

WELCOME TO ...



SMU | PERKINS
SCHOOL OF THEOLOGY

Perkins School of Theology is a graduate school
of Southern Methodist University in Dallas.

SMU, including the school of theology,
was founded in 1911 by what is now
The United Methodist Church.

The present campus was occupied in 1950
following a generous gift from
J.J. and Lois Perkins of Wichita Falls, Texas.

Bridwell Library, a gift of J.S. Bridwell of Wichita Falls
and his daughter, Margaret Bridwell Bowdle,
opened the same year.

The Theology Quadrangle consists of three
classroom and administrative buildings –
Selecman Hall, Kirby Hall and Elizabeth Perkins Prothro Hall –
plus Perkins Chapel, serving the entire University campus,
and the prestigious Bridwell Library.

Perkins celebrated the completion of Prothro Hall
and the renovation of Kirby and Selecman Halls

September 11, 2009, with a prayer service,
ribbon cutting ceremony, open house and luncheon.

The new 20,000 square-foot building houses
facilities for teaching, administration and community uses –
including seminar rooms and classrooms,
conference rooms, a preaching lab and a computer lab.

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

MISSION STATEMENT

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

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

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

SMU ALMA MATER

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

See www.smu.edu/spirit

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2013–2014 CALENDAR

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

FALL 2013

August

13-14	Tuesday-Wednesday	Intern Orientation
19	Monday	First day of class for one course in the Houston-Galveston program
26	Monday	First day of classes for Dallas and all others in Houston-Galveston
22	Thursday	Orientation for all new students
22-23	Thursday-Friday	Late Registration — 206 Kirby Hall, Registrar's Office
23	Friday	Last day to withdraw from all classes without any tuition charge
24	Thursday	Houston Spiritual Formation Retreat St. Luke's UMC – Crossroads Bldg., Houston, TX, 9 a.m.-4 p.m.
30	Friday	Last day to file for December graduation Last day to register, add courses or drop a course without grade record or tuition billing

September

2	Monday	Labor Day — University holiday (offices closed & no classes)
14	Saturday	Dallas Spiritual Formation Retreat Cochran Chapel UMC – Meaders Hall Dallas, TX, 9 a.m.-4 p.m.
19-20	Thursday-Friday	<i>Inside Perkins</i> in Dallas
20-21	Friday-Saturday	Faculty Conference
20	Friday	Tuition and fees due to SMU
23	Monday	Perkins Youth School of Theology Open House
27	Friday	Divisional meetings, 11:30 a.m.

October

7	Monday	<i>Inside Perkins</i> in Houston
7	Monday	Perkins faculty meeting, 9:30 a.m.
14-16	Monday-Wednesday	Perkins Fall Break (no classes)
17-18	Thursday-Friday	<i>Inside Perkins</i> in Dallas
18	Friday	Divisional meetings, 11:30 a.m.
28	Monday	Faculty as Guild, 9:30 a.m.

November

4	Monday	Perkins faculty meeting, 9:30 a.m.
5-15	Tuesday-Friday	Advance registration for Spring Term and Interterm
8	Friday	Last day to drop a class for Fall Term
15	Friday	Divisional meetings, 11:30 a.m.
26	Tuesday	Last day to withdraw from the University
27	Wednesday	Last day of classes in Dallas
28-29	Thursday-Friday	Thanksgiving Recess — University Holidays (offices closed)

December

2	Monday	Perkins faculty meeting, 9:30 a.m.
2-6	Monday-Friday	Reading and writing period
5	Thursday	Christmas Worship Service, Perkins Chapel, 4 p.m. and 8 p.m.
6	Friday	Last day for submission of all written work, 5 p.m.
9-13	Monday-Friday	Final examinations in Dallas
16	Monday	Last day of classes/finals in Houston
17	Tuesday	Grades must be posted by noon
21	Saturday	Official University close of term and conferral of degrees
23-31	Monday-Tuesday	Winter Break — University Holidays (offices closed)

INTERTERM 2014**December**

19	Thursday	Tuition for January Term due to SMU
30-Jan. 17	Monday-Friday	Perkins Interterm

January

1	Wednesday	New Year's Day — University Holiday (offices closed)
7-17	Tuesday-Friday	Doctor of Ministry Interterm Session
11-17	Saturday-Friday	United Methodist Certification in Youth Ministry
13-16	Monday-Thursday	Perkins School of Youth Ministry
20	Monday	Martin Luther King, Jr. Day — University Holiday (offices closed)

SPRING 2014**January**

21	Tuesday	Orientation for new students
22	Wednesday	Last day to withdraw from all classes without any tuition charge
22-23	Wednesday-Thursday	Late Registration — 206 Kirby Hall, Registrar's Office
23	Thursday	First day of classes in Dallas
24	Friday	Last day to file for May graduation
27	Monday	First day of classes for Houston-Galveston Program
		Perkins faculty meeting, 9:30 a.m.
30	Thursday	Last day to add or drop courses without grade record or tuition billing

February

3-5	Monday-Wednesday	Ministers Week
20-21	Thursday-Friday	<i>Inside Perkins</i> in Dallas
20	Thursday	Tuition and fees due to SMU
21	Friday	Divisional meetings, 11:30 a.m.

March

3	Monday	Perkins faculty meeting, 9:30 a.m.
6-8	Thursday-Saturday	Theological School for the Laity
8-16	Saturday-Sunday	Perkins and SMU Spring Break
10	Monday	<i>Inside Perkins</i> in Houston
28	Friday	Divisional meetings, 11:30 a.m.

April

7	Monday	Perkins faculty meeting, 9:30 a.m.
8	Tuesday	Last day to drop a class for Spring Term
8-16	Tuesday-Wednesday	Advance registration for summer and fall terms
11-12	Friday-Saturday	<i>Inside Perkins</i> in Dallas
12	Saturday	Perkins Youth School of Theology Spring Youth Forum
14	Monday	Faculty as Guild, 9:30 a.m.
17-18	Thursday-Friday	Easter Recess (no classes)
18	Friday	Good Friday — University Holiday (offices closed)
25	Friday	Divisional meetings, 11:30 a.m. Last day to withdraw from the University

May

2	Friday	Last day of classes in Dallas
5	Monday	Perkins faculty meeting, 9:30 a.m.
5-8	Monday-Thursday	Reading and writing period
8	Thursday	Last day for submission of all written work, 5 p.m.
9-14	Friday-Wednesday	Final examinations in Dallas
12	Monday	Last day of classes for Houston-Galveston Program
16	Friday	Grades must be posted by noon
17	Saturday	Commencement, 9:30 a.m., Moody Coliseum A Celebration of Degrees and Academic Achievements, 2 p.m., Highland Park United Methodist Church Official close of term and date for conferral of degrees

SUMMER 2014

May

26	Monday	Memorial Day – University Holiday (offices closed)
27-July 3	Tuesday-Thursday	Perkins Summer Session

June

5	Thursday	Last day to file for August graduation
9-26	Monday-Thursday	Doctor of Ministry Summer Session
13-20	Friday-Friday	United Methodist Certification for Christian Education, Children's Ministry, Older Adult Ministries and Church Music

July

4	Friday	University Holiday (offices closed)
6-19	Sunday-Saturday	Perkins Youth School of Theology Summer Academy
6-31	Sunday-Thursday	Course of Study School

August

5	Friday	Official close of term and date for conferral of degrees
12-13	Tuesday-Wednesday	Intern Orientation

More information about the academic calendar for the Houston-Galveston Program is available from the program's office in Houston and online at www.smu.edu/Perkins/FacultyAcademics/housgal.

GETTING SETTLED...

...IN DALLAS OR HOUSTON-GALVESTON

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

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

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

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

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

Washington Mutual, 8127 Preston, 214-363-8833, wamu.com

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

Students beginning their studies at the Houston-Galveston Program can find a branch of most major banks nearby. St. Luke's at the Crossroads is located between the Greenway Plaza area of Houston and River Oaks. The Upper Kirby District is also close. Enter ZIP code 77027 in your bank's location search to find a local branch. Banking, dining, and retail opportunities in Galveston are concentrated on the eastern end of the island. Enter ZIP code 77551 to find locations there.

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

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

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

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

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

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

In Houston, jobs are posted on the bulletin board in the entryway at the Crossroads. Students affiliated with the Texas Conference of

The United Methodist Church will find it helpful to explore postings at www.txcumc.org/jobs_find.asp.

Hegi Family Career Development Center Located in the SMU Hughes-Trigg Student Center, this center provides information about career opportunities. Call the Career Center at 214-768-2266 or visit www.career.smu.edu. A list of departments on campus which regularly hire students is also available at www.smu.edu/financial_aid/StEmploy.asp.

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

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

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

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

Arrange Housing

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

Marriott Courtyard	10325 N. Central Expwy.	214-739-2500
Holiday Inn Hotel Central/Dallas	6070 N. Central Expwy.	214-750-6060
Doubletree-Campbell Center	8250 N. Central Expwy.	214-691-8700

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

Hotels closest to the Houston location include:

LaQuinta Inn	4015 SW Freeway	713-623-4750
Residence Inn West University	2939 Westpark	713-661-4660

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

Holiday Inn on the Beach	5002 Seawall Blvd.	409-740-3581
Hilton Galveston Island Resort	5400 Seawall Blvd.	409-744-5000
Best Western	5914 Seawall Blvd.	409-740-1261

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

Graduate Housing The graduate residence hall for SMU, Hawk Hall, is situated next to the Perkins Theology Quadrangle. Hawk is an apartment-style residence hall available for singles, couples, and families. On-campus apartments (SMU Apartments) also are available. For further information on graduate housing, contact the SMU Office of Residence Life and Student Housing (RLSH) at 214-768-2407 or visit www.smu.edu/housing for an overview of residence halls and resident life.

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

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

Take Care of Yourself and Your Family

Health Insurance SMU requires all domestic students, both undergraduate and graduate, taking nine or more credit hours to have health insurance through either an individual/family plan or the University offered plan. All international students taking one or more credit hours must enroll in the University offered plan unless they have a special waiver personally granted by the Health Center staff.

SMU's mandatory policy requires those students with the enrollment status mentioned above to provide documentation of current insurance coverage (Waive) or to enroll in the Student Health Insurance Plan (SHIP) by the deadline date each term. For more information on the policy requirements, deadline dates, and instructions on how to WAIVE or ELECT coverage, please visit www.smu.edu/healthinsurance.

For the 2013-2014 Academic year, the University has partnered with Academic HealthPlans, Inc. (AHP) and Blue Cross Blue Shield of Texas to provide high-quality health insurance coverage to our students and their dependents. The Student Health Insurance Plan provides coverage for accidents and sicknesses, hospitalizations, emergency room, surgery, maternity, wellness, and other services. To view the plan benefits and rates go to www.AHPcare.com/smu. The Memorial Health Center files claims for the Student Health Insurance Plan only.

For questions regarding the policy or the student insurance plan please contact the Insurance Office at studenthealthinsurance@smu.edu or 214-768-3408/3470 or Academic HealthPlans at 855-247-2273.

Medical Services Beginning in fall 2013, a new fee for health services will be included in student tuition and fees. The fee is mandatory for all undergraduate and graduate students enrolled at the Dallas and Plano campuses, and is separate from any mandatory insurance costs.

For the 2013-14 academic year, the fee is:

\$100 per semester for full-time undergraduates;

\$50 per semester for part-time undergraduates;

\$50 per semester for all graduate students.

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

Other Community Resources

City of Dallas: dallascityhall.com

Dallas County: dallascounty.org

City of Houston: houstontx.gov

City of Galveston: cityofgalveston.org

State of Texas: texasonline.com

...AT SMU

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

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

Parking at SMU The purchase of a parking permit decal authorizes student parking in the Meadows parking garage and a few other designated places on campus. To ensure parking in an authorized location, please refer to a campus map at www.smu.edu/maps. The fee for an on-campus parking permit for the year is \$280 for students taking 10 hours or more or \$145 for students taking 9 hours or less. This permit covers the fall, spring, and summer terms. Students also can obtain a DART pass at the SMU Office of Parking and ID Card Services for free access to all Dallas Area Rapid Transit trains and buses. There is a one-time fee of \$5 for the DART pass.

To obtain a parking permit decal, go to smu.edu/parknpony/students/ and click on the “My Parking Account” link on the SMU Office of Parking and ID Card Services homepage. Enter your SMU ID and password and click on the “Order Permits” link. To aid in the vehicle registration process, be sure to have your license plate number and vehicle information including make, model, color, and year readily available. Print the order confirmation and display visibly on the dashboard of your vehicle. This order confirmation is your temporary permit. This permit will work for two weeks in lieu of your permanent one until you receive it. Decals can either be mailed or picked up at the SMU Office of Parking and ID Card Services with printed receipt of payment. A student ID card is required to purchase a parking

permit. Payment on campus may be made at the Student Financial Services Office, located at the Laura Lee Blanton Student Services Building on the first floor. The office accepts checks, cash, MasterCard, American Express, and Discover Card. It is open Monday, Tuesday, Thursday, and Friday from 9 a.m. to 4 p.m.; and Wednesday from 10 a.m. to 4 p.m. Contact them at 214-768-3417 or enroll_serv@smu.edu. For the location, hours, and contact information for the SMU Office of Parking and ID Card Services, see “Student Identification Card” information on page 13.

Parking is free for Extension Program students in Houston-Galveston. Additional parking for the Houston location is available curbside on Marquardt or across W. Alabama in the St. Luke’s UMC parking lot.

Assistance with Campus Computing Systems The SMU Office of Information Technology Help Desk is located in Fondren Library West. The Help Desk is the primary provider of assistance for using campus systems and networks. More information about services provided by SMU ITS is at www.smu.edu/oit. The Help Desk is open Monday through Thursday from 8 a.m. to 6:30 p.m. and Friday from 8 a.m. to 5:30 p.m. Additional hours and live chat assistance are available during fall and spring terms. Check the website for current hours. Help requests may also be submitted online at help.smu.edu.

Perkins Instructional Technology also provides some on-site assistance with campus networks and basic media support. Perkins IT can be reached at 214-768-2237 or at perkit@smu.edu. Bridwell Library provides assistance with using library systems and databases through the Circulation Desk or the Reference Office.

Extension Program students should contact Susan Buchanan at susan@smu.edu or 713-621-5059 for assistance with the equipment in the faculty/student workroom and for IT support for classroom presentations.

Primary University ID and Password Management Most University computing services, including e-mail, Access.SMU, Blackboard, and PerunaNet, utilize a common User ID (the 8-digit SMU ID number) and a single, strong password. Incoming students should receive instructions for activating their accounts by mail prior to orientation. Passwords must be changed a minimum of once every 6 months. A valid password requires the following:

- Must be at least 8 characters long
- May not contain more than 3 consecutive numerals from the student's SMU ID number
- May not be a password used previously
- Must contain at least 3 of the following 4 character sets:
 - Upper Case Letters
 - Lower Case Letters
 - Numbers
 - Special Characters (e.g. !@#\$\$%^&*)

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

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

SMU E-mail All students receive a free University e-mail account. New students should receive notification of their SMU e-mail address along with instructions for activating their accounts by mail prior to orientation. The University uses the SMU e-mail account to communicate information regarding, billing, deadlines, financial aid, scholarship, and other critical matters, so it is important to check SMU e-mail regularly. Access SMU e-mail from the Web at webmail.smu.edu. Configuration instructions for Outlook, Mac Mail, and other email clients are available at www.smu.edu/BusinessFinance/OIT/Services/Email. E-mail from an SMU account cannot automatically be forwarded to another e-mail address.

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

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

Students in the Houston-Galveston Extension Program should contact Susan Buchanan at susan@smu.edu for the username and password for the Wi-Fi at the Crossroads.

Off-Campus Network Access Many campus services, such as Access.SMU and Webmail, can be used through an independent Internet Service Provider. (Please be advised to be very cautious when using unsecured public networks.) Some services require access via the University's Virtual Private Network, securenet.smu.edu. Instructions for connecting to the VPN services are at www.smu.edu/BusinessFinance/OIT/Services/Email.aspx. All use of SMU's network resources is governed by the University's Computing and Communications Acceptable Use Policy (See Appendix D).

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

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

Paying Tuition and Fees Tuition and fees are due September 20, 2013, for fall term; December 19, 2013, for January interterm; and February 20, 2014, for spring term. A late payment fee between \$50 and 3 percent of your outstanding balance will be assessed on unpaid balances after the payment due date. Please visit the Bursar's website under "Cost of Attendance/Additional Charges/Penalty Fees" to find out more details regarding late payment fees and past due fees (smu.edu/bursar/additional.asp). To view your account information and to make a payment using a credit card (MasterCard, Discover Card, or American Express with a 2.75 percent convenience fee) or by electronic check (e-check) at no cost, you may log on to access.smu.edu. To see instructions for making a payment, you may visit the Bursar's website at smu.edu/bursar/smupay.asp.

Payment Plans In order to assist families with tuition costs, SMU and TuitionPay by Sallie Mae have partnered on your behalf to provide a variety of payment options. In order to avoid a late payment fee of up to 3 percent of the unpaid balance, please consider one of the payment options or make full payment directly to SMU by the SMU payment due date. Payment plans are only offered during fall, spring, and summer terms. There are no payment plans available for January Term, May Term, and August Term. All plans may include tuition, fees and/or room & board only.

Enrollment is online only at www.tuitionpaymentplan.com/smu. For more information regarding payment plans options, you may visit the Bursar's website at smu.edu/bursar/paymentplans.asp or contact Sallie Mae directly at 800-635-0120.

Student Loans Students should fill out the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The signature for the FAFSA is a PIN number available at www.pin.ed.gov. SMU's school code is 003613. Students can apply any time after January 1. Based on this report students will be considered for the \$20,500 Federal Direct Student Loan. The interest is fixed at 6.80%.

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

Questions regarding refunds and payments can be directed to Beth Mcconville, Student Account Specialist, at 214-768-4123 or bmconville@smu.edu.

...AT PERKINS

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

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

Buying Textbooks Each term, a book list is provided on the Academic Services page of the Perkins website beside the class schedule at www.smu.edu/Perkins/FacultyAcademics/AcademicServices.aspx. Textbooks can be found at the SMU Bookstore (Barnes & Noble College) located 3060 Mockingbird Lane, Dallas, Texas 75205. Students can use their Student ID Card to purchase textbooks. Charges are applied to your Access account every month and can be paid with a credit card or e-check, or with cash, check, or money order at the Bursar's office.

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

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

Perkins Community Life Fee Each year Perkins students are required to pay a Community Life Fee to help provide some basic services for the Perkins Community. This fee covers the Perkins Look Book and offsets the costs for community events such as the Fall Banquet, Spring Banquet, graduation events, Community Hour at Perkins (CHAP) and Community Lunch, as well as other events planned year to year. It also provides coffee, tea, lemonade, ice, and incidentals for students. The fee is \$30 for the year. Fees may be paid during the Perkins new student orientation or at anytime in the Office of Community Life. If paying the fee presents an unusual hardship, contact Tracy Anne Allred or Rachel Rigdon in the Office of Community Life at 214-768-3371.

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

Mailboxes Every regularly enrolled student not on full-time internship is assigned a campus mailbox at the beginning of each fall and spring term. For the Houston-Galveston Program, these mailboxes are located at the Crossroads in room 105, the Student/Faculty Workroom. On campus, they are located on the first floor of Kirby Hall along with mailboxes for the Perkins Student Association and all Organized Interest Groups. It is important for students to check their mailbox regularly for notices of community events, messages, and returned graded course work from professors. Faculty mailboxes are also located on the first floor of Kirby Hall. U.S. mail is not delivered to student mailboxes.

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

Lost and Found The Perkins lost and found is located in the Office of Admissions and Financial Aid, 216 Kirby, or in the director's office, room 106, at the Crossroads in Houston.

SMU/PERKINS RESOURCES

ACADEMIC RESOURCES

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

LEARNING DEVELOPMENT OPPORTUNITIES

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

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

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

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

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

early. Please allow two weeks for review of documentation before inquiring about eligibility for services. Guidelines for documentation are posted at www.smu.edu/alec/Guidelinesfordocumenting.asp. For more information, contact the DASS Office, at 214-768-4557, or visit the DASS website at www.smu.edu/alec/dass.asp.

The SMU Altshuler Learning Enhancement Center The A-LEC provides free one-hour seminars on study skills and learning strategies. Topics include time management, test anxiety, learning styles, and speed reading. For more information, call 214-768-3648 or visit www.smu.edu/alec/workshops.asp. Workshops are typically offered late weekday afternoons. The A-LEC is open Monday through Thursday, 8:30 a.m. to 10 p.m.; Friday, 8:30 a.m. to 5 p.m.; and Sunday, 5 p.m. to 10 p.m. The A-LEC is located in the Paul B. Loyd, Jr. All-Sports Center in suite 202 (just east of the Meadows Museum).

Help with Academic Writing For more information on help with academic writing for Dallas students, please contact the office of the associate dean at 214-768-3477 or Julie A. Mavity-Maddalena (Writing Assistant) at 972-974-5142 or jmavitymad@smu.edu.

Alissa Elliot is available to students in Houston for individual tutoring in writing papers. She can be contacted at 281-799-2852 or alissa.bouler@gmail.com. There is no charge to the students for her assistance; however, arrangements for tutoring must be made several weeks before a paper is due. Contact Susan Buchanan at 713-621-5059 or susan@smu.edu before you contact Mrs. Elliot.

Perkins Student Journal The *Perkins Student Journal* is a publication of student academic work that showcases exceptional examples of writing from the student body. The papers included in the *Journal* not only demonstrate the theological diversity of the student body but also exemplify what professors at Perkins consider exceptional student writing. Liturgical art is also included to illustrate the importance of the spiritual aspect of Perkins studies. Copies of the *Journal* are available to members of the Perkins community during the fall term.

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

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

BRIDWELL LIBRARY RESOURCES

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

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

Library Privileges and Access Perkins students have library privileges at all SMU libraries. A link to the SMU library catalog can be found at www.smu.edu/bridwell. A student ID card should be presented to check out materials. By using the barcode number printed along the bottom of the card, students can access the library’s online resources from off-campus locations.

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

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

In addition, a small reference library is available for students in the Student/Faculty Workroom, room 105, at the Crossroads. Houston-Galveston students may obtain a TexShare card from the Bridwell circulation department or through Susan Buchanan's office in Houston. This card will allow students to check out books from area libraries participating in the TexShare program including Houston Baptist University. Rice University is not a TexShare participant but has excellent resources for use only within the library.

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

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

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

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

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

Reserves Professors frequently place material on reserve in the library so that all students in a class have access to it. Reserve items are kept at the circulation desk and are shelved by call number. Library staff can assist with identifying items and call numbers more quickly if

students bring call numbers to the circulation desk. To find call numbers, refer to the Reserves Binder at the circulation desk or use the Course Reserves tab in the SMU library catalog at libcat.smu.edu. Searching by professor is usually most efficient, and results will be listed in order by title. Reserve items for Houston-Galveston students are located in the Student/Faculty Workroom, room 105, at the Crossroads.

Key Bridwell Library Telephone Numbers

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

Bridwell Library Hours – Fall and Spring Terms

General Collections

Monday – Thursday 8 a.m. – 11 p.m.

Friday 8 a.m. – 6 p.m.

Saturday 10 a.m. – 6 p.m.

Sunday 2 p.m. – 10 p.m.

Special Collections

Monday – Friday 8:30 a.m. – 5 p.m.

Saturday & Sunday Closed

Elizabeth Perkins Prothro Galleries

For most exhibits, the galleries are open the same hours as the library.

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

Fondren Library – Fall and Spring Terms

214-768-7378

Monday – Friday 24 hours

Saturday and Sunday 9 a.m. – midnight

See the Fondren website for exceptions, smu.edu/cul/

Hamon Arts Library – Fall and Spring Terms

214-768-2894

Monday – Thursday 8 a.m. – midnight

Friday 8 a.m. – 6 p.m.

Saturday 9 a.m. – 5 p.m.

Sunday 1 p.m. – midnight

COMPUTERS, COPY SERVICES, AND MEDIA EQUIPMENT

Personal Computers in Class The Prothro Computer Cluster, located in 208 Prothro, offers nine public access computers for the Perkins community. The computers are equipped with Microsoft Office Suite and specialized programs such as GenoPro for producing genograms. There is also a public access Macintosh that can be used for video and audio editing. Printing is available with a copy card or Express CASH account via SMU ID cards.

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

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

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

Houston-Galveston Computer Access The Student/Faculty Workroom in the Crossroads includes a computer and printer/copier for student use. The computer includes BibleWorks, Microsoft Word, PowerPoint, and Excel. Wireless Internet access is also available in most areas of the Crossroads. During times of high usage, time can be reserved through the Director in Houston.

Copiers and Laser Printers on Campus A card-access photocopier is available on the ground floor of Prothro Hall, near the northeast entrance. Students can pay for copies and prints with the Express CASH card. Students also can make copies at Copy Central, brought to SMU by

Ricoh and located on the second floor of Hughes-Trigg Student Center, 214-768-3047.

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

Instructional Technology Perkins Instructional Technology Service provides support for classroom technology, including digital projectors, TV monitors, VCRs, and DVD players. Requests can be placed via e-mail to perkit@smu.edu and must be received no less than two working days in advance. Requests for support for student class presentations should be copied to the instructor. Requests for use by student organizations should be copied to the faculty adviser.

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

If an instructor has authorized audio recording of class lectures, the recordings are available as digital files for download through Blackboard. Additional instructions may be distributed in classes that are being recorded.

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

COMMUNITY LIFE

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

Contact Rachel Rigdon in the Office of Community Life at 214-768-3371, or rdannen@smu.edu, with questions about community life at Perkins, or visit the Community Life website at www.smu.edu/Perkins/StudentLife/Living/CommunityLife.aspx.

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

Community Lunch Everyone in the Perkins community, including spouses, partners, and guests, can share low-cost community meals, which are provided throughout the week. These meals, prepared by Elizabeth Ferguson, provide a time for informal discussion and fellowship as well as a forum for community announcements. The meals are \$5, including beverages. Lunch is served in Prothro Hall Refectory Tuesday through Friday, 12:15 p.m. to 1:15 p.m. Students also are welcome to bring their own lunch to eat with the community.

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

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

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

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

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

The Crossroads in Houston has two bulletin boards with information for Perkins students. One is in the entryway and includes job postings and other general information. The other bulletin board is in the Student/Faculty Workroom and includes information on financial aid, library access, and other SMU and Perkins notices.

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

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

SMU/Dallas Entertainment Entertainment can easily be found on and off campus. Students can enjoy one of the most comprehensive and largest collections of Spanish art outside of Spain at Meadows Museum located on the SMU Campus directly across Bishop Boulevard from Perkins School of Theology. Outdoor recreational equipment can be rented from the Outdoor Adventure Center located in Dedman Center for Lifetime Sports. The Hughes-Trigg Student Center offers

a variety of entertainment options including free movies in the theater, Pollock Art Gallery, and Café 100. Discount tickets for Six Flags and occasionally some local movie theaters are available at the Mane Desk of Hughes-Trigg Student Center. SMU Athletic Event tickets may be purchased by calling or visiting the SMU Athletic Ticket Office, located in Heritage Hall in Ford Stadium (214-SMU-GAME) or online at www.smumustangs.com.

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

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

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

SPIRITUAL RESOURCES

PERSONAL SPIRITUAL LIFE

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

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

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

PERKINS SPIRITUAL FORMATION PROGRAM

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

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

If you have any questions about the program, contact the Office Of Spiritual Formation at 214-768-2292, or email genevah@smu.edu, or visit www.smu.edu/Perkins/FacultyAcademics/spiritform.aspx.

WORSHIP RESOURCES

PERKINS COMMUNITY WORSHIP OPPORTUNITIES

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

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

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

Rev. Susan Buchanan coordinates worship for our Houston-Galveston Program. Contact her at 713-621-5059 or susan@smu.edu to participate in worship leadership and planning for our Extension Program.

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

Perkins Worship Schedule

MORNING EUCHARIST/ MORNING PRAYER Tuesday – Friday 8 – 8:20 a.m. Perkins Chapel	COMMUNITY WORSHIP Wednesday – Thursday 11:30 a.m. – 12:20 p.m. Perkins Chapel
Saturday 8:30 – 9 a.m. Moody Memorial First UMC in Galveston	Monday 5 – 5:30 p.m. Crossroads Room 107 in Houston

SMU WORSHIP OPPORTUNITIES

Rev. Dr. Stephen Rankin, Chaplain and Minister to the University
rankins@smu.edu
214-768-4507

Dr. Judy Henneberger, Associate Chaplain to the University
jhennebe@smu.edu
214-768-4505

Betty McHone, Assistant Chaplain and Coordinator of Religious Life
bmchone@smu.edu
214-768-4503

SMU Worship Opportunities at Perkins Chapel

Sundays, unless otherwise noted

9 a.m.	Roman Catholic Mass	Perkins Chapel
11 a.m.	University Worship	Perkins Chapel
5 p.m.	Roman Catholic Mass	Perkins Chapel
7 p.m. Tues.	Canterbury Episcopal	Perkins Chapel
8 p.m. Wed.	Wesley Foundation	Perkins Chapel

WORSHIP OPPORTUNITIES BEYOND SMU

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

We hope you will take advantage of the opportunities available.

RELIGIOUS ORGANIZATIONS AT SMU

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

CHRISTIAN

Baptist Student Ministry – The Hill	Stephen Partrick 214-860-1659	pcbc.org/college spartrick@pcbc.org
Brothers Under Christ – BYX	Max Diener 214-732-3312	smu.betapsilonchi.org mdiener@smu.edu
Canterbury House (Episcopal)	Paul Wheatley 214-725-0004	canterburydallas.org pwheatley@smu.edu
Catholic Campus Ministry	Father Arthur Unachukwu 214-987-0044	smucatholic.org unachukwu@smu.edu
Chi Alpha Christian Fellowship	Vincent Mosquera 214-402-6670	smuchialpha.com vmosquer@smu.edu
Crossroads	Landon Banister 214-668-0950	people.smu.edu/crossroads lbanner@smu.edu
Dallas Christian Leadership	Steve Sternberg 214-232-7248	www.facultycommons.org steve.sternberg@facultycommons.org
Destino	Melissa Silva 214-694-4985 destino.smu@gmail.com	destinomovement.com msilva@smu.edu
Fellowship of Christian Athletes	Michael Santiago 214-924-2184	dfwfcadallas.org msantiago@smu.edu
Graduate Christian Fellowship	Sammy Argumaniz 325-669-7646	sargumaniz@smu.edu
He Is Sufficient Sorority	Rebecca Lozano 310-418-6194	people.smu.edu/etaiota sigma rllozano@smu.edu
Highland Park Presbyterian – PCUSA	Jonathan Hicks 512-992-8786	jonathan.hicks@hppc.org
Highland Park United Methodist Church	Tova Sido 214-523-2239	sidot@hpumc.org
International Student Fellowship	Derrah Jackson 214-321-4933	jacksond@smu.edu derrahjack@aol.com
Intervarsity	Erin Waller 678-575-1085	erinmwaller@gmail.com
Christ Lutheran Church	Scot Redman 214-363-4355	clcdallas.org sredman@clcdallas.org
Lutheran Student Society	Brent McGuire 214-368-1371	orlcs.com revmcguire@orlcs.com
One28	Adam Tarnow 214-239-8819	www.smu128.com atarnow@watermark.org

Orthodox Christian Fellowship
Preston Road Church of Christ
Reformed University Fellowship
Victory Campus Ministries – PULSE
The Wesley Foundation

Young Life

YWCA

ISLAMIC

Muslim Student Association

JEWISH

SMU Hillel

Father Rob Spaliatsos
972-991-1166

Jim Barnett
214-526-7221

Chad Scruggs
214-714-7805

Jerret & Allison Sykes
214-528-7343

Andy Roberts
214-706-6900

Julie Clapp
214-265-1505

Val Erwin
214-768-4412

Ali Anwar
469-583-8643

Rabbi Heidi Coretz
214-280-9005

holytrinity.info
frrrob@holytrinity.info

mustangsforchrist.org
jhbarnet@smu.edu

rufsmu.com
cscruggs@ruf.org

smupulse.com
sykes@smu.edu

smuwesley.com
andyr@smu.edu

northcentraltexas.younglife.org
jclapp@af28.younglife.org

smu.edu/womenscenter organizations
verwin@smu.edu

smu.edu/chaplain/ministries/msa.asp
president@smumsa.com

coretz@yahoo.com

COUNSELING AND CARE RESOURCES

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

PERKINS COUNSELING RESOURCES

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

SMU COUNSELING RESOURCES

SMU Counseling and Psychiatric Services (CAPS) is located on the second floor of the SMU Memorial Health Center, 6211 Bishop Blvd. Psychotherapy, personal, group counseling, and medication management are available as well as psychological services related to women, gender issues, and crisis intervention. Services are free for currently enrolled SMU students and are available on an individual, couple, or group basis. Spouses will be seen with students for couples counseling.

The office is open Monday through Friday, 8:30 a.m. to 5 p.m. For more information, call 214-768-CAPS (2277) or visit www.smu.edu/health-center.

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

Office of the Chaplain is another valuable resource. The Chaplains to the University are available without fee to any member of the University, including spouses, on an individual basis for personal counseling. The office, located on the second floor of the Hughes-Trigg Student Center, is open Monday through Friday, 8:30 a.m. to 5 p.m. Call 214-768-4502 for an appointment or “walk-in” without an appointment. Long-term counseling is not provided, but referrals are made. Dr. Henneberger is also a spiritual director and can be contacted at 214-768-4505 for further information.

SMU EMERGENCY COUNSELING

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

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

RACIAL DISCRIMINATION

SMU and Perkins administer and support programs that allow equal opportunities for all participants. Any issues that need attention should be addressed through one of the following: Director of Student Services, Tracy Anne Allred, 214-768-1480 or tallred@smu.edu; SMU Office of Institutional Access and Equity located in Perkins Administration Building, 214-768-3601; the chairperson of the Gender-Identity, Ethnic, Racial, and Class and Cultural Concerns Committee of Perkins, Dr. Hal Recinos, 214-768-1773 or hrecinos@smu.edu.

ADVISORY PANEL ON SEXUAL HARASSMENT

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

The Panel accepts responsibility for informing itself about the issues related to sexual harassment through readings, attending workshops, and consultation with experts on the issues. The Panel also is responsible for providing educational materials and presentations to the Perkins community and works with the Office of Institutional Access and Equity to keep the community informed as to any changes in SMU Policies and Procedures.

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

Any member of the Perkins community can approach any member of the Panel for advice or information on these matters. Individuals on the Panel can serve as interpreters of the SMU policy to Perkins community members should a concern or question arise. See Appendix A for the SMU Policy on Sexual Misconduct Policies and Resources.

Community members can directly contact Samantha Thomas in the SMU Office of Institutional Access and Equity at 214-768-3603 or accessequity@smu.edu. The website for this office is www.smu.edu/aao. Community members may also contact Dr. Cathey Soutter in the SMU Counseling and Psychiatric Services (CAPS) at 214-768-4795 or csoutter@smu.edu.

PHYSICAL CARE RESOURCES

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

Health Center

Monday – Friday

8:30 a.m. – 5 p.m.

214-768-2141

www.smu.edu/healthcenter

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

SMU Wellness Program The SMU Wellness Program is a comprehensive health and fitness program. Offices of the Wellness faculty and staff are located in 013 Dedman Center (214-768-2205). Students participating in the program will have the opportunity to improve their physical and mental well-being through identification of health-risk factors. The goal is to touch all elements of life which contribute to happiness and well-being while at SMU and in the future. Spouses are invited to participate as well. The website for SMU Wellness is www.smu.edu/wellness.

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

Swimming Pools In addition to the pool in the Dedman Center, SMU has two pools which are open to regularly enrolled students. During the fall term, beginning the first day of classes to October 15, the outdoor pool (Bar Pool) is open Monday through Friday, 12 p.m. – 4:30 p.m.; and Saturday and Sunday, 12 p.m. – 5 p.m. During these dates, the indoor pool (Perkins Natatorium) is open Monday, Wednesday, and Friday, 7 p.m. – 10 p.m.; and Tuesday and Thursday, 8 p.m. – 10 p.m. Starting October 15, the outdoor pool will close for the season and the indoor pool hours will remain the same. Summer hours vary and summer use requires a fee from students and families. For more information, call 214-768-2200.

STUDENT GOVERNMENT, ORGANIZATIONS, COMMITTEES

PERKINS BLESSING

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

We Are One in Christ

Refrain:

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

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

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

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

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

John Thornburg, 2006

PERKINS STUDENT ASSOCIATION

Composed of all enrolled Perkins students, the Perkins Student Association seeks to build community, which celebrates our rich diversity, values all voices, strengthens our academic pursuits, and provides a foundation for long-term professional support. Your interests and hopes shape our life as a community, and we invite you to share your gifts through participation in PSA.

The PSA Council is the governing body of the PSA and is your avenue to raise any interests and/or concerns you might have about academic or student life at Perkins. The PSA Council membership includes elected executive members and other elected and appointed members. In addition, there are organized interest groups which send their own representatives to the PSA Council meetings. These selected leaders meet with the PSA Council in order to coordinate funding, programs and activities, as well as raising issues, interests, and concerns from their respective organizations. For more information about the structure of PSA, see www.smu.edu/Perkins/StudentLife/Living/PSA/Constitution.aspx.

Early in the spring term, all students receive an invitation to run for PSA Council in the year ahead. If you are interested in becoming involved in the PSA Council, or if you have an interest or concern you would like to present, please contact one of the executive officers listed below. You are invited to attend any PSA Council meeting. Meeting dates are announced each term in the online newsletter, *Perkins News*.

PSA Council Executive Officers

(Elected by the student body)

President, Tom Webster (tgwebster@smu.edu)

Vice President, Stefanie Hayes (sjhayes@smu.edu)

Secretary, To Be Elected

Treasurer, To Be Elected

Justice in Action Chair, Shelly Gonzales (sgonzales@smu.edu)

Social Life Chair, Katie Newsome (knewsome@smu.edu)

PSA STUDENT ORGANIZATIONS REPRESENTED ON THE PSA COUNCIL

Perkins is filled with students who are active in their church, community, and seminary. Students have the additional advantage of being a part of the Perkins Student Association (PSA), the governing student body at Perkins. PSA consists of elected student officers and appointed representatives who ensure that Perkins is aware of the needs of its student body.

PSA Justice in Action, chaired by an elected officer, facilitates awareness and participation in justice actions and activities. Through various events, PSA Justice in Action continues a rich tradition of actively engaging the Perkins community in current social issues that build a bridge between our academic work, theology, and society. To participate in planning for PSA Justice in Action, contact Shelly Gonzales, Justice in Action Chair, at sgonzales@smu.edu.

PSA Social Life, chaired by an elected officer, builds community through social functions that connect individuals to one another and to the life of Perkins and SMU. Perkins film nights, tailgating, and other events provide opportunities to enhance relationships developed in the academic setting. To participate in planning for Social Life, contact Katie Newsome, Social Life Chair, at knewsome@smu.edu.

Organized Interest Groups (OIGS)

The following interest groups are part of the Perkins Student Association. Information about the groups can be found in the *Perkins News* or by contacting the Office of Community Life (214-768-3371) or the PSA president. Those interested in forming new OIGs (Organized Interest Groups) should contact the PSA Executive Board.

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

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

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

L@s Seminaristas L@s Seminaristas is an ecumenical student organization dedicated to serving Christ by strengthening and encouraging servant leadership. The group has a focused interest in various aspects of Latino/a ministry including Christian worship, preaching, outreach, evangelism, and mission. For more information, contact Shelly Gonzales at sgonzales@smu.edu.

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

Students of Missional Wisdom Students of Missional Wisdom seeks to proclaim the gospel and cultivate Christian discipleship through Christ-like service to others by promoting social justice, encouraging student engagement in the development and understanding of mission and its implications in the church, and promoting wisdom in the design of mission, which encourage and empower all involved without exploitation or condescension. For more information, contact Tami Gallaway at tgallaway@smu.edu or Staci Orr at sorr@smu.edu.

Previous Organized Interest Groups at Perkins have also included:

(IDP) Interfaith Dialogue at Perkins Interfaith Dialogue at Perkins is devoted to seeking opportunities for engaging in interfaith dialogue within the Perkins community. Its mission is to raise awareness of interfaith dialogue opportunities, to create and help promote events that foster theological discussion and community-building, and to strengthen relations between Christians and non-Christians.

Texas Conference Students (TACS) The Texas Annual Conference Student group is dedicated to building connectional relationships between students who are from the Texas Annual Conference (TAC) or interested in the exciting and innovative ministry within the Conference. TACS provides information on the ordination process, host speakers from the TAC, and provide social gatherings to help students get to know each other outside of the classroom. Events are open to all.

(YASN) Young Adult Seminarians Network YASN is a network of United Methodist seminarians ages 35 and under and those concerned with the issues of those 35 and under who seek to support one another in their faith journeys, to be bold advocates for social justice, to have an active voice and role within The United Methodist Church, to help people in discerning their vocations, to support persons involved in the candidacy process, and to provide a safe community in which issues relating to ministry as young adults can be addressed.

SEMINARY SINGERS

Seminary Singers, under the direction of Dr. Michael Hawn, is committed to deepening the worship life of the Perkins community and creating a supportive group of people who share the faith journey together. The *Singers* rehearse on Fridays at 11:30 a.m., and sing in community worship twice each month during fall and spring terms. The only requirements for membership are a love of music and singing and a willingness to participate on a regular basis. While most students participate in *Seminary Singers* without credit, 1.5 credit-hours are available for participating for two consecutive terms. *Seminary Singers* is also a great way to serve the Perkins community, to remind yourself of why you are here, and to worship God.

PERKINS FACULTY COMMITTEES

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

Academic Programs The mandates of this committee include the oversight of the academic programs, including all degree programs, the Intern Program, the Mexican-American Program, and programs in continuing education. Contact Rebekah Miles, Faculty Chair, at 214-768-2082 or rmiles@smu.edu.

Student Development The mandates of this committee include the oversight of programs, policies, and procedures with regard to student recruitment and admissions, financial aid, and the academic progress and standing of students in degree programs. Contact James Kang Hoon Lee, Faculty Chair, at 214-768-1400 or jkleee@smu.edu.

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

Faculty The mandates of this committee include proposing and supervising the process by which the faculty offer advice to the Dean in the selection of new faculty members, and also include a peer evaluation program and faculty member support and growth. Contact Sze-kar Wan, Faculty Chair, at 214-768-3553 or swan@smu.edu.

Gender-Identity, Ethnic, Racial, and Class and Cultural Concerns Committee The mandates of this committee include assessing the needs and concerns of minority groups and making recommendations to the faculty concerning policies and goals in this area. Contact Hal Recinos, Faculty Chair, at 214-768-1773 or hrecinos@smu.edu.

SMU/PERKINS CONTACT INFORMATION

Perkins Administrative Offices

Admissions (see Student Services)

Academic Affairs	205 Kirby	
Evelyn L. Parker, Associate Dean	eparker@smu.edu	214-768-2349
Joseph Monroy, Assistant to Associate Dean	jmonroy@smu.edu	214-768-3477

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

Bridwell Library		smu.edu/bridwell
Roberta Schaafsma, Director	schaafsm@smu.edu	214-768-1867
James McMillin, Associate Director	jamcmill@smu.edu	214-768-4364
Jane Lenz Elder, Reference Librarian	jelder@smu.edu	214-768-7533
David Schmursal, Reference and Digital Services Librarian	dschmursal@smu.edu	214-768-7379
Clyde Putman, Head of Circulation	cputman@smu.edu	214-768-3441
Sally Hoover, Interlibrary Loan	shoover@smu.edu	214-768-3984

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

Community Life (see Student Services)

Continuing Education	312 Kirby	
Gary MacDonald, Director of Advanced Ministerial Studies	gmacdona@smu.edu	214-768-3161
Tonya Burton, Director of Youth Ministry Education	tburton@smu.edu	214-768-1333
Pam Goolsby, Associate Director	pgoolsby@smu.edu	214-768-2251

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Continuing Education hosts workshops, seminars, and courses throughout the year for Christian educators, church musicians, youth leaders, pastors, and lay leaders. These events are open to Perkins students for reduced or no cost but usually require a reservation. Watch for flyers in your box or on the Perkins website.

Course of Study	113, 118 Kirby	
Jeannie Treviño-Teddlie, Director	jtrevted@smu.edu	214-768-2768
Rebecca Payan, Assistant Director	rpayan@smu.edu	214-768-2362

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

Office of the Dean	205 Kirby	
William B. Lawrence, Dean	wblawren@smu.edu	214-768-2534
Diana Coon, Assistant to the Dean	dcoon@smu.edu	214-768-2534

Development	305 Selecman	
Todd Rasberry, Director	trasberr@smu.edu	214-768-2026
Christina Adamson, Advancement Coordinator	cadamson@smu.edu	214-768-3688
Dorothy Botnick, Assistant Director	dbotnick@smu.edu	214-768-2013
Joyce Hull, Coordinator of Annual and Class Giving	jhull@smu.edu	214-768-3166

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

Doctor of Ministry Program	318 Kirby	
Gary MacDonald, Director of Advanced Ministerial Studies	gmacdona@smu.edu	214-768-3161
Cherice Graham, Administrative Assistant for Academic Services	clgraham@smu.edu	214-768-2124

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

Hispanic Studies and Mexican-American Program	116 Kirby	
Jeannie Treviño-Teddle, Director	jtrevted@smu.edu	214-768-2768
José De Haro, Assistant to the Director	jdeharo@smu.edu	214-768-2265

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The Hispanic Studies Program is a certificate program for all students in any degree program who are interested in specialized study for ministry in a bilingual and bicultural setting. The Mexican-American Program oversees events related to the Hispanic church and community. These events are publicized throughout the year and are open to Perkins students.

Instructional Technology	208B Prothro	
Duane Harbin, Assistant Dean for Information Technology and Institutional Research	dharbin@smu.edu	214-768-2663
Questions and Requests	perkit@smu.edu	214-768-2237

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Perkins Instructional Technology service provides support for classroom technology, including digital projectors, TV monitors, VCRs, and DVD players. Requests can be placed online at smu.edu/theology_tools/forms/classroom_request.html.

Intern Program	300a Kirby	
William Bryan, Director	wbryan@smu.edu	214-768-4900
Tom Spann, Associate Director	tspann@smu.edu	214-768-2166
Isabel Docampo, Associate Director	idocampo@smu.edu	214-768-4092
Barry Hughes, Associate Director	hughesb@smu.edu	214-768-2537
Judy Gibbons, Administrative Assistant	ygibbons@smu.edu	214-768-3202
Geneva Hoffman, Assistant	genevah@smu.edu	214-768-3664

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

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

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

Faith Calls	303A Selecman	
Tonya Burton, Director	tburton@smu.edu	214-768-1333

Faith Calls is a faith formation program where high school students, and college-aged young adults can explore practices that nurture and shape their faith and challenge them to respond to God's call to service and leadership. The program seeks to nurture a diverse group of young people into practical theologians with skills for critical reflection about their faith and society. In partnership with local churches, service organizations, parents and community volunteers, Faith Calls fosters a support system for young people through mentoring and leadership training.

Public Affairs and Alumni Relations	315 Kirby	
Connie Nelson, Director of Public Affairs and Alumni Relations	clnelson@smu.edu	214-768-2335
Tim McLemore, Associate Director	tmclemore@smu.edu	214-768-1393
Alicia Skinner, Assistant to the Director	anskinner@smu.edu	214-768-3515

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

Office of the Registrar	206 Kirby	
Janelle Hampton, Registrar and Director of Academic Services	jhampton@smu.edu	214-768-2152

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

Spiritual Life and Formation	306b Kirby	
Ruben L. F. Habito, Interim Coordinator	rhabito@smu.edu	214-768-4334
Geneva Hoffman, Administrative Assistant	genevah@smu.edu	214-768-3664

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

Student Services
theology@smu.edu

Recruitment and Admissions	211 Kirby	
Herbert Coleman, Director	hcoleman@smu.edu	214-768-2139
of Recruitment and Admissions		
Mary Gallegos-Rubio, Admissions	gallegos@smu.edu	214-768-2293
Specialist		
Tracy Anne Allred, Director	tallred@smu.edu	214-768-1480
of Student Services		
Lynda Casey, Coordinator for Admissions,	lmcasey@smu.edu	214-768-3411
Financial Aid and Community Life		
Community Life	216 Kirby	
Tracy Anne Allred, Director of Student	tallred@smu.edu	214-768-1480
Services		
Lynda Casey, Coordinator for Admissions,	lmcasey@smu.edu	214-768-3411
Financial Aid and Community Life		
Rachel Rigdon, Graduate Assistant	rdannen@smu.edu	214-768-3371
Financial Aid	216 Kirby	
Tracy Anne Allred, Director	tallred@smu.edu	214-768-1480
of Student Services		
Lynda Casey, Coordinator for Admissions,	lmcasey@smu.edu	214-768-3411
Financial Aid and Community Life		
Students wishing to receive need-based aid should fill out a FAFSA. In addition, this office maintains an online list of scholarship information for off-campus resources.		
Houston-Galveston Extension Program		
Susan Buchanan, Director of	susan@smu.edu	713-621-5059
Recruitment and Student Services	3501 W. Alabama, Ste 106	
	Houston, TX 77027	

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

Helpful SMU Offices

Campus Main Number		214-768-2000
African American Organizations		smu.edu/multicultural
Steve Johnson	multicultural@smu.edu	214-768-4580
Asian American Organizations		smu.edu/multicultural
	multicultural@smu.edu	214-768-4580
Athletic Events Ticket Office		smumustangs.com 214-SMU-GAME
Cashier's Office (Bursar)		smu.edu/bursar
	enrol_serv@smu.edu	214-768-3417
Computer HELP Desk (Information Technology Services)		smu.edu/its
	help@smu.edu	214-768-HELP
Counseling and Psychiatric Services (CAPS)		smu.edu/healthcenter/counseling 214-768-CAPS
Dedman Center		smu.edu/recsports/dedman 214-768-3374
Dining Services		smudining.com 214-768-2367
Financial Aid		smu.edu/financial_aid
	enrol_serv@smu.edu	214-768-3417
Hawk Hall		smu.edu/housing/residencehalls/hawk.asp
Krystal Jones	krystalj@smu.edu	214-768-5005
Health Center		smu.edu/healthcenter 214-768-2141
Hispanic Organizations		smu.edu/multicultural
	multicultural@smu.edu	214-768-4580
Human Resources		smu.edu/hr
	recruitu@smu.edu	214-768-3311
International Student & Scholar Services		smu.edu/international 214-768-4475
Mane Desk		214-768-4444
Martin Hall		smu.edu/housing/residencehalls/martin.asp
Krystal Jones	krystalj@smu.edu	214-768-5005
Multicultural Student Affairs		smu.edu/multicultural
Creston Lynch	multicultural@smu.edu	214-768-4580
Post Office		images.smu.edu/?page=postal 214-768-4450

Recreational Sports	smu.edu/recsports 214-768-3368
Residence Life and Student Housing (RLSH) housing@smu.edu	smu.edu/housing 214-768-2407
SMU Preschool and Child Care Center	smu.edu/childcare 214-768-2278
Student Activities and Multicultural Student Affairs	smu.edu/studentactivities 214-768-4400
Student Foundation SF@smu.edu	smu.edu/sf 214-768-4414
Women's Center for Gender and Pride Initiatives Karen Click kclick@smu.edu	smu.edu/womenscenter 214-768-4792

Campus Security 214-768-3388

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

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

APPENDIX A

SEXUAL MISCONDUCT POLICIES AND RESOURCES

Sexual misconduct is a serious issue at universities and colleges nationwide, which are required by the federal government to investigate allegations and maintain procedures for holding violators accountable under Title IX of the Education Amendments of 1972. As defined by the U.S. Department of Education's Office for Civil Rights, Title IX prohibits discrimination based on sex, including sexual violence, in education programs or activities that receive federal financial assistance. In addition to being a violation of Title IX, sexual misconduct is a violation of SMU policies, including the Student Code of Conduct. Sexual misconduct is not tolerated in our University community.

SMU is committed to policies and procedures that support students' well-being and foster a healthy learning environment based on mutual respect, responsible behavior and fair treatment. This commitment is fundamental to our mission as a University and as a community of trust whose members live, learn and work together. Students can learn more about these efforts, policies and resources on SMU's Health and Safety website, at smu.edu/liveresponsibly.

GETTING HELP

It is critical that any student who has experienced sexual misconduct seek medical attention immediately. Students also are urged to report sexual misconduct to law enforcement officials as soon as it is safe to do so.

At Texas Health Presbyterian Hospital Dallas, a certified sexual assault nurse examiner will provide care and a sexual assault exam; 214-345-6203 or www.texashealth.org/dallassane. SMU Police officers who are trained in sexual misconduct issues are available to transport and accompany students to the hospital; call 214-768-3333. A representative of SMU Counseling and Psychiatric Services who specializes in sexual misconduct issues also can accompany students to the hospital; call 214-768-4795.

As part of the exam, the nurse examiner will gather forensic evidence that can aid in prosecution. Evidence should be preserved before the exam. Students should not bathe, shower, or douche; they should not

eat, drink, or use toothpaste or mouthwash to preserve evidence. They also should not wash clothing, bed sheets, pillows or other potential evidence.

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

REPORTING SEXUAL MISCONDUCT

SMU urges anyone who has experienced sexual misconduct to alert police as soon as it is safe to do so.

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

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

Students who report sexual misconduct have the right to decide to pursue a criminal process, an SMU grievance process or both processes at the same time. The internal grievance process does not delay the criminal process; the processes proceed independently of each other.

The criminal process: SMU Police notify the appropriate external law enforcement agency when sexual misconduct is reported. SMU Police also present the findings of their investigation to the appropriate external law enforcement agency. If a student who has reported sexual misconduct decides to pursue criminal charges, the district attorney's office in the appropriate jurisdiction determines whether to present the case to a grand jury to obtain an indictment and proceed with a trial. SMU Police are available to counsel and accompany students through this process; call 214-768-3333.

The internal grievance process: A student who reports sexual misconduct may file a complaint under the University's Title IX policy. The internal grievance process includes an investigation of the allegations, and sanctions within the SMU community may be imposed. After the conclusion of the investigation, either party may request a hearing before the University Conduct Board. SMU prohibits threats or acts of retaliation against students involved in a report of sexual

misconduct or assisting with an investigation. For more information, contact the Office of Institutional Access and Equity, 214-768-3601.

Reporting and Confidentiality

In addition to SMU Police, students may choose to report sexual misconduct to other campus officials listed below. To the extent possible, campus officials will protect the privacy and confidentiality of all parties involved in a report of sexual misconduct. However, federal law requires campus officials to disclose specific, limited information. The federal requirements are detailed below, as well as contact information for campus officials who can offer confidentiality and those who can offer limited confidentiality.

These campus resources are available to all students, including students who have been accused of sexual misconduct, witnesses in sexual misconduct cases, and friends of students involved in these cases.

Confidential Resources

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

Mental health counselors, pastoral counselors and health care providers must honor confidentiality, except under very limited circumstances such as an imminent threat of danger to self or others.

Community resources, including the Dallas Area Rape Crisis Center, 972-641-7273 (24-hour hotline), also provide confidential counseling.

Other Campus Officials

- Office of the Dean of Student Life, 214-768-4564
- Office of Institutional Access and Equity (Title IX Coordinator), 214-768-3601
- SMU Women's Center, 214-768-4792

These campus officials are required by Title IX to provide information about a sexual misconduct report to the SMU Title IX Coordinator for investigation and follow-up. They also are required

by the federal CMU Women's CenterMU Women's Center to notify SMU Police that sexual misconduct has been reported, but they are not required to provide the name of the person reporting the misconduct. For more information, contact the Title IX Coordinator, 214-768-3601.

FOR QUESTIONS AND MORE INFORMATION

For questions regarding sexual misconduct, please contact the University's Title IX Coordinator at 214-768-3601 or accessequity@smu.edu. For more information on sexual misconduct or to access the University's Title IX Policy, please visit the website of the Office of Institutional Access and Equity at www.smu.edu/aa or SMU's Health and Safety website at smu.edu/liveresponsibly.

APPENDIX B

STATEMENT OF ACADEMIC RESPONSIBILITY

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

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

WHAT IS ACADEMIC DISHONESTY?

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

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

WHAT IS PLAGIARISM?

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

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

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

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

RESOURCES

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

www.smu.edu/honorcouncil/PDF/Brochure_Acad_Honesty_Faculty_Role.pdf

<http://owl.english.purdue.edu/owl/resource/589/01/>

Charles Lipson, *Doing Honest Work in College* (Chicago: University of Chicago Press, 2008).]

WHAT HAPPENS IF A STUDENT IS INVOLVED IN ACADEMIC DISHONESTY?

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

1. When an instructor determines that a student has committed an act of academic dishonesty on a course assignment (see page 59, "What is Academic Dishonesty"), the instructor will normally (a) assign a grade penalty for the offense and (b) notify the associate dean of the incident. The normal penalty for a first offense is a zero on the assignment, though in the case of a particularly flagrant offense a more severe penalty, up

to failure in the course, can be assessed. A second offense can be grounds for dismissal.

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

APPENDIX C

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

PROCEDURE FOR GRADE APPEALS

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

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

APPENDIX D

COMPUTING AND COMMUNICATIONS ACCEPTABLE USE POLICY

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

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

A. Acquisition and Deployment of Equipment and Software

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

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

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

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

B. Usage Policy

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

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

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

C. Proscribed Activities

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

- creating, modifying, executing, reverse engineering, or re-transmitting any computer program or instructions intended to gain

unauthorized access to, or make unauthorized use of, a Computer Resource, Software, or Licensed Software;

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

proof of proper licensing arrangements. Engaging in unauthorized distribution of copyrighted material in violation of copyright laws may subject students to civil and criminal liabilities in addition to sanctions through the SMU Conduct Office.

D. Web Pages

Secondary Information Source Providers

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

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

E. Sanctions

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

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

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

APPENDIX E

THE HONOR CODE PERKINS SCHOOL OF THEOLOGY

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

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

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

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

“The Honor Code: Perkins School of Theology,” Perkins School of Theology, Southern Methodist University, adopted by the Perkins Faculty, April 4, 2005. For information about the Honor Code of Southern Methodist University see Southern Methodist University: Student Handbook, “The Honor Code,” www.smu.edu/studentlife/studenthandbook/PCL_05_HC.asp.

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

APPENDIX F

CIVIL AND RESPECTFUL DISCOURSE PERKINS SCHOOL OF THEOLOGY

Perkins School of Theology shares the University's expectations of civil and respectful discourse and actions by all members of the community. These expectations, and penalties for their infringement, are laid out in the SMU Student Code of Conduct (§§ 2.09, 3.14 (a), 3.18), and in the SMU Policies and Procedures (§§ 6.1, 6.3, 6.16, 9.12, 9.13). *Perkins*

provides for mediating procedures, which may obviate the need for filing a formal complaint. To initiate these procedures, contact the associate dean.

- SMU Student Code of Conduct
http://smu.edu/studentlife/PDF/SMU_Student_Handbook_11-12.pdf
- SMU Policies and Procedures
www.smu.edu/policy

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

SMU will not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation or gender identity and expression. The Office of Institutional Access and Equity has been designated to handle inquiries regarding the nondiscrimination policies and may be contacted at Southern Methodist University, Dallas TX 75275; 214-768-3601, or by e-mail at accessequity@smu.edu.