this level. Inquire at the Circulation Desk for access.

Fines To ensure maximum availability of library materials, there is a daily fine of fifty cents per item for overdue regular, circulating materials. A charge of one dollar per day is levied for an overdue recalled item. Fines for reserve materials are one dollar per hour or partial hour. The full loan policies may be found at smu.edu/bridwell.

Reserves Professors frequently place material on reserve in the library so that all students in a class have access to it. Reserve items are kept at the circulation desk and are shelved by call number. Library staff can assist with identifying items and call numbers more quickly if students bring call numbers to the circulation desk. To find call numbers, refer to the Reserves Binder at the circulation desk or use the Course Reserves tab in the SMU library catalog at libcat.smu.edu. Searching by professor is usually most efficient, and results will be listed in order by title. Reserve items for Houston-Galveston students are located at St. Paul's UMC.

Key Bridwell Library Telephone Numbers

Information	214-768-2481
Administrative Office	214-768-3483
Circulation Desk	214-768-1866
Interlibrary Loans	214-768-3984
Reference	214-768-4046
Public Events	214-768-3483
Special Collections	214-768-3440
Bridwell Library FAX	214-768-4295

Bridwell Library Hours – Fall and Spring Terms

General Collections

Monday – Thursday 8 a.m. – 11 p.m.

Friday 8 a.m. – 6 p.m.

Saturday 10 a.m. – 6 p.m.

Sunday 2 p.m. – 10 p.m.

Special Collections

Monday – Friday 8:30 a.m. – 5 p.m.

Saturday & Sunday Closed

Elizabeth Perkins Prothro Galleries

The galleries are open the same hours as the library.

The Circulation Desk closes 15 minutes prior to the library closing. For holiday, summer and interterm schedules, refer to the posted hours at the front doors of the library or the Bridwell website.

Fondren Library – Fall and Spring Terms

214-768-7378

Due to the renovation of Fondren Library, access to spaces and the library hours are continually changing.

See the Fondren website for the latest information, smu.edu/cul/

Hamon Arts Library – Fall and Spring Terms

214-768-2894

Monday – Thursday 8 a.m. – midnight

Friday 8 a.m. – 6 p.m.

Saturday 12 p.m. – 5 p.m.

Sunday 1 p.m. – midnight

COMPUTERS, COPY SERVICES, AND MEDIA EQUIPMENT

Personal Computers in Class The Prothro Computer Cluster, located in 208 Prothro, offers nine public access computers for the Perkins community. The computers are equipped with Microsoft Office Suite and specialized programs such as GenoPro for producing genograms. There is also a public access Macintosh that can be used for video and audio editing. Printing is available with a copy card or Pony account via SMU ID cards. Students may send print jobs from their personal laptops to specific copycard/Pony account printers by downloading the appropriate driver from sites.smu.edu/oit/printing/.

Bridwell Computer, Printing, Photocopiers and Scanners The basement and mezzanine of Bridwell Library house several computers that are available for use by Perkins students and faculty during regular library hours. Students must provide their own data storage devices; anything saved on computers will be erased. These computers are equipped with numerous resources for research. Contact the Bridwell staff for more information.

Laser printers and photocopiers are available on the first floor and in the basement. Prints are ten cents per page. Photocopiers and printers accept copy cards or Pony cards (10 cents per copy). A vending machine in the basement is available to add Pony funds to SMU ID cards or to purchase a copy card. Scanners are available for use free of charge on the first floor and in the basement.

SMU Computer Lab SMU students may use the additional computers located on the first floor of Fondren Library, at Café 100 in Hughes-Trigg Student Center and at the Center for Informational Technology in the Arts (CITA) in the basement of Hamon Arts Library at no cost. Hours are posted in each area. For more information, directions and current hours, visit smu.edu/BusinessFinance/OIT/Services/-ComputerLabs.

Houston-Galveston Computer Access The Student/Faculty Workroom at St. Paul's UMC includes a computer and printer/copier for student use. The computer includes BibleWorks, Microsoft Word, PowerPoint and Excel. Wireless Internet access is also available in most areas of St. Paul's UMC.

Copiers and Laser Printers on Campus A card-access photocopier is available on the ground floor of Prothro Hall, near the northeast entrance. Students can pay for copies and prints with the Pony Card. Students

also can make copies at Copy Central located on the second floor of Hughes-Trigg Student Center, 214-768-3047.

Off-Campus Copy Services Many copy stores and print shops in the Dallas Metroplex provide copy services at varied costs. The closest to campus is Alphagraphics (214-363-1101), located on Mockingbird Lane next to the SMU bookstore. FedEx Office (214-696-9863) is open 24 hours daily and has multiple locations; the nearest to campus is at 5500 Greenville Avenue between Lovers Lane and Southwestern. FedEx Office charges 10 cents per copy (single-sided, black and white).

Classroom Technology SMU Technology Shared Services provides support for classroom technology throughout the SMU campus, including digital projectors, media players and computers. The classrooms in Prothro Hall are equipped with display systems that support standard AV and computer connections. Advance requests for support for classroom presentation may be placed through the IT Help Desk at 214-768-HELP (4357) or at help.smu.edu. Requests for support for student class presentations should be copied to the instructor. Requests for use by student organizations should be copied to the faculty adviser. For immediate assistance with classroom technology, call 214-768-8888.

Requests for IT support in Houston or Galveston should be sent to Lisa Beth White. A TV, VCR/DVD player, digital projector and laptop computer are available for class presentations. Arrangements can be made for other equipment as needed.

If an instructor has authorized audio recording of class lectures, the recordings will be shared through box@SMU. The link will typically be distributed through Canvas.

Eduroam is available in select locations on campus. Eduroam is a secure worldwide federated wireless network for individuals in higher education or research environments. This large-scale collaboration between the hundreds of institutions allows individuals to authenticate to the “eduroam” network using their university account and password wherever this network is broadcasting. For example, an SMU faculty, staff, or student could access the eduroam network at another university by authenticating using their SMU credentials. This collaboration also allows visiting scholars and researchers to connect to our eduroam Wi-Fi using their university credentials. To authenticate, a user should use their primary email address, such as

cuser@smu.edu, for the username. To see the map of locations where eduroam is available, please visit eduroam.org/where/.

SMU Media Resources Bridwell Library, Hamon Arts Library and Fondren all collect media resources of potential interest to Perkins students. These collections are listed on the SMU Library Catalog website at libcat.smu.edu. Fondren Library's collection includes many popular films. Hamon Library, located in the Owen Arts Center, just north of Bridwell Library, has extensive audio and video resources.

COMMUNITY LIFE

Perkins School of Theology, a diverse community of faith, is a place where we study, learn, grow, worship and experience God together. Perkins is a community that cares. There are opportunities for conversation and fellowship with students and faculty inside and outside the classroom. The community is enhanced by informal discussion sessions, weekly worship, community lunch and small organized interest groups.

Contact Katie Pryor in the Office of Community Life at 214-768-3371, or kpryor@smu.edu, with questions about community life at Perkins, or visit the Community Life website at smu.edu/Perkins/-StudentLife/StudentEngagement/CommunityLife.

CHAP CHAP (Community Hour at Perkins) is an informal time for faculty members, students and staff members to come together as a community to discuss topics important to theological education and parish ministry. CHAP sessions sometimes host guest speakers but are always a time for dialogue and discussion. CHAP is held every Tuesday (unless otherwise noted) from 11:30 a.m. until 12:20 p.m. To schedule a CHAP session, please contact Katie Pryor in the Community Life Office.

CHHAP (Community Half Hour at Perkins) sessions in Houston meet after class at 8:45 p.m. several times a year. To schedule a CHHAP session, please contact Lisa Beth White at lbwhite@smu.edu or 214-768-2645.

Community Lunch Everyone in the Perkins community, including spouses, partners and guests, can share low-cost community meals, which are provided throughout the week. These provide a time for informal discussion and fellowship as well as a forum for community announcements. The meals are \$5, including beverages. Lunch is served in Prothro Hall Refectory Tuesday through Friday, 12:15 p.m.

to 1:15 p.m. Students also are welcome to bring their own lunch to eat with the community.

Moody Memorial First UMC in Galveston generously provides a continental breakfast and snacks throughout the day along with drinks and coffee. There is no charge to students for provisions at Moody. Students and faculty often have lunch together at one of the restaurants in Galveston.

Fall and Spring Banquets Every year, the Office of Community Life offers Fall and Spring Banquets for the Perkins community. Perkins faculty, staff and students, as well as their respective spouses, partners and families are invited to attend. Each banquet includes a meal and entertainment that promotes community within Perkins. The Community Life fee helps to fund these great events.

Perkins News Published weekly during the fall and spring terms by the Office of Student Services and Community Life, *Perkins News* contains information about events, important upcoming announcements and other items pertinent to theological education and Christian ministry. Students should read it regularly for important information including scholarships, awards, payment dates and final exam schedules. The newsletter is emailed to students, faculty and staff every week and also is available online at smu.edu/Perkins/StudentLife/Student-Engagement/PerkinsNews.

Family Participation Spouses and partners are considered part of the Perkins community and are always invited and welcome to participate in community meals and extracurricular events. They also are welcome to visit a Perkins class on occasion or audit a class with the advance permission of the professor.

Flyers and Notices Watch for announcements and reminders throughout Kirby, Selecman and Prothro Halls or online in the *Perkins News*. Please remove all flyers and announcements 24 hours after an event is over. Contact Katie Pryor in the Office of Community Life for assistance.

The Daily Campus *The Daily Campus*, a newspaper serving the entire SMU community, is a source of information for campus events including weekly movies in the Hughes-Trigg Student Center and some area and national news as well. It can be picked up in Kirby and Selecman Halls. It also is available online at smudailycampus.com.

SMU Dining SMU offers a wide selection of food options on campus. Acceptable forms of payment are cash, the Pony Card, or credit card.

SMU/Dallas Entertainment Entertainment can easily be found on and off campus. Students can enjoy one of the most comprehensive and largest collections of Spanish art outside of Spain at Meadows Museum located on the SMU Campus directly across Bishop Boulevard from Perkins School of Theology. Outdoor recreational equipment can be rented from the Outdoor Adventure Center located in Dedman Center for Lifetime Sports. The Hughes-Trigg Student Center offers a variety of entertainment options including free movies in the theater, Pollock Art Gallery and Café 100. Discount tickets for Six Flags and occasionally some local movie theaters are available at the Mane Desk of Hughes-Trigg Student Center. SMU Athletic Event tickets may be purchased by calling or visiting the SMU Athletic Ticket Office located in Heritage Hall in Ford Stadium (214-SMU-GAME) or online at smumustangs.com.

Dallas News Friday editions of *The Dallas Morning News*, dallasnews.com, offer a comprehensive supplement which includes detailed information regarding upcoming events, entertainment and dining in the Dallas Metroplex.

The George W. Bush Presidential Library and Museum is the 13th Presidential Library administered by the National Archives and Records Administration (NARA), a Federal agency and the Nation's official record keeper. The Museum highlights critical events and issues from the Administration of President George W. Bush. The Museum is the repository for domestic and foreign Presidential gifts as well as other donated artifacts relating to the life and career of President George W. Bush and Mrs. Laura Bush.

SMU students, staff and faculty are able to schedule a visit, free of charge. The George W. Bush Presidential Library and Museum is open Monday through Saturday, 9 a.m. to 5 p.m.; and Sunday, noon to 5 p.m. For more information, visit georgewbushlibrary.smu.edu/.

SPIRITUAL RESOURCES

PERSONAL SPIRITUAL LIFE

Preparation for ministry involves a careful balance of our academics with our spiritual lives. As such, the focus on one's spiritual growth is an integral part of becoming a whole person ready for ministry.

Perkins, SMU and the communities of Dallas and Houston-Galveston offer numerous opportunities for spiritual growth. The required first-year Spiritual Formation Program at Perkins provides one such avenue. Spiritual growth, however, also involves a process of searching and exploring beyond the Spiritual Formation Program. This process can include taking part in a personal or group Bible study; organizing one's own spiritual formation effort such as the Walk to Emmaus; being part of an ecumenical experience by attending worship at other churches or worship services on campus; establishing a time for personal devotions, prayer, journaling, etc.; or scheduling some time for service to the church and in the world.

Your use of the opportunities available through worship and other activities at Perkins, in the SMU community and in neighboring churches can serve to enhance your spiritual growth.

PERKINS SPIRITUAL FORMATION PROGRAM

The Spiritual Formation Program at Perkins is required of all M.Div., M.A.M. and M.S.M. students. The program is also open to students in other degree programs as an elective. The Spiritual Formation Program is shaped by a common framework of prayer, experience and reflection under the guidance of small group facilitators. The Program in Spiritual Life and Formation at Perkins School of Theology is based on the conviction that a complete theological education and thorough preparation for ministry gives attention to identifiable needs and capacities including:

- Personal spiritual formation
- Experience and familiarity with the variety of spiritual disciplines
- The ability to facilitate the spiritual growth of others
- The theological and critical capacity to evaluate trends in spiritual expression
- The ability to nurture the same capacity in others
- Basic familiarity with the complex landscape of spiritual practice
- An awareness of the diversity of spiritual expression
- The significance of context for the shape of spirituality including:
 - Race
 - Gender
 - Ethnicity
- The ability to integrate the spiritual, theological and social dimensions of life
- An awareness of the ongoing dialogue with spiritual traditions of other faiths

If you have any questions about the program, contact the Office Of Spiritual Formation at 214-768-2292, or visit smu.edu/perkins/faculty-academics/spiritform.aspx.

WORSHIP RESOURCES

PERKINS COMMUNITY WORSHIP OPPORTUNITIES

Worship is an integral part of the Perkins experience. We meet for worship each Wednesday and Thursday. These Perkins chapel services provide opportunities for students, faculty and staff to share in the rich diversity of worship experiences and traditions represented in our School of Theology community. Faculty and student body members share the Word. We sing hymns, ancient and contemporary, using songs written by our American neighbors and by our sisters and brothers from around the globe. As we sing songs from other cultures, we begin to enter the experiences and share the prayers of others. We pray with compassion as we push our intercessory work to include an ever-widening circle of concerns. The sacraments stand at the very heart of our practice.

Shorter services are held Tuesday through Friday mornings. Some of these services follow an Order of Morning Prayer. When an ordained elder or priest is leading, the Eucharist is usually offered.

Oversight to the Perkins worship program is given by Rev. Dr. Mark W. Stamm, professor of Christian Worship and Director of Community Worship, who works in concert with the Perkins Worship Committee. Please contact Dr. Stamm at 214-768-2447 or mstamm@smu.edu if you wish to be a part of this important work.

The Perkins community gathers for worship throughout the school year at the following times:

Perkins Worship Schedule

MORNING EUCHARIST/
MORNING PRAYER
Wednesday – Friday
8 – 8:20 a.m.
Perkins Chapel

COMMUNITY WORSHIP
Wednesday – Thursday
11:30 a.m. – 12:20 p.m.
Perkins Chapel

VESPERS
Tuesday
4:30 – 5 p.m.

SMU WORSHIP OPPORTUNITIES

Rev. Dr. Stephen Rankin, Chaplain and Minister to the University

rankins@smu.edu

214-768-4507

Dr. Judy Henneberger, Associate Chaplain to the University

jhennebe@smu.edu

214-768-4505

Betty McHone, Assistant Chaplain and Coordinator of Religious Life

bmchone@smu.edu

214-768-4503

SMU Worship Opportunities at Perkins Chapel

Sundays, unless otherwise noted

9 a.m.	Roman Catholic Mass	Perkins Chapel
5 p.m.	Roman Catholic Mass	Perkins Chapel
12 p.m. Wed.	Underground Chapel	Hughes-Trigg Theatre
8 p.m. Wed.	Wesley Foundation	Perkins Chapel

WORSHIP OPPORTUNITIES BEYOND SMU

Dallas and Houston offer a wide range of worship experiences in many denominations and religious traditions. Within a few short miles of the SMU campus, a rich assortment of such worship opportunities awaits you. If you are not serving a church, this can be the last and best opportunity to experience worship in a variety of settings, or to become actively involved with a local congregation here.

We hope you will take advantage of the opportunities available.

RELIGIOUS ORGANIZATIONS AT SMU

More than 30 religious organizations at SMU offer opportunities for student participation. The organizations represent diverse faith traditions including Christian, Hindu, Islamic and Jewish. More information about these groups can be found on the SMU Chaplain's website, smu.edu/chaplain/campus_ministries.asp. The Women and LGBT Center also advises a Christian student group called Young Women's Christian Association (YWCA).

CHRISTIAN

Antioch College Ministry	Stephen Murray 281-702-3695	antiochcollegeministry.org/-smu stephen.murray@antioch-dallas.org
The Hill College Ministry	Alex Wolfe 214-860-1500	thehillsmu.com thehill.smu@gmail.com
Brothers Under Christ – BYX (Beta Upsilon Chi)	Caleb Kyle 573-808-1865	smu.betaupsilonchi.org ckyle@smu.edu
Canterbury House (Episcopal)	Paige Hanks 214-704-9430	facebook.com/canterbury-communities phanks@smu.edu
Catholic Campus Ministry (SMU Catholic)	Father Arthur Unachukwu 214-987-0044	smucatholic.org arthur@smu.edu
Cru (Campus Crusaders for Christ)	Dawn Wright 972-467-7022	smucru.org
Dallas Christian Leadership/Faculty Commons	Steve Sternberg 214-232-7248	steve.sternberg@faculty-commons.org
HPPC Young Adults Highland Park Presbyterian Church	Jonathan Hicks 512-992-8786 Cell 214-525-4276 Office	hppc.org/youngadults jonathan.hicks@hppc.org
Highland Park United Methodist Church	Phil Dieke 214-523-2115	college@hpumc.org
InterVarsity Christian Fellowship	Hannah Park 469-579-8669	facebook.com/SMU-InterVarsity hannahparkiv@gmail.com
PULSE	Stuart Barham 252-294-7440	facebook.com/smupulse pulse@trinitydallas.com
Reformed University Fellowship (RUF International)	Chris Morrison 214-693-7662	ruf.org/smuint chris.morrison@ruf.org
Sigma Phi Lambda (Phi Lamb) Christian Sorority	Sara Langone 505-795-5516	philambsmu.wix.com/philamb slangone@smu.edu
SMU Wesley Foundation	Andrew Beard 214-706-6900	smuwesley.com wesley@smu.edu
Student Mobilization (StuMO)	Blake Chrisman 817-694-4136	smu.stumo.org blake.chrisman@stumo.org
Union	Mike Baughman 215-239-8819	uniondallas.net baughman31@gmail.com

Watermark College
Ministry

Daniel Crawford
281-222-1166

dcrawford@watermark.org
watermark.org/college
theporchdallast

Chaplain/Campus
Ministries/Christian/
SMU Young Life

Robert Vick
214-418-3249
Lauren Ford
612-309-7116

northcentraltexas.younglife.org/Pages/smu-young-life.aspx
hpyounglife.org
rsvick@gmail.com
younglifeatsmu@gmail.com

ISLAMIC

Muslim Student
Association

Omer Ahmed
214-364-9133

smumsa.wix.com/smumsa

JEWISH

SMU Hillel

Rabbi Heidi Coretz
214-280-9005

hillelofdallas.org
[rabbieidicoretz-hillelofdallas-@yahoo.com](mailto:rabbieidicoretz-hillelofdallas@yahoo.com)

COUNSELING AND CARE RESOURCES

While at Perkins, students and families can experience transitions and growth as they face new challenges of academics, family life, church work, finances, personal health and spirituality. Balancing all the demands, emotions and needs can be difficult for even the most successful students. Several SMU facilities have counseling personnel available at no cost to students and spouses. The staff at these locations are willing to help students work through any concerns that might impede their academic, social, spiritual or emotional growth throughout the school year.

PERKINS COUNSELING RESOURCES

The Office of Community Life serves as a general reference office for all SMU counseling resources, other support services and grievance procedures for members of the Perkins community. Students who are in need of counseling or care and who are unsure of where to go can contact Tracy Anne Allred, Director of Student Services, at 214-768-1480 or tallred@smu.edu. She and her staff are available for assistance and referrals.

SMU COUNSELING RESOURCES

SMU Counseling Services Psychotherapy, personal, group counseling and medication management are available as well as psychological services related to women, gender issues and crisis intervention. Services are free for currently enrolled SMU students and are available on an individual, couple, or group basis. Spouses will be seen with students for couples counseling.

The office is open Monday through Friday, 8:30 a.m. to 5 p.m. For more information, call 214-768-CAPS (2277) or visit smu.edu/healthcenter. For location information, please visit smu.edu/StudentAffairs/HealthCenter/GeneralInformation/Location.

Women and LGBT Center, located on the third floor of the Hughes-Trigg Student Center, empowers students to increase awareness and understanding of gender equity issues. The Women and LGBT Center gives voice for women and the lesbian, gay, bisexual and transgendered community to eliminate barriers, diminish prejudices and create a supportive climate and space for all. For more information, contact Karen Click, Director of the Women and LGBT Center, at 214-768-4796 or kclick@smu.edu.

Office of the Chaplain and Religious Life is another valuable resource. The Chaplains to the University offer counseling, pastoral care and spiritual direction. Services are free for currently enrolled SMU students and are available on an individual, couple or group basis. The office, located on the second floor of the Hughes-Trigg Student Center, is open Monday through Friday, 8:30 a.m. to 5 p.m. Call 214-768-4502 for an appointment or “walk-in” without an appointment. Long-term counseling is not provided, but referrals are made.

SMU EMERGENCY COUNSELING

24 Hour Emergency Services 214-768-CAPS (2277)

If CAPS is not available, please call the SMU Police at 214-768-3333.

RACIAL DISCRIMINATION

SMU and Perkins administer and support programs that allow equal opportunities for all participants. Any issues that need attention should be addressed through one of the following: Director of Student Services, Tracy Anne Allred, 214-768-1480 or tallred@smu.edu; SMU Office of Institutional Access and Equity located in Perkins Administration Building, 214-768-3601 or accessequity@smu.edu; the chairperson of the Gender-Identity, Ethnic, Racial and Class and Cultural Concerns Committee of Perkins, Wesley Allen, 214-768-3732 or wesleya@smu.edu.

ADVISORY PANEL ON SEXUAL HARASSMENT

In order to provide education and information that can facilitate the appropriate resolution of complaints of sexual harassment, Perkins School of Theology has established an Advisory Panel on Sexual Harassment. This Advisory Panel consists of nine members of the Perkins community, as follows: three members of the faculty or administration, three members of the staff (non-exempt) and three students. The members are appointed by the Dean upon recommendation of the Committee on Gender-Identity, Ethnic, Racial and Class and Cultural Concerns Committee and are chosen in order to best represent the various gender, ethnic and racial constituencies of the Perkins community. Faculty and staff members of the Panel normally serve for a three-year term. Student members can be appointed in their second year and serve for two or three years, depending on the length of their presence on campus. The chair of the Panel is selected by its members. The Panel will meet at least once each term.

The Panel accepts responsibility for informing itself about the issues related to sexual harassment through readings, attending workshops

and consultation with experts on the issues. The Panel also is responsible for providing educational materials and presentations to the Perkins community and works with the Office of Institutional Access and Equity to keep the community informed as to any changes in SMU Policies and Procedures.

The Panel does not hear cases or have the power to pursue resolution of complaints of sexual harassment. Cases and resolutions are appropriately taken to the Office of Institutional Access and Equity of the University.

Any member of the Perkins community can approach any member of the Panel for advice or information on these matters. See Appendix A for more information regarding SMU’s Sexual Misconduct Policies, Prevention, and Resources.

Community members can directly contact Samantha Thomas in the SMU Office of Institutional Access and Equity at 214-768-3601 or acessequity@smu.edu. The website for this office is smu.edu/iae. Community members may also contact Dr. Cathey Soutter in the SMU Counseling Services at 214-768-4795 or csoutter@smu.edu.

PHYSICAL CARE RESOURCES

SMU Health Center All currently enrolled students can use the SMU Health Center. Doctor visits are free. X-rays, lab work and specialty clinics are available for a fee. The Health Center also offers other services including vaccinations and a pharmacy. Students may contact the Office of Admissions for details concerning health insurance and medical services through SMU. Review the sections on “Health Insurance” and “Medical Services” on pages 10 – 11 of this handbook.

Health Center

Monday – Friday

8:30 a.m. – 5 p.m.

214-768-2141

smu.edu/healthcenter

The Health Center also offers specialty clinics which include gynecology, sports medicine and dermatology. These clinics are open during fall and spring terms. Please call the Health Center for specific hours.

SMU Wellness Program The SMU Wellness Program is a comprehensive health and fitness program. Offices of the Wellness faculty and staff are located in 013 Dedman Center (214-768-2205). Students participating in the program will have the opportunity to improve their physical and mental well-being through identification of health-risk factors. The

goal is to touch all elements of life which contribute to happiness and well-being while at SMU and in the future. Spouses are invited to participate as well. The website for SMU Wellness is smu.edu/wellness.

Dedman Center for Lifetime Sports A variety of recreational activities are available for students at the Dedman Center for Lifetime Sports (214-768-3374). Dedman offers group exercise classes, personal training and massage services. The facility has handball/racquetball courts, basketball courts (that can be reserved at the number listed above), a dance room, a gymnastic room, a weight room, sand volleyball courts, lap pool, climbing wall, outdoor activities area and a jogging track. Locker rooms and lockers are available for day use. Equipment is available for check out with an SMU ID card. An ID card is required to enter the complex. Student spouse membership and guest passes are available by inquiring at the Dedman Center. During fall and spring terms, the Dedman Center is open Monday through Thursday, 6 a.m. to midnight; Friday, 6 a.m. to 10 p.m.; Saturday, 8 a.m. to 10 p.m.; and Sunday, 11 a.m. to midnight. For more information, visit recsports.smu.edu.

Swimming Pools In addition to the pool in the Dedman Center, SMU has an outdoor pool which is open to regularly enrolled students. During the fall term, beginning the first day of classes to October 15, the outdoor pool (Bar Pool) is open Monday through Friday, 12 p.m. – 4 p.m.; and Saturday and Sunday, 12 p.m. – 5 p.m. Starting October 15, the outdoor pool will close for the season. Summer hours vary and summer use requires a fee from students and families. For more information, call 214-768-2200.

STUDENT GOVERNMENT, ORGANIZATIONS, COMMITTEES

PERKINS STUDENT ASSOCIATION

Everyone who is enrolled as a student in the Perkins School of Theology is a member of the PSA. There are three primary parts of the PSA: The PSA Council, the PSA Executive Team, and Organized Interest Groups (OIG). The Executive Team and Council are staffed by elected and appointed persons. The OIG's are groups founded by students for particular interests and cultural support. There is a section below that lists the members of the Executive Team, PSA Council, OIG officers and contact information as well as a brief statement about each particular group.

The PSA Council meets monthly, and all students are invited to attend our meetings. Please check the Perkins News that is sent out via email every Friday to see when the next meeting is scheduled. If you have any particular interest/concern that you would like the Council to discuss, please contact a member of the Executive Team in order to have a conversation about your interest/concern so that it might be placed on the Council agenda for the next meeting. Meeting agendas are set one to two weeks prior to a PSA Council meeting, so please keep that in mind.

The purpose of the PSA is to foster a sense of community among all students, to celebrate the diversity that makes up the community, and to be a part of the building up of every Perkins student as they prepare for a life in whatever ministry field they are seeking. This building up includes out of classroom support for academic excellence; assistance for students in emergency situations; social events that provide a respite from the hectic life of study, family and work; and to help students grow into the life to which the education received at Perkins directs them.

MISSION STATEMENT OF THE PERKINS STUDENT ASSOCIATION

To be fully engaged with the Perkins community in order to provide meaningful programs that supplement the academic experience and to serve our fellow students with excellence.

Positions on the PSA Council

(Elected by the student body)

First Year Representatives (2), (elected in September each fall among incoming students)

Middle Year Representatives

Hannah Sutton (hlsutton@smu.edu)

Corey Hatcher (chatcher@smu.edu)

Final Year Representative, position is to be filled in September 2016

Senators to the SMU Student Senate

Brian Lightner (blightner@smu.edu)

Santiago Martinez (santiagom@smu.edu)

Please feel free to contact any of the above PSA Council members via email.

President, Matthew Burroughs (mburroughs@smu.edu)

Vice President, Paige Hanks (phanks@smu.edu)

Secretary, Simon Hill (hills@smu.edu)

Treasurer, Cassie Wohlfarth (cwohlfarth@smu.edu)

Social Life Chair, Courtney Webb (clmartin@smu.edu)

Justice in Action Chair, Christian Watkins (cswatkins@smu.edu)

Chaplain, Ryan Klinck (cklinck@smu.edu)

Please feel free to contact any of the above Executive Officers via email.

PERKINS COMMUNITY SOCIAL LIFE

PSA Social Life, chaired by an elected officer, builds community through social functions that connect individuals to one another and to the life of Perkins and SMU. Events such as day-trips to Texas Rangers baseball games, Ice Cream Socials, tailgating and other events provide opportunities to enhance relationships developed in the academic setting. To participate in planning for Social Life, contact Courtney Webb, Social Life Chair, at clmartin@smu.edu

PERKINS COMMUNITY PARTICIPATION IN SOCIAL JUSTICE ISSUES

PSA Justice in Action, chaired by an elected officer, facilitates awareness and participation in justice actions and activities. Through various events, PSA Justice in Action continues a rich tradition of actively engaging the Perkins community in current social issues that

build a bridge between our academic work, theology and society. To participate in planning for PSA Justice in Action, contact Christian Watkins, Justice in Action Chair, at cswatkins@smu.edu

PSA STUDENT ORGANIZATIONS REPRESENTED ON THE PSA COUNCIL

In addition to the elected positions on the PSA Council, other voting members are appointed representatives from student-based groups that center on special interests and are referred to as Organized Interest Groups (OIG). The following are the currently established and functioning OIG's and their contact persons. Information about the groups can be found in the Perkins News or by contacting the Office of Community Life (214-768-3371) or the PSA president. Those interested in forming new OIGs (Organized Interest Groups) should contact the PSA Executive Board.

(ARC) Affirming Religious Community The mission of the Affirming Religious Community is to provide social, educational, spiritual and theological opportunities with affirming perspectives on both sexual orientation and gender identity for the Perkins community. For more information, contact Amber Oxley at aoxley@smu.edu.

(BSA) Black Seminarians Association The Perkins Black Seminarians Association welcomes students of African descent and all others committed to the liberative ethos embodied in the gospel of Jesus Christ. With a focus on scholarship and unity, BSA seeks to edify, advocate and act on theological, social and justice issues unique to or experienced disproportionately in the communities of the African diaspora. For more information, contact Forest Turner at fturner@smu.edu

ISOP (International Students of Perkins) The purpose of ISOP is to provide a platform for social and religious interaction among international students and help new international students adapt themselves to Perkins School of Theology and the wider community of SMU. The organization fosters connectional relationships for use in current and future ministry. In addition, it hopes to enable better communications between the international students of Perkins and other persons interested in cross-cultural awareness or those who have worked or had experience in foreign countries. For more information, contact Joshua Zentner-Barrett at jzentnerbarr@smu.edu.

L@s Seminaristas Seminaristas is an ecumenical student organization dedicated to serving Christ by strengthening and encouraging servant

leadership. The group has a focused interest in various aspects of Latino/a ministry including Christian worship, preaching, outreach, evangelism and mission. For more information, contact Robin Murray at robinmurray@smu.edu.

(OSL) Order of Saint Luke The Order of Saint Luke is a monastic order affiliated with the United Methodist Church which promotes corporate worship, study of historic and contemporary liturgy, and seeks to live a shared sacramental life. The Perkins chapter of the Order of St. Luke assists in worship leadership within the Perkins community and provides a means for individuals to pursue Wesleyan holiness through sacramental and liturgical spirituality. For more information, contact Heather Gottas at hgottas@smu.edu.

(PBA) Perkins Barnabus Association exists to gather students who wish to give and receive encouragement, verbal, material and spiritual, towards living a Biblically faithful, doctrinally robust, joyful Christian life in the midst of whatever challenges or difficulties they may face. This includes providing opportunities for mutual encouragement, fellowship, theological discussion, prayer, worship, service and seeking opportunities to be a source of encouragement to the student body of Perkins School of Theology. For more information, contact Phil Carlson at pcarlson@smu.edu.

Perkins Intramural Sporting Society exists to provide member of the Perkins community the opportunity to compete in intramural sports on campus at SMU. There are teams of varying skill levels competing in numerous sports and leagues on campus. For more information, contact Emily Eubanks at ekeubanks@smu.edu.

HISTORY AND TRADITION OF THE PERKINS STUDENT ASSOCIATION

The PSA has a rich history of participation in the enrichment of the student experience at Perkins. That history is lived out in the lives of past students as they carry out their duties in ministry as well as in traditions that are a part of Perkins life today. An example of that is found in the “Perkins Blessing.”

In the fall term of 2005 the Perkins Student Association, under the leadership of then PSA President Debra McKnight, commissioned a blessing hymn to celebrate both the diversity and the unity of the Perkins community. Once approved and funded by the SMU student senate, the PSA invited students, faculty and staff to reflect on their experiences as members of the Perkins community. They then commissioned John Thornburg to compose a blessing hymn which would weave both the depth of our distinctions and the strength of our unity into a common language and a shared voice.

We Are One in Christ

Refrain:

We are one in Christ, called and claimed
by the One who knows our name;
seeking, wrestling, giving praise,
serving freely all our days.

Heirs of our Creator God,
Abr’ham, Sarah, Michah, Ruth,
formed by grace and prophet’s truth.
This is who we are ...

Modern magi seeking Christ;
searching in the book divine,
gath’ring round for bread and wine.
This is who we are ...

Longing for the Spirit’s touch,
seeking guidance as we pray
fresh anointing for our day.
This is who we are ...

Gathered from around the world,
many viewpoints intersect;
thought and vital prayer connect.
This is who we are ...

John Thornburg, 2006

SEMINARY SINGERS

Seminary Singers, under the direction of Dr. Michael Hawn and several assistant conductors from the Master of Sacred Music Program, is committed to deepening the worship life of the Perkins community and creating a supportive group of people who share the faith journey together through song. The Singers rehearse on Fridays at 11:30 a.m. for one hour and sing in community worship twice each month during fall and spring terms. At the conclusion of the fall term, the Singers lead the annual Christmas Worship Services on the first Thursday of December. At the end of the academic year, the Singers participate in the Perkins Diploma Ceremony on graduation day. The only requirements for membership are a love of music and singing and a willingness to participate on a regular basis. There are no auditions. While most students participate in Seminary Singers without credit, 1.5 credit-hours are available for participating for two consecutive terms. Regardless of credit, the Seminary Singers is the best place on campus to experience transformative back-rubs during the warm-ups. Seminary Singers is also a great way to serve the Perkins community, to remind yourself of why you are here and to worship God.

PERKINS FACULTY COMMITTEES

Each standing committee of the Perkins faculty has student members. In some cases, student members serve on a committee due to their position on the PSA Council. In a few cases, student members are appointed by the Director of Student Services. In other cases, the student members are nominated by the Faculty Committee on Nominations and approved by the faculty. Early in the spring term all students will receive information on all of the positions and will be invited to sign up for those positions that interest them for the following year. Following is a list of the committees, with a brief description of their purpose.

Academic Programs The mandates of this committee include the oversight of academic programs (both degree and non-degree), including revising or eliminating existing programs and establishing new ones, and making recommendations for off-site and distance learning programs. Contact Susanne Johnson, Faculty Chair, at 214-768-4340 or susannej@smu.edu.

Student Development The mandates of this committee include the oversight of programs, policies and procedures with regard to student recruitment and admissions, financial aid and the academic progress and standing of students in degree programs. Contact Isabel Docampo, Faculty Chair, at 214-768-4885 or idocampo@smu.edu.

Community Life The mandates of this committee include oversight of policies that have to do with the enhancement of community life, the fostering of worship and the direction of spiritual life. Contact Suzanne Scholz, Faculty Chair, at 214-768-2460 or sscholz@smu.edu.

Faculty The mandates of this committee include proposing and supervising the process by which the faculty offer advice to the Dean in the selection of new faculty members, and also include a peer evaluation program and faculty member support and growth. Contact Ruben Habito, Faculty Chair, at 214-768-4334 or rhabito@smu.edu.

Committee on Gender, Ethnicity, Race, Class, and Cultural Concerns The mandates of this committee include assessing the needs and concerns of minority groups and making recommendations to the faculty concerning policies and goals in this area. Contact Wesley Allen, Faculty Chair, at 214-768-3732 or wesleya@smu.edu.

SMU/PERKINS CONTACT INFORMATION

Perkins Administrative Offices

Admissions (see Student Services)

Academic Affairs	205 Kirby	
Evelyn L. Parker, Associate Dean for Academic Affairs	eparker@smu.edu	214-768-2349

The Associate Dean acts with or for the Committee on Student Development in academic matters such as requests for reading courses or for Incompletes. If you have, or suspect you might have, a specific learning disability, see the Associate Dean for assistance in arranging classroom accommodations. The Associate Dean also provides academic services to the Extension Program in Houston-Galveston.

Bridwell Library		smu.edu/bridwell
Roberta Schaafsma, Director	schaafsm@smu.edu	214-768-1867
Jane Lenz Elder, Reference Librarian	jelder@smu.edu	214-768-7533
David Schmersal, Reference and Digital Services Librarian	dschmersal@smu.edu	214-768-7379
Sally Hoover, Interlibrary Loan	shoover@smu.edu	214-768-3984

The Bridwell Theological Library has a wealth of resources for Perkins students. In addition to theological books, journals, reference materials and other publications, Bridwell Library has computers and copy machines available for student use. The Bridwell catalogs can be accessed online at libcat.smu.edu.

Community Life (see Student Services)

External Programs	312 Kirby	
Priscilla Pope-Levison, Associate Dean for External Programs	popelevison@smu.edu	214-768-3435
Bart Patton, Director of Youth and Young Adult Ministry Education	bartp@smu.edu	214-768-1333
Cherice Graham, Assistant Director of External Programs	304 Selecman clgraham@smu.edu	214-768-2124
Mary Roberts, Administrative Assistant to the Associate Dean for External Programs	303A Selecman robertsm@smu.edu	214-768-2390

External Programs includes all non-degree continuing education, certification, and outreach including the Theological School for the Laity, Ministers Week, Course of Study School, the Mexican American Hispanic-Latino/a Church Ministries Program, Faith Calls, and the various Centers that Southern Methodist University has established at Perkins.

Course of Study	113, 118 Kirby	
Paul Barton, Director	pbarton@smu.edu	214-768-2768

The Course of Study is a program of The General Board of Higher Education and Ministry of The United Methodist Church (GBHEM). It provides a basic theological education, prescribed by the Book of Discipline, to licensed local pastors who choose not to enroll in a graduate-level seminary degree program for their theological education.

Office of the Dean	205 Kirby	
Craig C. Hill, Dean	craighill@smu.edu	214-768-2534
Diana Coon, Assistant to the Dean	dcoon@smu.edu	214-768-2534

Development	305 Selectman	
John Martin, Director	johnma@smu.edu	214-768-2026
Estelle Hernandez, Advancement Associate	enhernandez@smu.edu	214-768-3688

The Development Office raises money in various ways to help support Perkins and its students. Gifts to the Annual Fund go toward student financial aid and general operating expenses. Alumni/ae and friends of Perkins have given many endowments to help fund professorships, establish scholarships and provide equipment and books so that students can have the best theological education possible.

Doctor of Ministry Program	306B Kirby	
Gary MacDonald, Director of Doctor of Ministry Program	gmacdona@smu.edu	214-768-3161

As a unit of the academic services team, the director provides administrative oversight to all aspects of the Doctor of Ministry Program.

Mexican American and Hispanic-Latino/a Church Ministries Program	116 Kirby	
Paul Barton, Director	pbarton@smu.edu	214-768-2768

The Mexican American and Hispanic-Latino/a Church Ministries Program oversees events related to the Hispanic church and community. These events are publicized throughout the year and are open to Perkins students.

Technology Shared Services IT Help Desk Urgent Classroom Assistance	307A Kirby Fondren Library West	214-768-HELP (4357) 214-768-8888
	help@smu.edu	
	smu.edu/oit	

SMU Technology Shared Service provides support computing, systems and classroom technology throughout the campus. The walk-up Help Desk is located in Fondren Library West, but IT personnel are stationed in locations around the campus including Prothro Hall.

Intern Program	300A Kirby	
Tom Spann, Director	tspann@smu.edu	214-768-2166
Isabel Docampo, Associate Director	idocampo@smu.edu	214-768-4092
Judy Gibbons, Administrative Assistant	jgibbons@smu.edu	214-768-3202

The Intern Department places and supervises M.Div. and M.A.M. students in their required full-time or concurrent internships.

Master of Sacred Music Program	101 Kirby	
Michael Hawn, Director	mhawn@smu.edu	214-768-2348
Teresa Rosado, Administrative Assistant	teresar@smu.edu	214-768-2502

The Master of Sacred Music Program is a degree program of Perkins School of Theology in conjunction with Meadows School of the Arts. Some of the courses specific to Sacred Music are open to all Perkins students. Check your course schedule for these options. Teresa Rosado is also the Perkins Chapel Wedding Coordinator.

Public Affairs and Alumni Relations	315 Kirby	
Connie Nelson, Director of Public Affairs and Alumni Relations	clnelson@smu.edu	214-768-2335
Matt Jacob, Associate Director	mjacob@smu.edu	214-768-1393
Pam Goolsby, Associate Director for Events and Facilities	312 Kirby pgoolsby@smu.edu	214-768-2251

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The Office of Public Affairs handles relations with alumni, church, media and other external groups as well as publishing *Perspective* magazine.

Office of the Registrar	206 Kirby	
Joseph Monroy, Registrar and Director of Academic Services	jmonroy@smu.edu	214-768-2152

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The Registrar handles all matters of class registration and curriculum for Perkins School of Theology. Consult the Registrar for adding and dropping classes, transcripts and questions of academic planning not answered by your faculty adviser.

Spiritual Life and Formation	310 Kirby	
Ruben L. F. Habito, Director	rhbito@smu.edu	214-768-4334

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This office provides direction for programs in Spiritual Formation and short-term direction and advice for students at Perkins.

Student Services
theology@smu.edu

Student Affairs	211 Kirby	
Bill Bryan, Associate Dean for Student Affairs	wbryan@smu.edu	214-768-4900

Recruitment and Admissions	112 Selecman	
Herbert Coleman, Director of Recruitment and Admissions	115 Selecman	
Mary Gallegos Rubio, Admissions Specialist	hcoleman@smu.edu	214-768-2139
	gallegos@smu.edu	214-768-2293
Laura Figura, Coordinator for Admissions, Financial Aid and Community Life	lfigura@smu.edu	214-768-3411

Community Life	216 Kirby	
Tracy Anne Allred, Director of Student Services	218 Kirby	
	tallred@smu.edu	214-768-1480
Laura Figura, Coordinator for Admissions, Financial Aid and Community Life	112 Selecman	
	lfigura@smu.edu	214-768-3411
Elizabeth Ferguson, Community Life Chef	eferguson@smu.edu	214-768-8233
Katie Pryor, Graduate Assistant	216 Kirby	
	kpryor@smu.edu	214-768-3371

Financial Aid	216 Kirby	
Tracy Anne Allred, Director of Student Services	218 Kirby	
	tallred@smu.edu	214-768-1480
Laura Figura, Coordinator for Admissions, Financial Aid and Community Life	112 Selecman	
	lfigura@smu.edu	214-768-3411

Students wishing to receive need-based aid should fill out a FAFSA. In addition, this office maintains an online list of scholarship information for off-campus resources.

Houston-Galveston Extension Program		
Lisa Beth White, Student Services Specialist	lbwhite@smu.edu	214-768-2645
	St. Paul's United Methodist Church 5501 Main Street Houston, Texas 77004	

Toll-free
1-888-THEOLOGY (1-888-843-6564)
Local
214-SMU-THEO (214-768-8436)

Helpful SMU Offices

Campus Main Number	214-768-2000
African-American Organizations multicultural@smu.edu	smu.edu/multicultural 214-768-4580
Asian-American Organizations multicultural@smu.edu	smu.edu/multicultural 214-768-4580
Athletic Events Ticket Office	smumustangs.com 214-SMU-GAME
Cashier's Office (Bursar) enrol_serv@smu.edu	smu.edu/bursar 214-768-3417
Computer HELP Desk (Information Technology Services) help@smu.edu	smu.edu/oit 214-768-HELP
Counseling Services	smu.edu/StudentAffairs/-HealthCenter/Counseling/-CounselingServices 214-768-2277
Dedman Center Jorge Juarez	smu.edu/recsports/dedman 214-768-3374
Dining Services David ter Kuile	smudining.com 214-768-4351
Financial Aid enrol_serv@smu.edu	smu.edu/financial_aid 214-768-3417
Hawk Hall	smu.edu/studentaffairs/housing/ 214-768-5005
Health Center	smu.edu/healthcenter 214-768-2141
Hispanic Organizations multicultural@smu.edu	smu.edu/multicultural 214-768-4580
Human Resources recruitu@smu.edu	smu.edu/hr 214-768-3311
International Student & Scholar Services	smu.edu/international 214-768-4475
Mane Desk	214-768-4444
Martin Hall	smu.edu/studentaffairs/housing/ 214-768-5005
Multicultural Student Affairs multicultural@smu.edu	smu.edu/multicultural 214-768-4580

Copy Central	images.smu.edu/?page=postal	214-768-4450
.....		
Recreational Sports	smu.edu/recsports	214-768-3368
.....		
Residence Life and Student Housing (RLSH)	smu.edu/housing	214-768-2407
	housing@smu.edu	
.....		
SMU Preschool and Child Care Center	smu.edu/childcare	214-768-2278
.....		
Student Activities and Multicultural Student Affairs	smu.edu/studentactivities	214-768-4400
.....		
Student Foundation	smu.edu/sf	214-768-4414
	SF@smu.edu	
.....		
Women and LGBT Center	smu.edu/womenscenter	214-768-4792
Karen Click	kclick@smu.edu	
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Campus Security 214-768-3388

911 – Dallas Area Emergency (dialing from an off-campus phone)

9-911 – Dallas Area Emergency (dialing from an on-campus phone)

APPENDIX A

SEXUAL MISCONDUCT POLICIES, PREVENTION AND RESOURCES

Sexual misconduct is a violation of SMU policy and of Title IX of the Education Amendments of 1972, the federal law that prohibits discrimination based on sex. Sexual misconduct encompasses all forms of sexual harassment, including sexual assault and gender-based harassment, and it will not be tolerated in our University community.

In the event that a student experiences sexual misconduct, SMU has resources in place to provide support, including law enforcement officials, a Title IX Coordinator and Deputy Title IX Coordinators, and confidential counselors trained in sexual misconduct issues.

SMU POLICY AND FEDERAL AND STATE LAW

Sexual misconduct is prohibited by SMU's Title IX Harassment Policy, Policy 2.5.1, and the federal law Title IX of the Education Amendments of 1972. The policy is available online at smu.edu/-IAE/PoliciesAndProcedures. Students found responsible for sexual misconduct face disciplinary sanctions up to and including expulsion from the University. Sexual misconduct includes sexual harassment, gender-based harassment, sexual violence, sexual assault, dating violence, domestic violence, stalking and sexual exploitation. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that has the effect of creating an intimidating, hostile or offensive working or academic environment.

There are two forms of sexual assault: non-consensual sexual contact and non-consensual sexual intercourse. Non-consensual sexual contact means any intentional sexual touching, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Non-consensual sexual intercourse means any sexual intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force.

A sexual interaction is considered consensual when individuals willingly and knowingly engage in the interaction. Someone who is incapacitated (by alcohol, drug use, unconsciousness, disability, or other forms of helplessness) cannot consent. Consent cannot be procured by the use of physical force, compulsion, threats, intimidating

behavior or coercion. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or previous consent for sexual activity is not consent to sexual activity on a different occasion. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person. Silence or absence of resistance is not consent. Consent can be withdrawn at any time. Previous consent does not mean ongoing consent. For example, consent to certain acts does not mean consent to the same acts later in the same evening.

Much of the information on the following pages focuses on resources and complaint options available in cases of sexual assault. Please note, however, that the resources are available in all cases of sexual misconduct, including sexual harassment.

GETTING HELP IN CASE OF SEXUAL ASSAULT

It is critical that any student who has experienced sexual assault seek medical attention immediately. Students also are urged to report sexual assault to police as soon as possible. Please see the following section, “Reporting Sexual Assault.”

At Texas Health Presbyterian Hospital Dallas, a certified Sexual Assault Nurse Examiner (SANE) will provide medical care and a sexual assault exam; call 214-345-6203 or [texashealth.org/dallassane](https://www.texashealth.org/dallassane).

- SMU Police officers, who are trained in sexual misconduct issues, are available to transport and accompany students to the hospital; call 214-768-3333. Officers will not be present during the exam. Students may bring a friend or family member for support.
- A confidential counselor in SMU Counseling Services who specializes in sexual misconduct issues also can accompany students to the hospital. Call 214-768-2277 (an emergency contact number is provided at all hours), or SMU Police can contact Counseling Services for students.

REPORTING SEXUAL ASSAULT

SMU urges anyone who has experienced sexual assault to alert police as soon as possible.

In the case of sexual assault on campus, SMU Police can be reached at 911 from a campus phone; at 214-768-3333 from a cell phone; or by picking up a blue-light phone on campus at any time of day or night.

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

Anonymous reporting. Those who wish to anonymously report information may call the SMU Police Silent Witness Program at 214-768-2TIP (2847) or submit a report online at smu.edu/pd through the Silent Witness Form. Anonymous reports also may be emailed to accessequity@smu.edu or mailed to the Title IX Coordinator, P.O. Box 750200, Dallas, TX 75275-0200.

Retaliation prohibited. SMU prohibits threats or acts of retaliation against students who are involved in any manner of a report of sexual misconduct, investigation, proceeding, or hearing under SMU’s Title IX Harassment Policy. Retaliation can take many forms, including sustained abuse or violence, threats, coercion, intimidation and discrimination. Students who engage in retaliation or harassment by any means – including in person, through others or on social media – will be subject to disciplinary action. Retaliation is also a criminal offense under Texas law, and students may face criminal charges. Students who observe retaliation or who are threatened in any way should promptly notify SMU Police, 214-768-3333; the SMU Title IX Coordinator, 214-768-3601; or the Office of Student Conduct & Community Standards, 214-768-4563.

Confidential and Other Campus Resources. Students may choose to report sexual assault to the confidential resources or other campus officials listed below. These campus resources are available to all students, including students who have been accused of sexual assault, witnesses in sexual assault cases and friends of students involved in these cases.

CONFIDENTIAL CAMPUS RESOURCES

The following resources must honor confidentiality, except under very limited circumstances such as an imminent threat of danger to self or others.

SMU Counseling Services	214-768-2277 (an emergency contact number is provided at all hours) smu.edu/counseling
SMU Chaplain’s Office	214-768-4502 smu.edu/chaplain

CONFIDENTIAL COMMUNITY RESOURCE

The Dallas Area Rape Crisis Center (DARCC) 972-641-7273 (24-hour hotline)
dallasrapecrisis.org

OTHER CAMPUS RESOURCES

To the extent possible, the following campus officials will protect the privacy of all parties involved in a report of sexual assault, but are required to report sexual assaults to SMU's Title IX Coordinator for follow-up.

The following officials are some of the persons at SMU who are required by the federal Crime Awareness and Campus Security Act of 1990, as amended, to notify SMU Police that sexual misconduct has been reported, but they are not required to provide the name of the person reporting the misconduct.

SMU Police (criminal reporting)	214-768-3333 smu.edu/police
SMU Title IX Coordinator	214-768-3601 smu.edu/iae (internal grievance reporting)
Office of the Dean of Student Life	214-768-4564 smu.edu/studentlife
Violence Prevention & Support Services	214-768-4512
Women & LGBT Center	214-768-4792 smu.edu/womenandlgbtcenter
Residence Life and Student Housing	214-768-2407 smu.edu/housing

OPTIONS UNDER STATE LAW AND FEDERAL MANDATES

Students who report sexual assault have the right to decide to pursue a criminal process, an SMU internal grievance process or both processes. Students also may choose not to file a grievance or pursue criminal charges. The internal grievance process and the criminal process, which are independent of each other, can be pursued at the same time.

The criminal process: A student may decide immediately or at a later date to pursue criminal charges and prosecution in a Texas criminal court. If a student decides to pursue criminal charges, the district attorney's office in the appropriate jurisdiction determines whether to present the case to a grand jury to obtain an indictment and proceed

with a trial, after SMU Police have presented the findings of their investigation.

SMU Police are available to counsel and accompany students through this process; call 214-768-3333.

The SMU internal grievance process: A student who reports sexual assault may file a complaint under the University's Title IX Harassment policy with the SMU Title IX Coordinator in the Office of Institutional Access and Equity. The internal grievance process includes an investigation of the allegations, sanctions and an appeal process.

Pending the outcome of the grievance process and to protect the safety of the SMU community, the University may impose temporary interim measures, such as no contact orders, campus restrictions and temporary suspension.

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

FOR QUESTIONS AND MORE INFORMATION

For questions or guidance regarding sexual misconduct, please contact Samantha Thomas, the University's Title IX Coordinator at 214-768-3601 or acessequity@smu.edu. For more information on sexual misconduct or to access the University's Title IX Harassment policy, please visit the website of the Office of Institutional Access and Equity at smu.edu/iae or SMU's Health and Safety website at smu.edu/LiveResponsibly.

APPENDIX B

STATEMENT OF ACADEMIC RESPONSIBILITY

Each course at Perkins School of Theology has different requirements. Sometimes the differences are merely those of quantity, e.g., the number or length of papers and exams. Other differences are more subtle, such as the acceptability of submitting the same piece of work to more than one course. Some instructors insist that work done in their course be original to that course. Others, however, will permit relevant work done for another course to be submitted, with appropriate modifications, to theirs. It is the student's responsibility in pertinent cases to determine the preference of the instructors involved and to abide by it.

We in the Perkins community have become increasingly aware in recent years that there are many who do not understand what is meant by academic dishonesty and that there are others who understand but who have become lax in maintaining the necessary standards and disciplines. The following paragraphs are intended to set forth clearly this institution's understanding of academic honesty and to spell out in detail what is meant by plagiarism, to provide some relative resources and procedures for dealing with such issues.

WHAT IS ACADEMIC DISHONESTY?

According to the Constitution of the SMU Honor Council, academic dishonesty includes (but is not limited to) the following:

1. **Academic Sabotage** Intentionally taking any action which negatively affects the academic work of another student.
2. **Cheating** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
3. **Fabrication** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
4. **Facilitating Academic Dishonesty** Intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code.
5. **Plagiarism** Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

WHAT IS PLAGIARISM?

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

1. Whenever you quote another person's actual words.
2. Whenever you use another person's idea, opinion, or theory, even if it is completely paraphrased in your own words.
3. Whenever you borrow facts, statistics, or other illustrative material – unless the information is common knowledge.

Plagiarism also encompasses the notions of citing quotations and materials from secondary sources that were not directly consulted in the preparation of the student's work, and copying the organizational and argumentation structure of a work without acknowledging its author.

[The Constitution of the Honor Council of Southern Methodist University, last revision July 1, 2008, smu.edu/studentlife/student-handbook/PCL_05_HC.asp (accessed July 1, 2010)].

RESOURCES

In addition to the required academic honesty online tutorial on Canvas, students are urged to consult the following resources for examples of plagiarism and suggestions for ways to avoid it:

- owl.english.purdue.edu/owl/resource/589/01/
- Charles Lipson, *Doing Honest Work in College* (Chicago: University of Chicago Press, 2008); press.uchicago.edu/books/-lipson/honestcollege/index.html.]

WHAT HAPPENS IF A STUDENT IS INVOLVED IN ACADEMIC DISHONESTY?

The Faculty of Perkins School of Theology has established the following procedures for dealing with incidents of academic dishonesty:

1. When an instructor determines that a student has committed an act of academic dishonesty on a course assignment (see page 59, "What is Academic Dishonesty"), the instructor will normally (a) assign a grade penalty for the offense and (b) notify the associate dean of the incident. The normal penalty for a first offense is a zero on the assignment, though in the case of a particularly flagrant offense a more severe penalty, up to failure in the course, can be assessed. A second offense can be grounds for dismissal.
2. The student involved can appeal the decision of the instructor to the Associate Dean of Academic Affairs. After consulting with the instructor, the Associate Dean of Academic Affairs

may arrange a meeting with the student and the instructor to discuss the case. The student can appeal the decision reached through this review to the faculty, through its Committee on Student Development, which will establish a procedure for review appropriate to the nature of the incident. In any case, final authority in the determination of grades rests with the instructor.

APPENDIX C

By University regulations, final authority in the determination of grades lies with the course instructor. With this understanding, a student may appeal a grade by following these procedures.

PROCEDURE FOR GRADE APPEALS

1. The normal procedure for grade appeals is to begin with the course instructor. The student should make an appeal in writing to the instructor indicating what it is that is being appealed and the rationale for that appeal. Evidence or information to support the appeal should be provided. The appeal must be initiated no later than the end of the following long term.
2. The instructor will review the appeal and provide the decision to the student in writing.
3. If the student is not satisfied with the outcome, the student may appeal in writing to the Associate Dean. This appeal should indicate the nature of the appeal, the rationale and all relevant documentation.
4. The Associate Dean will review the case individually with the student and the instructor, and, if desirable to both student and instructor, will hold a joint meeting with both parties. The Associate Dean may also ask the Committee on Student Development for a consultation on the matter. The goal is to be certain that both parties have a clear understanding of the issue and access to all relevant information.
5. Final authority in the determination of the grade rests with the instructor.

“Procedure for Grade Appeals,” Perkins School of Theology, Southern Methodist University, document revised by the Student Development Committee, Spring 2007.

APPENDIX D

COMPUTING AND COMMUNICATIONS ACCEPTABLE USE POLICY

It is the policy of the University that the following rules shall govern the appropriate use of computing and network resources. These rules are intended to permit the greatest use of SMU computing resources consistent with the law and with general principles that govern an academic community. Individuals should be aware that the contents of all files maintained on computer equipment connected to the University network are subject to reasonable administrative inspection if there is reason to believe that violations of University policy and/or civil or criminal wrongdoing is occurring or has occurred. This policy does not preclude system maintenance activities by system administrators, including backing up all files to a server.

This Policy provides a minimum standard for computing and communication equipment and software usage at SMU and does not restrict creation and enforcement of policies for individual campus administrative or academic units. Policies existing elsewhere on campus must comply with this Policy.

A. Acquisition and Deployment of Equipment and Software

Any purchase of computing and communication equipment that may need to interact with other facilities on campus must take into account standards developed by the Campus Standards Committee. The Office of Information Technology (OIT) will make the Committee's recommendations available to the SMU community.

Installation and maintenance of equipment purchased with University funds shall be the responsibility of the purchaser. The purchasing unit shall ensure that the equipment conforms to the standards set by the unit's designated technology support group, whether internal or OIT. If equipment is installed and degrades or causes interruptions to University network services, the equipment shall be disconnected from the network until the purchaser identifies a correction.

OIT implements and maintains University site licenses for software to ensure that University users receive favorable pricing and support terms. Other purchasing units may implement and maintain separate site licenses that cover the unit's operations. The unit maintaining the site license is responsible for maintaining appropriate records of license agreements and for the deployment

of licensed copies of the software. The unit may deploy the software itself or make arrangements with the OIT User Services Department to install software. In case of a software audit, each unit will produce the licenses it maintains and assist in the audit of its software. Designated technology support groups within units will perform audits for those units.

B. Usage Policy

SMU computing and networking facilities are intended for conducting and fostering the instructional, research and administrative activities of the University; use for commercial purposes is expressly prohibited unless otherwise specified by SMU policies. This policy is designed to provide access in the most open manner possible, while ensuring the proper use of computing facilities consistent with the general principles that govern our academic community. This policy also covers off-campus access to SMU computing resources.

As used in this policy, the term “Computer Resources” is defined to include computers, computer networks, connections to network services such as the Internet and web pages, subscriptions to external computer services and all peripheral devices. The term “Computer Facility(ies)” includes laboratories, computing centers, public access areas and other SMU-provided computing equipment. “Licensed Software” refers to copyrighted and proprietary programs, data and documentation. “Software” refers to the programs, data and documentation developed from the University’s instructional and research activities by faculty, students and staff of SMU.

It is the responsibility of each individual to obtain authorization before his or her use of a Computer Facility. The failure of any designated support group to monitor or prevent unauthorized use does not relieve the individual of that responsibility.

C. Proscribed Activities

The following activities involving use of Computer Resources and Facilities are prohibited and may result, at a minimum, in the immediate denial of computer access and privileges:

- creating, modifying, executing, reverse engineering, or retransmitting any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, a Computer Resource, Software, or Licensed Software;

- communicating any information concerning any password, personal identification number, or other confidential information without the permission of its owner or the controlling authority of the Computer Facility that oversees the information;
- creating, modifying, executing, or re-transmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as “Messages,” including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of messages;
- accessing or intentionally destroying files, Software, or Licensed Software on a Computer Resource without the permission of the owner of such files, Software, or Licensed Software or the controlling authority of the Computing Resource or Facility;
- making unauthorized copies of Licensed Software;
- communicating any credit card number or other financial account number without the permission of its owner;
- using Computer Resources in a manner inconsistent with the University’s contractual obligations to suppliers of Computer Resources or with any published University policy;
- inhibiting or interfering with another’s use of the network or computing resources, unless serving as an authorized Systems Administrator (see Policy 12.5);
- using any encryption device, system, or service that prevents compliance with University policy;
- transmitting unsolicited information that contains obscene, indecent, lewd, or lascivious materials;
- violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose; and/or
- conducting any commercial venture through smu.edu, including domain-name registration, file-hosting, or using any University address or telephone number as contact information for a commercial venture, unless otherwise allowed by SMU policies or authorized in writing by the President, the Provost, or a Vice President, after consultation with the Controller.
- Students are prohibited from violating Copyright Law in any manner. Unauthorized distribution of copyrighted material includes but is not limited to: downloading copyrighted audio, video, graphics, or text materials from the Internet without proof of proper licensing arrangements. Engaging in unauthorized distribution of copyrighted material in violation of copyright laws may subject students to civil and criminal liabilities in addition to sanctions through the SMU Conduct Office.

D. Web Pages

Secondary Information Source Providers

The term “Secondary Information Source” refers to existing or future technology that permits text, graphics, photographs, sounds, video images, or other materials to be posted on an SMU-owned computer or listed as a link on an official SMU Internet home page for public access via the Internet. World Wide Web, list servers and gopher servers are examples of Secondary Information Sources.

Secondary Information Sources do not necessarily represent the official views of the University. While they may contain documents generated by University departments, organizations, students, or employees, they are not considered official University publications. Secondary Information Sources will be permitted on University-owned computer equipment within certain guidelines as a means of furthering education and research and fostering exchanges of ideas and opinions.

E. Sanctions

Employees found to be in violation of this Policy are subject to discipline in accordance with University Policy 9.34, “Dishonest, Fraudulent and Illegal Practices,” University Policy 6.1, University Policy 6.16 and University Policies 9.12 and 9.13, as appropriate. Dishonest, fraudulent, or illegal acts are regarded as egregious and generally warrant termination of employment without the need for progressive discipline.

Students found to be in violation of this Policy are subject to discipline in accordance with the SMU Policies for Community Life. Some cases may warrant investigation by law enforcement agencies.

“Computing and Communications Acceptable Use Policy,” Information Technology Services, Southern Methodist University, revised December 16, 2002, smu.edu/policy/S12/-computer.html (accessed May 21, 2012).

APPENDIX E

THE HONOR CODE PERKINS SCHOOL OF THEOLOGY

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

The faculty has the responsibility of encouraging and maintaining an atmosphere of academic honesty by being certain that students are aware of the value of it, that they understand the regulations defining it, and that they know the penalties for departing from it. The faculty should, as far as is reasonably possible, assist students in avoiding the temptation to cheat. Faculty members must be aware that permitting dishonesty is not open to personal choice. A professor or instructor who is unwilling to act upon offenses is an accessory with the student offender in deteriorating the integrity of the University.

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

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

“The Honor Code: Perkins School of Theology,” Perkins School of Theology, Southern Methodist University, adopted by the Perkins Faculty, April 4, 2005. For information about the Honor Code of Southern Methodist University see Southern Methodist University: Student Handbook, “The Honor Code,” smu.edu/~media/Site/Student-Affairs/StudentLife/StudentHandbook/SMU%20Student%20Handbook%2014-15.-ashx?la=en.

Faithful church leadership demands highest standards of integrity. Therefore, we in Perkins School of Theology, Southern Methodist University, pledge, individually and collectively, to abstain from any form of cheating, lying, or plagiarism and to report any violation of this code to the Associate Dean for Academic Affairs.

APPENDIX F

CIVIL AND RESPECTFUL DISCOURSE PERKINS SCHOOL OF THEOLOGY

Perkins School of Theology shares the University's expectations of civil and respectful discourse and actions by all members of the community. These expectations, and penalties for their infringement, are laid out in the SMU Student Code of Conduct (§§ 2.09, 3.14 (a), 3.18) and in the SMU Policies and Procedures (§§ 6.1, 6.3, 6.16, 9.12, 9.13). *Perkins provides for mediating procedures, which may obviate the need for filing a formal complaint. To initiate these procedures, contact the Associate Dean.*

- SMU Student Code of Conduct
smu.edu/~media/Site/StudentAffairs/StudentLife/Student-Handbook/SMU%20Student%20Handbook%2014-15.ashx?la=en
- SMU Policies and Procedures
smu.edu/policy (Requires SMU ID number and password.)

“Civil and Respectful Discourse,” Perkins School of Theology, Southern Methodist University, document from the Student Development Committee, adopted by the Perkins Faculty, Spring 2007.

Southern Methodist University (SMU) will not discriminate in any employment practice, education program, education activity, or admissions on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation and gender identity and expression. The Executive Director for Access and Equity/Title IX Coordinator is designated to handle inquiries regarding the nondiscrimination policies, including the prohibition of sex discrimination under Title IX. The Executive Director/Title IX Coordinator may be reached at the Perkins Administration Building, Room 204, 6425 Boaz Lane, Dallas, TX 75205, 214-768-3601, accessequity@smu.edu. Inquiries regarding the application of Title IX may also be directed to the Assistant Secretary for Civil Rights of the U.S. Department of Education.

[1] Title IX of the Education Amendments of 1972, 20 U.S.C. §§ 1681-1688.



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