



Student Handbook

**SOUTHERN METHODIST
UNIVERSITY**

2004-2005





S O U T H E R N
M E T H O D I S T
U N I V E R S I T Y

Dear students:

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

The SMU Student Handbook is your guide to information and services on campus. It includes information related to your rights and responsibilities as members of the SMU community. The handbook includes the Student Code of Conduct, the Judicial Code, Honor Code, and information/expectations that the University feels it is necessary to communicate to our students.

By becoming a member of the SMU community, you are agreeing to abide by and be held accountable to the policies and procedure outlined in the SMU Student Handbook. Thus, I hope that you will familiarize yourself with this information and let us know if you have questions.

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

Sincerely,

JAMES E. CASWELL

Vice President for Student Affairs



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Schools of the University

Dedman College of Humanities and Sciences

Dean: Jasper Neel
201 Dallas Hall
(214) 768-3212
www.smu.edu/dedman/

Meadows School of the Arts

Dean: Carole Brandt
3rd Floor, Greer Garson Theatre
(214) 768-2880
meadows.smu.edu

Cox School of Business

Dean: Albert Niemi
200 Fincher Building
(214) 768-3012
cox.smu.edu

School of Engineering

Dean: Geoffrey Orsak
115 Caruth Hall
(214) 768-3050
seas.smu.edu

Dedman School of Law

Dean: John B. Attanasio
Dean's Suite, Storey Hall
(214) 768-8999
law.smu.edu

Perkins School of Theology

Dean: William B. Lawrence
202 Kirby Hall
(214) 768-2125
www.smu.edu/theology/

For further information on any school, please refer to either the *Undergraduate Bulletin*, the *Graduate Bulletin*, or the SMU website - www.smu.edu.

University Libraries

www.smu.edu/libraries/

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

Bridwell Library

Librarian: Valerie Hotchkiss

www.smu.edu/bridwell/

Circulation Desk: (214) 768-3441

Recording of Hours: (214) 768-2481

Business Information Center (BIC)

Director: Paulette Hasier

bic.cox.smu.edu

Information Desk: (214) 768-4107

DeGoyler Library

Director: Russell Martin

www.smu.edu/cul/degolyer/

Information Desk: (214) 768-3231

University Archives Phone: (214) 768-3231

Fondren Library Center

Central University Librarian: Gillian M. McCombs

www.smu.edu/cul/flc/

Circulation/Reserves: (214) 768-2329

Information/Reference Desk: (214) 768-2326

Recording of Hours: (214) 768-7378

Hamon Arts Library

Director: Tinsley Silcox

www.smu.edu/cul/hamon/

Circulation Desk: (214) 768-3813

Computer Lab: (214) 768-2652

Bywaters Special Collections: (214) 768-2303

Recording of Hours: (214) 768-2894

Institute for the Study of Earth and Man

Director: Louis Jacobs

www.smu.edu/cul/iseemrr/

Information Desk Phone: (214) 768-2430

Underwood Law Library

Director: Gail Daly

library.law.smu.edu

Phone: (214) 768-3216

Academic Support Services

Advising Center

Director: Associate Dean K. Hugley-Cook

108 Clements Hall

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

Ph: (214) 768-2291, Debbie Ortiz

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

The Academic Advisors - Offices Located in Clements Hall

Dr. Scott Bartlett	8-1526	sbartlet@smu.edu	Rm. 125
Ms. Pamela Chiu	8-4819	pchiu@smu.edu	Rm. 110
Ms. Janet Hopkins	8-1272	jhopkins@smu.edu	Rm. 111
Ms. Gwendolyn LaCroix	8-1970	glacroix@smu.edu	Rm. 121
Ms. Barbara Mohrle	8-4142	bmohrle@smu.edu	Rm. 123
Mrs. Betty Odum	8-2094	bodum@smu.edu	Rm. 119
Ms. Ann Parrett	8-2305	aparrett@smu.edu	Rm. 113
Dr. Leo Pucacco	8-4143	lpucacco@smu.edu	Rm. 127
Mrs. Shelli Shepherd	8-3415	scarnes@smu.edu	Rm. 115
Mr. Chris Wood	8-2310	ctwood@smu.edu	Rm. 117

Dedman College Internships

Jeanene Anderson 8-2103 jeanene@smu.edu Rm. 108

Pre-Law Services

Judy McMaster 8-3533 jmc масте@smu.edu Rm. 108

Pre-Med Services (135 Dedman Life Sciences Bldg)

Karen de Olivares 8-2308 kdeoliva@smu.edu

The Norwick Center for Media and Instructional Technology (NCMIT)

Director: Bill Dworacyzk

www.smu.edu/cul/ncmit/

103 Fondren Library West Ph: (214) 768-3456

The primary mission of the NCMIT is to enhance the effective utilization of media and technology in the classroom and other learning environments. A wide range of services and materials is provided to the entire SMU community, including an extensive media library, viewing facilities, equipment distribution, classroom and event support services, media production and duplication services, teleconferencing and satellite downlink services.

Information Resources

Ph. (214) 768-3199

Classroom Distribution Services

Ph. (214) 768-3456

Production Services

Ph. (214) 768-2910

Public Access Computer Labs (Academic Computer Services)

www.smu.edu/its/acs/

Fondren Library East Rm 108-109

Ph: (214) 768-1835

Information Technology Services

Assoc. VP for Information Technology: George Chrisman

www.smu.edu/its/

Blanton Student Services Building

Help Desk: (214) 768-HELP (4357)

The Altshuler Learning Enhancement Center (A-LEC)

Director: Vicki Hill

www.smu.edu/alec/

202 Loyd Center

Student Appointments: (214) 768-3648

Business Office: (214) 768-6725

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

Learning Disabilities Specialist

LD Specialist: Alexa Shannon

Phone: (214) 768-1918

The A-LEC's Learning Disabilities Specialist provides individual academic support for students with documented learning disabilities (LD) and Attention Deficit/Hyperactivity Disorder (AD/HD).

Writing Center

Coordinator: Lee Gibson

www.smu.edu/alec/wc.html

202 Loyd Center

Phone: (214) 768-4253

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

Division of Student Affairs

Office of the Vice President

Vice President for Student Affairs: Dr. James E. Caswell
Perkins Administration Building, Room 203
www.smu.edu/studentaffairs/
Phone: (214) 768-2821

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

Dean of Student Life

Dean of Student Life: Dr. Dee Siscoe
Hughes-Trigg Student Center, Rm 302
www.smu.edu/studentlife/
Phone: (214) 768-4564

Center for Alcohol & Drug Abuse Prevention

Director: John Sanger
Memorial Health Center, 2nd Floor
www.smu.edu/alcoholeducation/
Phone: (214) 768-4021

Chaplain and University Ministries

Chaplain & Minister to the University: William M. Finnin, Th.D.
Assistant Chaplain: Judy Henneberger
Hughes-Trigg Student Center, Rm 316
www.smu.edu/chaplain/
Phone: (214) 768-4502

Counseling and Testing

Director: Dr. Karen Settle
Memorial Health Center, 2nd Floor
www.smu.edu/counseling/
Phone: (214) 768-2211

Dedman Center for Lifetime Sports

Director: Judith Banes

www.smu.edu/recsports/dedman_center.htm

Phone: (214) 768-3368

INTRAMURAL SPORTS - Assistant Director: Chris Hutton

www.smu.edu/recsports/intramurals.htm

Phone: (214) 768-3367

REC. SPORTS & SPIRIT - Associate Director: Tim A. Moore

www.smu.edu/recsports/dedman_center.htm

Court Reservations: (214) 768-3374

Weight Room: (214) 768-7348

Outdoor Field Reservations: (214) 768-3368

SPIRIT SQUADS - Assistant Director: Sara O'Connell

www.smu.edu/recsports/spirit.htm

Phone: (214) 768-1500

SPORTS CLUBS - Associate Director: Tim A. Moore

www.smu.edu/recsports/club_sports.htm

Phone: (214) 768-1500

Phone: (214) 768-3367

WEIGHT ROOM - Manager: Bouna Diop

Phone: (214) 76U-RFIT (8-7348)

DEDMAN CENTER ROOM RESERVATIONS: Ed Kranz

Phone: (214) 768-3374

Health Services

Director: Patrick Hite

Memorial Health Center

www.smu.edu/healthcenter/

Outpatient Medical Clinic

Phone: (214) 768-2141

Mental Health Center

Phone: (214) 768-2860

Hegi Family Career Development Center

Director: Jerry Alexander

Hughes-Trigg Student Center, Rm 200

www.smu.edu/career/

Phone: (214) 768-2266

Hughes-Trigg Student Center

Director, Tim Moore

3140 Dyer Street (Staff Office - Rm 315)

www.smu.edu/htrigg/

Phone: (214) 768-4500

Judicial Affairs

Assistant Dean of Student Life: Susan Ratz-Thomas

Hughes-Trigg Student Center, Rm 302

www.smu.edu/studentlife/

Phone: (214) 768-4562



Leadership & Community Involvement

Director: Dr. Carol Clyde

Hughes-Trigg Student Center, Rm 318

www.smu.edu/lci/

Phone: (214) 768-4403

Multicultural Student Affairs

Director: Jennifer Jones

Hughes-Trigg Student Center, Rm 323

www.smu.edu/diemsa/

Phone: (214) 768-4580

New Student Programs

Director: Brandon Miller

Hughes-Trigg Student Center, Rm 307

www.smu.edu/newstudent/

Phone: (214) 768-4560

Parent Programs

Parents Liaison: Deanie Kepler

Hughes-Trigg Student Center, Rm 307

www.smu.edu/parentsnews/

Phone: (214) 768-4797

Residence Life and Student Housing

Director: Doug Hallenbeck

Boaz Hall, Room 101

housing.smu.edu/

Phone: (214) 768-2407

Services for Students with Disabilities

Coordinator: Rebecca Marin

Memorial Health Center, Rm 220

www.smu.edu/studentlife/OSSD_Facts.asp

Phone: (214) 768-4557

Student Activities

Director: Arlene Manthey

Hughes-Trigg Student Center, Rm 300

www.smu.edu/activities/

Phone: (214) 768-4400

Women's Center

Coordinator of Women's Programs: Dr. Courtney Aberle

3116 Fondren Drive

www.smu.edu/womenscenter/

Phone: (214) 768-4792

Wellness Program

Director: Dr. Peter Gifford

www.smu.edu/wellness/

Phone: (214) 768-2193

University Services

SMU Bookstore - Manager: Marilyn Hartman

3060 Mockingbird Lane, Park Cities Plaza

www.bkstore.com/smu

Phone: (214) 768-2435

Computer Corner by HiEd - Manager: James Robison

Hughes-Trigg Student Center, Rm 202

www.smucomputercorner.com

Phone: (214) 768-4033

Dining Services - Director: Ed Devoid

Umphrey Lee Building, Rm 101

smudining.com

Phone: (214) 768-2367

Financial Aid - Director: Marc Peterson

Blanton Student Services Building, 1st Floor

www.smu.edu/financial_aid/

Phone: (214) 768-3417

Images Copy & Print Shop - Director: Patrick Harrison

Clements Hall—Basement

images.smu.edu

Phone: (214) 768-7768

Pony Express/University ID Office - Director: Maryann Casazza

Hughes-Trigg Student Center, Rm 218

www.smu.edu/bursar/pony.asp

Phone: (214) 768-7669

SMU Police Department - Chief: Mike Snellgrove

Patterson Hall, 2nd Floor

www.smu.edu/pd/

Phone: 911 (Emergency) or (214) 768-3388 (Dispatcher)

Student Employment - Director: Mary Beard

1st Floor, Perkins Administration Building

www.smu.edu/financial_aid/stemployment.asp

Phone: (214) 768-2414

Student Financial Services/Bursar - Director: Laura Del Rio

Blanton Student Services Building, Rm 220

www.smu.edu/bursar/

Phone: (214) 768-3147

Student Code of Conduct

1.0 INTRODUCTION

SOUTHERN METHODIST UNIVERSITY'S Student Code of Conduct exists to identify and explain to the student body those University policies that most directly affect student life. Having voluntarily enrolled as students at Southern Methodist University and assumed a place in the University community, all students are presumed to be knowledgeable of, and to have agreed to abide by, the rules and regulations set forth in this Student Code of Conduct. The Student Code is received and evaluated by the Student Senate, which is the legislative body representing student interests. The writing of the Student Code involves students, is for students, and is the expression of the student body's relationship to the rest of the University. Hence, the Student Senate may at any time make recommendations to the code and the senate shall be asked to endorse it. Changes to the Student Code adopted by the Student Senate are subject to approval by the President of the University.

Based on the action of the Board of Trustees, the President of the University is authorized, at his discretion, to review all decisions of the Student Senate and all other student organizations, and all decisions of the University judiciary, including the University Judicial Council and all other judicial bodies. Such review shall include the power to take any action deemed appropriate, including reversing, amending, or remanding with instructions such decisions. The President's power of review as stated herein is not limited in any way, and the President is authorized to act at his/her sole discretion in conducting such review and in deciding what action is appropriate.

This Code is subject to the Articles of Incorporation and Bylaws of Southern Methodist University as well as any and all resolutions, policies, and regulations of the University. In the event of conflict between this Code and said Articles, Bylaws, resolutions, policies, and regulations of the University, the University Articles, Bylaws, resolutions, policy, and/or regulation in question shall be controlling. The University Policy Manual may be accessed through the SMU web page under "Administration".

2.0 STUDENT RIGHTS, FREEDOMS & RESPONSIBILITIES

In recognition of Southern Methodist University's long history of dedication to the best principles of higher education in a democratic society, the following rights, freedoms, and responsibilities are set forth:

2.1 All students of the University are citizens of the community and members of the University, and as such are guaranteed freedom of expression, inquiry, and assembly. Students have the right to

organize groups or to join associations in support of any cause or common interest as long as that support is voiced in an orderly manner and place that does not disrupt the regular operations of the University.

- 2.2** The student press is to be free of censorship except as applicable under appropriate laws.
- 2.3** The role of student government and its responsibilities shall be made explicit, and clearly defined means shall be provided to ensure student expression in the formulation and application of institutional policies affecting academic and student affairs, where appropriate. The Student Senate is an appropriate forum for individual students' concerns, question or problems. It may be contacted through the Student Body Officers, Student Senators, or Student Senate Committee Chairs.
- 2.4** The authority to allocate student activity fees for use by campus organizations shall be delegated to the Student Senate.
- 2.5** A student, group, or organization may distribute written material on campus, with prior approval, according to the code's distribution policy if the distribution does not disrupt the regular operations of the University.
- 2.6** All applicable local, state, and federal laws shall be upheld by the SMU community at all times. The University expects that each individual and group within the University community will obey these laws. Failure to do so subjects the offender(s) to the possibility of University judicial action and/or action by civil authorities.
- 2.7** Students are bound by the Student Code and all University policies.
- 2.8** Students accused of violating institutional regulations or laws upheld by SMU retain the following rights:
 - 2.8(a)** Upon arrest by authorized University officials, students will be informed of their rights in accordance with all federal, state, and local laws.
 - 2.8(b)** Students will not be subject to any form of harassment.
 - 2.8(c)** No searches of residence hall rooms, Greek housing, University apartments (hereinafter referred to as student living areas, properties whose tenants are students) and/or private property will be conducted unless such an order is issued upon reasonable cause through the Dean of Student Life and Director of Residence Life and Student Housing. When such an order is issued, a search of student living areas on University owned property may be conducted at any time by the residence hall staff, University officials and/or the SMU Police Department,

and their entrance shall not be denied. (See Sec. II, M for Residence Hall policy.) Nothing herein shall be construed to deny the University the right at any reasonable time to conduct inspections of student living areas on University owned property to determine compliance with health and safety regulations or to address a perceived emergency situation regarding a person's health and/or safety.

2.8(d) Every student shall be granted a fair hearing before an impartial judiciary body of peers, or an administrative official, whichever is deemed appropriate by the judicial officer, after consultation with the student.

2.9 Students will, at all times and in all activities, respect the rights of others, maintain responsible behavior conducive to the teaching and learning environment, and uphold the integrity of the University both on and off campus.

2.10 In addition to abiding by the Student Code of Conduct, students assuming leadership roles, in either elected or appointed capacities, will accept the responsibility to uphold and support the Student Code.

2.11 When behavior deemed to be in violation of or not in accordance with the Student Code, University policy, or any law upheld by SMU comes to the attention of the University, the University has the right to take disciplinary and/or civil action against those involved.

2.12 The privacy and confidentiality of all student records shall be preserved, in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

2.13 Unless otherwise specified in the Student Code, requests for changes to the Student Code are made by the Student Senate. Requests for changes may be submitted to the Student Body Secretary to investigate.

2.14 According to University Police, all students are required to maintain their personal records with the University and to check regularly their SMU e-mail account. Students may be deemed ineligible to enroll or may suffer administrative sanctions for failing to comply. University personnel will distribute important information to students through the SMU e-mail system, which will be an official means of notification to students by the University.

3.0 GENERAL POLICIES

3.1 ALCOHOL The University is dedicated to providing a healthy, safe, comfortable, and productive environment for students, faculty, staff, and guests. All members of the University community are expected to maintain self-control. Conduct should be consistent

with ideals of academic excellence, health, and responsible social behavior, including recognition of the rights of others.

In recognition of the University's being owned by the South Central Jurisdiction of the United Methodist Church, community members are urged to adhere to the Social Principles of the United Methodist Church which states:

We affirm our long-standing support of abstinence from alcohol as a faithful witness to God's liberating and redeeming love for persons...Since the use of alcohol and illegal drugs is a major factor in crime, disease, death, and family dysfunction, we support educational programs encouraging abstinence from such use. (*The Book of Discipline of the United Methodist Church, para.66j*).

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

3.1(a) All members of the University community should at all times be cognizant of and comply with state and local liquor laws. It is unlawful in the state of Texas for any person under the age of twenty-one (21) to possess, purchase, or consume alcoholic beverages, except when with either a parent or adult spouse. Possession or consumption of alcohol is prohibited on University property except where expressly permitted. Consumption or possession of alcoholic beverages by minors, regardless of location, is a violation of this policy and of Texas law. Provision of alcohol to minors, other than where the law provides, is also prohibited. A violation of this policy subjects the offender(s) to the possibility of University disciplinary process and/or action by civil authorities.

3.1(b) The possession and consumption of alcoholic beverages in public places on campus is prohibited, with the exception of "The Boulevard" on home football game days, at times to be designated by the University President, for those persons twenty-one years of age or older. The definition of public places includes, but is not limited to, any outdoor area, cafeteria, lobby, hallway, lounge, study area, or restroom of on-campus buildings, Greek housing, and University properties.



3.1(c) The University prohibits the possession and consumption of alcoholic beverages on campus, with the exception of individual residential rooms of persons 21 year of age or older.

3.1(d) Kegs, containing or having contained alcohol, including, but not limited to, 1/2 kegs, party balls or pony kegs, are not permitted anywhere on campus, including University owned property and streets surrounded by University owned property.

3.1(e) SMU is located within the city of University Park, Texas, which is a “dry” area. By statute, dry area means it is illegal to sell alcoholic beverages in University Park. In addition, transportation and/or possession of more that 24 12-ounce bottles of beer or more than one quart of hard liquor, is considered prima facie evidence of intent to sell, and, therefore, evidence that the law has been violated. Alcoholic beverages that are transported into a dry area may not be transported back out of the dry area.

3.2 ANIMALS/PETS It is the policy of the University to prohibit the presence of animals/pets on University property, except for fish and assistance animals necessary to help persons with disabilities. This includes dormitories, residence halls, apartments, classroom and administrative buildings, the Student Center, athletic facilities, and University grounds in general. Assistance animals and fish are allowed in the residence halls with the use of suitable equipment, if permission is granted by the Department of Residence Life and Student Housing.

3.3 ASSAULT Physical abuse and/or other conduct which endangers the health or safety of any person is prohibited. Examples include, but are not limited to: fighting or ‘roughing up’ or assault in any form. All combatants may be charged.

3.4 CAMPUS FACILITIES

3.4(a) USE OF BUILDINGS Students may not be in University buildings after 10:00 P.M. without appropriate authorization unless the building is designated as open after 10:00 P.M. Permission to sleep or reside in any part of any building requires prior approval.

3.4(b) USE OF GROUNDS

3.4(b)(1) Activities taking place during the academic year on the streets and grounds must be approved in the Office of Student Activities, which, in turn, will notify Campus Planning and Plant Operations and the SMU Police Department. During the summer months the

Office of Student Activities will approve the use of grounds by campus groups in consultation with the Office of Conference and Event Services. Specific requests for the use of campus grounds that may be considered extraordinary by the University must be approved by the Vice President for Student Affairs.

3.4(b)(2) If the event becomes disruptive of the normal operations of the University, it may be canceled at any time before or during the event by the Director of Student Activities.

3.4(b)(3) Approved structures must comply with all requirements of the city, e.g., having fire extinguishers on the site, posting no smoking signs, etc.

3.4(c) USE OF THE UNIVERSITY FLAGPOLE The flagpole in the main quadrangle is used for flying the colors of the United States. No other use may be made of the flagpole without the approval of the President or his/her designee.

3.4(d) LOADING OF BUSES ON CAMPUS Buses that are contracted to come on campus to transport students or members of student organizations to events off campus must use 3000 block of Binkley (south side of the intramural fields) to load when leaving campus and unload when returning to campus. Permission may be granted by the Director of Student Activities for buses to load and unload from other locations on campus. Requests shall be made on the Use of Campus Grounds form. Alcoholic beverages may not be loaded onto buses while they are on University property.

3.5 DISHONESTY Dishonesty is defined as an individual or group's action, or omission of action, which is intended to mislead, defraud, or deprive University officials, hearing boards, students, faculty members, or members of the community at large of rights to information, accuracy of record, or property. Dishonesty includes, but is not limited to: forgery, falsification of records, lying, falsification of checks, money orders, etc., theft, unauthorized entry into University facilities; falsification and/or manipulation of computer data.

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

3.7 EMERGENCY EQUIPMENT Tampering with or misuse of fire-fighting equipment, including fire suppression systems (sprinklers, etc.) call boxes, emergency exits, warning devices, etc., or any hindrance of emergency procedures is a threat to the community and is grounds for immediate judicial action, fines, and any other University response as may be appropriate.

3.8 ELEVATOR Tampering with elevators and/or elevator equipment, such as forcing open the doors, riding outside the cab, or performing any other activity that endangers personal safety or affects the functioning of the elevator, is prohibited.

3.9 ELECTRONIC MEDIA All students must observe all policies covering student conduct set forth in this document in the use of electronic media. The following activities involving the use of University Computer Resources and Facilities are prohibited and may result, at a minimum, in the immediate denial of computer access and privileges.

3.9(a) SMU computing and networking facilities are intended for conducting and fostering the instructional, research, and administrative activities of the University.

3.9(b) The following activities involving the use of computers, computer networks, connections to network services such as the Internet and web pages, subscriptions to external computing services, any peripheral devices, computer labs, computing centers, public access areas and any SMU-provided computing are prohibited:

3.9(b)(1) 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.

3.9(b)(2) 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 that information.

3.9(b)(3) Creating, modifying, executing, or retransmitting 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;

- 3.9(b)(4) 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.
- 3.9(b)(5) Making unauthorized copies of Licensed Software.
- 3.9(b)(6) Communicating any credit card number or other financial account number without the permission of its owner.
- 3.9(b)(7) Using Computer Resources in a manner inconsistent with the University's contractual obligations to suppliers of Computer Resources or with any published University policy.
- 3.9(b)(8) Inhibiting or interfering with the use of the network or computing resources by others.
- 3.9(b)(9) Transmitting unsolicited information that contains obscene, indecent, lewd or lascivious material.
- 3.9(b)(10) Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.
- 3.9(b)(11) Conducting any commercial venture through **smu.edu**, including domain name registration, file hosting, or using 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.
- 3.9(b)(12) Using any encryption device, system, or service that prevents compliance with University policy.

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

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

3.12 GAMBLING & RAFFLES

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

3.12(b) Raffles. Raffles, which are connected to the University in any way, are prohibited.

3.13 GUESTS/VISITORS Any visitor who is not on official business must be a guest of a University student, faculty member, or staff member.

3.13(a) Guests are subject to all applicable rules and policies as are members of the University.

3.13(b) A guest must identify him/herself when called upon by a university official, including residence hall staff, and to identify his/her host.

3.13(c) The conduct of a guest is the responsibility of the student serving as host.

3.13(d) See rules regarding Guests and Visitation in the Community Standards and Student Conduct in University Residence Halls section.

3.13(e) The University provides parking for guests in designated areas of campus. Members of the University community or their guests may contact the SMU Police Department to obtain maps showing designated visitor parking areas and explaining University parking regulations. Guests are subject to the same parking regulations as members of the SMU community.

3.13(f) The University reserves the right to order from the campus any non-University person(s) disrupting the normal operations of the University.

3.14 HARASSMENT

3.14(a) The University expects its campus community to respect the rights and dignity of all its members in matters of personnel consideration, admissions, or academic evaluation. The University will not tolerate disrespect for the rights of anyone but will maintain the University as a forum for the free expression of ideas under the laws of the state and nation. All members of the University

community are protected from harassment, including, but not limited to, members according to their race, ethnicity, age, gender, disability, sexual orientation, and religion. Any words or acts deliberately designed to disregard the safety or rights of another and which intimidate, degrade, demean, threaten, haze, or otherwise interfere with another person's rightful action will not be tolerated on the basis of the standards of the SMU community. Such physical, psychological, verbal, electronic, and/or written acts directed toward an individual or group of individuals are prohibited and therefore may be subject to judicial action. Due to the University's commitment to freedom of speech and expression, harassment is more than insensitivity or conduct that offends or creates an uncomfortable situation for certain members of the community. All individuals shall be afforded the full rights and privileges which are inherent in living, studying, working and visiting on the campuses of Southern Methodist University.

3.14(b) SEXUAL HARASSMENT SMU prohibits sexual harassment of its students, employees, and those who seek to join the campus community in any capacity. Sexual harassment includes such behavior as unwelcome or forced sexual advances, requests for sexual favors, and other verbal, psychological, and/or physical conduct of a sexual nature directed toward employees, students, or applicants, particularly when any of the following circumstances are present:

- 3.14(b)(1)** Toleration of the conduct is an explicit or implicit term or condition of employment, admission, or academic evaluation.
- 3.14(b)(2)** Submission to or rejection of such conduct is used as a basis for personnel or academic evaluation affecting the individual.
- 3.14(b)(3)** Such conduct has the purpose or effect of interfering with an individual's work or academic performance or which creates an intimidating, demeaning, hostile, or offensive residential, work, or academic environment.

Students with complaints of student-to-student sexual harassment should report such complaints to the Office of

the Dean of Student Life. Students with complaints of faculty/staff-to-student sexual harassment should report such complaints to any of the following: the Institutional Access and Equity Office, the Coordinator of Psychological Services for Women, the Women's Center, and/or the Office of the Dean of Student Life. Pursuant to University Policy 2.5, however, if such complaints against faculty and/or staff are reported to any office other than the Institutional Access and Equity Office, documentation related to each complaint must be filed with the Institutional Access and Equity Office. Students wishing to receive counseling/advice prior to filing a formal complaint may contact a mental health professional at the Memorial Health Center.

- 3.15 HAZING** Hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational situation. *Texas Education Code* (V.T.C.A., Education Code 51.936 and 37.151 et seq.) Added by Acts 1995, 74th Leg., ch. 260, § 1, eff. May 30, 1995.
- 3.16 IDENTIFICATION CARDS** Student ID cards are the property of the University, are not transferable, and must be surrendered to the University upon request.
- 3.16(a)** SMU IDs may not be used by anyone but the student pictured on the ID card for use of SMU facilities. ID cards may not be altered.
- 3.16(b)** Personal Accounts programmed onto Student ID cards are for use at the discretion of the student on campus or at authorized locations off campus at the discretion of the student, pursuant to the rules under which the accounts were formed, including Pony Express Accounts. For purchases exceeding \$25, the student using the card must provide a form of government issued photo ID and sign for the purchase.
- 3.16(c)** Possession and/or use of a fake identification card is considered dishonesty and is against the law.
- 3.16(d)** The SMU Pony Express stored value card was meant to provide members of the University Community a convenient way to purchase items needed for their educational and

living expenses. Due to its intended use, the purchase of any Alcohol, Pornography or Tobacco products with the card is hereby expressly prohibited. This prohibition includes all members of the University Community both under and over twenty-one years of age.

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

3.18 IRRESPONSIBLE CONDUCT

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

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

3.19 NOISE The following procedures will be required for any activities that have the potential for excessive noise and activities that involve sound amplification equipment.

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

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

3.19(c) Exceptions must be approved by the Director of Student Activities. However, under no circumstances may the decibel level exceed that permitted under University Park ordinances.

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



3.21 OFFICIAL NOTICES

- 3.21(a)** Students shall respond immediately to any reasonable request from any University official, who properly identifies himself/herself as such.
- 3.21(b)** When asked for their ID cards, students are required to surrender their student ID card and to comply with the request of the officer, administrator, staff, or faculty member.
- 3.21(c)** If, after responding, a student feels that the authority made an unfair request, he/she may submit a formal complaint to the Dean of Student Life.
- 3.21(d)** Students shall respond promptly to all correspondence from the University and its officials. All correspondence is sent to the address the student has provided the University Registrar. The University will consider notice served if delivered to the address provided the Registrar. Students have a responsibility to maintain a current address on file with the Registrar's Office at all times.

3.22 PROTESTS AND DEMONSTRATIONS

- 3.22(a)** Peaceful demonstrations may take place on campus provided that:
 - 3.22(a)(1)** a permit is obtained from the Director of Student Activities three (3) days prior to the demonstration to ensure the rights and safety of all involved. The Director of Student Activities has the authority to grant a permit in less than three (3) days if all processes related to issuing the permit are completed and approved;
 - 3.22(a)(2)** the normal function of the University is not disrupted;
 - 3.22(a)(3)** respect for the rights of others is maintained.
- 3.22(b)** Visitors to the SMU campus who are not on official business must be a guest of a University student, faculty member, or staff member, and normally will be welcomed; however, non-SMU personnel must abide by all University and civil regulations. The University reserves the right to order from the campus any non-University protesters disrupting the campus or any non-University person(s) disrupting the normal operation of the University.

3.23 RESIDENCE HALLS Revisions to the Community Standards and Student Code of Conduct in Residence Halls should be made to the Residence Hall Association. The Office of the Vice President of Student Affairs shall evaluate recommendations to ensure consistency with the SMU Student Code of Conduct.

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

3.24(a) SALES PROJECTS AND SOLICITATIONS Any solicitation, sale, or offer of any products, goods, food, beverages, or service on campus is subject to prior authorization from the Director of Student Activities or his/her designee, and must be conducted in accordance with regulations established by the staff operating the facility in which the activity takes place. For purposes of regulation, distinction is made between “commercial” and “noncommercial” activities. Commercial activity is defined as any sale or offer of sale for the purpose of securing a profit for the benefit of an individual or group. Such activities will generally be prohibited unless the University does not offer the service or goods and/or it is determined that the activity is necessary to the educational mission of the University. Noncommercial activity is defined as any sale or offer of sale for the purpose of securing a profit for the benefit of any nonprofit organization. (Fund-raising activities of campus organizations are treated as noncommercial activities.) If any portion of the proceeds from such sales is used to the benefit of any individual making or soliciting the sale, the activity can be treated as a commercial activity.

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

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

3.24(a)(3) Organizations must request permission to conduct sales through the Director of Student Activities or his/her designee. Request forms may be obtained in the Student Activity Center and must be returned at least 14 days prior to the requested date of the sale. Sales will be governed by the policies of the relevant facility in addition to overall University policies.

3.24(b) SOLICITATION OF GREEK HOUSES Vendors are not allowed to make direct contact with the Greek houses.

3.24(c) SOLICITATION IN RESIDENCE HALLS No solicitation is allowed in the residence halls. Under some circumstances, exceptions may be made by the Office of

Residence Life and Student Housing and the University Residence Hall Association. (See Community Standards and Student Conduct in the Residence Halls.)

3.24(d) SALES IN OTHER CAMPUS FACILITIES

- 3.24(d)(1)** Sales of goods and services in all academic buildings is prohibited.
- 3.24(d)(2)** Sales in other campus facilities, as with all sales, must have the consent of the Director of Student Activities or his/her designee and are governed by the policies established for the area of campus in which the sale will be conducted, and by the nature of the sale.
- 3.24(d)(3)** Sales on the streets and grounds are approved through the Office of Student Activities and are governed by the policies established for use of campus grounds.

3.24(e) DISTRIBUTION OF WRITTEN MATERIAL

- 3.24(e)(1)** Any individual or agency wishing to distribute written material on the SMU campus must be sponsored by a University department or a campus organization.
- 3.24(e)(2)** Any illegal items may not be distributed.
- 3.24(e)(3)** Items to be distributed must be approved by the Director of Student Activities or his/her designee.
- 3.24(e)(4)** Distribution shall be orderly and not interfere with the rights of students or other members of the University community and must be conducted by members of the sponsoring organization. Distributors must supply a trash receptacle at the site of distribution and are responsible for all distributed material discarded on campus grounds.
- 3.24(e)(5)** Distribution in the Student Center may be done only from a reserved area. Reservations must be made through the Student Center reservations office.
- 3.24(e)(6)** Distribution in residence halls must have prior approval by the Office of Residence Life and Student Housing. (See Community Standards and Student Conduct in the Residence Halls.)

3.24(f) COLLECTIONS AND DONATIONS

- 3.24(f)(1)** Two annual solicitations for charitable purposes have been approved by the University: The United Way and the Annual Fund.

3.24(f)(2) No other collection or solicitations of donations are permitted without approval from the Director of Student Activities for chartered student organizations and the Vice President for Development and External Affairs, the Vice President for Business and Finance, and the Vice President for Student Affairs for nonstudent, off-campus requests.

3.24(g) **SURVEYS** Groups wishing to survey members of the SMU community must be sponsored by a chartered student organization or University department. An outline of the way in which the results will be used and a copy of the actual survey must be approved by the Office of Student Activities.

3.25 SEXUAL MISCONDUCT AND SEXUAL ASSAULT

3.25(a) Sexual misconduct includes:

3.25(a)(1) intentionally or knowingly touching or attempting to touch another person's intimate parts, including but not limited to, the genitalia, groin, breast, or buttocks, or the clothing covering them, without the other person's consent;

3.25(a)(2) intentionally or knowingly causing or attempting to cause another to touch a person's intimate parts without the consent of the person who does the touching;

3.25(b) Sexual assault includes the engaging or the attempt to engage, without the other person's consent, in:

3.25(b)(1) sexual intercourse, sodomy, or oral copulation with another, and/or

3.25(b)(2) the penetration (however slight) of another person's anal or genital region with any object.

3.25(c) Consent means knowing and voluntary assent in fact, whether express or implied.

3.25(d) An accused may be found to have committed the offense of sexual misconduct or sexual assault only if the other person did not consent to the sexual conduct and the accused either knew or was aware of a risk that the other person had not consented.

3.25(e) In determining whether a person consented to the sexual touching or other conduct by the accused, the following factors may be taken into consideration as well as other factors relevant to the case:

- 3.25(e)(1)** whether the person was physically or mentally impaired;
 - 3.25(e)(2)** whether the person was unaware that the sexual conduct was occurring;
 - 3.25(e)(3)** whether the person's power to appraise or control his or her conduct or to consent was substantially impaired for any reason, including but not limited to, the ingestion of drugs or alcohol; or,
 - 3.25(e)(4)** whether the person by word or conduct attempted to resist the accused.
- 3.25(f)** In determining whether the accused was aware of a risk that the other person was not consenting, the accused's subjective awareness of the following may be considered as well as other factors relevant to the case:
- 3.25(f)(1)** that the other person might have been physically or mentally impaired;
 - 3.25(f)(2)** that the other person might have been unaware that the sexual contact was occurring;
 - 3.25(f)(3)** that the other person's power to appraise or control his or her conduct or ability to consent might have been substantially impaired for any reason, including, but not limited to, the ingestion of drugs or alcohol; or
 - 3.25(f)(4)** that the other person had by word or conduct attempted to resist the accused.
- 3.25(g)** If the accused's failure to be aware of a risk that the other person was not consenting resulted from the accused's voluntary and knowing ingestion of any substances, such as drugs, medicine, or alcohol, the accused's failure to perceive the risk is not a defense to a charge of sexual misconduct or assault.

3.26 SIGNS AND POSTERS

- 3.26(a)** All posters and signs must bear the name of the sponsoring individual, organization, or department. The approval process for each facility must be followed before hanging any signs or posters. Specific guidelines for each facility may be found in the Student Organization Manual which is published by the Student Organization Committee of the Student Senate.
- 3.26(b)** All signage posted on the University campus should uphold the rights of others, reflect responsible behavior, be conducive to the educational environment and uphold the integrity of the University.

3.27 SMOKING RESTRICTIONS ON CAMPUS All areas in University buildings, including residence halls and greek houses are smoke-free.

3.28 SPEAKER'S POLICY Any member of the student body, or any individual who is sponsored by a chartered student organization, may address any group on campus, subject only to reasonable regulations for time, place, and manner. These regulations are not imposed to prohibit any speaker except in the rare circumstances when it is shown that the speaker constitutes a clear and present danger of disruption or violence. This determination is to be made by the person charged with the duty of approving the use of the location of the activity. Any questions should be presented to the Director of Student Activities. Organizations having speakers for regularly scheduled meetings are not required to make special arrangements beyond the normal scheduling of the use of the facility.

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

3.30 WEAPONS

3.30(a) Students are prohibited from the use and possession of dangerous weapons or facsimiles of dangerous weapons on University property. Concealed handguns and/or other weapons covered under the Texas firearms statute which took effect on January 1, 1996, are not permitted on campus. Self-defense sprays legally sold over the counter for personal defense are permitted on campus.

3.30(b) Student-owned sporting firearms or other weapons (including all BB and pellet guns) must be registered and stored through arrangements with the SMU Police Department.

3.30(c) Weapons or reasonable facsimiles of weapons are not to be used in any game or play situations.

4.0 POLICIES PERTAINING TO STUDENT ORGANIZATIONS

4.1 GENERAL DESCRIPTION Student organizations are formed to further the common interests of the members of the group and the SMU community. The work of student organizations is an essential part of the learning environment at SMU. These organizations



develop many opportunities to supplement and reinforce the classroom activities of students. No organization is authorized to act or make statements on behalf of the University, the SMU Students' Association, or the Student Senate.

4.1(a) All solely graduate organizations of the Dedman School of Law, Perkins School of Theology, Cox School of Business, Meadows School of the Arts, and engineering school will not be recognized through this process but must seek recognition through their respective schools. Such decisions are subject to the review of the Student Senate.

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

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

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

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

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

4.2(a)(2) By-laws

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

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

4.2(a)(5) Completed "New Student Organization Questionnaire"

4.2(a)(6) Name and contact information of a faculty/staff advisor

4.2(b) PROBATIONARY TIER Upon receipt of the aforementioned documents, the Organizations Committee Chair shall review the documents. If the documents are found to be in good order, the Organizations Committee will invite the organization's leadership and advisor to a committee meeting. In order to receive probationary status

an organization must demonstrate to the committee that it shows promise that it will be beneficial to the University community, that it will be a good financial steward of the Students' Association monies, and that it will contribute to the University in a manner different than any existing student organization. The Organizations Committee will present a recommendation to the Student Senate. The Student Senate must vote to grant the organization probationary status. The Student Senate is the authority on all matters relating to recognition of student organizations.

4.2(b)(1) Probationary status will be granted for 10 weeks in which the Student Senate meets in regular session, and may be extended upon the recommendation of the Organizations Committee and approval of the Student Senate.

4.2(b)(2) During the probationary period, the Organizations Committee Chair will assign a committee member to provide assistance to the organization. Also, the Student Body Vice President will assign a Senator to help the organization.

4.2(c) TEMPORARY CHARTER After the 10 week probationary period has elapsed, the Organizations Committee will meet a second time with the organization's leadership. At this point the organization's probationary status may be extended or terminated, or the organization will advance to temporary chartered status.

4.2(c)(1) An organization is eligible to receive a Temporary Charter if the Organizations Committee determines it has met the following requirements:

4.2(c)(1)(i) held an event aimed at membership growth

4.2(c)(1)(ii) has a minimum of 12 members

4.2(c)(1)(iii) has met any other requirements set forth by the Student Senate Organizations Committee bylaws and/or the Student Senate bylaws

4.2(c)(2) The organization must also demonstrate to the Organizations Committee the following:

4.2(c)(2)(i) adherence to the groups founding documents

4.2(c)(2)(ii) adherence to the original criteria necessary to receive a probationary charter

4.2(c)(2)(iii) ongoing benefit to the University Community

4.2(c)(3) Upon recommendation of the Organizations Committee, the Student Senate will vote on what action to take.

4.2(c)(4) A Temporary Charter will be valid for one year and may not be extended.

4.2(c)(4)(i) Within three weeks, in which the Student Senate meets in regular session, of the expiration of the Temporary Charter, the organization must again go before the Organizations Committee.

4.2(c)(4)(ii) During this time period, the Organization will maintain its Temporary Charter

4.2(c)(5) During the one year temporary period the organization must experience at least one leadership transition.

4.2(d) **FULL CHARTER** Once the Temporary Charter has expired the organization will come before the Organizations Committee for review. If the committee determines the organization has met the necessary requirements, it will make a recommendation to the Student Senate that the organization be advanced to full chartered status. That recommendation will stand unless it is complained against in accordance with the Student Senate Policies and Procedures. If the committee recommends that the organization lose its chartered status the Student Senate will vote on the matter after following the complaint process included in the Student Senate Policies and Procedures.

4.2(d)(1) In order to receive a Full Charter, the organization must also demonstrate to the Organizations Committee the following:

4.2(d)(1)(i) adherence to the groups founding documents.

4.2(d)(1)(ii) adherence to the preliminary requirements necessary to receive probationary status.

4.2(d)(1)(iii) ongoing benefit to the University Community.

4.3 **PRIVILEGES OF STUDENT ORGANIZATIONS** Each tier entitles the organization to specific rights.

4.3(a) PROBATIONARY ORGANIZATIONS

- 4.3(a)(1)** May petition for meeting space in the Hughes-Trigg Student Center.
- 4.3(a)(2)** Have access to a Students' Association Checking Account maintained by the Students' Association Comptroller.
- 4.3(a)(3)** Have access to monies for advertising, membership recruitment, and administrative expenses. A request for this money must be made to the Organizations Committee Chair as the funds will be a part of the Organizations Committee's allocated budget.
- 4.3(a)(4)** May petition to advertise on campus in accordance with existing University regulations (e.g. stake signs, flyer, tables, table tents, etc.)
- 4.3(a)(5)** May petition the Organizations Committee Chair for a mailbox in the Student Activities Center.
- 4.3(a)(6)** Have access to the Student Senate special projects and residual fund.
- 4.3(a)(7)** Will be given a copy of the Organizations Manual
 - 4.3(a)(7)(i)** Once an organization receives a copy of the Organization Manual, it is their obligation to maintain the manual and update it as updates are provided by the Organizations Committee.

4.3(b) TEMPORARY CHARTERED ORGANIZATIONS

Organizations with a temporary Charter will have all the rights of fully chartered organizations except that they will not have access to an allocated annual budget. Organizations with this type of charter will be able to request money through all other avenues of funding (e.g. rolling appropriations, capital fund, etc.)

4.3(c) CHARTERED ORGANIZATIONS Privileges of Chartered Student Organizations include the following:

- 4.3(c)(1)** May include "SMU" or "Southern Methodist University" as part of the name of the organization; however, the organization may not under any circumstances use the name "SMU" or "Southern Methodist University" in such a way as to represent to others that the organization is authorized to act on behalf of the University (e.g. when negotiating or signing contracts)

- 4.3(c)(2) Will be assigned a mailbox in the Student Activities Center through which all official communication with the organization will be conducted
- 4.3(c)(3) May request meeting space in the Hughes-Trigg Student Center
- 4.3(c)(4) May request an appropriated budget from the Students' Association as outlined in the Student Code of Conduct and the Student Senate Policies and Procedures (This privilege does not apply to Temporary Chartered Organizations).
- 4.3(c)(5) Will be included on the Student Activities Center's directory of organizations for referrals to interested individuals
- 4.3(c)(6) Will be assigned an affiliate senator by the Student Body Vice-President
- 4.3(c)(7) May place stake signs in accordance with existing University regulations
- 4.3(c)(8) May request for advertising in the *Daily Campus* Student Activities Bulletin Board
- 4.3(c)(9) May request inclusion in the Dean of Student Life's Friday mass email updates
- 4.3(c)(10) May request assistance from the Student Activities Center administrative assistants
- 4.3(c)(11) May request to participate in the Activities Fair
- 4.3(c)(12) May petition the Department of Residence Life and Student Housing to distribute flyers in Residence Halls
- 4.3(c)(13) May petition Hughes-Trigg Student Center for table or banner space in the Student Center or on the West Bridge
- 4.3(c)(14) May open a Students' Association checking account controlled by the Students' Association Comptroller
- 4.3(c)(15) Will be given web space with a link from the Student Activities website so long as all material posted on the website upholds the integrity of the University
- 4.3(c)(16) May request use of the Students' Association vans after meeting the set requirements
- 4.3(c)(17) May request a copy code from the Student Activities Center and use the Student Activities Center copier.

4.4 RESPONSIBILITIES AND REQUIREMENTS OF STUDENT ORGANIZATIONS All recognized student organizations,

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

- 4.4(a)** The purpose of the organization must be consistent with the goals and philosophies of Southern Methodist University.
- 4.4(b)** Membership must be open to all members of the SMU student body without respect to sex, sexual orientation, race, creed, disability, age, veteran status, or national origin. This applies to all groups with the exception of those organizations specifically exempted in Title IX of the Educational Amendments of 1972. Organizations may establish additional membership and academic eligibility for their organizations.
- 4.4(c)** The majority of members must be SMU students. (Majority is defined as 50 percent plus one.)
- 4.4(d)** All persons holding office must be currently enrolled full-time students and may not be on academic probation. Each organization is expected to include within its Constitution and/or Bylaws additional academic requirements it feels are appropriate to hold office.
- 4.4(e)** Every recognized organization must have an SMU faculty or staff member serving as advisor. The advisor does not have the authority to control the policy or funds of the organization.
- 4.4(f)** The organization's current Constitution and/or Bylaws must be on file with the Director of Student Activities.
 - 4.4(f)(1)** Any organization wishing to change its name must do so in its constitution
- 4.4(g)** Religious organizations wishing to be recognized as a student organization must have a written recommendation from the Campus Ministry Council (CMC) before appearing before the Organizations Committee. Generally, CMC convenes only one meeting per month. In order to be recognized, new religious organizations must be willing to participate as a member of the CMC. (Participation is defined as attending monthly CMC meetings.)
- 4.4(h)** Groups designated as sports clubs must have waivers of liability for all members on file with the Assistant Director of Recreational Sports before participating in any activity of the group. Due to the unique nature and activity of sports clubs, additional requirements may be imposed before the University will sanction their activities.

- 4.4(i)** Membership must adhere to the Constitution and Bylaws of the organization. Policies of a recognized organization must be in accordance with the Student Code and are subject to review by the Student Senate.
- 4.4(j)** To continue to receive any privileges once recognized, an organization must be represented at the mandatory organizations meeting each semester and submit an Officer Update Form each semester to the Senate Organizations Committee within two weeks of changes in officers and/or advisor.
- 4.4(j)(1)** For the fall semester, if a student organization fails to attend the mandatory organizations meeting the organization's status will be suspended until contact has been made. If after four weeks the organization has failed to contact the Student Organizations Chair or Director of Student Activities the Senate Organizations Committee Chair will recommend to the Student Senate that the organization's charter be revoked. If the Senate, after following its complaint process, votes to revoke the organization's charter, the organization will cease to be recognized and all appropriated funds will be returned to the Students' Association.
- 4.4(j)(2)** For the spring semester, if a student organization fails to attend the mandatory organizations meeting the organization's status will be suspended and its budget request will not be accepted until contact has been made. If after four weeks the organization has failed to contact the Student Senate Organizations Chair or Director of Student Activities the Senate Organizations Committee Chair will recommend to the Student Senate that the organization's charter be revoked. If the Senate, after following its complaint process, votes to revoke the organization's charter, the organization will cease to be recognized and all appropriated funds will be returned to the Students' Association. If an organization makes contact prior to their respective Budget interview, their budget request will be accepted. If a student organization not seeking appropriated funds fails to attend the mandatory organizations meeting the organization's status will be suspended until contact has been made. If after four weeks the organization has failed to contact the Student Organizations Chair or Director of Student Activities the Senate Organizations

Committee Chair will recommend to the Student Senate that the organization's charter be revoked. If the Senate, after following its complaint process, votes to revoke the organization's charter, the organization will cease to be recognized and all appropriated funds will be returned to the Students' Association.

- 4.4(k)** All funds of the organization must be administered in accordance with the guidelines set by the Student Senate. Organizational financial records are subject to review by the Students' Association Comptroller. Organizations receiving student activity fees must meet the following guidelines:
- 4.4(k)(1)** All funds must be held in a Students' Association account and administered by the Students' Association comptroller.
 - 4.4(k)(2)** All appropriated student activity fee monies not encumbered at the end of the fiscal year shall revert to the Students' Association.
 - 4.4(k)(3)** All revenue generated by the organization shall be kept in a Students' Association checking account and shall be retained by the organization at the end of the fiscal year.
 - 4.4(k)(4)** If a recognized organization disbands, all assets of the organization will revert to the Students' Association. Upon appeal, an exception to this clause may be granted by the Vice President for Student Affairs in consultation with the Student Body President.
 - 4.4(k)(5)** Neither the Students' Association, the Student Senate, nor the University is liable for the debts incurred by a recognized organization.
 - 4.4(k)(6)** All equipment purchased with Students' Association funds is the property of the Students' Association. It is subject to inventory and must be surrendered to the Students' Association upon request.
- 4.4(l)** Any contract that is to be entered by an organization authorized to spend University funds, including student activity fees, must be reviewed by the Office of Vice President for Legal Affairs and signed by the Vice President for Student Affairs or any other officer of the University authorized to sign contracts on behalf of the University. Contracts to be signed for an event sponsored by the organization must be sent to the Vice President for Legal Affairs at least thirty (30) days prior to the date of the event.

4.5 STUDENT ACTIVITY FEE ALLOCATION Student activity fees are to be used to support programs and services for the benefit of the SMU student body. Student activity fees may be applied for through the Senate Appropriations Committee for review and recommendation to the Student Senate. To be eligible to apply for funds, one must be a chartered student organization or, for non-student organizations, be sponsored by an SMU academic or administrative department and be determined by the Vice President for Student Affairs to have a “legitimate relationship” with the University. This legitimate relationship exists when the requesting organization has, in the opinion of the Vice President for Student Affairs, both (a) a sufficiently similar academic or programmatic purpose as the sponsoring academic or administrative department, and (b) could not be appropriately chartered by the Student Senate. Funds allocated through this process are subject to guidelines approved by the Student Senate. These include, but are not limited to, accounting for all expenditures through documentation filed with the Students’ Association comptroller before the end of the fiscal year.

4.6 PROCESS FOR REQUESTING AND ADMINISTERING FUNDS

4.6(a) Chartered (not including Temporary Chartered) organizations may submit a budget application within the time line and guidelines established by the Senate Appropriations Committee. Chartered organizations receiving student activity fees must have all organizational funds deposited in a Students’ Association account and administered by the Students’ Association comptroller.

4.6(b) Funds allocated through the appropriations process are governed by policies that restrict the use of those funds. Groups are expected to spend their appropriated funds in accordance with the way in which the funds were allocated. All expenditures must be credited to the line item designated for that type of expenditure. Groups will not be allowed to transfer money allocated in one line item to cover expenditures incurred in another line item without specific approval by the Student Senate. Groups found to be using appropriated funds for expenditures not specifically approved in their budget will be subject to disciplinary action and will jeopardize their funding in the future. Groups will have the opportunity to defend the action to the Student Senate Appropriations Committee as being necessary to uphold intent and effectiveness of programs approved by Student Senate.

5.0 SOCIAL FRATERNITIES AND SORORITIES

5.1 GENERAL DESCRIPTION Fraternities and sororities derive their recognition through their invitation from the University President to establish a chapter on the SMU campus. It is the continuation of that invitation that legitimizes their existence at SMU, which enables them to utilize University property to house their members, and enables the University to establish rules and regulations to govern that housing. In addition, fraternities and sororities draw their rights and privileges from the Student Senate through the chartered status of the Interfraternity, Multicultural, National Pan-Hellenic and Panhellenic Councils. Specific regulations regarding recruitment and Greek system policies are established and supervised by those councils. These policies shall be in accordance with the policies of the Student Code as set forth by the Student Senate and the University. Questions regarding Greek system policies should be directed to the individual councils.

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

5.2(a) RECRUITMENT CONTACT

5.2(a)(1) A recruitment function is defined as any contact, on or off campus, between nonaffiliated students and fraternity/sorority members for the purpose of exploring the possibility of membership in a Greek organization.

5.2(a)(2) The University allows contact between Greek affiliated and nonaffiliated students, but prohibits first-year student pledging during the student's first semester on campus.

5.2(b) ELIGIBILITY FOR PLEDGING

5.2(b)(1) Students interested in pledging a fraternity or sorority must have successfully completed at least 12 semester hours in residence at a college or university during their last semester enrolled in that college or university preceding the pledging period and must have a minimum 2.25 GPA for that previous semester and a cumulative 2.25 GPA at all colleges or universities previously attended at the time of beginning pledgship/new member education. Individual Councils may have higher GPA requirements for recruitment eligibility.

5.2(b)(2) Students who are found responsible for a violation of the Student Code of Conduct and are sanctioned by disciplinary probation or greater will be ineligible for Greek recruitment during the time that sanction is in effect.

5.2(c) FORMAL AND OPEN RECRUITMENT

5.2(c)(1) Formal and Open recruitment is applicable only to the Interfraternity Council and Panhellenic Association, and will be held the week before classes of the spring semester. The Multicultural Greek council organizes their Recruitment during the first four weeks of each semester. The National Pan-Hellenic Council determines their Membership Intake Process through their individual national boards.

5.2(c)(2) Structured open recruitment occurs for non-first-year students in the fall semester, usually in the first few weeks of September, and for all students in the first few weeks of the spring semester following the formal recruitment period. However, students who meet the eligibility requirements may pledge at any time at which an invitation for membership is extended by a group.

5.2(c)(3) Requests for exceptions to the eligibility requirements for Recruitment and pledging may be made to the Dean of Student Life through the advisors to the individual Greek councils.

5.3 EXPANSION OF THE GREEK SYSTEM Requests for Greek expansion to be reviewed by Council President, Council Advisor, Director of Student Activities, and Dean of Student Life. Such requests will be reviewed according to the following procedures.

5.3(a) Criteria for Expansion

5.3(a)(1) Status of Greek Life and Council

5.3(a)(1)(i) Average size and growth of Council in past three years.

5.3(a)(1)(ii) Academic standing compared to SMU GPA

5.3(a)(1)(iii) Recruitment statistics

5.3(a)(2) Enrollment trends of the University

5.3(a)(3) Number of chapters currently active and average number of members in each chapter. Must demonstrate need for additional chapters due to current chapter overload and interest from students.

5.3(b) If the decision on the Criteria for Expansion is positive by the four initial reviewing persons, the Vice President for Student Affairs and the President of the University are then petitioned for approval for the next steps to proceed.

5.3(c) Upon receiving official approval from the Vice President for Student Affairs, the petitioning Council must pass the proposal for expansion by a two-thirds vote. If expansion is approved, the Council must abide by their Council

expansion policies, with supervision of their Advisor and the Dean of Student Life.

5.3(d) If expansion is approved and offered, the accepting chapter must provide SMU and the respective Council with the following materials and complete the following action items prior to colonization/recolonization (dates to be set by Council Greek Advisor and Dean of Student Life):

- 5.3(d)(1)** National Constitution and Bylaws
- 5.3(d)(2)** Mission Statement/Vision Statement of National organization
- 5.3(d)(3)** Present size of fraternity (number of current active chapters and colonies and location of each)
- 5.3(d)(4)** Number of new chapters and colonies in last three years (current size of each)
- 5.3(d)(5)** Goals of Colony at SMU
- 5.3(d)(6)** Colonization procedures including, but not limited to, new member recruitment, retention guidelines imperative for colony to be chartered (including financial), growth plan for the colony.
- 5.3(d)(7)** Member Recruitment Plan
- 5.3(d)(8)** Service/Philanthropy Plan
- 5.3(d)(9)** Academic Success Plan
- 5.3(d)(10)** Copies of all National/chapter policies, including risk management policies
- 5.3(d)(11)** Leadership Development - opportunities offered by National Fraternity
- 5.3(d)(12)** New Member Program - (*See clause 5.5*) - copy of sample program and length of new member period.
- 5.3(d)(13)** Financial - new member/initiation costs, average active dues, any other financial responsibilities charged to members.
- 5.3(d)(14)** Colonization Timeline
- 5.3(d)(15)** Must have an established and viable Advisory Board and/or a Written plan on how the organization plans to obtain the support of an advisor and alumni three months prior to chapter colonization or recolonization. This Advisory Board/Advisor must be composed of local volunteers who will be working with the new chapter. Before colonization/recolonization, the Board/Advisor must:

- 5.3(d)(15)(i) Meet with SMU Administrators
- 5.3(d)(15)(ii) Meet with the Council Greek Advisor
- 5.3(d)(15)(iii) Meet with the other chapter Advisory Boards, under the facilitation of the Greek Advisor
- 5.3(d)(15)(iv) Present goals and plans to the Council
- 5.3(d)(15)(v) Receive advisor training, in some form, from national officers as to responsibilities and duties to the chapter.

5.4 POLICIES PERTAINING TO GREEK HOUSING

- 5.4(a) **ROOM AND BOARD PAYMENT** Any student signing a residence contract or a sub-lease to live in Greek housing understands and agrees that the student's University records, including diploma and transcript, and the right to be readmitted to SMU may be withheld if the student is in arrears in bed rent or board payment.
- 5.4(b) **ALCOHOL** See "Alcohol Policy," Section 3.1.
- 5.4(c) **BICYCLES AND MOTORCYCLES** Students may not keep bicycles, mopeds or motorcycles in their rooms or in the entrance areas or secured to railings at the entrance of buildings. Bicycle lockers are available during the year for rent on a first-come, first-served basis from the Office of Residence Life and Student Housing. Gasoline powered vehicles are not allowed in Greek houses or any University owned housing at any time and must be parked at least 15 feet from the exterior of any building except in designated parking spots.
- 5.4(d) **PETS** See "Animals/Pets" Section 3.2.
- 5.4(e) **FIRE AND SAFETY REGULATIONS** Each housed chapter is required to have a fire safety inspection as scheduled by the University Park fire marshal and to conduct a fire drill within the first month of each semester coordinated with the SMU Police Department.
- 5.4(f) **VISITATION** Visitation hours are to be decided upon by each house. Cohabitation is not permitted in any of the Greek houses. Greek groups who are hosting guests or visitors for more than five (5) days should notify the coordinator of Greek affairs. Non-students may not live in Greek housing without the written consent of the University, requested through the Vice President for Student Affairs.

- 5.5 **NEW MEMBER EDUCATION** All fraternity and sorority new member education programs must be no more than eight school weeks in total which must be consecutive.

The University Judicial Code

I. INTRODUCTION Responsibility for student discipline is vested in the President by the Board of Trustees. To exercise this responsibility, the President established the University Judicial Council (UJC), which reports through the Vice President for Student Affairs. Upon the recommendation of the UJC and the Vice President for Student Affairs, the President has accepted the following document delineating the judicial system for students at SMU.

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

The judiciary at SMU is a community judicial system established to provide a fair disciplinary procedure for an accused individual or student group and the University and to help induce maturity and learning by erring students, while enforcing the behavior requirements deemed necessary to an academic institution. It also exists to protect the balance between the rights of the accused and those of the university community as a whole.

Because of the nature of SMU, the emphasis is on learning and behavioral development. For the same reasons, the judiciary is not an adversarial system of antagonists striving to best one another. It is more in the nature of a community seeking to learn if error has occurred and, if so, deciding how best to act so that in the future there will be less error. Its watchwords are serious in purpose, considerate in process, appropriate in response.

B. JUDICIAL CODE Members of the University Judiciary pledge themselves to the following code:

To ensure that the policies of the University are maintained by conducting a fair hearing of violations of rules and policies of the University;

To provide an appropriate response and, as needed, penalize persons found responsible for violations of University regulations and policies;

To maintain impartiality about the matter and/or person or group under consideration, and when unable to do so, readily withdraw from the consideration of that matter;

To act not as an advocate for the students nor for the University, but to consider equally the needs of individual students, student groups, and the needs of the University community as a whole;
To maintain confidentiality of all details pertinent to a matter and of all actions related to a hearing and to refrain from comment on actions or persons involved in a judicial hearing;
To participate in training sessions and meetings;
To adhere to all provisions of the University Judicial Code and the Student Code of Conduct.

Members of the UJC or University Hearing Boards found to be responsible for violating the Student Code of Conduct or convicted of a criminal offense will be suspended from the student judiciary by the Vice President of Student Affairs. Members who may have been approached by persons in an attempt to influence a judicial decision shall report such activity to the Office of the Dean of Student Life.

Members of the University Judiciary who find they are unable to meet the requirements of the judicial system shall so inform the Office of the Dean of Student Life and submit a letter of resignation.

II. OUTLINE OF THE JUDICIAL SYSTEM The judicial system is an education system, one that promotes growth, understanding, responsibility and accountability. Therefore, the University does not allow attorneys to actively participate in any way in the University's judicial system.

This outline provides a basic overview of the judicial system and a quick guide to the responsibilities of the various parts. For an accurate understanding of any part of the system, one must review the pertinent detailed text in the rest of this section. The majority representation on all boards is students. The UJC, in conjunction with the Vice President for Student Affairs, makes recommendations/ amendments to the procedures of the judiciary to the President of the University.

- A. Proposals are to be made to the UJC for their recommendation, but final authority to change the judicial code rests with the University President.
- B. When the UJC receives a change, the Council is required to inform the Dean of Student Life and the Student Body President of the proposal and the details of the proposal's contents in writing. This requirement is for written notification only; approval is not required by either the Dean of Student Life or the Student Body President.

- C. Students with questions regarding this process may see the Student Body Secretary or the Dean of Student Life.

A. ORGANIZATION & RESPONSIBILITIES OF THE STUDENT JUDICIARY

1. **DELEGATION OF AUTHORITY** The Vice President for Student Affairs may delegate any part or all of his/her authority from time to time, to any person or several persons, wherever he/she deems it appropriate. This person or persons is referred to as a University judicial officer.

i. Responsibility The Vice President for Student Affairs has responsibility for establishing and maintaining the student judicial process through its various parts.

ii. Special Investigative Authority The Vice President for Student Affairs has the power to name a Special Investigative Committee in cases in which an alleged offense presents a highly volatile context: e.g., group tensions, sexual discrimination, or an interracial situation. The powers of the Special Investigative Committee shall be defined at the time of its appointment. Both the students who bring a charge and those accused shall submit to the Vice President for Student Affairs the names of two persons within the SMU community, who are not involved in the incident, to serve on the Special Investigative Committee. The Vice President for Student Affairs shall appoint a fifth member to the committee and shall select one of the five as chairperson. The Special Investigative Committee will act in an advisory capacity to the appropriate judicial hearing body to which the case is assigned. Any of the parties involved may petition in writing the Vice President for Student Affairs for the establishment of a Special Investigative Committee. The Vice President for Student Affairs shall determine whether such a committee is necessary.

2. **ADMINISTRATIVE HEARINGS** All offenses are eligible for resolution through an administrative hearing. A University judicial officer may choose to hold an administrative hearing in lieu of a board hearing at any time. The accused student also may request an administrative hearing. These hearings are held between a University judicial officer and the accused student. The decision to allow an administrative hearing rests within the discretion of a University judicial officer. Decisions

reached in administrative hearings may be appealed in the same manner as University hearing board decisions.

3. **UNIVERSITY HEARING BOARDS** Hearing boards are composed of three students, one faculty member, and one staff member. Serious offense hearing boards will have a law school faculty member as Chair. Any case that may result in a sanction of disciplinary probation or greater may be assigned to a hearing board. A minimum of nine students for University hearing boards shall be selected through an application and interview process conducted by the Dean of Student Life Office. A minimum of three students shall be designated as chairpersons. A minimum of three faculty members and three staff members to serve on the hearing boards shall be selected through a nomination process conducted by the Dean of Student Life Office. All hearing board members will be appointed to serve on a specific hearing board on a random basis, whenever possible. Every attempt will be made to ensure that board members reflect the full diversity of the University. Board members will receive training in, but not limited to, judicial policies and procedures, hearing board members' responsibilities and ethical considerations, questioning techniques, and other relevant information as determined by the Dean of Student Life Office.
4. **SERIOUS OFFENSES HEARING BOARDS** A Serious Offenses Hearing Board may be called for incidents that involve alleged conduct that poses a serious threat of physical or psychological harm, including but not limited to sexual assault/misconduct cases.
5. **GRADUATE HEARING BOARDS** The Dedman School of Law, the Perkins School of Theology, and the School of Engineering shall each appoint, as may be necessary and appropriate, hearing boards composed of staff, faculty and graduate students to hear disciplinary misconduct cases involving graduate students enrolled in their respective graduate schools. The rosters of persons appointed to these boards shall be made available, as needed, to the Dean of Student Life Office. All disciplinary charges against graduate students not enrolled in the Dedman School of Law, the Perkins School of Theology, or the School of Engineering will be heard through this student judicial process. As with all other hearing boards, the result of a graduate hearing board,

under this process, may be appealed to the UJC appellate body. Academic dishonesty cases concerning graduate students at the Cox School of Business, the Dedman School of Law, and the Perkins School of Theology are handled separately through processes established at each of those schools.

- 6. THE UNIVERSITY JUDICIAL COUNCIL (UJC)** The UJC (UJC), as the basic unit responsible for judicial appeals in response to student disciplinary and academic dishonesty problems, is accountable to the President of the University through the Vice President for Student Affairs. The UJC shall be composed of two (2) staff, two (2) faculty, three (3) students (ideally two (2) undergraduates and one (1) graduate student), and two (2) student alternates. All seven members may serve on any appellate board, but an official quorum for an appeal consists of a minimum of four (4) members, which includes at least one (1) faculty member, one (1) student member, and one (1) staff member. An official quorum for an Honor Council appeal consists of a minimum of five (5) members, which includes at least two (2) faculty members, two (2) student members and one (1) staff member. Student alternates may participate in all regularly scheduled meetings, but will not have voting rights as members of an appellate board, unless serving as designated substitutes for student members who are unable to serve. The chairperson of the UJC, who is a voting member of an appellate board, shall be elected by the members of the UJC from among the faculty and staff members of UJC. A vice chairperson of the UJC shall also be elected each year by UJC. The UJC serves as a board of final appeal for appeals originating from University hearing boards, Honor Council hearings and Administrative Hearings, except when a sanction of expulsion is assigned (see section VI-A).

a. Selection of Members

- i. Selection of Student Members** Selection of student members shall be accomplished in the spring each year and their appointment shall be for the succeeding academic year. Students shall be limited to three consecutive one-year terms, however they must reapply for membership each year. Student members may not simultaneously

serve on any other judicial body or in student government as an officer or student senator. The Office of the Dean of Student Life will initiate contact with the Student Body President concerning selection of student members. The Student Body President may nominate up to five candidates to be interviewed. The UJC may also nominate up to five candidates. The UJC and two representatives, selected by the Student Body President, may interview all candidates. The UJC Chair shall send recommendations to the President of the University. The President will appoint student members.

ii. Selection of Faculty Members The Office of the Dean of Student Life will initiate contact with the Faculty Senate concerning selection of faculty members. The Faculty Senate may nominate three candidates. The UJC also may nominate three candidates. The UJC and two members of the Faculty Senate may interview all candidates and the UJC Chair shall send recommendations to the President of the University. The President will appoint faculty members. Faculty appointments are for three years and shall be staggered so members are being appointed in different years.

iii. Selection of Staff Members The Office of the Dean of Student Life will initiate contact with the Vice President for Student Affairs concerning staff members. The Vice President will nominate three candidates to be interviewed. The UJC also may nominate three candidates. The UJC and two members selected by the Vice President for Student Affairs may interview all candidates and the UJC Chair shall send recommendations to the President of the University. The President will appoint staff members. Staff appointments are for three years and shall be staggered so that members are being appointed in different years. Members replacing staff leaving before their term is over will be appointed for the balance of a term. Faculty and staff appointments may serve for more than one three-year term. Terms may not be consecutive, however, exceptions to the above may be granted by the President of the University.

- b. Responsibilities of the University Judicial Council (UJC)**
The UJC serves as the basic unit responsible for judicial appeals in response to student disciplinary and academic dishonesty problems and is accountable to the President of the University through the Vice President for Student Affairs.
- i.** Constitutional questions concerning the Student Senate, which is governed by the Student Body Constitution, may be resolved by the UJ C. Such questions must be brought as a written petition to the council for consideration. If the UJC agrees to consider the petition, it will meet as an appellate board at which both sides will be represented and a binding decision will be rendered. The UJC may allow oral presentations concerning constitutional questions. Petitions for such a hearing may originate from any Student Body Officer or Student Senator. Also, any student with the signatures and student identification numbers of five percent of the currently enrolled full-time and part-time students, may petition for a hearing. All such constitutional questions must first be submitted to the Executive Committee of the Student Senate, which will review the appeal or dispute as outlined in Article X of the Student Senate By-laws.

III. BASIC PROCEDURES

- A. INTERVIEWING/INVESTIGATION** A written formal complaint may be filed with the University through the Office of the Dean of Student Life. Nonetheless the University, at its discretion, may proceed with the student judicial process as outlined herein without formal written complaint. A University judicial officer will investigate alleged violations of the Student Code of Conduct, whether they occur on or off campus, and/or violations of the Community Standards and Student Conduct policies of the Office of Residence Life and Student Housing and interview participants/witnesses as necessary. Such investigation may include consultation with the SMU Police Department. The accused student has the right to remain silent and to make a statement regarding his/her reasons for choosing to remain silent. Failure to cooperate with the investigation (e.g. failure to meet and/or speak with a University judicial officer) will require a University judicial officer to make a decision on the assignment of the case without the benefit of

the accused student's testimony. A student who refuses to schedule or keep an appointment with a University judicial officer may be charged with a violation of Section 3.21, Official Notice, of the Student Code of Conduct.

- B. ACTION PENDING A JUDICIAL HEARING** If a student's behavior presents an on-going threat of disruption to the community or is a danger to the safety of the student or others, the Dean of Student Life may impose such sanctions as s/he deems appropriate pending a judicial hearing.
- C. ASSIGNMENT OF CASE** If a University judicial officer determines that a rule may have been violated, and the student does not accept responsibility for the violation, the Assistant Dean of Student Life shall assign the case to an administrative hearing, a University hearing board, or a Serious Offenses judicial hearing board. Assignment of the case does not constitute valid grounds for an appeal. As a general policy, cases assigned to any University hearing board should satisfy one or more of the following criteria: (1) the alleged offense could result in disciplinary probation or a more serious penalty, (2) the alleged offense has resulted in a substantial interference with the proceedings of the University, (3) the offenses are repeated, or (4) the alleged offense caused an unacceptable infringement upon the personal or property rights of others. The University reserves the right to consider all violations of its Student Code through its student judiciary, as well as referring such cases to off-campus authorities. The University recognizes that some violations may be handled concurrently by the University and the criminal court system, including, but not limited to, felonies and misdemeanors. The criminal court system is separate and distinct from the student judicial system, which determines only violations of the Student Code and imposes sanctions within the University community. As such, a concurrent action by both systems does not constitute double jeopardy. These criteria serve as guidelines, and the judgment of the Vice President for Student Affairs is the final determinant as to the University's response to any student behavior. Cases of academic dishonesty are handled under the jurisdiction of the Honor Code and the Honor Council.
- D. NOTICE OF VIOLATION** Every effort will be made to comply with the time requirements outlined herein. However, the University community recognizes that due to time constraints within the academic calendar, this may not always be possible. A University judicial officer shall give notice in writing to the student of the complaint against the student. Such notice shall

include: a short, concise statement of the conduct alleged to have been in violation of the regulations including the time, place, and date of the occurrence(s), and a reference to those sections of the Student Code of Conduct which set forth the regulation the accused is alleged to have violated; the time and place of hearing; and the particular hearing process to which the case is assigned. Notice shall be given to the student a minimum of three calendar days (excluding school holidays) prior to the hearing. This delay may be waived by the mutual agreement of the accused and a University judicial officer. The hearing will be held even if the accused student fails to attend. As necessary, hearings and appeals will go forward during summer through procedures to be determined by the Vice President of Student Affairs.

- E. EXCHANGE OF WITNESS LIST** A minimum of three calendar days (excluding school holidays) prior to the hearing, the accused will be given a list of those witnesses whose testimony will be presented in person or by summation through a University judicial officer and a brief summary of the anticipated testimony. The accused shall present to a university judicial officer a list of witnesses (including a brief description of the anticipated testimony) and a copy of all documents to be submitted to the board a minimum of two calendar days (excluding school holidays) prior to the hearing, so that copies may be made for the board. However, additional witnesses and documents may be called at the discretion of the hearing board. The University will attempt to notify, in writing, witnesses to be called by the University. Such notice shall tell the time, place, and date of the hearing and shall notify members of the student community that failure to appear as a witness may result in a charge against them for “Failure to Comply.” (See Section 3.11 of the Student Code of Conduct section.)

IV. CONDUCT OF THE HEARING

- A. UNIVERSITY HEARING BOARDS** Whenever possible, members from the University hearing board pool will be selected to serve as hearing board members on a random basis. The complainant and the accused may challenge any member of the hearing board on grounds of bias. Upon considering any challenges from the accused or complainant concerning his/her impartiality, any member of a hearing board may withdraw voluntarily. If there is no quorum and a member is excluded, the hearing will be delayed until an alternate member of the University hearing board pool can be selected.

- B. QUORUM - UNIVERSITY HEARING BOARD** At least four (4) members of the hearing board shall be present throughout the hearing. If less than the required number is present at the opening of the hearing, the hearing shall be postponed until four (4) members can be convened. These requirements may be waived in writing upon agreement of all parties. Once the hearing has commenced, if a hearing board member should need to withdraw for a period of no less than 30 calendar days (excluding school holidays), the hearing shall recess until all members can be present. Once the hearing has commenced, if a hearing board member should need to withdraw for a period of more than 30 calendar days (excluding school holidays) or permanently, the accused may request that the hearing continue with the remaining hearing board members and it may do so if the complainant agrees. Otherwise, a new hearing will be scheduled. All members, including the Chair, may vote, and all determinations shall be by majority vote. A failure to vote shall be registered as a “not responsible” vote. For Serious Offenses cases, the quorum is four hearing board members, composed of students, faculty and staff. The Chair of a Serious Offenses Hearing Board is a non-voting member.
- C. QUORUM - UNIVERSITY JUDICIAL COUNCIL** At least four (4) members, including at least one (1) student member, one (1) faculty member, and one (1) staff member, shall be present throughout a UJC appellate review. At least five members, including at least two (2) faculty members, two (2) student members, and one (1) staff member shall be present throughout an Honor Council appeal (see The Honor Code of SMU, Article VI, Section 3). The Chair is a voting member.
- D. DISQUALIFICATION** Upon considering any challenges from the accused concerning his/her impartiality, any member of a hearing board may withdraw voluntarily. In such cases, the accused may waive the right to a quorum in writing and the hearing will proceed. If the accused chooses not to waive the right to a quorum, another member from the pool shall serve on that board, and the hearing will be rescheduled.
- E. NOTICE** Notice will have been considered served if it was mailed from the University post office in the Hughes-Trigg Student Center at least four days (excluding school holidays) before the day of the hearing to the student’s local address and to the student’s email address, as they appear on file with the University Registrar. Students are required to maintain a current local address and telephone number and e-mail address

on file with the University Registrar at all times. Notice sent to the local mailing and e-mail addresses on file with the University Registrar will have been considered delivered as addressed. Such notice is not required to be sent certified or registered mail. This period may be waived with the mutual written agreement of the accused and a University judicial officer.

- F. DECORUM** The Chair of a hearing board shall maintain order for the proper conduct of the hearing. When necessary, the chair may expel disruptive individuals or adjourn the hearing to a later time to assure the full development of facts in a calm, deliberate setting.
- G. ATTENDANCE AT HEARINGS** All judicial hearings shall be closed and private. Only members of the hearing board, judicial members-in-training, the accused, University staff-in-training, a University judicial officer presenting the University's case, any University official called by a University judicial officer, the complainant, and the parents/family member or one support person of the accused and the complainant, each may be admitted. The support person, if selected, must be a member of the University community. Parents/family member or a University community support person are for moral support of the accused and the complainant and may not participate in the hearing, unless called upon as witnesses. Parents or family members who are attorneys may not be present in a lawyer capacity. Attorneys may not attend or participate in the hearing.
- H. SEPARATE HEARINGS** In hearings involving more than one accused student, a University judicial officer, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
- I. UNIVERSITY HEARING BOARD PROCEDURES** The University hearing board will include, but not be limited to, the following procedures.
1. The complainant and the accused may be present at the hearing, as well as his/her parents/family member (non-lawyer) or one support member from the SMU community. The hearing shall be closed to all others, except that the Vice President for Student Affairs will have the authority to permit attendance of one or more University observers at any time during the course of the hearing.
 2. The hearing Chair shall conduct the hearing in a manner that will bring forward all relevant evidence.
 3. A University judicial officer, the complainant, and the accused may present witnesses and direct questions to

and cross-examine all witnesses. Members of the hearing board may also direct questions to and cross-examine all witnesses. The Chair of the hearing board, at his/her discretion may require that questions for cross-examination be submitted first to him/her who will then direct the questions to the witness(es).

4. Each party in the case will have the right to make an opening and closing statement. The complainant may give the first opening statement. The accused may give the last closing statement. The complainant and the accused may each include a statement of the impact of the alleged offense as part of a closing statement.
 5. Once the hearing has concluded, the hearing board will deliberate in executive session (i.e., hearing board members only) to reach a decision. The hearing board's decision will be presented in writing within three calendar days (excluding school holidays) to the Office of the Dean of Student Life and will include findings of fact, responsibility or non-responsibility and the rationale for the findings. If there is a finding of responsibility, the hearing board will impose sanctions. The Office of the Dean of Student Life will notify the accused of the board's decision within three calendar days (excluding school holidays). If the accused is found not responsible, the case may not be re-heard at a future date.
- J. REPRESENTATION BY AN ATTORNEY** Neither the accused nor the complainant may be actively represented by an attorney at any hearing or at any other time throughout this judicial process.
- K. BURDEN AND STANDARD OF PROOF** Upon a hearing of the charges, a University judicial officer has the burden of going forward with the evidence and the burden of proving the charges. The standard by which the charges must be proven is the greater weight of the credible evidence.
- L. EXTENSION OF TIME** The Chair of the hearing board may, at his/her discretion, grant extensions of time, at any point, as may be reasonably necessary to permit the accused student sufficient time to prepare his/her defense. The Chair may, also in his/her discretion, grant an extension of time to the complainant and accused student, at any time, so that additional evidence may be made available to the hearing board. If after the hearing has commenced the hearing board discovers the need for more preparation or more time to hear testimony, the

Chair shall recess the hearing to a later time. The hearing board may then direct any further investigation for its proper disposition of the case. Inability to obtain witnesses shall not be justification for undue delay in continuing a hearing.

M. PROCEDURAL ISSUES The Chair of the hearing board will exercise discretion to resolve any procedural issues raised.

N. CHANGE IN ALLEGATIONS Any change in the allegation against a student shall be regarded as a new complaint subject to the process for handling complaints in the first instance.

O. RIGHTS OF THE COMPLAINANT:

1. To be informed of all alternatives and options by a counselor in the Counseling and Testing Center.
2. To decide whether he or she wishes to press charges through the University Judicial System.
3. To have parents/family member (non-lawyer) or a member of the SMU community accompany him or her during the student judicial proceedings. Such persons are for moral support and have the same responsibilities as described for rights of the accused to have support. (See the University Judicial Code, Section IV, G.)
4. To challenge any member of the Hearing Board on grounds of bias.
5. To request to have his or her living arrangements (if in campus housing) modified pending the outcome of the student judicial proceedings if the accused lives close to the complainant.
6. To remain present during the proceedings.
7. If an allegation of sexual assault or sexual misconduct, to not have his or her sexual history discussed during the hearing. However, evidence of a recent sexual relationship between the accused and the accuser may be considered if the accused asserts consent as a defense.
8. To be informed by the Office of the Dean of Student Life of the hearing board's decision within three calendar days (excluding school holidays) following the hearing.

P. RIGHTS OF AN ACCUSED:

1. To be informed of the accusation by a University judicial officer.
2. To be informed of all alternatives and options by a counselor in the Counseling and Testing Center.

3. To remain silent, before, during, and after the hearing and to make a statement explaining the reasons for remaining silent.
4. To have parents/family member (non-lawyer) or a member of the SMU community accompany him or her during the student judicial proceedings. Such persons are for moral support and have the same responsibilities as described for rights of the accused to have support. (See The University Judicial Code, Section IV, G.)
5. To challenge any member of the Hearing Board on grounds of prejudice.
6. To remain present during the proceedings.
7. If accused of a sexual assault or sexual misconduct, to not to have his or her sexual history discussed during the hearing. To present evidence of a recent sexual relationship between the accused and the accuser only if the accused asserts consent as a defense.
8. To be informed of the hearing board's decision within three calendar days (excluding holidays) following the hearing.
9. To appeal the decision of the hearing board to the UJC.
10. To request to have his or her living arrangements (if in campus housing) modified pending the outcome of the student judicial proceedings if the accused lives near to the complainant.

Q. REPORTING OF PROCEEDINGS Any publication from within the University (including The Daily Campus and other publications by students) related to a judicial hearing must abide by the following guidelines:

1. The privacy and confidentiality of all student records shall be preserved in accordance with the Family Educational Rights and Privacy Act of 1974 as amended.
2. Should the accused and/or responsible party (parties) make public statements or declarations regarding a hearing, this action may free the University to comment on any such statements and/or the matter being discussed.
3. There will be no recordings or transcriptions made of these proceedings.

V. SERIOUS OFFENSES STUDENT JUDICIAL PROCEDURES

A. ASSIGNMENT OF CASE Incidents that involve alleged conduct that posed a serious threat of physical or psychological harm, including but not limited to sexual assault/misconduct

cases, may be assigned to a Serious Offenses hearing board with the following additional procedures.

1. **PRELIMINARY INTERVIEWING** The University judicial officer will explain the University Judicial System and refer the complainant to a counselor in the Counseling and Testing Center for advice, counseling, and information on all available procedural options and alternatives, if applicable.
2. **INVESTIGATION** A University judicial officer will thoroughly investigate the alleged complaint. A Special Investigating Committee may be appointed by the Vice President for Student Affairs.
3. **NOTICE OF VIOLATION AND EXCHANGE OF INFORMATION** If there is sufficient evidence to go forward, the judicial process will continue. The hearing will take place as soon as possible after the complainant's and accused's comments are received, but no earlier than four calendar days (excluding school holidays) after their comments are received by the University judicial officer. The Office of the Dean of Student Life shall notify the complainant and the accused of the date, time, and place of the pre-hearing briefing and the hearing. A minimum of four calendar days (excluding school holidays) prior to the hearing the complainant and the accused will deliver to the Office of the Dean of Student Life a list of those witnesses whose testimony will be presented in person (with a brief description of their expected testimony) and a copy of all documents to be submitted to the hearing board. A minimum of three calendar days (excluding school holidays) prior to the hearing, a University judicial officer will conduct a pre-hearing briefing with the complainant and the accused. At that time, each will receive a copy of the other's list of witness(es) and documents as well as the list of witness(es) to be called.

B. THE HEARING The Chair will conduct the hearing, using broad powers to conduct a full and fair hearing. The hearing board may call persons named in the confidential Special Investigation Report, if there is one, as well as additional witnesses, at its discretion. The Chair will make final decisions regarding questions of procedural issues and admissibility of evidence. The chair must be an SMU Law School faculty member, who has specialized training. No one may serve as chair if he/she has not completed this training. The chair is a nonvoting member of the board and may not participate in deliberations, except to answer questions regarding procedures, admissibility of evidence, etc. A quorum will consist of four voting board members. A University judicial

officer must be present in the hearing and will function as the official record-keeper of the hearing, as well as a resource person for the hearing board. The hearing board may reconvene after their decision has been written to announce and submit their decision to the complainant and the accused.

VI. SANCTIONS ESTABLISHED AND DEFINED BY UNIVERSITY JUDICIAL COUNCIL

The following sanctions may be implemented individually or in any combination by the hearing boards or University judicial officer. The President reserves the right to raise or lower sanctions imposed in the judicial process.

- A. EXPULSION** An individual or group will be separated from the University on a permanent basis. An individual's expulsion will be permanently recorded on his/her academic transcript. Before this penalty is enforced, the President of the University will review it. A student expelled from the University may not enter campus grounds for any reason without the express written permission of the Office of the Dean of Student Life. A student expelled from the University will not receive a refund of any monies paid, including tuition, fees, and room and board.
- B. SUSPENSION** An individual or group will be dismissed from the University for an assigned time period, and under the conditions deemed necessary by the judiciary. Before this penalty is enforced, the accused student or student group may appeal this matter in writing to the UJC within four calendar days (excluding school holidays) of notification. Requests must be submitted in writing via the appeal process (See the University Judicial Code, Section IX). A student suspended from the University may not enter campus grounds for any reason during the period of her/his suspension without the express written permission of the Office of the Dean of Student Life. A student suspended from the University will not receive a refund of any monies paid, including tuition, fees, and room and board. In addition, no academic credit earned during the period of suspension at any other institution may be transferred to SMU. A disciplinary suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled in the University and is removed three years after graduation. If the student leaves the University before graduation, the notation is removed three years after the anticipated date of graduation from the University.
- C. CANCELLATION OF THE HOUSING CONTRACT** A student removed from the residence halls for an assigned time period or expelled from the residence halls on a permanent basis may

not enter any residence hall without the express written permission of the Office of Residence Life and Student Housing. A student who is reassigned to a residence hall due to disciplinary action may only enter the newly assigned residence hall. The reassigned student may not enter any other residence hall without the express written permission of the Office of Residence Life and Student Housing. If the student's housing contract is still in force at the time of the suspension or expulsion, no refund of the housing deposit or fee will be made.

- D. DISCIPLINARY PROBATION** A student or group is given a warning that further violations will result in consideration of suspension. The student or a group representative may be required to report to a University judicial officer on a regular basis during the period of the probation.
- E. JUDICIAL REPRIMAND** The individual or group will be given formal notice by the hearing board or the judicial officer that they have violated the Student Code of Conduct or University policy. If the individual or group is found in violation of a further charge, that case will be considered more seriously.
- F. FINES** An individual may be fined any amount not exceeding \$250. An organization can be fined any amount commensurate with the severity of the offense. Fines resulting from an alcohol policy violation will be a minimum of \$100 and fines resulting from a drug policy violation will be \$250.
- G. DISQUALIFICATION FROM HOLDING OFFICIAL STUDENT POSITIONS OR PARTICIPATING IN UNIVERSITY ACTIVITIES** An individual or group sanctioned will be restricted from either representing the University in an intercollegiate activity, or from participation/representation in any University activity or organization.
- H. RESTITUTION** An individual or group will be required to pay for damages to the person or institution for property destroyed.
- I. NOTIFICATION OF PARENTS / NATIONAL ORGANIZATIONS / AUTHORIZING BODY** Students found responsible for violation of the Student Code of Conduct may be required to inform their parents of their involvement in the policy violation. In such a case, it is also necessary that the student's parents call the designated University staff member to verify that they have been informed. If a student's parents have filed a Declaration of Student Dependency form with the University Registrar, the University may notify the student's parents of the violation without the student's consent. The Office of the Dean of Student Life may notify a group's national



organization or the appropriate university authorizing body of the group's involvement in the policy violation.

- J. SUSPENSION OF PRIVILEGES** An individual or group will lose privileges that allow participation in specific activities, use specific facilities, or exercise specific privileges.
- L. EDUCATIONAL SANCTIONS** The objective of this sanction is education and rehabilitation. Sanctions selected will be commensurate with the offense.
- M. DEFERRED SANCTIONS** Individual or group sanctions may be deferred (not enforced). Deferred terms, i.e., conditions of the probation and its duration, will be set by the judicial body which imposed the sanction. If a succeeding judicial body finds the student responsible for violating the terms of probation during the period set up by the preceding judicial body, the probation may be lifted and the previously imposed deferred sanction enforced. In addition, further sanctions may be imposed. In no case may a student have more than one deferred sanction.
- N. REFERRALS TO OTHER OFFICES** Students may be required to contact other offices on campus including, but not limited to, the Center for Alcohol Education and Drug Abuse Prevention, and Counseling and Testing.
- O. FAILURE TO COMPLETE SANCTIONS** Students who fail to complete their sanctions within the allotted time period may be subject to having their registration cancelled and/or having a hold placed on their official university records, which may prohibit them from registration, reenrolling, or receiving transcripts.

VII. RECORDS

The following policies concerning records and the release of information are in compliance with the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment). Records of the Office of the Dean of Student Life shall contain all information; data, correspondence, findings, and records of official action concerning student discipline.

- A.** A disciplinary sanction will remain on a student's record until it is erased three years after graduation. If the student leaves the University before graduation, the notation is removed three years after the anticipated date of graduation from the University.
- B.** If an offense results in sanctions less severe than disciplinary probation, the information stays within the University community. Disciplinary probation and more serious sanctions may be released as appropriate under the law when questions related to disciplinary actions are asked.

- C. Beginning with their senior year, students may request, through a written petition, to have their disciplinary records expunged by the Dean of Student Life for good cause. Factors to be considered in review of such petitions shall include:
1. The present demeanor of the student.
 2. The conduct of the student subsequent to the violation.
 3. The nature of the violation and the severity of any damage, injury, or harm resulting from it.
 4. There will be no appeal of the decision of the Dean of Student Life.

VIII. APPEALS

- A. **GROUNDS FOR APPEAL** An accused who has been found responsible shall have the right to request an appellate review. Such written request must be received in the Office of the Dean of Student Life within four calendar days (excluding school holidays) from the mailing of the written findings to the student's address of record. A quorum of the UJC, which has participated in the training provided to all University Hearing Board members, shall sit as the appellate body. In no case may a member of the UJC sit to hear the appeal if he/she has not completed this training. The accused may request an appeal on the following grounds:
1. Clearly erroneous findings of fact;
 2. Significant procedural irregularities that denied the accused a fair hearing;
 3. Substantial new relevant evidence not available at the time of the hearing;
 4. Evidence presented at the hearing for a finding of responsibility clearly insufficient to support the charge; and
 5. Sanction unreasonably harsh.
- B. **STANDARD OF PROOF** The standard of proof is the greater weight of the credible evidence.
- C. **APPELLATE PROCEDURE** The procedure for the appeal will be as follows:
1. At the conclusion of each hearing, the judicial officer or hearing board chair will submit the following documents to the Office of the Dean of Student Life: the decision, the reasons for the decision, and the reasons for the sanctions imposed.

2. The accused must file a written request to appeal with the Office of the Dean of Student Life. The request to appeal must include the grounds for the appeal and the basis for each.
3. The appeals packet consisting of the above statements and documents, including the hearing board minutes (if applicable) and a copy of the original incident report or charge will be prepared for the UJC.

D. PRESENTATION The UJC shall base its decision to uphold or overturn the result of a hearing on the student's written request for an appellate review and the summary of the hearing prepared by the judicial officer or the hearing board chair. In an appellate review, the UJC may, solely at its discretion, allow oral statements. The presenters and the amount of time allowed for each statement will be determined by the UJC.

E. DETERMINATION OF APPEAL The UJC may (1) DISMISS the case because there were such procedural irregularities at the hearing that the student was clearly denied a fair hearing. They may (2) DISMISS OR REMAND the case to the original hearing board because: (a) there were clearly erroneous findings of fact; or, (b) there were findings of fact clearly insufficient to support the charge. They may (3) LOWER the sanctions imposed based on a finding that the sanctions are unreasonably harsh. Or, the UJC may (4) REMAND the case to the original hearing board if there is significant new evidence that was discovered between the time of the original hearing board's decision and the time of the appeal.

F. JURISDICTION OF THE UNIVERSITY JUDICIAL COUNCIL
The UJC serves as a board of final appeal for appeals originating from University Hearing Boards, Administrative Hearings, and Honor Council Hearings, with the exception of expulsions, which are reviewed by the President of the University. Honor Council appeal procedures are set forth in Article VI of The Honor Code.

IX. REHEARINGS With a written request from the accused or a University judicial officer, showing good cause, the Dean of Student Life, may consult with the chair of the University hearing board or the University judicial officer and the chair of the UJC and order that a case be sent to a new hearing board. After such a rehearing, the accused shall be entitled to the same rights of appeal as in any case.

The Honor Code

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

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

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

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

THE CONSTITUTION OF THE HONOR COUNCIL OF SOUTHERN METHODIST UNIVERSITY

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

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



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

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

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

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

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

ARTICLE I

JURISDICTION, RATIFICATION, AND AMENDMENTS

SECTION 1: The Honor Council shall oversee the academic conduct of all undergraduate and graduate students with the exception of those students enrolled in the schools of Law or Theology of Southern Methodist University.

SECTION 2: Ratification of this Constitution shall be by majority vote of the Student Senate, the Faculty Senate, and the approval of the Provost and Dean of Student Life.

SECTION 3: Amendments may be proposed by a student senator, faculty senator, member of the council, or by petition of no less than 10 percent of the student body. Passage shall require a majority vote

1 Labeling a student as being "dishonest" constitutes a form of moral condemnation, which can be a legitimate sanction in itself. Such moral condemnation, however, is not normally imposed for a simple act of negligence (e.g., a typographical error resulting in a miscited source) but only for an act with requisite intent. "Intent" is a question of fact. A student who cites long passages from a book without acknowledgment cannot expect to convince the decision maker that the omission was merely "negligent." Also, requiring a showing of intent is not to be confused with excusing students who claim they were unaware of the rules. Such ignorance is not a valid defense. Not knowing what one has done (e.g., inadvertently omitting a footnote) is to be distinguished from knowingly doing something while ignorant of a rule.

2 The term "academic exercise" includes all forms of work submitted for credit or honors at the University, as well as materials submitted to other institutions or organizations for evaluation or publication.

3 For example, a writer should not reproduce a quotation found in a book review and indicate that quotation was obtained from the book itself. Likewise, it would be improper to analyze one sample in a laboratory experiment and covertly "invent" data based on that single experiment for three more required analyses.

4 For example, one who provided term papers or examinations to other students while knowing or having reason to know that such materials would be used in violation of the Honor Code would be responsible for "facilitating academic dishonesty."

5 The University subscribes to the statement on plagiarism which appears on page six of William Watt's *An American Rhetoric* (1955).

of the Student Senate, the Faculty Senate, and the approval of the Provost and the Dean of Student Life.

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 argumentational structure of a work without acknowledging its author.

ARTICLE II

HONOR COUNCIL COMPOSITION AND AUTHORITY

SECTION 1: MEMBERSHIP If possible, the Honor Council should be comprised of four officers and no less than 27 general members. The officers will be elected internally by the Honor Council. General members will be selected through an application and interview process by the Honor Council Executive Board. The 27 general members will be categorized as follows:

- (a) Five first-year students (after recruiting)
- (b) Six sophomore students
- (c) Seven junior students
- (d) Eight senior students
- (e) One graduate student from a school under the council's jurisdiction
- (f) Five members nominated by the Faculty Senate and appointed by the Provost

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

- (a) to develop its own Bylaws and procedures, subject to approval by the Provost, the Dean of Student Life, and Vice President for Legal Affairs for legal sufficiency and compliance with the standards set by the Honor Council Constitution;
- (b) to serve on and constitute the hearing boards, as specified in Article IV of this Constitution;



- (c) to advise and consult with faculty members and administrative officers on matters related to academic integrity standards, policies, and procedures;
- (d) to foster and promote programs alerting students to the importance of academic integrity and the penalties for its violation;
- (e) to issue an annual report to the campus community, to include a statistical review of the nature, volume and disposition of charges heard, academic integrity standards, policies, and procedures, including recommendations for appropriate changes;
- (f) any additional duties or responsibilities delegated by the Provost or Dean of Student Life.

ARTICLE III - PREHEARING PROCEDURES

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

- (a) Determine to handle the situation privately with the student, in which case these procedures should be followed:
 - (i) the faculty member shall inform the student of the alleged misconduct and, after discussing it with him or her, determine whether or not the student is responsible for a violation of the Honor Code;
 - (ii) the faculty member shall inform the student of the sanctions for a determination of responsibility, which may be as severe as a failing grade in the course;
 - (iii) the faculty member shall determine whether to notify the Dean of Student Life of the action taken using the form designated for this purpose and available from the Honor Council. Faculty members should use this reporting mechanism, as it serves two purposes: first, it enables the University to track the number and severity of honor code violations; second, it preserves a record of a particular student's violation of the Honor Code in the event the student is charged with other alleged violations in the future.
- (b) Determine that the matter should be referred to the Honor Council, in which case the charge must be filed and received by the Honor Council within 22 class days from the date of discovery of the alleged violation. The procedures outlined in Section 2, below, will be followed.

SECTION 2: NOTIFICATION OF STUDENT AND PREHEARING PROCEDURES

- (a) A person who suspects an Honor Code violation shall notify the Honor Council president of the alleged act in writing on the standard form established for that purpose.
- (b) The Provost will select faculty members designated in advance by the Faculty Senate. Although selection may be made on a case-by-case rotating basis, the Provost should retain discretion to make selections, which will ensure representation of appropriate academic disciplines, as necessary in each case.
- (c) The Honor Council president or designee shall immediately send written notice of charges to the accused student. All correspondence is sent to the local address the student has provided to the University registrar. The Honor Council will consider notice served once notice has been mailed to the local address as provided to the University registrar. Students are responsible for maintaining a current address with the Registrar's Office at all times. A copy of the written notice of charges shall also be sent to the Dean of Student Life.
- (d) The Honor Council president shall appoint an investigator who will collect information relevant to the case and write a summary report to be used at the hearing. The investigator must deliver the summary report and copies of all written evidence and exhibits which will be used at the hearing to the Vice President of the Honor Council while submitting a copy to the Dean of Student Life at least three (3) days before the hearing.
- (e) Upon notification of an alleged Honor Code violation, the Honor Council president shall request the registrar to place a hold on the accused's transcript until the case has reached a final disposition through the hearing.
- (f) The Honor Council president shall convene a Hearing Board, composed of four students and one faculty member, within a reasonable period of time but no earlier than 10 days after the accused student receives notice of the allegation. "Ten days" shall be counted as class days. Weekend days, exam days, holidays, and summer vacation days are not included. Hearing boards ordinarily will not convene during these times.

SECTION 3: ADVISING THE ACCUSED STUDENT

- (a) The vice president of the Honor Council or designee shall serve as liaison to the accused student. The Honor Council vice president shall document every attempt by phone and mail to contact the

student to schedule a meeting to review the accused's rights and the Honor Council procedures. It is the student's prerogative whether or not to attend this meeting. At the meeting, the Honor Council vice president will ensure the student has written notice of the charges and copies of the Honor Code, the Honor Council Constitution, and the Hearing Procedures. The vice president will describe the hearing procedures to the accused and answer questions. The vice president will also provide a copy of the investigator's summary report to the student and all written evidence or exhibits to be used in the case at least three days before the hearing. The vice president shall inform the student of the hearing date, time, and place. Training for the vice president shall be provided by the Dean of Student Life.

- (b) The vice president shall inform the student that he or she may bring one person from the SMU community and his or her parents. Parents and/or community support person are for moral support only and may not participate in the hearing unless called upon as a witness.

ARTICLE IV - HEARING RULES AND PROCEDURES

SECTION 1: GENERAL HEARING RULES

- (a) Unless otherwise noted, all guidelines concerning shall follow the same general principles set forth by the University Judicial Code.
- (b) The president or his/her designee shall act as the nonvoting presiding officer of the hearing.
- (c) The accused may challenge any board member's eligibility to sit on the panel; however, the hearing board by majority vote, will have the final decision regarding the panelist's eligibility.
- (d) Hearings will be closed to the public, except for the accused student's parents, the community support person accompanying the accused student, and Honor Council members-in-training. The accused student may request an open hearing, which may be held at the discretion of the president. Open hearings will waive all rights to confidentiality.
- (e) Any person, including the accused student, who disrupts a hearing or who fails to adhere to the rulings of the president may be excluded from the proceeding.
- (f) All proceedings are confidential. Violations of the policy on confidentiality will result in a board member's removal from the council as well as subject the board member to possible judicial action.

- (g) In accusations involving more than one student, the president will determine whether separate hearings will be held. If a single hearing is held, the accused students may be asked to testify with the other(s) out of the hearing room. Guilt or innocence and penalties will be assigned separately.
- (h) If the accused withdraws from school pending a hearing, the Honor Council retains jurisdiction to render a finding of guilt and apply sanctions.

SECTION 2: HEARING PROCEDURES

- (a) A hearing board will be comprised of four students and one faculty Honor Council member. The quorum for a hearing shall be four members. For a hearing to commence, the complainant or a statement by him or her, and the investigator must be present. The accused does not have to be present for the case to proceed. Training for hearing board members will be jointly planned and implemented by the faculty adviser and the Dean of Student Life.
- (b) Prospective witnesses, other than the complainant and the accused student, shall be excluded from the hearing during the testimony of other witnesses.
- (c) Formal rules of evidence shall not be applicable in the hearing. Unduly repetitious or irrelevant evidence may be excluded. Circumstantial evidence and hearsay are admissible.
- (d) Accused students shall be accorded an opportunity to question the complainant and those witnesses who testify for the complainant at the hearing.
- (e) In like manner, the complainant shall be accorded an opportunity to question the accused student and those witnesses who testify for the accused student at the hearing.
- (f) The burden of proof shall be upon the complainant, who must establish the guilt of the accused student by clear and convincing evidence.
- (g) All parties, the witnesses, the investigator, and the public shall be excluded during panel deliberations. Honor Council members-in-training, if any, will be allowed to stay for deliberations but may not contribute to the discussion of the board.
- (h) A four out of five vote is necessary for a verdict of guilty to enter. If only four members are present, a unanimous four to zero vote is necessary for a verdict of guilty. Any vote short of the requirement will exonerate the accused and the board will dismiss the charge.



- (i) If the accused is found responsible for an Honor Code violation, the president will inform the board of any prior Honor Code or Judicial Code violations by the accused. The hearing board will then determine the sanction(s) to apply. (See Article V., Section 3.)
- (j) A brief, written statement of reasons for finding a student responsible or not responsible for an offense and the sanctions imposed will be provided by the president or his/her designee. A copy of this statement, called a Hearing Summary, must be signed by the student and the president and given to the accused in person or sent via certified mail if the accused is not present, or refuses to accept his or her copy. The decision of the hearing board will be available to the accused and accuser(s) no earlier than 24 hours after decision has been reached.

SECTION 3: SPECIAL CONTINGENCY PROCEDURES

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

ARTICLE V - PENALTIES

SECTION 1: The recommended minimum penalty for a violation of the Honor Code shall be an Honor Violation (H.V.) and a deferred suspension from the University for the remainder of the student's academic career. The suspension will be invoked for a finding of guilt of an Honor Code violation or a sanction of disciplinary probation through the University Judicial System. The Honor Council shall authorize the University registrar to place an H.V. on the transcript. The H.V. shall remain on the student's transcript for three years after graduation or expected date of graduation. It shall then

be removed from the transcript. Although it is presumed that a guilty verdict would result in assignment of a grade of F, the faculty member retains complete discretion to award a grade for the course he or she deems appropriate. Hearing board members may discuss the case issues in general with other Honor Council members at their regular meeting for purposes of training, but no identifying information may be discussed.

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

- (a) suspension from the University for a term to be set by the hearing board (during which, credit gained at another institution cannot be transferred back to SMU);
- (b) expulsion from the University.

SECTION 3: The criteria on which penalties are based include but are not limited to:

- (a) truthfulness and cooperation in the investigation and hearing;
- (b) premeditation and seriousness of the offense;
- (c) previous University Honor Council or Judicial Council record;
- (d) harassment of the complainant or any witness.

SECTION 4: For a period of one year, no student with an H.V. on the transcript will be permitted to represent the University in any extracurricular activity, or run for or hold office in any recognized student organization, including, but not limited to, participating as a member of an athletic team, in performances conducted under University auspices, serving as a member of the Mustang Band, the debate teams, an officer of a sorority or fraternity, a member of the Student Senate, a member of the Student Foundation, or in similar capacities. If students so sanctioned fail to remove themselves from such activities voluntarily, the Honor Council will contact the relevant student or administrative officials to force such action. In exceptional situations, this penalty may be waived at the discretion of the hearing board.

SECTION 5: For a period of one year, no student with an H.V. on his or her record shall be entitled to a scholarship based on any factor other than need.

ARTICLE VI-APPEAL

SECTION 1: Grounds for appeal are the following:

- (a) substantial new relevant evidence not available at the time of the original hearing;

- (b) significant procedural irregularities which denied the student a fair hearing;
- (c) insufficient evidence provided to merit a finding of responsibility;
- (d) sanctions overly harsh.

SECTION 2: Only the accused student has the right to appeal.

SECTION 3: All requests for appeal of the hearing board's decision shall be submitted to the University Judicial Council in writing no later than three class days after the hearing. Requests must set out detailed reasons for the appeal. The hearing board shall submit a response to the appeal to the University Judicial Council. For this purpose, a quorum of the University Judicial Council shall be two faculty members, two students, and one administrator. The council shall convene a closed informal hearing within a timely manner to discuss the merits of the appeal. The standard of appellate review is very stringent and only in cases of a clear miscarriage of justice shall an appeal be granted.

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

ARTICLE VII - RECORDS

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

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

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

Vehicle Regulations

POLICY STATEMENT

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



8. Questions regarding interpretation or classification of these regulations should be directed to the Manager of Parking and ID Card Services during normal business hours at 214-768-4250. (PLEASE DO NOT CALL THE POLICE DISPATCHER)

VEHICLES ON CAMPUS

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

STUDENT VEHICLES

When a vehicle is parked on the campus, the parking permit will be displayed on the outside of the rear windshield on the driver's side near the lower corner of the glass. Vehicles that are not equipped with rear glass or convertibles will display the decal on the rear bumper, driver's side. Decals for motorcycles will be displayed on any conspicuous place.

FACULTY AND STAFF VEHICLES

Motor vehicles parked on University property or streets by faculty or staff members must display a permit, which is obtained from the Parking and ID Card Services office in Hughes/Trigg Student Center. The permit will be displayed on the rear windshield, driver's side. If there is no rear window available, or a convertible the permit will be affixed to the rear bumper, driver's side. On motorcycles, the permit should be displayed in any conspicuous place.

VISITORS' PARKING (Faculty, Staff or Students are NOT visitors)

Visitors to SMU should be given parking guidance by the person or organization inviting them to campus.

1. Visitors and guests of the University may park **ONLY** in "pay meter" spaces, The University Lot located behind the Airline Garage and the Moody Garage. The University Lot and Moody Garage offer "Park and Pay" stations.
2. Visitors parking in the Moody Garage will be required to pay a flat-rate fee of \$5.00 to utilize the garage parking. The one-time \$5.00 fee is good for the entire day. The pay station is located at the SMU Blvd Exit and will accept coins, bills (\$1.00 and \$5.00 only), as well as major credit cards. Parking coupons may also be used at the Moody Garage station only. These coupons will be distributed to guest by selected hosts who receive them from their respective Dean or Vice President's office.
3. **Visitors parking in the University Lot must pay by the hour (\$1.00 per hour) up to a maximum of \$5.00 per day. A conveniently placed pay station in the center of the lot is offered to our visitors.**
4. Visitors can only park on campus during normal hours of operation (7 am - 12 midnight). If a vehicle needs to be left overnight or frequent visits are made to campus, call the university police (214-768-3388 - 24 hours) for instructions.

- 5. Faculty, staff, or students are NOT considered visitors and may not park in a visitor's parking space anywhere on campus!**
6. Students are responsible for the actions of their guests on campus and should advise them as to the areas in which they are allowed to park.
7. SMU is not responsible for any damage that may occur to vehicles parked on campus or to vehicles entering or leaving SMU parking lots.

FLOOD WARNING

Certain low-lying areas of the campus are prone to flooding in heavy rains. Concerns or questions about these areas should be addressed to Campus Planning and Plant Operations.

PARKING FOR THE DISABLED

1. SMU provides spaces throughout the campus for the parking needs of persons with disabilities. The campus honors any government-issued disability designation visibly displayed. Requirements for authorization to park a vehicle in a "Disabled" space are a state "Disabled" license plate, a state "Disabled" decal, or any disabled designation issued by a government entity.
2. Guests to the campus, with proper state designation and with the disabled person in possession of the vehicle, may park in any legal parking space, including spaces designated for disabled parking. This does not apply to "RESERVED" disabled spaces. Permits or license plates denoting disability do not permit anyone to park in "Fire Lanes", "No Parking" areas, or "Reserved" parking spaces. If there is a question regarding special parking needs, contact the SMU Police Department at 214-768-4250.
3. SMU has provisions to issue a temporary disabled permit. Temporary disabled permits may be issued with written authorization from a physician. This issuance is done at the Parking and ID Card Services office. Temporary permits may be issued for a maximum of six (6) weeks. This provision will enable an individual to obtain a State temporary permit if the disability is expected to continue longer.
4. An unauthorized vehicle in a space reserved for disabled persons will be towed away at the expense of the owner/operator.
5. Spaces designated for disabled persons may be used only by vehicles displaying an appropriate permit. The regulation applies AT ALL TIMES (24 hours a day, seven days a week). Vehicles improperly parked in such spaces will be towed away. A \$200 FINE WILL BE CHARGED FOR EACH VIOLATION. THIS WILL BE IN ADDITION TO THE TOWING/BOOT CHARGE AND IMPOUNDMENT FEES.

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

Section 10. (a) A person commits an offense if the person is neither

temporarily or permanently disabled nor transporting a temporarily or permanently disabled person and parks a vehicle with such special device or displaying a disabled person identification card in a parking space or parking area designated specifically for the disabled by a political subdivision or by a person who owns or controls private property used for parking for which a political subdivision has provided for the application of this section under Subsection (c) of Section 6A of this Act.

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

PARKING PERMITS

There are many types of permits issued by SMU: Only one vehicle can be registered to SMU resident students. Two vehicles may be registered to non-resident students, faculty, and staff.

- 1. RESIDENT PERMITS:** Persons who reside in campus housing (residence halls, sororities and fraternities) are authorized to park in the resident areas indicated on the map and designated “All University Parking” (AUP) areas.
- 2. COMMUTERS:** These students are authorized to park in AUP designated areas. This includes the Commuter Lot, Airline Garage, Meadows Garage, the Moody Garage.
- 3. FACULTY AND STAFF:** These employees are authorized to park in designated F/S areas on the map, parking garages and all permit areas. It is not permitted to purchase a F/S permit for use by students.
- 4. LAW STUDENTS:** This permit authorizes parking in the Law Garage, specified student areas inside the Airline Garage, specified student areas inside the Meadows Garage, the Moody Garage, and AUP areas.
- 5. SERVICE AND DELIVERY VEHICLES:** These vehicles are issued temporary distinguishing permits denoting the vehicle use (service and delivery, contractors, special guests, trustee parking, visitors, etc.) and must be displayed on the rear view mirror.
- 6. MALE FIRST-YEAR STUDENTS:** Are restricted to park only in the Dedman 3 Lot, and the 3000 and 3100 Block of SMU Boulevard.
- 7. SMU APARTMENTS:** Residents of all SMU Apartments will be assigned parking decals. These decals are designated for apartment parking and all permit areas.
- 8. TEMPORARY:** This is used on a temporary basis as a substitute for any of the other permits.

9. **SPECIAL GUEST:** Used to designate visitors on campus. Allows the vehicle to park in any legal space.
10. **RETIRED FACULTY/STAFF:** Designates individuals who have retired from SMU. Allows them to park in any legal space. Available through the Retired Faculty Association and the Retired Staff Association.

REGISTERING FOR PARKING

1. Student registration for parking must be done in the following manner: Payment for parking is made at the Student Financial Services Office in the Laura Lee Blanton building. The student reports to the Parking and ID Card Services Office at Hughes/Trigg Student Center and presents proof of payment of the parking fee. A student must have an SMU ID and the license plate number of the vehicle to be registered. Parking and ID Card Services will issue the appropriate decal to each person. The parking permit must be affixed to outside of the rear windshield of the vehicle, driver's side in the lower portion of the glass in such a manner that the identifying number is visible and legible. Vehicles without a rear window or those with louvers on the back window may place the permit on the rear bumper.
2. In certain cases, a person not officially registered to park on campus may be issued a temporary permit. This permit must be affixed inside the rear window, driver's side lowest corner, with the time of authorization indicated on the face of the permit. Inquiries regarding temporary permits should be directed to the Parking and ID Card Services Office at 214-768-2490.

FEES

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

1. Students
 - Full-time (more than 9 credit hours)*
 - Full year- - \$200
 - Spring Semester - \$100
 - Summer Semester - \$37.50
 - Part-time (9 or fewer credit hours)*
 - Full year - \$100
 - Spring Semester - \$50
 - Summer Semester - \$37.50
2. Faculty/Staff - \$20 a month
3. Exchange of car (2nd permit) - \$5
4. Replacement of lost or stolen permit - \$5
5. Contract employees with personal vehicles - \$5 monthly
6. Deposit for parking gate trip card - \$10
7. Temporary permit - \$20 monthly



REFUND POLICY - PARKING FEES

Parking fees will be refunded if a request is made within the first thirty (30) calendar days of the beginning of a semester.

TRAFFIC AND PARKING VIOLATIONS

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

FINES

1. A fine of \$25 will be charged for all minor violations.
2. The fine for a moving violation is \$30.
3. Violation of parking in a space designated for the disabled without visible authorization or blocking a ramp for the disabled will result in a \$200 fine. In addition, the vehicle will be towed away at the owner's expense.
4. A person is designated a **"habitual violator"** after six citations are issued. The minimum fine for all habitual violators is \$30 per offense
5. Fire lane and fire hydrant violations are \$50 each.

VIOLATIONS

1. The maximum permissible speed on campus streets is 20 MPH. The speed limit in all parking lots is 5 MPH.
2. Vehicles must stop for pedestrians at all intersections and in marked crosswalks on campus. Pedestrians always have the right of way in any situation.
3. A motor vehicle shall not be operated while any person is sitting on, holding onto, or otherwise positioned on the outside of the vehicle, except pick-up trucks, in which passengers may be seated in the truck bed if the passenger is not in violation of minimum age as defined by state law.
4. Special circumstances (loading/unloading) vehicles will be considered. However prior permission must be obtained. A maximum of twenty (20) minutes parking will be granted in these instances. The vehicle involved in loading or unloading must be parked in a legal parking space and must be moved immediately upon completion of the loading or unloading operation. The procedure does not convey the right to park in a FIRE LANE, a space designated for a DISABLED person, a NO PARKING ZONE, or a RESERVED space.
5. It shall be a violation for any person to drive by, through, beyond, or move a barricade, a road block, or parking cone that is officially erected on the campus.
6. Parking in a fire lane.* (**\$50 fine**)
7. Blocking a driveway.* (**\$25 fine**)

8. Double parking.* (**\$30 fine**)
9. Parking in a space designated for persons with disabilities.* (**\$200 fine**)
10. Parking in a crosswalk or yellow-painted NO PARKING zone. (Please note, activating the emergency flashers on your vehicle will NOT exempt you from being cited while parking in a NO PARKING zone. Vehicles parked for ANY length of time even with emergency flashers on are subject to being cited and towed by police!)
11. Moving traffic violations (includes driving motorcycles and mopeds on sidewalks)* (**\$30 fine**)
12. Failing to yield the right of way to a pedestrian.
13. Overtime parking (this includes areas controlled by parking meters).
14. Parking in an unauthorized area, no permit or incorrect permit, and spaces designated “VISITOR.” **Students are not considered visitors at any time.**
15. Parking outside the defined limits of a parking space (taking two spaces).
16. Parking on sidewalks or grass, mall, or lawn.
17. Parking a trailer or boat on campus without permission.
18. Failure to properly display a parking permit.
19. Improper use of a University police citation.
20. Bicycle violations (e.g., blocking ramps for the disabled, handrails, chained to trees or lamp posts).*
21. Parking in a “Reserved” parking space or area.*

** Note: Towing action is at owner’s expense. The towing and impoundment fee is in addition to the Violation Fine.*

OTHER REQUIREMENTS

1. Parking is regulated by posted signs and curb markings, which take precedence over colored map indications.
2. Resident students may not park vehicles in commuter areas.
3. Commuters may not park in areas reserved for campus residents or in any other prohibited area.
4. Limited-time parking areas (i.e. 30-minute) may be used by visitors only, except meters located at the Health Center and 3100 Dyer.
5. Spaces provided for disabled persons are indicated by posted signs.
6. In the event of conflict between traffic signs and the painted regulations, the signs will govern.

HOURS OF RESTRICTION

Many of the campus parking areas are restricted by the type of

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

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

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

ENFORCEMENT

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

MOTORCYCLES

There are special regulations and state statutes applying to motorcycles, mopeds and motorbikes. Operators of these vehicles must be registered with the SMU Police Department and must display a parking

permit. The same penalties for violations of regulations apply to them as to other motor vehicles. Parking and traffic regulations for motorcycles are identical, with the following exceptions:

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

BICYCLES

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

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



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

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

RESOLVING CITATIONS

The operator of a vehicle in violation of regulations will receive a citation either in person or attached to the vehicle. A violation fine is a University fee and must be paid at the Student Financial Services Office at the Laura Lee Blanton building or the Parking and ID Card Services office at Hughes-Trigg Student Center. Failure to pay the traffic violation fee will result in delays for students in receiving degrees and transcripts and in refusal of permission to register.

APPEALS

1. A traffic citation may be appealed by contacting the Parking and ID Card Services office, located inside the Hughes/Trigg Student Center, 214-768-2487, within 15 days of the citation date. **(Please, do not call the police department)**
2. Decisions made by the Traffic Appeals Board are based on current published parking regulations. **All board decisions are final.**
3. Individuals who desire to question the current parking regulations may submit recommendations for changes to the Parking and ID Card Services Office.

UNIVERSITY PARK CITATIONS

In some instances, violators of the City of University Park fire, parking, or building ordinances will be issued City citations. These cases are filed in University Park Court and must be resolved by the judge of that court.

HABITUAL VIOLATOR STATUS

1. Upon issuance of six parking and/or traffic citations, an individual will be automatically designated as a “habitual violator”. Habitual violators may continue to park on campus as long as the vehicle is in an appropriate and legal space. However, subsequent violations will subject the violator to a fine and vehicle immobilization (booted)
2. **If a vehicle owned or operated by a habitual violator is illegally parked anywhere on campus, that vehicle will be immobilized. Towing may be necessary in certain circumstances. All tow fees apply to the owner/operator.**
3. Habitual violators who accumulate ten (10) or more citations during the academic year will have his/her parking privileges restricted to the Dedman 3 Lot for the remainder of the academic year. Habitual

violators with ten or more citations may not park anywhere else on the campus including legal parking spaces or metered areas.

4. The minimum fine for all Habitual Violators is \$30 per offense plus the boot fee.
5. **The paying of citations does not constitute reinstatement of a person's parking privileges.**
6. Subsequent violation of parking regulations will result in the student being referred to the Dean of Student Life for action.

TOWING/IMPOUND POLICY

Vehicles in violation of posted restrictions (i.e., cited three times or more for parking without a current decal, parked in a fire lane, occupying a space reserved for the disabled with no visible authorization, parked in a no parking area, reserved space, in a service vehicle space without a hang tag, blocking traffic flow or a danger to the safety of others) will be towed or impounded at the owner's expense. All vehicles towed by the Police Department are impounded in an on-campus area. Arrangements to retrieve the vehicle must be made at the Police Department.

All tows are made by a licensed towing service. SMU is not responsible for any damage sustained as a result of a tow. The tow service accepts responsibility for the vehicle during the towing process.

ABANDONED VEHICLES

Any vehicle parked on University property without University permission for a period of 48 hours or more is considered abandoned under state law and can be towed from the campus at the owner's expense. After the vehicle is towed, the owner who is listed on the state registration of the vehicle will be informed about location of the vehicle via certified mail. Failure to claim the vehicle from the storage company within 20 days of the notice will result in the vehicle becoming the property of the storage company. Vehicles that are not in driving condition are not allowed to be stored on University property. Vehicles that are under repair are not to be stored on SMU property.

BOATS, TRAILERS, MOBILE HOMES, AND BUSES

Students may not store or park a boat or trailer on campus. Other types of trailers may be parked on campus only with the written permission of a representative of the SMU Police Department. Permission to temporarily park a mobile home (on the Dedman 3 Lot only) on campus will be granted by the SMU Police Department on a specific-need basis. Buses are not allowed to park permanently on campus. Temporary arrangements involving special events can be made through the SMU Police Department (214-768-2490).



UNIVERSITY CLOSING DUE TO BAD WEATHER

(Please do not call the police department for this information)

The decision to close the University due to weather conditions is made by the University president. The decision will be announced to the local television and radio stations by 6 a.m. Voice mail messages announcing the closing will be available by calling SMU-MAIL (214-768-6245) or SMU-INFO (214-768-4636).

LAW ENFORCEMENT AUTHORITY

- 1.** All University officers are duly commissioned peace officers of the State of Texas. Upon the request of an officer of the University, any person on the campus is required by state law to identify himself or herself. Any individual who refuses to identify himself or herself upon request by a police officer will be subject to removal from the University. In certain circumstances, a person may be arrested for "Failure To Identify".
- 2.** All vehicle thefts, accidents involving vehicles, and other offenses such as criminal mischief or vandalism of vehicles that occur on campus should be reported to the SMU Police Department immediately. Accident reports should be made prior to moving the involved vehicles. One-vehicle accidents and inoperable vehicles also must be reported promptly. Abandoned vehicles will be removed from the campus at the owner's expense consistent with state law.
- 3.** To secure the necessary traffic control measures, persons or organizations planning activities that involve campus streets or parking facilities and lots should notify the SMU Police Department at least one week before the event.
- 3.** The SMU Police Department, located on the second floor of Patterson Hall, 3128 Dyer, is open at all times. Officers patrol the campus day and night and also may be summoned by telephone, 911 for emergencies, 214-768-3388 for non-emergencies. For administrative matters, call 214-768-1582 between the hours of 8:30 a.m. to 4:30 p.m. Monday through Friday.

PLEASE NOTE: If you call 911 with a cell phone, your call will be answered by the closest municipal agency. Be prepared to tell the 911 operator you are on the SMU campus and need to speak to the SMU Police Department.

Safety & Security

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

MUNICIPAL LAW ENFORCEMENT JURISDICTION

In addition to the SMU Police Department, the University Park Police Department has concurrent jurisdiction on the campus and, if needed, assists the SMU PD. The University Park Fire Department, which is within a few blocks of the SMU campus, provides fire fighting and emergency paramedic services to the campus. Through interagency agreements, the Highland Park Police Department and the Dallas Police Department also will provide assistance if the SMU Police Department requests it.

LAW ENFORCEMENT AUTHORITY OF CAMPUS SECURITY PERSONNEL

The SMU Police Department is a fully empowered law enforcement agency that is certified by the state of Texas. The University employs 24 state commissioned police officers who carry firearms and have full law enforcement authority, duties and responsibilities. In addition to the police officers, the SMU Police Department also has uniformed security officers who provide security in the Fondren Library and parking enforcement services, as well as support for special event operations. All other persons are prohibited from possessing weapons on University property. The SMU Police Department has the responsibility and duty to enforce all local, state, and federal laws and to effect arrests and to provide for referral for prosecution of crimes to the city and county judicial systems. Any criminal violation committed on the campus will be processed through the state or federal criminal justice system.

PROCEDURES FOR REPORTING CRIMES AND OTHER EMERGENCIES

Fires, health emergencies, crimes and violations of University policies and procedures should be reported to the SMU Police Department either in person at 3128 Dyer Street, Room 200, Patterson Hall or by telephone at 911 on campus or at 214-768-3333 from off campus. Violations of University policies and procedures by students may also be reported to the Office of the Dean of Student Life. Conspicuously placed lighted emergency telephones with direct lines to the SMU Police Department are located throughout the campus to facilitate reporting. **Please note: Telephone calls to 911 made from cellular telephones will most likely be answered by Dallas Police or University Park Police. Students using cell phones should tell the 911 operator they need to speak to the SMU Police Department. The 911 Operator will immediately transfer the call to SMUPD.**



CAMPUS FACILITIES ACCESS

The resident of the facility who is being visited must accompany visitors to residence halls and fraternity and sorority housing. Visitors to the campus are welcome. However, they are expected to adhere to all campus regulations and policies. Visitors are encouraged to stop by the SMU Police Department located on the second floor of Patterson Hall for information on policies and procedures. Any person may be required, upon request by the SMU Police Department, to present identification while on campus.

MAINTENANCE OF CAMPUS FACILITIES

University facilities, lighting, and landscaping are maintained so as to reduce hazardous conditions. Malfunctioning lights and other unsafe conditions are reported to the Campus Planning and Plant Operations for repair or correction on a daily basis.

RESIDENCE HALL SECURITY

Approximately 2,200 students reside on campus in residence hall facilities. Residence halls have doors that lock automatically. Access is by a card key entry system that allows building residents to use their SMU ID cards for exterior entry only to their own assigned residence halls. If an exterior fire door of a residence hall is propped open, an alarm will sound alerting the building's staff. Residence halls are randomly patrolled 24 hours per day by uniformed police officers. Residents are encouraged to keep their room door locked at all times.

SERIOUS CRIMES

In the event a serious crime is committed on campus, the following procedures are used to provide timely notice of the crime and warning to the SMU community. 1) Students who sign up to receive crime alerts via email will receive the alerts from CrimeWeb.net. 2) Campus Alert flyers will be posted in the residence halls, libraries, cafeterias and classroom buildings. The alerts will display information about the incident, the location where it occurred, the description of suspects and the telephone number of the police department. Students are encouraged to register their "active" email address (smu.edu, hotmail.com, aol.com) with www.crimeweb.net so they may receive timely crime alerts via email.

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The SMU Police Department prepares an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (**online at <http://www.securityoncampus.org/schools/cleryact/index.html>**). The full text of this report can be located on our web site at www.smu.edu/pd/annualreport2003doc.pdf. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites, Residence Life and Student Housing and the Office of the Dean of Student Life. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrests and referral statistics include those reported to the SMU Police, designated campus officials (including but not limited to directors, deans, department heads, designated RLSH staff, student

affairs, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

Each year a notification is mailed and/or e-mailed to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification via e-mail and/or mail notification. Copies of the report may also be obtained at the SMU Police Department located in Patterson Hall, Room 212, by e-mail request at police@smu.edu or in writing at SMU Police Department, P.O. Box 750334, Dallas, Tx 75275. A partial version of this report containing the crime statistics for the main Dallas campus is provided below:

CRIME STATISTICS

Southern Methodist University has participated in the FBI’s Uniform Crime Reporting Program since 1967. The following are the reported crime statistics, as defined by this act, for Southern Methodist University for 2001, 2002, and 2003:

SOUTHERN METHODIST UNIVERSITY - CRIME STATISTICS 2001-2003

Categories	<u>2001</u>	<u>2002</u>	<u>2003</u>
Murder and Non-Negligent-			
Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses/Sex			
Offences Not-Reported to Police	1	1	3
Non-Forcible Sex Offenses/ Sex			
Offenses-Not Reported to Police	0	0	0
Robbery	0	2	3
Aggravated Assault	0	3	1
Burglary	18	15	21
Motor Vehicle Theft	10	14	8
Arson	2	2	2

NUMBER OF ARRESTS FOR SELECTED OFFENSES

	<u>2001</u>	<u>2002</u>	<u>2003</u>
Liquor Law Violations	19	83	120
Drug Violations	0	15	10
Weapons violations	0	0	1

NUMBER OF JUDICIAL REFERRALS FOR SELECTED OFFENCES

	<u>2001</u>	<u>2002</u>	<u>2003</u>
Liquor Law Violations	67	114	180
Drug Violations	32	35	26
Weapons Violations	4	0	3

SAFE AND SOUND ADVICE - GENERAL SAFETY TIPS

1. Avoid walking alone, particularly after dark. Use the Safety Escort Service whenever possible. If walking alone is unavoidable, be aware of your surroundings and let someone know when to expect you.
2. Avoid shortcuts. The shortest route is not always the safest route. Walk along the mid-point, between curbs and buildings and away from alleys and bushes.
3. Dress for mobility, particularly after dark.
4. Avoid deserted areas, poorly lit streets, alleys and pathways.
5. Never jog alone.

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

SECURITY IN THE RESIDENCE HALL

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

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

Federal Law & Confidentiality of Records

The Family Educational Rights and Privacy Act of 1974 is a federal law that grants to students the right to inspect, to obtain copies, to challenge, and to a degree control the release of information contained in his or her education records. The Act and regulations are very lengthy, and for that reason SMU has issued guidelines which are available to students in the Division of Enrollment Services. Policy 1.18 of the University Policy Manual, accessible on SMU's Intranet, also discusses this law.

In general, no personally identifiable information from a student's education record will be disclosed to a third party without written consent from the student. Several exceptions exist, including these selected examples: (1) Information defined by SMU as directory information may be released unless the student sends a written request to the Registrar that it be withheld; and (2) information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as defined by the Internal Revenue Service Code. A parent or guardian wishing to have access to a student's education records must provide to the University Registrar a completed "Declaration of Dependence For Purposes of Obtaining Student Education Records," available in the Registrar's Office. **PLEASE NOTE:** *The old form, Parental Certification for Purposes of Obtaining or Releasing Student Academic Data, is no longer valid.*

On the "Declaration of Dependence" form a taxpayer filer, or two filers for joint returns, may declare on an annual basis that a student is their dependent. If the parent has filed a "Declaration of Dependence," SMU may disclose, but is not required to disclose, information to the parent from the student's educational records. In most situations it is expected that information requested would be provided.

In addition to the "Declaration of Dependence" that may be completed by the taxpayer, the student may complete a "Student Release for Purposes of Releasing Student Education Records," providing a standing release of information to specific persons. Because this is a standing release and is valid during the entire academic career of the student unless revoked in writing, parents are encouraged to work with their student(s) to complete this form and submit it to the Registrar's Office. This form is also available from the Registrar's Office.

Please contact the University Registrar in the Department of Enrollment Services, 214-768-2058, if you have any questions regarding FERPA or releasing information.

SMU Policy on Sexual Harassment

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

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

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

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

SEXUAL HARASSMENT

Definition

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

1. Tolerance of sexual harassment is made an explicit or implicit term or condition of status in a course, program, activity, academic evaluation, employment, firing, or admission.
2. Submission to or rejection of sexual harassment is used as a basis for academic evaluation or an employment decision affecting such individual.
3. The behavior described has the purpose or effect of creating an intimidating, hostile, or offensive environment for work or

learning, or unduly interfering with an individual's work performance. For purposes of this policy, "undue interference" is defined as improper, unreasonable, or unjustifiable behavior going beyond what is appropriate, warranted, or natural.

EXAMPLES

- Physical assault
- Direct propositions of a sexual nature
- Direct statements regarding submission with promise of reward (i.e., higher grade, promotion, etc.) or threats of reprisal
- Implied statements regarding submission to sexual advances with promise of reward or threats of reprisal (i.e., "Meet me tonight for a drink, and I bet we can take care of your grade.")
- Subtle pressure for sexual activity (i.e., "How would you like to go to a conference in Minneapolis with me?")
- Pattern of conduct (not legitimately related to office business or the subject matter of a course) that causes humiliation or discomfort, such as sexually explicit or sexist comments, questions, anecdotes, or jokes

CONSENSUAL SEXUAL RELATIONSHIPS*

Faculty/Student Relationships

It is a serious breach of professional ethics for a teacher to initiate or acquiesce in a sexual relationship with a student who is under the personal supervision of the faculty member. Therefore, Southern Methodist University prohibits consensual sexual relationships between a faculty member and a student enrolled in a course taught by the faculty member or whose academic work is supervised by the faculty member. This applies even when both parties appear to have consented to the relationship. A faculty member who is or has been involved in a consensual sexual relationship with a person should not enter into a student/teacher relationship with that person.

A consensual sexual relationship between a faculty member and a student, particularly when the faculty member is of power, will irreparably undermine the professional relationship between them. The issue of power and control over the student remains so strong in a sexual relationship that voluntary consent by a student is improbable and highly questionable. What one thinks is voluntary consent may be only forced consent that the hidden, subtle pressure stemming from the faculty member's position of power has transformed into a "voluntary" act. Such a relationship creates an inevitable conflict of interest when the teacher makes judgments about a student's work.

The appearance of impropriety to the University community, which

such relationships produce, casts doubt on the faculty member's academic decisions concerning a particular student's performance, the faculty member's overall professionalism and credibility, and the genuineness of the student's accomplishments where the faculty member is directly supervising and teaching the student.

For purposes of this policy, a faculty member or a teacher is any member of the full-time or part-time faculty, a teaching assistant, an academic adviser, or any other person making academic judgments about a student's work.

** "Consensual sexual relationships" may include amorous or romantic relationships, and the term is intended to indicate conduct between a faculty or staff member and a student that passes beyond what a person of ordinary sensibilities would believe to be a collegial relationship.*

STAFF/STUDENT RELATIONSHIPS

Consensual sexual relationships between staff and students are prohibited in cases where the staff member has authority or control over the student. Even where there is no power or authority of the staff member over the student, consensual sexual relationships are discouraged between the staff person and the student.

SMUGRIEVANCE PROCEDURES

The University has two levels of review - informal and formal proceedings. If after informal proceedings, the complainant and/or the person accused are not satisfied with the results, formal proceedings may be made.

Informal proceedings generally are handled by the alleged offender's principal administrator, in consultation with the Institutional Access and Equity officer.

Formal proceedings involving a:

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

Details of these grievance procedures may be obtained from the Institutional Access and Equity Office or any administrative office, and are listed under the University Policy Op-00-011, Sexual Harassment and Consensual Relationships.

OPTIONS FOR HANDLING SEXUAL HARASSMENT

- Know your rights. Sexual harassment is a violation of University policy and the Student Code. It is also prohibited under Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972. You have a right to an education or work environment that is free of bias, intimidation, or hostility.
- State your objections at the time. Express your objections to undesirable behavior clearly and firmly. Your response could prevent future harassment from the person especially if he or she did not realize the behavior was offensive.
- Tell someone. It is helpful to talk to a trusted friend, teacher, resident assistant, colleague, or counselor to help clarify the nature of the incident, receive support, and discuss alternative responses. Many victims of sexual harassment feel ashamed, angry, even frightened, and have a tendency to blame themselves for the incident. The staff of the Women's Center may be particularly helpful if you need emotional support and information on University policies and procedures. The services of the center are free and confidential.
- Document incidences. Note dates, times, places, persons involved, descriptions of the behavior, and how you responded in a journal or datebook. Keep notes or letters received from the person.
- Write a letter. A letter to the harasser can be an effective way to communicate one's objections to certain behaviors. Such a letter should state: (a) the facts of the situation, (b) the effects the behavior has had on the harassee, and (c) that the harassee would like the behavior to stop.
- Report the incidences on course evaluation forms. This option permits the complainant to report an incident anonymously to the faculty member and the chairperson of the department.
- Report the incident. The Institutional Access and Equity Office - administratively neutral and knowledgeable - can be helpful if you need information or want to file an informal or formal complaint. You may remain anonymous up until the point that you may decide to request an official review of the charges.

CAMPUS RESOURCES

● For General Information, Reporting Incidents, or Consultation on Grievance Procedures

Office of Institutional Access and Equity
221 Perkins Administration Building
Phone: 214-768-3601

● For General Information, Reporting Incidents, Counseling, or Educational Programs

Psychological Services for Women & Gender Issues

Health Center - 2nd Floor

Phone: 214-768-4795

Women's Center

3116 Fondren Drive

Phone: 214-768-4792

Dean of Student Life Office

302 Hughes - Trigg Student Center

Phone: 214-768-4564

● Additional Counseling Options

Counseling and Testing Center

Health Center - 2nd Floor

Phone: 214-768-2211

Mental Health Center

Health Center - 2nd Floor

Phone: 214-768-2860

Office of the Chaplain

316 Hughes-Trigg Student Center

Phone: 214-768-4502

SMU Policy on Sexual Assault

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

WHAT CONSTITUTES SEXUAL ASSAULT?

Sexual assault offenses include the actual or attempted intentional touching of an unconsenting person's intimate parts (defined as genitalia, groin, breast, the buttocks, or clothing covering them) or forcing an unconsenting person to touch another's intimate parts; rape; forcible sodomy; forcible oral copulation; and forcible sexual penetration, however slight, of another's anal or genital opening with any object. These acts may be committed by a stranger or by acquaintance and must be committed either by force, threat, or intimidation, or otherwise without consent.

EDUCATIONAL PROGRAMS THAT PROMOTE AWARENESS

The Coordinator of Psychological Services for Women will conduct educational programs on sexual assault for students through the Wellness Program, the Orientation Week Program, the Extended Orientation Program

(EOP) in the residence halls, and seminars for specific groups as requested. In addition, confidential, ongoing counseling for student survivors of sexual assault is available with the Coordinator of Psychological Services for Women and can be arranged through the Counseling and Testing Center. Confidential, ongoing counseling for faculty and staff survivors of sexual assault is available through the Counseling and Testing Center on a fee basis.

WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED

Students, faculty, and staff are encouraged to report sexual assaults to the SMU Police Department, whether the assault occurs on or off campus, no matter who the alleged assailant is. Students may report sexual assaults to the SMU Police Department or the Dean of Student Life Office. Reporting a sexual assault to University officials or filing a police report does not automatically initiate criminal charges. It is important for persons who have been sexually assaulted to seek medical attention. The Coordinator of Psychological Services for Women is available to accompany students who have been sexually assaulted to the hospital and for counseling, if desired. A medical examination called a “Rape Kit Test,” conducted at Parkland Hospital in Dallas, will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides later to prosecute.

HOW TO FILE A SEXUAL ASSAULT COMPLAINT

Persons with complaints of sexual misconduct and/or sexual assault allegedly committed by students, whether occurring on or off campus, should report such complaints to the Office of the Dean of Student Life. If the complainant wishes to proceed with formal charges through the SMU Judiciary, an investigation is conducted, and the case is referred to the SMU Serious Offense Judicial Board. *See University Judicial Code Section V.B. “Rights of the Complainant Alleging Sexual Misconduct and/or Sexual Assault” in this Student Handbook for details.*

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

Center for Alcohol & Drug Abuse Prevention

The primary mission of the Center is to assist SMU students who may be struggling with alcohol or other drug problems. The Center provides assessments, interventions, referrals, short-term counseling, and on-going support for recovering students. All contacts with Center staff are confidential; under no circumstances is any information released, without written consent of the student.

STANDARDS OF CONDUCT

Alcohol: A) The Student Code of Conduct prohibits possession and consumption of alcoholic beverages in public places on campus. B) The University strictly enforces that which may be considered a violation of

state law and prohibits the possession and consumption of alcohol by those younger than 21.

Controlled substances (drugs): The Student Code of Conduct requires that all students be in compliance with all local, state, and federal laws regarding controlled substances to include, but not limited to, their use, sale, possession, or manufacture.

HEALTH RISKS OF ALCOHOL AND DRUGS

Alcohol: A) Acts as a depressant, affects mood, dulls the senses, and impairs coordination, reflexes, memory, and judgment. B) More serious effects may be damage to the liver, kidneys, pancreas and brain. C) It is the leading cause of death among people ages 15-24. D) On average, heavy drinkers shorten their life spans by approximately 10 years.

Marijuana: A) Prolonged use can lead to severe psychological dependence. B) An immediate increase in heart and pulse rate may cause an acute panic anxiety reaction. C) Impairment of memory, altered sense of time and inability to concentrate. D) May cause apathy/loss of motivation.

Cocaine: A) Increase in heart rate, breathing rate, and body temperature. B) Chronic runny nose and membrane infections. C) Overdose may result in seizures, heart failure, coma or death.

Opiates: A) Highly susceptible to physical dependence. B) May cause infections of the skin, liver, heart and lungs.

Tobacco: A) Shortness of breath, nagging cough, and heart difficulties. B) Long-term effects may be emphysema, bronchitis, heart disease and cancer.

SMU SANCTIONS

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

Alcohol: A minimum of a \$100 fine. Additional sanctions will be assigned as deemed necessary by the appropriate judicial body. Additional sanctions may include, but are not limited to, notification of parents, assignment of community service hours, and referral to the Center for Alcohol and Drug Abuse Prevention. (See The University Judicial Code section).

Drugs (illicit): Sanctions will be imposed by the appropriate judicial body. Possible sanctions assignment include, but are not limited to, a fine, assignment to community service hours, notification of parents, drug testing, probated suspension, time-frame suspension, or expulsion. (See The University Judicial Code section).

LEGAL SANCTIONS

Alcohol: Minors convicted in the criminal court system of possession or consumption of alcoholic beverages may be subject to fines up to \$500, suspension of drivers license, community service and a mandatory alcohol education class, depending on the number of previous convictions. Convictions for selling to minors may subject individuals to fines up to \$2,000 and to a jail term of up to six months. Convictions for driving while

intoxicated may subject individuals to up to \$2,000 and to a jail term of up to two years. Fines and jail terms escalate with subsequent offenses.

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

SERVICES AVAILABLE TO THE CAMPUS COMMUNITY

The mission of the Center for Alcohol & Drug Abuse Prevention is threefold: 1) To provide students with a confidential source of help when confronted with alcohol or drug abuse or addiction issues. 2) To promote activities and programs with student support to focus campus attention on the problem of alcohol and drug abuse. 3) To help the student body claim ownership of alcohol and drug problems on campus and take charge of identifying solutions.

We have nine primary service functions on campus. They are:

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

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

SMU Campus Map - Legend

1. Dallas Hall
2. Law Parking Garage
3. Storey Hall
4. Underwood Law Library
5. Collins Hall
6. Florence Hall
7. Perkins Administration Building
8. McFarlin Memorial Auditorium
9. Umphrey Lee Center
10. Virginia-Snyder Hall
11. Shuttles Hall
12. Memorial Health Center
13. Peyton Hall
14. Mary Hay Hall
15. Greer Garson Theatre
16. Owen Fine Arts Center
17. Hamon Arts Library
18. Smith Hall
19. Perkins Hall
20. Bridwell Library
21. Perkins Chapel
22. Martin Hall
23. Kirby Hall
24. Hawk Hall
25. Selecman Hall
26. Moore Hall
27. Heroy Science Hall
28. Fondren Science Building
29. Dedman Life Sciences Building
30. Hyer Hall
31. Science Information Center
32. Fondren Library Center
33. Fondren Library West (DeGolyer Library)
34. Fondren Library East (Fondren Library)
35. Clements Hall
36. Hughes-Trigg Student Center
37. Maguire Building
38. Fincher Memorial Building
39. Crow Building
40. Caruth Hall
41. Laboratory Buildings (Engineering)
42. Junkins Engineering Building
43. Boaz Hall
44. Collins Executive Education Center
45. Blanton Student Services Building
46. Sigma Chi
47. Perkins Natatorium
48. Barr Pool
49. Lettermen Hall
50. Sigma Alpha Epsilon
51. Lambda Chi Alpha
52. Morrison-McGinnis Hall
53. McElvaney Hall
54. Cockrell-McIntosh Hall
55. Morrison-Bell Track
56. Westcott Field
57. Museum Parking Garage
58. Meadows Museum
59. Loyd All-Sports Center, Alumni Center
60. Ford Stadium
61. Daniels II
62. Alpha Psi Lambda
63. SMU Apartments
64. Delta Gamma
65. Kappa Kappa Gamma
66. Panhellenic House #2
67. Faculty Club
68. Gamma Phi Beta
69. Alpha Chi Omega
70. Chi Omega
71. Airline Parking Garage
72. Panhellenic House #1
73. Pi Beta Phi
74. Kappa Alpha Theta
75. Delta Delta Delta
76. Education and Lifelong Learning #1
77. Delta Sigma Theta
78. Education and Lifelong Learning #2
79. Women's Center
80. International Office, Gifted Students Institute-Precollege Programs, SMU-in-Taos
81. Public Affairs
82. Tower Apartments
83. Alpha Kappa Alpha
84. Mechanical Engineering Annex
85. Patterson Hall
86. Dawson Service Center
87. SMU Service House
88. Pi Kappa Alpha
89. Phi Delta Theta
90. Phi Gamma Delta
91. Beta Theta Pi
92. Sigma Phi Epsilon
93. Kappa Sigma
94. Kappa Alpha
95. Moody Parking Garage
96. Moody Coliseum
97. Haggard Tennis Stadium
98. Dedman Center for Lifetime Sports
99. Temporary Athletic Facilities & Mechanical Engineering
100. Bookstore
101. Highland Park United Methodist Church

SMU Campus Map

