



# SMU<sup>SM</sup>

*Dear students:*

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



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

You will be held accountable for adhering to the policies and procedures outlined in this Handbook, both on and off campus. Please become familiar with this information.

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

Sincerely,

Lori S. White, Ph.D.  
Vice President for Student Affairs

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# SCHOOLS OF THE UNIVERSITY

## **Cox School of Business**

**Dean:** Albert W. Niemi, Jr.

200 Fincher Building

(214) 768-3012

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

## **Dedman College of Humanities & Sciences**

**Dean:** Thomas DiPiero

201 Dallas Hall

(214) 768-3212

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

## **Dedman School of Law**

**Dean:** Jennifer M. Collins

Dean's Suite, Storey Hall

(214) 768-8999

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

## **Lyle School of Engineering**

**Dean:** Marc P. Christensen

105 Embrey Engineering Building

(214) 768-3050

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

## **Meadows School of the Arts**

**Dean *ad interim*:** Sam Holland

3<sup>rd</sup> Floor, Greer Garson Theatre

(214) 768-2880

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

## **Perkins School of Theology**

**Dean:** William B. Lawrence

202 Kirby Hall

(214) 768-2534

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

## **Simmons School of Education and Human Development**

**Dean:** David J. Chard

Dean's Suite, Annette Caldwell Simmons Hall

(214) 768-5465

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

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

# UNIVERSITY LIBRARIES

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

Records of the holdings of all SMU libraries are accessible through the online Library Catalog ([libcat.smu.edu](http://libcat.smu.edu)). Users can key into the database from personal computers in the libraries, or from any terminal or personal computer, on or off campus, that can connect to SMU through the Internet or through the use of PPP software to connect to SMU's network.

## ***Bridwell Library***

**Director:** Roberta Schaafsma

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

Circulation Desk: (214) 768-1866

Other Inquiries: (214) 768-3483

## ***Business Library***

**Director:** Sandy Miller

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

Information Desk: (214) 768-4496

## ***DeGolyer Library***

**Director:** Russell L. Martin III

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

Information Desk: (214) 768-3231

## ***University Archives***

**Archivist:** Joan Gosnell

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

Phone: (214) 768-2261

## ***Fondren Library Center***

**Central University Library Dean & Director:** Gillian M. McCombs

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

Circulation/Reserves: (214) 768-2329

Info/Reference Desk: (214) 768-2326

Recording of Hours: (214) 768-7378

## ***Hamon Arts Library***

**Director:** Jolene de Verges

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

Circulation Desk: (214) 768-3813

Computer Lab: (214) 768-2652

Recording of Hours: (214) 768-2894

## ***Institute for the Study of Earth and Man***

**Director *ad interim*:** Joel Eatmon

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

Information Desk Phone: (214) 768-2430

## ***Underwood Law Library***

**Director *ad interim*:** Gregory Ivy

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

General Info & Hours: (214) 768-3216

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

# ACADEMIC SUPPORT SERVICES

## *University Advising Center*

### **Director:**

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

### **Administrative Assistant:**

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

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

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

### **Academic Advisors**

Ms. Carolyn Barden	cbarden@smu.edu	408Q Blanton	8-4009
Dr. Scott Bartlett	sbartlet@smu.edu	408H Blanton	8-1526
Mrs. Ashley Ferrell	aferrel@smu.edu	408D Blanton	8-3741
Mr. Rick Garza (UHP)	rgarza@smu.edu	408E Blanton	8-1516
Dr. Susan Harris	sharris@smu.edu	408C Blanton	8-2305
Ms. Janet Hopkins	jhopkins@smu.edu	408K Blanton	8-1272
Ms. Sheumona Miller	swmiller@smu.edu	408P Blanton	8-4143
Ms. Ebonii Nelson	etnelson@smu.edu	408R Blanton	8-2625
Mr. Timothy Norris	tvnorris@smu.edu	408L Blanton	8-4959
Ms. Jeanene Renfro	jeanene@smu.edu	408J Blanton	8-2103
Mrs. Daphne Shipowitz	dshipowitz@smu.edu	408F Blanton	8-1970

### **Pre-Law Services**

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

### **Office of Pre-Health Advising**

Ms. Gwen LaCroix	glacroix@smu.edu	135 Dedman Life Science	8-4604
Mr. Caleb Marsh	cdmarsh@smu.edu	135 Dedman Life Science	8-2308

### **Lyle School of Engineering**

Ms. Eileen Hoy	ehoy@smu.edu	400B Caruth Hall	8-3415
Ms. Deanna Tilley	dtalley@smu.edu	400 Caruth Hall	8-2189
Dr. Betsy Willis	bwillis@smu.edu	400D Caruth Hall	8-1732

### **Mustang Bridge Program**

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

## *The Multimedia Center*

**Director:** Tyeson Seale

Ph. (214) 768-4584

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

The Multimedia Center is a part of the Information Commons of Fondren Library and is a place where SMU students can create, edit and practice digital projects, such as video editing, PowerPoint, website development, blogs, touch computing and much more. The Center features 14 individual iMac computer stations with a variety of software and a group project/practice room, also equipped with Mac computers, as well as the Touch Learning Center, a room which provides access to 15 iPads and a 70 inch LED monitor. Individual work stations are designed to be self-serve and while staff assistance is available, dedicated one-on-one support should be scheduled in advance.

The Center welcomes walk-in students, both individuals and groups. If you require

one-on-one support for a digital project, please contact the center, [multimedia@smu.edu](mailto:multimedia@smu.edu), in advance so that support accommodations can be made.

The Center also features a multifunction Screening Room located in Room 109B of Fondren Library East, which has a capacity of 40 students and provides access to VHS, DVD (both NTSC & PAL formats) and an iMac computer. To schedule use of this room, send an email to [fle109b@smu.edu](mailto:fle109b@smu.edu) for more information.

### ***SMU STAR Program***

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

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

### ***Office of Information Technology (OIT)***

**Chief Information Officer:** Joe Gargiulo

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

### ***The Altbuler Learning Enhancement Center (A-LEC)***

**Director:** Sue Bierman

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

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

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

### ***Writing Center***

**Coordinator:** Lee Gibson

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

202 Loyd Center Ph: (214) 768-3648

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

### ***Disability Accommodations & Success Strategies (DASS)***

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

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

**Disability Accommodations Coordinators:**

Michelle Bufkin Ph: (214) 768-1232

Karen Turbeville Ph: (214) 768-4557

**Learning Disabilities Specialist:** David Tylicki Ph: (214) 768-4773

**Administrative Coordinator:** Candy Brown Ph: (214) 768-1470

# UNIVERSITY SERVICES

## ***SMU Bookstore***

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

Ph: (214) 768-2435

## ***Dining Services***

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

Ph: (214) 768-2367

## ***Financial Aid***

Director: Marc Peterson  
Blanton Student Services Bldg, 1st Floor  
[http://www.smu.edu/financial\\_aid/](http://www.smu.edu/financial_aid/)

Ph: (214) 768-3417

## ***Mail & Copy Central***

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

Ph: (214) 768-3400

## ***Postal Center***

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

Ph: (214) 768-4450

## ***Parking & ID Card Services***

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

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

## ***SMU Police Department***

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

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

## ***Student Employment***

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

Ph: (214) 768-3384

## ***Student Financial Services / Bursar***

Executive Director & University Bursar: Pat Woods  
Blanton Student Services Bldg, Rm 220  
<http://www.smu.edu/bursar/>

Ph: (214) 768-3417

# DIVISION OF STUDENT AFFAIRS

## *Office of the Vice President*

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

Perkins Administration Building, Suite 203

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

Ph: (214) 768-2821

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

## *Caring Community Connections (CCC)*

**Associate Director:** Elsie Johnson

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

Hughes-Trigg Suite 302

Ph: (214) 768-4564

## *Center for Alcohol & Drug Abuse Prevention*

**Director:** John Sanger

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

SMU Health Center

Ph: (214) 768-4021

## *Chaplain & University Ministries*

**Chaplain & Minister to the University:** Dr. Stephen Rankin

**Asst. Chaplain:** Judy Henneberger

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

Hughes-Trigg Suite 316

Ph: (214) 768-4502

## *Childcare & Preschool Center*

**Director:** Julie Schilling

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

Hawk Hall Basement

Ph: (214) 768-2278

## *Community Engagement & Leadership (CEL)*

**Director:** Stephanie Howeth

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

Hughes-Trigg Suite 200

Ph: (214) 768-4403

## *Counseling & Psychiatric Services (CAPS)*

**Director:** Dr. Cathey Soutter

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

SMU Health Center

Ph: (214) 768-2277

## *Dean of Student Life Office*

**Assoc VPSA / Dean:** Dr. Joanne E. Vogel

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

**Exec. Dir:** Jennifer "JJ" Jones

Hughes-Trigg Suite 302

Ph: (214) 768-4564

Ph: (214) 768-4411

*New Student Orientation, Parent Programs, Multicultural Student Affairs*

*Women & LGBT Center, Comptroller, Caring Community Connections (CCC)*

**Exec. Dir:** Dawn Norris

*Student Activities, Hughes-Trigg Student Center, IFC, Panhellenic*

Ph: (214) 768-4425





### ***Dedman Center for Lifetime Sports***

**Executive Director:** Jorge Juarez  
<http://www.smu.edu/recsports/>

Dedman Center Suite 110  
Ph: (214) 768-3374

### ***Fraternities & Sororities / Greek Life***

IFC & Panhellenic  
MGC & NPHC

Hughes-Trigg Suite 300  
Hughes-Trigg Suite 307

Ph. (214) 768-4455  
Ph. (214) 768-4580

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

### ***Health Services***

**Executive Director:** Patrick Hite  
Outpatient Medical Clinic  
Mental Health Center  
<http://www.smu.edu/healthcenter/>

SMU Health Center  
Ph: (214) 768-2141  
Ph. (214) 768-2860

### ***Hegi Family Career Development Center***

**Assistant Vice President for Student Affairs  
& Executive Director:** Dr. Troy Behrens  
<http://www.smu.edu/career/>

Hughes-Trigg Suite 200  
Ph: (214) 768-2266

### ***Hughes-Trigg Student Center***

**Director:** Richard Owens  
<http://www.smu.edu/htrigg/>

3140 Dyer Street (Staff Office - Suite 315)  
Ph: (214) 768-4500

### ***Multicultural Student Affairs***

**Director:** Creston Lynch  
<http://www.smu.edu/multicultural/>

Hughes-Trigg Suite 307  
Ph: (214) 768-4434

### ***New Student Orientation & Student Support***

**Director:** Lindsey Koch  
<http://www.smu.edu/newstudent/>

Hughes-Trigg Suite 300  
Ph: (214) 768-4560

### ***Parent & Family Programs / Veterans Support***

**Director:** Dr. Deanie Kepler  
<http://www.smu.edu/parents/>  
<http://www.smu.edu/milvets>

Hughes-Trigg Suite 300  
Ph: (214) 768-4797

### ***Residence Life & Student Housing***

**Dean:** Dr. Troy Behrens  
<http://www.smu.edu/housing/>

Boaz Hall - West Entrance  
Ph: (214) 768-2407

### ***Student Activities***

**Associate Director:** Lauren Chapman  
<http://www.smu.edu/studentactivities/>

Hughes-Trigg Suite 300  
Ph: (214) 768-4400

### ***Student Conduct & Community Standards***

**Asst Dean & Director:** Dr. Evelyn Ashley  
<http://www.smu.edu/studentconduct/>

Hughes-Trigg Suite 318  
Ph: (214) 768-4563

### ***Student Media Company***

**Executive Director:** John "Jay" Miller  
<http://www.smudailycampus.com>

Hughes-Trigg Suite 314  
Ph: (214) 768-4555

### ***Women & LGBT Center***

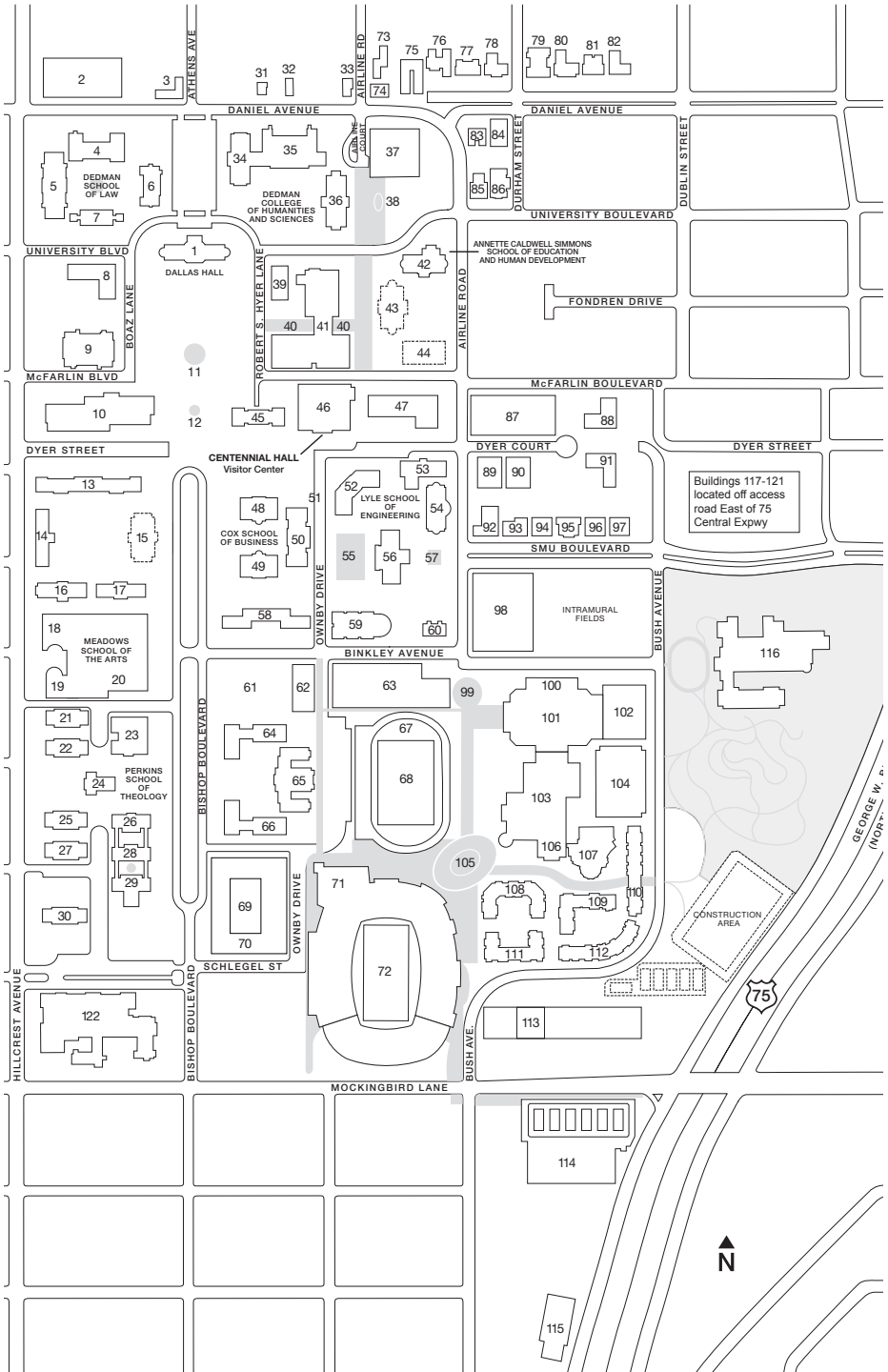
**Director:** Karen Click  
<http://www.smu.edu/womenandlgbtcenter/>

Hughes-Trigg Suite 313  
Ph: (214) 768-4792

# SMU CAMPUS MAP - LEGEND

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

# SMU CAMPUS MAP



# STUDENT CODE OF CONDUCT AND CONDUCT REVIEW PROCESS

## I. PREAMBLE

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

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

- Academic honesty.

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

- Moral courage.

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

- Personal integrity.

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

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

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

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

## II. SOURCES OF AUTHORITY AND SCOPE OF POLICY

Responsibility for student discipline is vested in the President by the Board of Trustees. To exercise this responsibility, the President established the University Conduct Council, which reports through the Vice President for Student Affairs. Upon the recommendation of the University Conduct Council and the Vice President for Student Affairs, the President has accepted the following document delineating the conduct review process for students at SMU.

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

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

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

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

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

### III. DEFINITIONS

- A. "Campus" and "campus grounds" refer to any buildings or grounds owned, leased, operated, controlled, or supervised by the University, including the Dallas, Plano, and Taos campuses.
- B. "College" means any academic division of the University.
- C. "Complainant" refers to person(s) or entity making a complaint or referral regarding a student or student group who allegedly violated policy.
- D. "Conduct Liaison" refers to a University faculty or staff member who is trained in the conduct review process in order to assist students with the process.
- E. "Day" means a business day, unless otherwise specifically indicated.
- F. "FERPA" refers to the Family Educational Rights and Privacy Act. 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.
- G. "Fraternity and sorority housing" refers to any housing, University owned or otherwise, designated for members of fraternity and sorority chapters.
- H. "Hearing Panel" refers to individuals selected from the pool of faculty, staff, and student University Conduct Board members to hear a case.
- I. "Institution" and "University" refer to Southern Methodist University and all of its undergraduate, graduate, and professional schools and colleges, divisions, and programs.
- J. "Investigation" refers to the process of making an institutional inquiry into a claim or allegation of action(s) which may be in violation of SMU policy, and/or applicable federal, state, or local law or ordinance. Such inquiry may include, but not be limited to: gathering information from individuals with knowledge

about such claim or allegation; review of documents or other tangible information relating to the claim or allegation; review of any information already available in a public domain (i.e., postings/photographs on social media, such as Facebook, text messages, emails, webpages) or other information discovered or provided that is deemed relevant to such inquiry by SMU.

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

#### **IV. CODE OF CONDUCT**

The following acts may subject students to action within the University Conduct Review Process:

- A. Violating the University’s alcohol policy (University Policies 1.5.2; 9.33; and 9.35). This includes, but is not limited to such behaviors as the possession, purchase, or consumption of alcoholic beverages on or off campus for those under 21 years of age other than where the law provides; public intoxication of any person regardless of age on or off campus; the unlawful provision of alcohol to others; and the possession and consumption of alcoholic beverages in public places on campus, with the exception of days and locations approved by the Vice President for Student Affairs for those persons 21 years of age and older. (See <http://www.smu.edu/policy> for full policy.)
- B. Using, possessing, distributing, or manufacturing drugs or mind-altering substances used to induce intoxication or impairment. This includes designer drugs, synthetic drugs, chemicals and plants, whether currently scheduled under local, state, or federal law or not. All persons are responsible for compliance with all local, state, and federal laws regarding controlled substances and prescription drugs. Possessing drug paraphernalia, as defined as objects used for or intended to be used for the consumption of prohibited substances, is also prohibited. The University adheres

to the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. (See <http://www.smu.edu/policy> for University Policy 10.8, “Non-Prescription Drug Policy.”)

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

- L. Actions of one's guest(s) that violate University policies, including but not limited to this Code. A guest is any visitor to any University-controlled property who is not on official business. A guest must identify him-/herself when called upon by a University official and must identify his/her host as well.
- M. Engaging in harassment, whether physical, psychological, verbal, written or digital-based, which is beyond the bounds of protected free speech, and directed at a specific individual(s), and likely to cause an immediate breach of the peace; conduct which threatens the mental health, physical health or security of any person or persons including stalking, intimidation, or threat that unreasonably impairs the security or privacy of another member of the university community.
- N. Harassing any member of the community related to race, color, religion, national origin, sex, age, disability, genetic information, veteran status, sexual orientation, or gender identity and expression. Due to the University's commitment to freedom of speech and expression, harassment is more than insensitivity or conduct that offends or creates an uncomfortable situation for certain members of the community. (See <http://www.smu.edu/policy> for University Policy 2.1, "Nondiscrimination, Affirmative Action, and Equal Opportunity Policy.")
- O. Hazing, being hazed, and/or failing to report hazing incidents. "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 institution.
- P. Engaging in entertainment on campus by strippers or other such dancers whose activities fall outside of the educational mission of the University.
- Q. Violating the University's Computing and Communications Policy (University Policy 12.3). This includes, but is not limited to transmitting unsolicited information that contains obscene, indecent, lewd, or lascivious material; using University resources for any commercial venture; or violating the Copyright law in any manner. (See <http://www.smu.edu/policy> for full policy.)
- R. Violating any local, state, or federal law regarding gambling. Texas law says that gambling requires a "bet," defined as "an agreement to win or lose something of value solely or partially by chance." Texas law adds, among other things: "A person commits an offense if he...plays and bets for money or other thing of value at any game played with cards, dice, balls, or any other gambling device."
- S. Violating the Community Standards outlined by the Department of Residence Life and Student Housing. (See <http://smu.edu/housing/residentehandbook/commstandards.asp> for full policy.)
- T. Violating any local, state, or federal law.

## V. CONDUCT REVIEW PROCESS

### A. General Information Pertaining to Conduct Hearings

1. The standard of proof in all conduct hearings is the greater weight of the credible evidence.



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

#### **B. Initiation of the Conduct Review Process**

The Office of Student Conduct & Community Standards will review all reports and complaints made available to the University (including, but not limited to, police reports, RLSH incident report, and personal complaints) and determine if a student or organization may have acted in violation of the SMU Code of Conduct. If it is determined that a violation of the Code of Conduct may have occurred, the matter will be resolved through the Conduct Review Process.

A report must be filed with the University within six (6) months of the date of the incident or discovery by the complainant of the alleged violation, in order to resolve the matter through the Conduct Review Process.

A matter may be resolved through the Conduct Review Process whether the incident occurs on or off campus.

The University, at its discretion, may proceed with the Conduct Review Process without a formal written complaint.

#### **C. Notification of a Conduct Hearing**

No less than five (5) days prior to the Conduct Officer or Conduct Board Hearing ("hearing"), the Office of the Dean of Student Life shall provide to the complainant and the respondent a written *Notification of Hearing*, which shall include the date, time, and location of the hearing, taking into account the class schedule of each party, in addition to the date of the incident, a brief description of the incident, and the alleged violation(s) of the Code of Conduct.

The Notification of a Conduct Hearing will be delivered via email to the SMU email address on record with the University Registrar for a student, and may also be delivered via courier or US Mail.

With the written agreement of the respondent, and, if applicable, the complainant, and at the discretion of the Conduct Officer or Hearing Panel, the right to receive notification of a conduct hearing no less than five days prior to a hearing may be waived.

When the respondent is a student organization, the Notification of a Conduct Hearing will be sent to the student organization president and the SMU faculty/staff advisor.

#### **D. Conduct Officer Hearing**

The Conduct Officer shall meet with the respondent, and the complainant, if one exists other than the University. At his or her discretion, the Conduct Officer may meet with the complainant and the respondent separately.

Video and/or teleconferencing for Conduct Officer Hearings will be permitted, at the discretion of the Office of Student Conduct & Community Standards, if classes are not in session and/or unusual circumstances exist which would prevent the student from appearing in person.

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

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

The Conduct Officer may refer the case to a University Conduct Board if the Conduct Officer is unable to determine the outcome of the case or if the outcome would be best determined by the University Conduct Board.

#### **E. University Conduct Board Hearings**

##### **1. University Conduct Board Membership Selection**

- a. The Office of Student Conduct and Community Standards shall conduct a selection process for students, faculty, and staff to serve on University Conduct Board. The Office of Student Conduct & Community Standards shall appoint members to serve on a specific hearing panel on a random basis, whenever possible, and make every attempt to ensure that Board members reflect the full diversity of the University.

##### **2. Composition of a Hearing Panel**

- a. Hearing panels are composed of any combination of five students, faculty, and staff, with students comprising the majority of the hearing panel. Hearing panel members are randomly selected by the Office of the Office of Student Conduct & Community Standards from the members of the University Conduct Board.
- b. The Office of Student Conduct & Community Standards shall appoint the Chair of each hearing panel. The Chair is a non-voting member of the hearing panel.
- c. In each University Conduct Board Hearing, the Office of Student Conduct and Community Standards will appoint a University Representative to record the hearing. The University Representative will also ensure that the procedures are not in violation of student rights.

##### **3. Quorum Requirements for a Hearing Panel**

- a. Quorum for a hearing panel shall be five (5) voting members of the Board (in any combination).

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

#### **4. Prehearing Procedures**

- a. Prior to the University Conduct Board hearing, the complainant and the respondent may meet separately with a Conduct Liaison. The Conduct Liaisons may attend the University Conduct Board Hearing but will not question witnesses, provide statements or speak on behalf of a student. Neither the complainant nor the respondent is obligated to meet with the Conduct Liaison.
- b. The complainant (including the University in situations where the complainant does not wish to proceed on his or her own) and the respondent must attempt to provide written notification to the witnesses whom they intend to call during the University Conduct Board Hearing. Such notice shall set forth the time, place, and date of the hearing. The University shall notify members of the student community that failure to appear as a witness may result in a charge against them under Section IV., G. of the Code of Conduct for failing to comply with requests from University staff.
- c. No less than three (3) days prior to the hearing, the complainant and the respondent may each present to the Office of Student Conduct & Community Standards copies of all documents to be introduced at the hearing as well as a list of those witnesses whose testimony will be presented in person or by summation, including a brief summary of anticipated testimony.
- d. No less than two (2) days prior to the hearing, the complainant and the respondent shall receive from The Office of Student Conduct & Community Standards any documents to be introduced at the hearing and a list of those witnesses whose testimony will be presented in person or by summation through a Conduct Officer, including a brief summary of the anticipated testimony.

#### **5. Hearing Procedures**

- a. The Chair of a Board shall maintain order for the proper conduct of the hearing and, when necessary, may expel disruptive individuals or adjourn the hearing to a later time to assure the full development of facts in a calm, deliberate setting.
- b. A University Conduct Officer and/or University Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Student Life or his or her designee to be appropriate.

- c. At the discretion of the Office of Student Conduct & Community Standards, the Chair may grant extensions of time at any point prior to the commencement of the hearing to permit reasonably sufficient time for:
    - i. the complainant to prepare his or her case; or
    - ii. the respondent to prepare his or her response; or
    - iii. both.
  - d. At the discretion of the Office of Student Conduct & Community Standards, the complainant and/or respondent may be granted an extension of time to provide additional evidence to the University Conduct Board.
  - e. If, after the commencement of the hearing, the University Conduct Board discovers the need for more preparation or more time to hear testimony, the Chair shall recess the hearing to a later time.
- 6. Statements and Witnesses**
- a. The Chair shall permit the introduction of any relevant testimony and documents.
  - b. The Chair shall resolve any procedural issues with discretion and, if applicable, may consult with the Office of Student Conduct and Community Standards regarding such.
  - c. The purpose of the University Conduct Board hearing is to address behaviors, not student character. Therefore, only information that is relevant to the incident, including witness testimony, will be considered during a hearing. Character witnesses, statements, and reference letters will not be considered.
  - d. Polygraph tests will not be considered in any conduct hearing.
  - e. The complainant and the respondent may present witnesses during the hearing. If the University is the complainant, the Conduct Officer may present witnesses during the hearing.
    - i. Each member of the hearing panel may direct questions to the complainant, the respondent, or any witness.
    - ii. Complainants and respondents will not be allowed to cross-examine each other or any witness but may submit questions to the Chair in writing. The Chair may determine the appropriateness of the submitted questions and may, at his or her discretion, decline to ask questions he or she deems inappropriate. The Chair may also ask questions at his or her discretion.
  - f. The complainant and the respondent have the right to make an opening and a closing statement.
    - i. The complainant may give the first opening statement.
    - ii. The respondent may give the last closing statement.
    - iii. The complainant and the respondent may each include a statement of the impact of the alleged offense as part of a closing statement.
  - g. Inability to obtain witnesses shall not justify undue delay to continue a hearing. If a witness is unable to attend the hearing in person, he or she may participate:
    - i. telephonically or electronically (e.g., by Skype, or video conference);
    - ii. by sworn, notarized statement; or
    - iii. through a written statement.

- h. Additional witnesses and documents may be called at the discretion of the University Conduct Board.

## **7. Deliberations of the Hearing Panel**

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

## **8. Hearing Record**

The University Representative shall record (via audio) the University Conduct Board Hearing. At the discretion of the Office of Student Conduct & Community Standards, arrangements may be made for a certified court reporter to be present to transcribe the University Conduct Board Hearing or to transcribe the audio recording of the hearing. The Office of Student Conduct & Community Standards shall store the recording and any transcript for as long as the file is kept. Deliberations of the University Conduct Board after the hearing may not be recorded or transcribed.

## **F. Rights of a Student in the Conduct Review Process**

- 1. Respondents will be provided a written notice of charges prior to a hearing.
- 2. Complainants and Respondents will be provided a list of witnesses who will be asked to provide information at a hearing, as well as the opportunity to review all written evidence prior to the hearing.
- 3. Complainants and Respondents will be afforded an opportunity to present evidence or to call witnesses not already called by the University to testify

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

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

#### **G. Hearing Outcomes and Sanctions**

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

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

- b. **DEFERRED SUSPENSION.** Individual or group suspension may be deferred (not enforced). Deferred terms, i.e., conditions of the deferred suspension and its duration, will be set by the Conduct Officer or Hearing Panel which imposed the sanction. If a succeeding Conduct Officer or Hearing Panel finds the student responsible for violating the terms of deferred suspension during the period set up by the preceding Conduct Officer or Hearing Panel, the student may be suspended.
  - c. **SUSPENSION.** An individual or group will be dismissed from the University for an assigned time period, and under the conditions deemed necessary by the conduct review process. A student suspended from the University may not enter campus grounds for any reason during the period of her/his suspension without the express written permission from the Office of the Dean of Student Life. A student suspended from the University before an academic semester ends will not receive a refund of any monies paid and is not relieved of any financial obligations to the University, including tuition, fees, and room and board. No academic credit earned during the period of suspension at any other institution may be transferred to SMU. A conduct suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled in the University and is removed three (3) years after graduation. If the student leaves the University before graduation, the notation is removed three (3) years after the anticipated date of graduation from the University.
  - d. **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 sanction is enforced, the President of the University will review it. A student expelled from the University may not enter campus grounds for any reason without the express written permission from the Office of the Dean of Student Life. A student expelled from the University will not receive a refund of any monies paid and is not relieved of any financial obligations to the University, including tuition, fees, and room and board.
3. Additional sanctions that may be imposed in addition to sanctions imposed in Sections 1 and 2 above, include, but are not limited to:
- a. **REASSIGNMENT OF HOUSING LOCATION/CANCELLATION OF HOUSING CONTRACT.** A student removed from the residence halls for an assigned period of time or expelled from the residence halls on a permanent basis may not enter any residence hall without the express written permission from 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 from 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.
  - b. **RESIDENCE HALL PROBATION.** A student is advised that additional violations on or off campus could result in the reassignment of their housing location or the cancellation of their housing contract.
  - c. **RESIDENCE HALL RESTRICTION.** A student may be restricted from entering a specific residence hall or all residence halls, as specified, without the express written permission of the Office of Residence Life and Student Housing.

- d. FINE. An individual or group may be fined any amount determined to be appropriate and commensurate with the severity of the offense. Fines resulting from an alcohol policy violation will be a minimum of \$100 and fines resulting from a drug policy violation will be \$500.
- e. DISQUALIFICATION FROM HOLDING OFFICIAL STUDENT POSITIONS OR PARTICIPATING IN UNIVERSITY ACTIVITIES. An individual or group sanctioned will be restricted from either representing the University in an intercollegiate activity, or from participation/representation in any University activity or organization.
- f. RESTITUTION. An individual or group will be required to pay a person or institution to compensate for the damage or loss of property.
- g. NOTIFICATION OF PARENT OR GUARDIAN/NATIONAL ORGANIZATION/AUTHORIZING BODY. The University may notify a students' parent or guardian, as allowed under the Family Educational Rights and Privacy Act (1974), or the national organization and/or university authorizing body for a student group, of the student or group's involvement in a policy violation.
- h. SUSPENSION OF PRIVILEGES. An individual or group will lose privileges that allow participation in specific activities, use of specific facilities, or the exercise of specific privileges.
- i. DISCIPLINARY VIOLATION (DV) TRANSCRIPT RECORD. If the nature of the offense so warrants, a notation indicating a disciplinary violation will be recorded on a students' academic transcript. The notation will remain for the time he/she is enrolled at the University and for three (3) years following his/her graduation. If the student leaves the University before graduation, the notation is removed three (3) years after the anticipated date of graduation from the University.
- j. EDUCATIONAL SANCTION. The objective of an educational sanction is to provide opportunities for education, reflection, and rehabilitation; and is selected to be commensurate with the offense.
- k. CAMPUS RESOURCE REFERRAL. A student or group may be required to contact an individual or department on campus including, but not limited to, the Center for Alcohol and Drug Abuse Prevention.
- l. DRUG TESTING. A student may be subject to random on-going drug testing. The number of tests/dates will be determined by the Office of Student Conduct & Community Standards and the Center for Alcohol and Drug Abuse Prevention. The fee for drug testing will be included in the fine assessed at the time of adjudication. Any missed test, diluted test, or positive test may result in immediate suspension from the University.

## H. Appeals

### 1. University Conduct Council

- a. The University Conduct Council is the board responsible for student conduct appeals in response to student conduct and academic dishonesty cases, and is accountable to the President of the University through the Vice President for Student Affairs. It is the recommending body to the Vice President for Student Affairs.



b. **Composition**

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

**2. Requesting an Appeal**

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

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

**3. Grounds for Requesting an Appeal**

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

- a. Erroneous findings of fact;
- b. Procedural irregularities in the Conduct Review Process that denied one or both parties fair hearing;

- c. New and relevant evidence not known at the time of the hearing;
  - d. Recommendation of a sanction that is either unreasonably harsh or inadequate
- 4. University Conduct Council Procedures Regarding Appeals**
- a. The Office of Student Conduct & Community Standards will provide the University Conduct Council with a packet of documentation that must contain the following:
    - i. the original incident report and/or complaint filed with the University;
    - ii. any and all documents accepted by the Conduct Officer or Hearing Panel, and taken into consideration when determining the outcome of the hearing;
    - iii. any audio recording and/or transcript of the hearing, if either exists;
    - iv. the written request for an appeal explaining the grounds for appeal; and
    - v. any written response provided by the non-appealing party.
  - b. Only those members of the University Conduct Council who have participated in training shall sit as the appellate body.
  - c. The University Conduct Council shall base its findings and recommendations on the following:
    - i. either party's written request for an appeal;
    - ii. any summary of the hearing prepared by the Conduct Officer or Hearing Panel; and
    - iii. the packet of required documentation prepared by the Office of Student Conduct & Community Standards.
  - d. At its discretion, the University Conduct Council may schedule a hearing and allow oral statements. The University Conduct Council may determine the presenters and the amount of time allowed for each statement.
- 5. Determination of Appeal**
- a. Within fifteen (15) days of the date of the receipt of the appeal packet from the Office of Student Conduct & Community Standards, the University Conduct Council shall recommend to the Vice President of Student Affairs one of the following actions:
    - i. Dismissal or remand of the case based on a finding that there were such procedural irregularities during the Conduct Review Process that one or both parties were clearly denied a fair hearing;
    - ii. Dismissal or remand of the case based on a finding that there were erroneous findings of fact;
    - iii. Lowering or increasing the sanction(s) imposed based on a finding that the recommendation of a sanction is either unreasonably harsh or inadequate;
    - iv. Remanding the case to the original Conduct Officer or Hearing Panel based on the finding that there exists significant new and relevant information regarding the allegation(s) discovered between the conclusion of the original hearing and the time of the appeal.
    - v. Upholding the findings and recommended sanctions, if any, of the Conduct Officer or Hearing Panel.

- b. Subject to the discretionary review by the President pursuant to Section V., H(6) below, the Vice President for Student Affairs shall review the recommendation of the University Conduct Council, and the record of the complaint as a whole, and render a final determination in the matter to be returned to the Office of Student Conduct & Community Standards.
- c. Within five (5) days of receipt of the final determination from the Vice President for Student Affairs, the Office of Student Conduct & Community Standards will notify the complainant, the respondent, and the Title IX Coordinator (if applicable) in writing of the outcome of the request for an appeal as determined by the Vice President of Student Affairs on the recommendation of the University Conduct Council

**6. Review by the President of the University**

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

The President shall inform in writing the complainant, the respondent, the Vice President for Student Affairs, and the Office of Student Conduct & Community Standards of any decision to affirm, reverse, amend, or remand any decision.

**VI. SPECIAL CIRCUMSTANCES**

**A. Academic Dishonesty Cases**

Any cases involving academic dishonesty will be handled in accordance with the Honor Code, which may be accessed online at <http://smu.edu/StudentAffairs/StudentLife/StudentHandbook/HonorCouncil>

**B. Graduate Hearing Boards**

The Dedman School of Law, the Perkins School of Theology, and the Lyle School of Engineering shall each appoint, as may be necessary and appropriate, hearing boards composed of staff, faculty and graduate students to hear misconduct cases.

- 1. The rosters of persons appointed to these boards shall be made available, as needed, to the Office of Student Conduct & Community Standards.
- 2. All conduct charges against graduate students not enrolled in the Dedman School of Law, the Perkins School of Theology, or the Lyle School of Engineering will be heard through this student conduct review process.
- 3. As with all other hearing boards, the result of a graduate hearing board, under this process, may be appealed to the University Conduct Council appellate body.
- 4. 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.

**C. Interfraternity Council (IFC) Hearing Board**

The Interfraternity Council shall appoint, as may be necessary and appropriate, hearing boards to hear misconduct cases involving member chapters of the Interfraternity Council.

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

#### **D. Interim Action**

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

#### **E. Mandatory Administrative Withdrawal**

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

#### **F. Medical Amnesty**

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

#### **G. No Contact Orders**

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

#### **H. Sexual Misconduct Cases**

1. Any complaints involving allegations of Title IX sexual harassment or sexual assault and other conduct matters falling under Title IX of the Education Amendments of 1972, as amended. All Title IX student conduct matters are handled exclusively under SMU Policy 2.5.1, Title IX Sexual Harassment, which may be accessed here: <http://smu.edu/policy/S2/policy2.5.1.html>

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

#### **I. Violations of the Law and the Code**

The University recognizes that some violations may be handled concurrently by the University and civil and/or criminal authorities. The criminal court process is separate and distinct from the conduct review process, which determines only violations of the Student Code and imposes sanctions within the University community. As such, concurrent action by both processes does not constitute double jeopardy.

### **VII. RETENTION OF CONDUCT 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).

- A. Records in the Office of Student Conduct & Community Standards shall contain all information, data, correspondence, findings, and records of official action concerning student conduct.
- B. A conduct sanction will remain on file in the Office of Student Conduct & Community Standards until it is erased three (3) years from the date of the final resolution of the last conduct proceeding. However, sanctions resulting in suspension or greater will remain in the Office of Student Conduct & Community Standards indefinitely and may be released as appropriate under the law when questions about conduct-related actions are asked.
- C. After a student has earned 90 academic credits and achieved senior standing, he or she may request, through a written petition, to have his or her conduct record 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.

There is no appeal of the decision made by the Dean of Student Life in response to a request to expunge a record.

### **VIII. INTERPRETATION, REVISION, AND AMENDMENTS**

#### **A. Code of Conduct**

The Student Code as described in Section IV 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. The most up-to-date version of this handbook can be viewed online at <http://smu.edu/studentlife> at any time.

#### **B. Conduct Review Process**

The Vice President for Student Affairs has responsibility for establishing and maintaining the conduct review process through its various parts. The University Conduct Council, in consultation with faculty, staff, students, and others, as

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

1. Proposals are to be made to the University Conduct Council for their recommendation, but final authority to change the conduct review process rests with the University President.
2. When the University Conduct Council receives a change, the Council is required to inform the Dean of 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.
3. Students with questions regarding this process may see the Dean of Student Life.
4. 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 Conduct Officer.

Approved & Effective as of: 1 October 2013

Last Revision: 20 Aug 2014

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# 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** Intentionally<sub>1</sub> using or attempting to use unauthorized materials, information, or study aids in any academic exercise<sub>2</sub>.

**FABRICATION** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise<sub>3</sub>.

**FACILITATING ACADEMIC DISHONESTY** Intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code<sub>4</sub>.

**PLAGIARISM**<sub>5</sub> Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

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



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

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

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

## 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 graduate students enrolled in the Schools of Law, Theology, Business, or Education 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 ten (10) percent of the student body. Passage shall require a majority vote of the Honor Council and approval by the Student Senate, the Faculty Senate, and the approval of the Provost and the Dean of Student Life.

## ARTICLE II

### HONOR COUNCIL COMPOSITION AND AUTHORITY

**SECTION 1: MEMBERSHIP** If possible, the Honor Council should be comprised of a minimum of four officers and no less than 27 general members. Membership is open to all members of the SMU student body without respect to sex, sexual orientation, race, color, religion, disability, age, veteran status, or national origin. 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 should be categorized following these guidelines:

- (a) Five (5) first-year students (after recruiting)
- (b) Six (6) sophomore students

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- 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). A student who cites long passages from a book without acknowledgment cannot expect to convince the decision maker that the omission was merely "negligent." 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 In regards to cases of plagiarism, ignorance of the rules is not an excuse. The University subscribes to the statement on plagiarism which appears on page six of William Watt's *An American Rhetoric* (1955).

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

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

- (a) To develop its own Bylaws and procedures, subject to a majority vote by the Honor Council and approval by the Provost, the Dean of Student Life, and Vice President for Legal Affairs for legal sufficiency and compliance with the standards set by the Honor Council Constitution;
- (b) To serve on and constitute at least one hearing board a semester, as specified in Article IV of this Constitution, or investigate at least one case a semester;
- (c) To advise and consult with faculty members and administrative officers on matters related to academic integrity standards, policies, and procedures;
- (d) To foster and promote programs alerting students to the importance of academic integrity and the penalties for its violation;
- (e) To issue an annual report to the campus community, to include a statistical review of the nature, volume and disposition of charges heard, academic integrity standards, policies, and procedures, including recommendations for appropriate changes;
- (f) Any additional duties or responsibilities delegated by the Provost or Dean of 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 twenty-two (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 respondent. 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 Vice President of Investigations 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 respondent's transcript until the case has reached a final disposition through the hearing.
- (f) The Honor Council president shall convene a Hearing Board, with a suggested composition of four students and one faculty member, within a reasonable period of time but no earlier than ten (10) days after the respondent 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.
- (g) Quorum for an Honor Council Hearing Board shall be defined as at least four (4) members of the Honor Council.

## **SECTION 3: ADVISING THE RESPONDENT**

- (a) The vice president of the Honor Council or designee shall serve as liaison to the respondent. The Honor Council vice president shall document every attempt by phone and mail to contact the student to schedule a meeting to review the respondent'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 respondent 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 (a SMU student, faculty member, or staff member) and his or her parents. Parents and/or community support person are for moral support only and may not participate in the hearing unless called upon as a witness. Parents or family members who are attorneys may not be present in a lawyer capacity. Attorneys may not attend or participate in the hearing.

## **ARTICLE IV - HEARING RULES AND PROCEDURES**

### **SECTION 1: GENERAL HEARING RULES**

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

### **SECTION 2: HEARING PROCEDURES**

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

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

### **SECTION 3: SPECIAL CONTINGENCY PROCEDURES**

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

## **ARTICLE V - PENALTIES**

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

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

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

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

**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) Intent, premeditation and seriousness of the offense;
- (c) Previous University Honor Council or Conduct 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;
- (e) Clearly erroneous findings of fact.

**SECTION 2:** Only the respondent has the right to appeal.

**SECTION 3:** All requests for appeal of the hearing board's decision shall be submitted to the University Conduct Council in writing no later than four (4) calendar days

(excluding school holidays) from the Hearing Summary meeting with the Honor Council President or the mailing of the Hearing Summary Report to the student's address of record. Requests must set out detailed reasons for the appeal. The hearing board shall submit a response to the appeal to the University Conduct Council. For this purpose, a quorum of the University Conduct Council shall be two (2) faculty members, two (2) students, and one (1) administrator. The council shall convene a closed informal hearing within a timely manner to discuss the merits of the appeal. The standard of appellate review is very stringent and only in cases of a clear miscarriage of justice shall an appeal be granted.

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

## **ARTICLE VII - RECORDS**

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

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

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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 Office and the Police Department. The complete text of the regulations is also available on the SMU web site at <http://www.smu.edu/parkingid>.
2. The objective is to obtain voluntary compliance with the regulations rather than to assess fines. Fines have been enacted to deter violations.
3. The plan provides parking spaces as conveniently as possible within the available limits. **No one is guaranteed a parking space on campus.**
4. Students, faculty and staff are expected to be familiar with and to abide by these regulations at all times and to advise visitors of them. The fact that a violation notice is not issued when a vehicle is illegally parked does not mean nor imply that the regulation or law is no longer in effect. The motor vehicle operator is responsible for being informed about the laws and regulations in force.
5. Persons with registered vehicles are responsible for any citations issued to their vehicles. **Lack of convenient parking space is not justification for violation of parking rules.** Any unregistered vehicles parked on campus by faculty, staff or students will be cited. Repeated violations (two or more) by unregistered vehicles can result in the vehicle being towed or 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 immobilization and tow. Individuals who receive ten (10) or more citations will be towed at the owner's expense.
6. All appropriate Texas criminal laws and motor vehicle laws, in addition to University regulations, are in effect on SMU property. University police officers and parking enforcement 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. Vehicles remaining in affected areas may be towed at owner's expense.
8. Questions regarding interpretation or classification of these regulations should be directed to the Parking and ID Card Services Office during normal business hours at 214-768-7275 or via email at [parking@smu.edu](mailto:parking@smu.edu). **(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, forged, or altered.

**STUDENT VEHICLES** When a vehicle is parked on the campus, the parking permit will be displayed inside the front windshield, on the lower RIGHT hand side adhered to the glass. 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 suite 101 of the Expressway Towers Building on the corner of North Central Expressway and SMU Boulevard. The permit will be displayed on the inside of the front windshield, on the lower RIGHT hand side adhered to the glass. On motorcycles, the permit should be displayed in any conspicuous place.

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

1. Visitors and guests of the University may park in metered spaces on campus. The Binkley and Moody Parking Centers also offer self-pay and park options.
2. Visitors parking in the Moody Parking Center will be required to pay a flat-rate fee of \$5.00. The one-time \$5.00 fee is good for the entire day. The pay station is located at the SMU Blvd Entrance and will accept coins, bills (\$1.00 and \$5.00 only), as well as major credit cards. Moody Parking Center validators may also be used at the Moody Parking Center station only. These validators may be purchased from the Parking and ID Card Services Office. Visitors must display the receipt of payment on the dashboard to avoid citation.
3. Visitors parking in the Binkley Parking Center **take a ticket at entrance and place on dashboard**. Payment is made upon exit at \$1.00 for every hour the vehicle is parked, not to exceed \$12.00 for the day. There is no overnight parking for visitors in the Binkley Parking Center without prior arrangements with the Parking and ID Card Services Office (a permit will be issued instead of the daily rate coupon). Parking and ID Card Services accepts cash or check only for non-SMU affiliates. The pay station located at the Binkley exit accepts credit cards. Binkley Parking Center validators can be used at this pay station. **Faculty, staff, or students are NOT considered visitors and may not park in visitor's parking spaces on Level 2 of the Binkley garage at any time.**
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 Parking and ID Card Services Office at 214-768-7275 for instructions.
5. **While faculty, staff, and students are not considered visitors, they may park in any metered parking space anywhere on campus, provided they have paid the associated fee. However, faculty, staff, or students may not park in visitor's parking spaces on Level 2 of the Binkley Parking Center at any time.**
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. Guests should be directed to Parking and ID Card Services.
7. SMU is not responsible for any damage that may occur to vehicles parked on campus. Students are not allowed to use visitor parking on Level 2 of the Binkley Parking Center.
8. The Mustang Parking Center is for resident permit holders only.

**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 SMU Facility Services.

#### **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.
2. SMU has provisions to issue a temporary disabled permit. Temporary disabled permits may be issued with written authorization from a physician. This issuance is done at the Parking and ID Card Services Office. Temporary permits may be issued for a maximum of six (6) weeks. This provision will enable an individual to obtain a State temporary permit if the disability is expected to continue longer.

3. Persons with “Disabled” permits must pay to park in SMU-operated (private property) metered parking spaces.
4. An unauthorized vehicle in a space reserved for disabled persons will be cited and towed at the expense of the owner/operator.
5. Spaces designated for disabled persons may be used only by vehicles displaying an appropriate permit. The regulation applies AT ALL TIMES (24 hours a day, seven days a week). Vehicles improperly parked in such spaces will be towed away. A \$300 FINE WILL BE CHARGED FOR EACH VIOLATION. THIS WILL BE IN ADDITION TO THE TOWING/BOOT CHARGE AND IMPOUNDMENT FEES.
6. A parking placard or plate is ONLY valid when being used by the same person with the disability or someone who is driving the person with the disability. It is a violation of state law to use the placard or plates for a disabled parking spot without the person with the disability in the vehicle.

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

Section 10. (a) A person commits an offense if the person is neither temporarily or permanently disabled nor transporting a temporarily or permanently disabled person and parks a vehicle with such special device or displaying a disabled person identification card in a parking space or parking area designated specifically for the disabled by a political subdivision or by a person who owns or controls private property used for parking for which a political subdivision has provided for the application of this section under Subsection (c) of Section 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. By virtue of purchasing an SMU parking permit, all agree to read, understand, and abide by SMU parking policy. An additional parking permit for another vehicle can be bought at the full price for the full year. All students living in an SMU residence hall, SMU apartment or sorority/fraternity house must register their vehicle or opt-out of an SMU parking permit if he/she does not have a vehicle at school. If no choice is made, residential student accounts will be charged the annual parking fee. If you are a non-resident student and must drive, you will need an SMU parking permit to park on campus. Students must purchase their SMU parking permits or opt-out online at <http://www.smu.edu/parkingid>.

1. **RESIDENT PERMITS:** Persons who reside in campus housing (residence halls, sororities, fraternities and SMU apartments) are authorized to park in the resident areas indicated on the map and designated “All University Permit” (AUP) areas. Avoid RLSH staff spaces and visitor spaces. Proof of campus residency is required.
2. **FALL PERMIT:** Specifically for those non-resident students who will graduate at the end of the Fall Term, or for students who will not be taking classes on campus in the spring. Residents graduating in the fall should purchase a full year resident permit.
3. **COMMUTERS:** These non-resident students are authorized to park in AUP designated areas. This includes the Commuter Lot, Airline Parking Center, Meadows Parking Center, the Moody Parking Center and the Binkley Parking Center. Students are not allowed to park in visitor and Faculty/Staff spaces within these locations.
4. **FACULTY AND STAFF:** Employees are authorized to park in designated F/S areas on the map, including Parking Centers and all university permit areas. It is not permitted to purchase a F/S permit for use by students. Faculty and staff should avoid spaces designated for visitors in the Parking Centers. Letter designated lots are by assignment only and require a permit specific to that location.

5. **LAW PERMITS:** This permit authorizes parking in the Daniel Parking Center (Law), Airline Parking Center, Meadows Parking Center, the Moody Parking Center, Binkley Parking Center and AUP areas.
6. **SERVICE AND DELIVERY VEHICLES:** These vehicles are issued temporary permits for loading, unloading and SMU vehicles (service and delivery, contractors, special guests, trustee parking, visitors, etc.) and must be displayed on the rearview mirror.
7. **TEMPORARY:** This is a short term permit issued for a specific date and location.
8. **VISITOR PERMITS:** Used to designate visitors on campus.
9. **EMERITUS PERMIT:** Designates individuals who have retired from SMU. It allows them to park in any All-University Permit (AUP) area or any open faculty, staff or resident lot. Available through the Retired Faculty Association and the Retired Staff Association or the Parking and ID Card Services Office at Expressway Tower Building.
10. **CONTRACTOR PERMITS:** Contact the Parking and ID Card Services Office.

## FEES 2014-15

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

1. Student
  - Full-time (more than 9 credit hours)*
    - Full Year - \$290
    - Fall Semester Only - \$150 (*Available only to Graduating Seniors*)
    - Spring Semester - \$150
  - Part-time (9 or fewer credit hours)*
    - Full Year - \$150
    - Fall Semester Only - \$75 (*Available only to Graduating Seniors*)
    - Spring Semester - \$75
2. Summer (May - August) - \$50
3. Faculty/Staff - \$26 a month or \$312 annually
4. Temporary permit - \$60 monthly; \$15 weekly; \$5 daily

## REFUND POLICY - PARKING FEES

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

## TRAFFIC AND PARKING VIOLATIONS

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

## FINES

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

## VIOLATIONS

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

passengers may be seated in the truck bed if the passenger is not in violation of minimum age as defined by state law.

4. Special circumstances (loading/ unloading) vehicles will be considered. However prior permission must be obtained. A maximum of twenty (20) minutes parking will be granted in these instances. The vehicle involved in loading or unloading must be parked in a legal parking space and must be moved immediately upon completion of the loading or unloading operation. The procedure does not convey the right to park in a FIRE LANE, a space designated for a DISABLED person, a NO PARKING ZONE, or a RESERVED space.
5. It shall be a violation for any person to drive by, through, beyond, or move a barricade, a road block, or parking cone that is officially erected on the campus.
6. Parking in a fire lane.\* (**\$150 fine**)
7. Blocking a driveway or crosswalk.\* (**\$40 fine**)
8. Double parking.\* (**\$40 fine**)
9. Parking in a space designated for persons with disabilities.\* (**\$300 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)\* (**\$60 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). Including parking over the line where the tire extends over the marked line into the space adjoining.
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.\*
22. Vehicle impoundment\* (**\$30 per day storage fee**)
23. No valid decal. (**\$30 fine**)

*\* Note: Towing 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. *Commuters* may not park in areas reserved for campus residents, visitor areas, faculty, staff and law designated areas.
3. Limited-time parking areas (i.e. 30-minute) may be used by visitors, students, faculty and staff.
4. Spaces provided for disabled persons are indicated by posted signs.
5. 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 or Parking Enforcement officials for violation of traffic or parking regulations.
2. A **sixth** traffic citation will result not only in a fine but also in the individual being designated a habitual violator.
3. Securing a parking permit using fraudulent registration information or displaying a fictitious permit will result in the revocation of parking privileges and referral to the University Conduct Officer for further action. **NOTE: Students who fraudulently register the vehicles of another will lose their parking privileges on the campus for the remainder of the academic year. Students should also be reminded that ANY citations received by others who have a registration permit in the registrant's name will be charged to the registrant's account.**
4. Improperly parked vehicles that interfere with usual 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 DAMAGE TO A VEHICLE THAT IS MOVED WHILE SECURED BY A "BOOT". ANY DAMAGE TO THE "BOOT" WILL BE CHARGED TO THE VEHICLE OWNER.**

## MOTORCYCLES

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

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

## BICYCLES

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

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

## HOME FOOTBALL AND BASKETBALL GAMES

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

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

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. A violation fine is a University fee and must be paid at the Student Financial Services Office at the Laura Lee Blanton building. Failure to pay the citation fee will result in delays for students in receiving degrees and transcripts and in refusal of permission to register. Visitors may pay via mail or online or at the Parking and ID Card Services Office.

## APPEALS

1. A citation may be appealed by going online to the Parking and ID Card Services website (<http://www.smu.edu/parkingid>) within 15 days of the citation date. **Please do not call the police department.**
2. Decisions are based on current published parking regulations. **All Appeals decisions are final.**

## UNIVERSITY PARK CITATIONS

In some instances, violators of University Park 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 of the vehicle.
3. **The paying of citations does not constitute reinstatement of a person’s parking privileges.**
4. Subsequent violation of parking regulations will result in the student being referred to the Dean of Student Life for action.

## TOWING/IMPOUND POLICY

Vehicles in violation of posted restrictions (i.e., cited two 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 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, immobilized or impounded at the owner’s expense. Arrangements to retrieve the vehicle must be made at the Parking and ID Card Services Office during regular business hours or SMU Police Department all other hours.

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. Permission to temporarily park a mobile home on campus will be granted by Parking and ID Card Services on a specific-need basis. Buses are not allowed to park permanently on campus. Temporary arrangements involving special events can be made through the Parking and ID Card Services Office (214-768-PARK).

## 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).

## CITY OF UNIVERSITY PARK RESIDENTIAL PARKING DISTRICTS

The City of University Park has established residential-only parking districts in neighborhoods adjacent to the SMU campus. On-street parking within established residential parking districts is restricted between 8 a.m. and 5 p.m. Monday through Friday. Only UP residents are allowed to park on City streets within the established residential parking districts with a displayed resident parking or guest permit issued by the City of University Park. Please respect our neighbors and park your car in the appropriate on-campus locations, and do not park on residential streets or at commercial establishments in areas surrounding the SMU campus.

# LAW ENFORCEMENT & SECURITY

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

## **JURISDICTION OF THE UNIVERSITY POLICE**

### **Law Enforcement Authority of Campus Security Personnel**

The SMU Police Department is a fully empowered law enforcement agency that is certified by the State of Texas. SMU Police Officers are armed, state-commissioned peace officers with full police authority, duties and responsibilities. The SMU Police Department provides 24-hour emergency services with patrol officers and a communications officer on duty at all times. The department consists of 36 staff members; 28 of whom are armed, commissioned peace officers. The SMU Police Department has the responsibility and duty to enforce all local, state, and federal laws and to effect arrest and to provide for referral for prosecution of crimes to the city and county judicial systems. Criminal violations will be processed through the Dallas County District Attorney's Office, or Federal criminal justice system. Officers also write citations for the City of University Park and the City of Dallas, Justice of the Peace, Precinct 3.

### **Municipal Law Enforcement Jurisdiction**

In addition to the SMU Police Department (SMU PD), the University Park Police Department (UPPD) has an excellent working relationship with SMU PD and has concurrent jurisdiction on the campus. University Park police officers regularly patrol the campus and augment SMU PD during emergencies. The University Park Fire Department (UPFD) is within six blocks of the SMU campus and provides fire prevention, suppression and emergency paramedic services to the campus. Through interagency agreements, the City of University Park, the Highland Park DPS, the Dallas Police Department and the Dallas County Sheriff's Department will also provide assistance if requested by the SMU Police Department.

## **REPORTING CRIME**

### **Procedures for Reporting Crimes and Other Emergencies**

All University community members and guests of the University are encouraged to report suspected criminal activity to the police as soon as possible. Fires, health emergencies, crimes, and violations of University policies and procedures should be reported to the SMU Police Department either in person at 3128 Dyer Street, Room 200, Patterson Hall, or by telephone by dialing 911 on campus or at 214-768-3333. Conspicuously placed, lighted emergency (Blue Light) telephones with direct lines to the SMU Police Department are located throughout the campus to facilitate reporting. The department also has an anonymous tips line where community members can leave information without providing their identity. The SMU Anonymous Tips Line is 8-2TIP on campus or 214-SMU-2TIP from cell phones/off campus phone lines.

### **Reporting Crimes to Other University Officials or Counselors**

Who Are Campus Security Authorities?

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

- A member of a campus police department or a campus security department of an institution.



- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, the following areas:
  - Athletics
  - Division of Student Affairs
  - Office of Police and Risk Management
  - Non-Police & Special Event Security Staff
  - Any other staff / faculty member with significant oversight over student activities
  - Parking and ID Card Services
  - Engaged Learning
  - Faculty Advisors to Student Groups
  - Taos/Plano Campus Administrators
  - Student workers monitoring access to facilities/events
- An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

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

Examples of individuals who DO NOT meet the criteria for being campus security authorities include a faculty member who does not have any responsibility for student and campus activity beyond the classroom, clerical staff, custodians and maintenance personnel and cafeteria staff. A pastoral or professional counselor on campus does not have significant responsibility for student and campus activity and are exempt from reporting crimes to the campus police. However, physicians and nurses of the Memorial Health Center who treat a victim of a violent crime that occurred on the campus or a facility, under the control of the university, must disclose the reported crime to the university police. They are not required to release the names of victims/patients.

### **Reporting Crimes Outside of the SMU Jurisdiction**

The SMU Police Department makes a good faith effort to stay informed of all criminal activity involving students at off-campus locations. Surrounding municipal agencies, state law enforcement agencies such as the TABC, and federal agencies routinely inform campus police about incidents where their officers contact SMU students. Annually, the department also requests area agencies to provide crime statistics for those areas immediately adjacent to the campus boundaries. When received, these statistics are included in the Annual Security Report.

### **CAMPUS FACILITIES**

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

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

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

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

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

**MAINTENANCE OF CAMPUS FACILITIES**

University facilities, lighting, and landscaping are maintained so as to reduce hazardous conditions. The University also has emergency blue light phones installed throughout the campus. SMU Police Officers regularly test the emergency phones and submit work orders for those in need of repair. Officers also routinely report the need for replacement lights and any other physical hazard they note. Malfunctioning lights, emergency telephones and other unsafe conditions are reported to the Facilities Management & Sustainability Office for repair or correction on a daily basis.

**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 2011, 2012, and 2013:

**SOUTHERN METHODIST UNIVERSITY - CRIME STATISTICS 2011-2013**

CATEGORIES	<u>2011</u>	<u>2012</u>	<u>2013</u>
Murder and Non-Negligent-Manslaughter .....	0	0	0
Negligent Manslaughter.....	0	0	0
Forcible Sex Offenses .....	2	5	4
Non-Forcible Sex Offenses.....	0	0	0
Sex Offenses - Not Reported to Police .....	2	5	0
Robbery.....	0	0	3
Aggravated Assault.....	3	6	2
Burglary.....	11	5	12
Motor Vehicle Theft.....	5	8	6
Arson.....	1	0	0

**SOUTHERN METHODIST UNIVERSITY - CRIME STATISTICS 2011-2013 *cont'd***

ARRESTS FOR SELECTED OFFENSES	<u>2011</u>	<u>2012</u>	<u>2013</u>
Liquor Law Violations .....	72	37	52
Drug Violations.....	9	19	25
Weapons violations.....	1	0	0
CONDUCT REFERRALS FOR SELECTED OFFENSES	<u>2011</u>	<u>2012</u>	<u>2013</u>
Liquor Law Violations .....	217	251	225
Drug Violations.....	37	20	61
Weapons Violations.....	0	1	3

**POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

The Southern Methodist University Police Department prepares and distributes an Annual Security Report for all of the SMU campuses in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report, published annually by October 1, contains three (3) years worth of crime, arrest and disciplinary referral statistics and outlines security policy statements including sexual assault policies. The statistics include incidents occurring on campus, public areas adjacent to campus, and certain non-campus facilities including fraternity and sorority housing and remote classrooms. The statistics are also gathered from the University Park Police Department, Highland Park Department of Public Safety, Dallas Police Department, Plano Police Department, Taos County Sheriff's Office in New Mexico and other University/College officials who have significant responsibility for students and campus activities (including but not limited to directors, deans, department heads, designated RLSH staff, student affairs, advisors to students/student organizations, athletic coaches).

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

SMU - All Campuses

On October 1, 2014 <http://smu.edu/pd/clerystats/2013%20ASR/annualreport2013.pdf>

Students may request a printed copy of this report by contacting the SMU Police Department in person at the SMU Police Department administrative offices located at 3128 Dyer Street in Patterson Hall during normal business hours Monday - Friday. Students may also request a printed copy by calling the SMU PD at (214) 768-1348, via email at [police@smu.edu](mailto:police@smu.edu), or by mail at the following address: Southern Methodist University Police Department, Attention: Annual Security Report Requests, P.O. Box 750334, Dallas, TX 75275-0334.

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

**SERIOUS CRIMES (TIMELY WARNINGS)**

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

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

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

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

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

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

### **CRIME ALERT (Off Campus)**

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

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

### **When are Timely Warnings issued?**

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

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

### **How are Timely Warnings issued?**

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

## SAFE AND SOUND ADVICE - GENERAL SAFETY TIPS

1. Avoid walking alone, particularly after dark. Use the Safety Escort Service whenever possible. If walking alone is unavoidable, be aware of your surroundings and let someone know when to expect you.
2. Avoid shortcuts. The shortest route is not always the safest route. Walk along the mid-point, between curbs and buildings and away from alleys and bushes.
3. Dress for mobility, particularly after dark.
4. Avoid deserted areas, poorly lit streets, alleys and pathways.
5. Never jog alone.
6. When walking or jogging, go against the flow of traffic; that makes it harder for motorists to bother you. (If harassed from a car, walk or run in the opposite direction. Scream if you are truly frightened.)
7. Do not jog while wearing stereo headphones. It's important to be alert to what's happening around you.
8. Carry your personal belongings in a backpack or similar container that will enable your arms and hands to be free at all times.
9. Avoid approaching your car with bundles that restrict use of your arms. If you've been shopping, ask the store for assistance.
10. Always have your keys ready to unlock the door to your car or residence and enter without delay. Lock the doors after you get inside.
11. Before entering your car, look in the back seat and on the floorboard.
12. Always lock car doors and windows when you leave or enter your car.
13. Never leave belongings in plain view in your car. Lock them in the trunk.
14. If someone in a vehicle attempts to stop you, even to ask for directions, do not get close to the vehicle.
15. Register, engrave, mark, and/or photograph all your valuables including bicycles, stereos, jewelry, vehicles, computers, etc.
16. Never get on an elevator with someone who looks suspicious. If someone who looks suspicious gets on, get off immediately.
17. Avoid using an ATM in a dark, isolated area; it's best to use machines that are in highly visible public areas, such as a supermarket.
18. Never 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

Residence Halls are patrolled regularly by SMU Police Officers. They perform periodic walk-throughs to ensure building safety and security.

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

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

# STUDENT APPEALS AND COMPLAINTS

At SMU, various policies reflect the SMU community's collective judgment about the academic, disciplinary, and academic honesty policies and procedures that best serve the interests of students and the overall academic community. Students sometimes might seek waiver of, deviation from, or appeal of these policies or applications of these policies. This page gives the links to the procedures for different types of student appeals or complaints available to undergraduates at SMU. ([http://smu.edu/provost/acad\\_petitions.asp](http://smu.edu/provost/acad_petitions.asp))

## **Undergraduate Student Academic Petition**

<http://smu.edu/provost/appeal.asp>

## **Appeal of Grade**

<http://smu.edu/catalogs>

## **Honor Code**

<http://www.smu.edu/StudentAffairs/StudentLife/StudentHandbook/HonorCode>

## **Code of Conduct**

<http://www.smu.edu/StudentAffairs/StudentLife/StudentHandbook/ConductCode>

## **Academic Grievance and Appeals Procedures for Students with Disabilities**

<http://www.smu.edu/Provost/ALEC/DASS/DisabilityAccommodations>

## **Appeal from financial aid decisions, including financial aid decisions based on lack of satisfactory academic progress**

<http://smu.edu/catalogs>

## **Discrimination or violation of rights**

Petitions or complaints alleging discrimination on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, or veteran status; petitions or complaints alleging harassment, intimidation, or reprisal; or petitions or complaints alleging improper or discriminatory action that abridges the person's rights or contravenes the applicable policies and practices of Southern Methodist University or of any federal or state law.

<http://www.smu.edu/IAE/PoliciesandProcedures>

## **Policy for Non-Renewal of Athletic Aid**

<http://www.smumustangs.com/compliance/student-athletes.html>

## FEDERAL LAW & CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that provides students the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the statute is to protect the rights of students and to ensure the privacy and accuracy of education records. The *Act* and regulations are very lengthy, and for that reason SMU has issued guidelines that are available at the University Registrar's FERPA website (<http://smu.edu/ferpa>).

Although there are a number of exceptions, as a general rule, SMU will not disclose to third parties personally identifiable information from a student's education records without the student's written consent. Among the exceptions to the general rule are these selected examples: (1) Information defined by SMU as directory information may be released unless the student requested through Access.SMU Self Service that it be withheld; (2) information authorized by student through Access.SMU Self-Service may be released to those individuals designated by the student; and 3) information may be released to a parent or guardian if the student is claimed as a dependent for income tax purposes on the parent's or guardian's most recent federal income tax return. For more information, visit <http://smu.edu/ferpa>.

If you wish to release or restrict access to your records, you must make the request through the Release of Education Records feature in Access.SMU Self-Service. All SMU students are considered adults and must authorize release of all records to anyone, including parents. Students have the ability through Access.SMU Student Self-Service to grant parents or other individuals view access to parts or all of their education records. More information on this feature is available at <http://smu.edu/ferpa/students>. For one-time access, students may fill out a form if they want their information released to a specified third party. The consent to release to specified third party form is available at <http://www.smu.edu/EnrollmentServices/Registrar/FormsLibrary>.



# 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 in 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.

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

Formal proceedings involving a:

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

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

## OPTIONS FOR HANDLING SEXUAL HARASSMENT

- Know your rights. Sexual harassment is a violation of University policy and the Student Code. It is also prohibited 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 office of Psychological Services may be particularly helpful if you need emotional support and information on University policies and procedures. The services of this office 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                      204 Perkins Administration                      *Phone:* 214-768-3601

- **For General Information, Reporting Incidents, Counseling, or Educational Programs**

Psychological Services for  
Women & Gender Issues                      Health Center                      *Phone:* 214-768-4795

Women & LGBT Center                      313 Hughes-Trigg                      *Phone:* 214-768-4792

Dean of Student Life                      302 Hughes -Trigg                      *Phone:* 214-768-4564

- **Additional Counseling Options**

CAPS (Counseling &  
Psychiatric Services)                      Health Center                      *Phone:* 214-768-2277

Office of the Chaplain                      316 Hughes-Trigg                      *Phone:* 214-768-4502

## SMU POLICY ON SEXUAL ASSAULT

Sexual assault and all acts of sexual violence are forms of sexual harassment that are prohibited by Title IX of the Education Amendments of 1972 and SMU Policy 2.5.1. Sexual assault also is a crime punishable under Texas law by imprisonment from two to 20 years, plus a fine up to \$10,000.

Sexual assault will not be tolerated in our community. Students found responsible for sexual assault face disciplinary sanctions up to and including dismissal from the University.

In the event that a student experiences sexual assault, SMU has policies, procedures and resources in place that provide support. More information is available on SMU's Live Responsibly Health and Safety Website - <http://smu.edu/smunews/liveresponsibly/>.

### WHAT CONSTITUTES SEXUAL ASSAULT?

Under SMU Policy 2.5.1 and Title IX, sexual assault is considered an act of sexual violence, which is defined as a physical sexual act perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. Learn more about SMU policy and the law - <http://smu.edu/smunews/liveresponsibly/SexualMisconductTaskForce/SMU-policy-and-federal-and-state-law.asp>

Consent means voluntary, clear, continuous, mutually understandable permission, given by words or actions, regarding one's willingness to engage in sexual activity.

### WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED

Students are urged to report a sexual assault to police as soon as it is safe to do so; call 911 or 214-768-3333. It is critical that any student who has experienced sexual assault seek medical attention immediately, even if that student decides not to contact police. Learn more about resources here to help students - <http://smu.edu/smunews/liveresponsibly/SexualMisconductTaskForce/sexual-assault-what-to-do.asp>

At Texas Health Presbyterian Hospital Dallas, a certified Sexual Assault Nurse Examiner will provide care and an exam that preserves evidence; 214-345-6203. SMU Police (214-768-3333) or an SMU Counseling and Psychiatric Services representative (214-768-4795) can

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

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

### SMU RESOURCES THAT ARE HERE TO SUPPORT STUDENTS

- SMU Police (criminal reporting), 911 from a campus phone; 214-768-3333
- SMU Title IX Coordinator (internal grievance reporting), 214-768-3601
- SMU Office of Psychological Services for Women and Gender Issues, 214-768-4795  
(confidential conseling; emergency contact number is provided at all hours).
- SMU Counseling and Psychiatric Services, 214-768-2277 (confidential counseling; emergency contact number is provided at all hours)
- Chaplain's Office (confidential counseling), 214-768-4502
- Office of the Dean of Student Life, 214-768-4564
- Women & LGBT Center, 214-768-4792

### COMMUNITY RESOURCES

- Dallas Area Rape Crisis Center (24-hour confidential hotline), 972-641-7273
- Texas Health Presbyterian Hospital Dallas Sexual Assault Nurse Examiner Center, 214-345-6203

### PURSUIING CRIMINAL AND GRIEVANCE PROCESSES

Students who report sexual assault have the right to decide to pursue a criminal process, an SMU grievance process or both processes.

**The criminal process:** A student may decide immediately or at a later date to pursue criminal charges and prosecution in a Texas criminal court. SMU Police are available to counsel and accompany students through the criminal process; call 214-768-3333.

**The grievance process:** A student who reports sexual assault may file a complaint under the University's Title IX police, 2.5.1. The internal grievance process includes an investigation of the allegations, sanctions and an appeal process. For more information, contact the Title IX Coordinator, 214-768-3601.

Learn more about these processes - <http://smu.edu/smunews/liveresponsibly/SexualMisconductTaskForce/sexual-assault-know-your-options.asp>

### EDUCATION AND PREVENTION PROGRAMS

Educational and prevention programs on sexual misconduct are coordinated and provide by the Office of Psychological Services for Women and Gender Issues with SMU Counseling and Psychiatric Services (214-768-4795), the Assistant Director for Health Education (214-768-2393) and the Women & LGBT Center (214-768-4792).

These resources can connect students with faculty, staff and other students who are taking action against sexual assault.

# CENTER FOR ALCOHOL & DRUG ABUSE PREVENTION

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

## STANDARDS OF CONDUCT

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

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

## HEALTH RISKS OF ALCOHOL AND DRUGS

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

Indicators of high-risk alcohol use:

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

Marijuana: a) Prolonged use can lead to severe psychological dependence.

- May cause paranoia and panic anxiety reactions.
- Impairment of memory and learning, altered sense of time and inability to concentrate.
- May cause apathy/loss of motivation.

Cocaine: a) Increase in heart rate, blood pressure, and body temperature.

- High addiction potential.
- Overdose may result in seizures, heart failure, coma or death.

Opiates: a) Rapid development of tolerance and physical dependence.

- May cause infections of the skin, liver, heart and lungs.
- Overdose can be fatal

Tobacco: a) Shortness of breath, nagging cough, and heart difficulties.

- Long-term effects may include emphysema, bronchitis, heart disease and cancer.

## **Personal Risks of Alcohol and Drug Use:**

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

## **SMU SANCTIONS**

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

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

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

## **LEGAL SANCTIONS**

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

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

## **SERVICES AVAILABLE TO THE CAMPUS COMMUNITY**

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

We offer the following services:

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

- 4) REFERRAL/AFTER-CARE: Based on our assessment, we assist students 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 students to a wide range of support groups in the community, as dictated by the needs of the individual. We provide an on-campus SMU Student Recovery Support Group and coordinate with off-campus AA meetings and other 12-step groups.
- 7) EDUCATION: Presentations are given about alcohol and other drugs, chemical dependency and substance abuse topics. The Center utilizes social norms marketing to correct student misperceptions about alcohol use.
- 8) TRAINING: Students, faculty and staff are trained to deal with others 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, SMU Health Center, from 8:30 a.m. to 5:00 p.m. Monday through Friday; 214-768-4021.