



Dear students:

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

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

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

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

Sincerely,

JAMES E. CASWELL
Vice President for Student Affairs



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Dedman College of Humanities and Sciences

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

Meadows School of the Arts

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

Cox School of Business

Dean: Albert Niemi
200 Fincher Building
(214) 768-3012
www.cox.smu.edu**Cox SEng IgGCher BuinessDean:**







Fondren Library Center

Central University Librarian: Gillian M. McCombs

e-mail: gmccombs@mail.smu.edu

www.smu.edu/cul/flc/

Circulation/Reserves: (214) 768-2329

Information/Reference Desk: (214) 768-2326

Recording of Hours: (214) 768-7378

The Fondren Library Center is the complex of library facilities that includes entrances on the east and west and a second floor study area that connects the **Fondren Library and Science and Engineering Library**. The Fondren Library Center offers Circulation Services, including Reserves, for both libraries plus combined Reference Services and Interlibrary Loan in Fondren Library. Fondren Library, the largest collection of resources on campus, houses materials in the humanities, social sciences and business, as well as government information resources. This is the library where most students will begin their search for information. The Science and Engineering Library includes collections in biology, chemistry, physics, earth sciences, mathematics, statistics, computer science, and civil, mechanical, and electrical engineering.

Hamon Arts Library

Director: Tinsley Silcox

e-mail: tsilcox@mail.smu.edu

www.smu.edu/cul/hamon/

Circulation Desk: (214) 768-3813

Computer Lab: (214) 768-2652

Bywaters Special Collections: (214) 768-2303

Recording of Hours: (214) 768-2894

The library is located on the west side of the Owen Fine Arts Center. The Hamon contains SMU's holdings in art, arts administration, cinema, dance, music, and theatre, as well as a large audiovisual center and computer lab.

Institute for the Study of Earth and Man

Director: John Phinney

e-mail: jphinney@mail.smu.edu

www.smu.edu/cul/iseemrr/

Information Desk Phone: (214) 768-2430

This reading room (a branch of Central University Libraries) houses materials on geology, anthropology, and archeology. Located in 113 Heroy Hall.

Underwood Law Library

Director: Gail Daly

e-mail: gdaly@mail.smu.edu

library.law.smu.edu

Phone: (214) 768-3216

This library houses collections of federal, state, and international law.





Public Access Computer Labs (Academic Computer Services)

www.smu.edu/its/acs/
3rd Floor Fondren Library West
Phone: (214) 768-1835

The Academic Computing Services Computer Labs are primarily a student use facility, but they are also open to faculty and staff. A valid SMU ID or an SMU Library Card with a barcode is required to use the lab. The labs are not designed to be an instructional facility. The staff will try to help you with your problems, but due to the diversity of programs on the lab machines, expertise of every program is not expected of the staff. Please contact the lab manager concerning more instructional needs.

Information Technology Services

Assoc. VP for Information Technology: George Chrisman
e-mail: chrisman@mail.smu.edu
www.smu.edu/its/
Bradfield Computing Center
Help Desk: (214) 768-4357

The Bradfield Computing Center houses IBM mainframe computer systems, UNIX file and computer servers, and a variety of related peripherals. The IBM mainframe equipment supports MVS for administrative users. UNIX systems provide NFS file sharing service, FORTRAN and C compilers, and X-capable statistics and mathematical packages for academic users. Peripheral systems include reel-to-reel, 1/4" and 9mm cartridge tape drives, over 80 gigabytes of disk storage, and high-speed line and laser printers. It also offers IBM and Macintosh labs with popular software applications and laser and color printers.

The Altshuler Learning Enhancement Center (A-LEC)

Director: Vicki Hill
e-mail: vhill@mail.smu.edu
www.smu.edu/alec/
202 Loyd Center
Student Appointments: (214) 768-3648
Business Office: (214) 768-6725
Director: (214) 768-3292

The A-LEC offers many different opportunities for students to maximize their learning effectiveness. Students may register for EDU 1110: ORACLE (Optimum Reading, Attention, Comprehension, and Learning Efficiency), a class devoted to developing students' reading rate, comprehension, and vocabulary. ORACLE students build the lifelong "learning to learn" skills of concentration, memory/retrieval techniques, preparation for tests, and time management. The A-LEC also provides academic skills workshops to allow students to improve their study skills. Students may attend any or all of the free drop-in study skills workshops offered each week. Topics include Time Management, Note Taking Strategies, Textbook Study Reading, and Anxiety Management. A-LEC tutors provide SMU undergraduate students with assistance in most first- and second-year courses. Tutoring is provided free of charge on a drop-in basis. For students who want help with a problem in studying a particular text or preparing for a test, A-LEC Learning Specialists offer individual appointments. Students may call the A-LEC at (214) 768-3648 for appointments or any information on these services. Students are also encouraged to check the A-LEC website (www.smu.edu/alec) for schedules of tutors and workshops.



Office of the Vice President

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

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

Dean of Student Life Office

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

Student Life departments educate students and the SMU community by providing purposeful opportunities for learning, personal growth, clarifying values, and developing skills that promote responsible citizenship.

The Office of the Dean of Student Life carries out this mission by:

- Working to provide a welcoming environment that includes support, advice, and assistance.
- Acting as a resource and referral when students are unsure about which SMU office to contact or how to handle a specific problem.
- Assisting parents with their questions and concerns.
- Enforcing the SMU Student Code of Conduct through the University Judicial System.
- Providing services and support for students with disabilities.
- Offering programs and services through the Departments of Community Involvement/Women's Center, Multicultural Student Affairs, New Student Programs, the Hegi Family Career Development Center, Hughes-Trigg Student Center, Parents Liaison, Student Activities, and Services for Students with Disabilities.



Chaplain and University Ministries

Chaplain & Minister to the University: William M. Finnin, Th.D.

Assistant Chaplain: Judy Henneberger

Hughes-Trigg Student Center, Room 316

www.smu.edu/chaplain/

Phone: (214) 768-4502



can be dealt with most effectively through active, time-limited counseling, and skill enhancement programs. Counseling services are available for the following concerns: personal, social, and/or emotional adjustments; choosing a major; career/life planning; premarital and marital decisions; values clarification; reduction of test anxiety; relationships with peers and family; eating disorders; sexual assault; and general decision making.

Dedman Center for Lifetime Sports

Director: Judith Banes

recsports.smu.edu/dedmancenter/

Phone: (214) 768-3368

The Dedman Center for Lifetime Sports is the hub for recreational and fitness activity on the SMU campus. Dedman offers opportunities for all members of the SMU community to compete with themselves and others in an effort to reach new heights, and/or relieve the stress of everyday life. The facility includes three basketball courts which can be converted into volleyball and badminton courts. Six racquetball/ handball/ wallyball courts are available. Equipment including racquets, goggles, temporary lockers, basketballs, volleyballs, soccer balls, footballs, and towels may be checked out for use with an ID card from the Control Room. Stairmasters, LifeSteps, LifeCycles, BodyClubs, VersaClimbers, Ellipticals and Concept II Rowers are located in the adjacent weight room facility. The Wellness Center, offering computerized lifestyle assessments through the Wellness Department, is also located on the main floor. Upstairs, the Studio houses daily aerobics classes, and the tartan-surfaced track provides indoor jogging/walking opportunities. The Multi-Purpose Room and Seminar Room house the Wellness classes and may be reserved by student groups for practices and meetings. Located in the basement of Dedman Center and at the adjacent weight room facility are the men's and women's locker rooms. Showers, hairdryers, and permanent lockers (assigned through the Control Room and at the Control Desk) are available.

INTRAMURAL SPORTS

Assistant Director: Chris Hutton

recsports.smu.edu/intramurals/

Phone: (214) 768-3367

Intramurals offers leagues, tournaments, and meets including over 20 sports during the school year. These sports include flag football, basketball, softball, soccer, volleyball, golf, swimming, bowling, and others. Point standings are kept throughout the school year for fraternities, sororities, and men's and women's independent organizations. T-shirts and other awards go to the overall champions. The sports are supervised, officiated, and played predominantly by students, although faculty and staff are also eligible. Students with a knowledge of sports or an interest in leadership opportunities should inquire about employment with this exciting program.

Fall Sports: Flag Football, Tennis, Golf, Volleyball, Racquetball, Basketball, Halloween 5K, Weightlifting, Soccer, Bowling, Tug-O-War, Water Polo, and Billiards

Spring Sports: Basketball, Bowling, Dodgeball, Softball, Track Meet, Team Tennis, Golf, Racquetball, Swim Meet, Water Polo, Whiffleball and Sand Volleyball



RECREATIONAL SPORTS & SPIRIT

Associate Director: Tim A. Moore

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

Court Reservations: (214) 768-3374

Weight Room: (214) 768-7348

Outdoor Field Reservations: (214) 768-3368

Sports and recreation are an important part of Southern Methodist University. Whether you enjoy playing on an intramural team with your friends, joining one of our Club Sports teams, working out to keep fit, or you just like to watch, SMU has something for you. All recreational sports activities are coordinated through the Recreational Sports and Spirit Department, located in the Dedman Center for Lifetime Sports and adjacent weight room facility.

SPIRIT SQUADS

Assistant Director: Piper Stickney

<http://recsports.smu.edu/spirit/>

Phone: (214) 768-1500

SMU Spirit Squad members are full-time students who dedicate their time and energy supporting Mustang Athletics.

Mustang Cheerleaders: The Mustang Cheerleaders (coed) cheer at football games as well as men's and women's basketball games. They also travel to all bowl and tournament play. These athletes also take part in the National Collegiate Cheerleading Championships. The cheerleaders are an integral part of Mustang Athletics. Tryouts are held in the spring and, possibly, in the fall. Please call for detailed information.

Mustang Pom-pon Squad: The Mustang Pom-pon squad is a female dance troupe that performs at football games as well as men's and women's basketball games. The pom squad also travels to all bowl games and tournament play. They also compete in the National Collegiate Dance Team Championships. Pom auditions are held in the spring.

Peruna: Our human mascot, Peruna, usually shares the fun with one other person to make a team. This is a fantastic opportunity to show your individuality and personality as an icon for the university. Both mascot3.1



WEIGHT ROOM

Manager: Bouna Diop

Phone: (214) 76U-RFIT

The Weight Room (now located in the "Cinco Center" transitional building right outside of the Dedman Center) offers a computerized weight training program to help one make the best use of the free weights, Cybex, Pyramid, and Nautilus equipment.

SPORTS CLUBS

Associate Director: Tim A. Moore

recsports.smu.edu/clubsports/

Phone: (214) 768-1500

Phone: (214) 768-3367

SMU provides its students with a variety of Club Sports all under the direction of the Club Sports Association. Schedules of the games are available in the Recreational Sports office.

SMU Sports Club Teams

Baseball Club	Lacrosse Club	Volleyball (men)
Body Building Club	Racquetball Club	Volleyball (women)
Crew Club (Rowing)	Rock Climbing Club	Water Polo
Cycling Club	Rugby Football Club	Judo Club
Fencing Club	Sailing Club	
Hockey Club	Soccer Club (men)	

Health Services

Director: Patrick Hite

Memorial Health Center

www.smu.edu/healthcenter/

Outpatient Medical Clinic

Phone: (214) 768-2141

Mental Health Center

Phone: (214) 768-2860

Primary care physicians and specialists are available for primary care and physician consultation or referral. Clinical laboratory, x-ray, and pharmacy services are also available during regular clinic hours. The Outpatient Clinic is staffed by full-time physicians, registered nurses, medical technologists, and pharmacists. Consulting gynecologists, orthopedists, dermatologists, and dentists are available by appointment during the Fall and Spring semesters.

Students who pay the appropriate fees are eligible for treatment for both physical and mental health concerns. Like outpatient physical health concerns, students bring questions and problems to the Mental Health Clinic for confidential counseling. Appointments may be made directly by calling or visiting the Mental Health Clinic. Evaluation and brief psychotherapy are available to individuals, couples, or groups. Referrals to private psychiatrists or other therapists will be made in cases requiring long-term treatment.



Hegi Family Career Development Center

Director: Jerry Alexander
Hughes-Trigg Student Center, 1st Floor
www.smu.edu/career/
Phone: (214) 768-2266

The Hegi Family Career Development Center guides and encourages students and alumni in the development of skills necessary for lifelong career management in the evolving world of work. The Career Center provides a comprehensive set of services to assist each individual in the development of career plans and specific strategies leading to the desired employment goal.

CAREER COUNSELING

Individual appointments are available with counselors to offer assistance to identify careers related to interests, skills, values and personality. Career assessments are administered to promote the exploration of career options. Counselors also assist with the implementation of career plans and the development of job search skills, materials and strategies. To schedule an appointment, please call (214) 768-2266.

ORIENTATION AND REGISTRATION

To fully utilize the services of the Hegi Family Career Development Center, including participation in campus recruiting and job referral programs, each student must complete the registration process. The first step in the registration process is to attend an orientation session. Through participation in the session, students will learn how to complete an online profile, upload their resume and to take advantage of all the job listing and campus recruiting services.

WORKSHOPS

Workshops offered by the Hegi Family Career Development Center include:

Career Assessment – Find a career that is right for you

Resume Writing – Market your skills / experience to employers with resumes & cover letters

Interviewing – How to prepare, dress and present yourself before, during and after the interview!

Job Search Strategy & Networking – Devise a plan and make contacts to find the job you want

Salary/Offer Negotiation – Find out what you're worth and how to get it

ON-CAMPUS INTERVIEWING

Employers visit the campus to recruit students seeking professional and internship positions through the campus interview program. To interview with these organizations, students must attend a Career Services Orientation and complete the online registration process. An updated list of employer visits is available through the career center web site.

JOB VACANCY POSTINGS

Employers post full-time, part-time, and internship positions with the Hegi Family Career Development Center throughout the year. Students can find a variety of jobs online via the



INTERNSHIPS

The Hegi Family Career Development Center receives a variety of internships opportunities year round. An internship is any career-related experience that provides exposure to an occupation, industry or career. It can be for pay, for credit (coordinated through participating academic departments), or completed on a volunteer basis, and initiated in the Summer, Fall or Spring. SMU is a participating school in the Internship Exchange consortium that provides students' access to over 13,000 internships nationwide.

CAREER EVENTS

The Career Center sponsors Career Fairs and Employer Panels to help students learn about careers and employers. These events include The Recruiting Expo, Nonprofit Career Fair, Advertising and Corporate Communications Career Fair, Company Spotlight Series (Cox School of Business and the School of Engineering), the Dedman College Alumni Panels, Engineering Career Week, and the View From the Top.

Hughes-Trigg Student Center

Director, Tim Moore
3140 Dyer Street
<http://www.smu.edu/htrigg>
Phone: (214) 768-4500

The Hughes-Trigg Student Center is the primary location for programs and offices promoting student activities and services at Southern Methodist University. In 1987, through the extraordinary generosity of Charles and Katherine Hughes-Trigg, SMU received a \$10 million donation for construction of the current student center. As the center of the SMU community, Hughes-Trigg features important services and resources to meet the daily needs of students, faculty, staff, and visitors of the university. Fully wheelchair accessible, the Center provides cultural, social, and educational programs designed to foster personal growth and cultural enrichment. This year the center was enhanced with wireless Internet capabilities in various parts of the building.

Commons Lounge and Atrium: This two-story glass ceiling lounge is the heart of the Student Center. Primarily, a place for students to study or visit with their friends, it serves as a showcase for plays, musical presentations and other student programming. Wireless Internet is now available in the Commons.

Commuter Lounge: The Commuter Lounge provides a home away from home atmosphere for commuters who are in between classes or those looking for a place to relax. Located inside the commuter lounge are tables, couches, a microwave, a refrigerator, a telephone and lockers, which students can rent each semester. Wireless Internet is available.

Conveniences: Throughout the building students can find: student organization mailboxes, study lounges, an automatic teller machine, e-mail stations, vending machines and public/campus telephones. Two pianos are also available for use. In addition a variety of meeting rooms and function areas are available for the University community.



These policies govern student behavior and are essential in promoting a collegial environment that promotes exceptional scholarship, positive character development, and



Parents Liaison

Parents Liaison: Deanie Kepler
SMU Women's Center
www.smu.edu/parentsnews/
Phone: (214) 768-4797

The Parent Liaison works with the SMU Mothers' and Dads' Clubs as well as individual parents in creating, maining and promoting parental involvement in appropriate aspects of Univeristy life and serves as a resource for all parents concerning the personal development and academic endeavors of their student. Through the Parents Liaison Offices SMU remains committed to establishing and maintaining a sound relationship with parents throughout their student's time on campus and beyond.

Residence Life and Student Housing

Director: Eddie Hull
Boaz Hall, Room 101
<http://housing.smu.edu/>
Phone: (214) 768-2407

Residence Life and Student Housing strives to provide an exceptional campus residential experience for students. Complementing the academic mission of the University, emphases of residence hall life center around four programmatic cornerstones: Community, Citizenship, Leadership and Learning.

Residence Hall staff and Hall Councils promote activities and programs that bring students together and help them feel more connected to their university and to each other. Some residence halls have special theme emphases that provide additional context for the students' residential experience. Currently, five theme halls are available, including the Honors House (Virginia-Snider Hall), the Fine Arts Community (Mary Hay & Peyton Halls), the Hilltop Scholars at Perkins Hall, the Wellness Connection (Smith Hall), and the Service Learning House.

Living in the residence halls is an experience of a lifetime that will last a lifetime. It provides an environment in which the dignity and self worth of each student is respected and where diversity among students is valued. It provides an environment in which students are supported as they wrestle with issues of their own identity, sorting out for themselves who they are and what they really think. It is an experience that encourages students to think about the world around them, and their place in it. Residence halls also provide meaningful support in students' quest for academic success. Learning Enhancement Assistants, computer connections in each room, computer rooms in each residence hall, study skills programs, and classes being taught in the building are just some of the ways residence halls support academic success.

Put simply, residence halls are students living and learning, together!



302 and the telephone number is 214-768-4563.

Students who disagree with the response to their request that a current policy, practice or procedure be altered because of their documented disability may file an appeal by following the steps outlined in the Academic Grievance and Appeals Procedure for Students with Disabilities. To learn more about the procedure, please contact the Coordinator of Services for Students with Disabilities, 214-768-4563, the Learning Disabilities Specialist, 214-768-1918, or view the policy online at http://www.smu.edu/studentlife/OSSD_Appeals.html

Women's Center

Coordinator of Women's Programs: Courtney Aberle

3116 Fondren Drive

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

Phone: (214) 768-4792

The Women's Center provides a unique blend of programmatic and advocacy services enabling students to address personal concerns related to gender issues and translate them into action. The Center houses staff advisers for several student organizations, such as the YWCA@SMU; the Women's Interest Network (WIN); the Women in Science and Engineering (WISE) and the Gay, Lesbian, Bisexual, Transgender, Straight Organization (GLBTSO). The Center also offers services directed to the special needs of women and the gay, lesbian, bisexual, and transgender members of the SMU community. Other programs include the thirty-eighth annual Women's Symposium (<http://www2.smu.edu/womsym/>) on the Education of Women for Social and Political Leadership, benefit performances of The Vagina Monologues, a women of color group, and an extensive library on issues related to women, racism, heterosexism, and leadership. In addition, the Women's Center coordinates the Allies program (<http://www.smu.edu/womenscenter/allies>), in which faculty and staff are trained to be responsive to the needs of glbt students.

Wellness Program

Director: Dr. Peter Gifford

www.smu.edu/wellness/

Phone: (214) 768-2193

The Student Wellness Program is a comprehensive health and fitness program. Students participating in the program will have the opportunity to improve their physical and mental well-being through identification of health risk factors. Components of the program include a personalized wellness profile, life-style evaluation, physical fitness programs, and personal counseling on nutrition, weight management, and stress management.

Varsity Sports

Director: Jim Copeland

www.smumustangs.com

Schedule Information: (214) 768-2883

Ticket Information: (214) 768-GAME

SMU offers 16 intercollegiate sports. At this printing, schedules for all sports are not available for the 2002-2003 season. Visit the SMU Mustangs website for the latest information.



SMU Bookstore

Manager: Marilyn Hartman
3060 Mockingbird Lane, Park Cities Plaza
www.bkstore.com/smu
Phone: (214) 768-2435

Computer Corner by HiEd

Manager: James Robison
Hughes-Trigg Student Center, West Lobby
www.smucomputercorner.com
Phone: (214) 768-4033

The Computer Corner is a comprehensive computer store providing a full variety of



Images (formerly Graphic and Print Resources)

Director: Patrick Harrison
Clements Hall—Basement





- 3.1(c)** The University prohibits the possession and consumption of alcoholic beverages on campus, with the exception of individual residential rooms of persons 21 year of age or older.
- 3.1(d)** Kegs and other similar containers, including, but not limited to, 1/2 kegs, party balls or pony kegs, are not permitted anywhere on campus. The Faculty Club, the Stadium Club and the Alumni Center will continue to operate under special policies.
- 3.1(e)** SMU is located within the city of University Park, Texas, which is a “dry” area. By statute, dry area means it is illegal to sell alcoholic beverages in University Park. In addition, transportation and/or possession of more than 24 12-ounce bottles of beer or more than one quart of hard liquor, is considered prima facie evidence of intent to sell, and, therefore, evidence that the law has been violated. Alcoholic beverages that are transported into a dry area may not be transported back out of the dry area.
- 3.2 ANIMALS/PETS** It is the policy of the University to prohibit the presence of animals/pets on University property, except for fish and assistance animals necessary to help persons with disabilities. This includes dormitories, residence halls, apartments, classroom and administrative buildings, the Student Center, athletic facilities, and University grounds in general. Assistance animals and fish are allowed in the residence halls with the use of suitable equipment, if permission is granted by the Department of Residence Life and Student Housing.
- 3.3 ASSAULT** Physical abuse and/or other conduct which endangers the health or safety of any person is prohibited. Examples include, but are not limited to: fighting or ‘roughing up’ or assault in any form. All combatants may be charged.
- 3.4 CAMPUS FACILITIES**
- 3.4(a) USE OF BUILDINGS** Students may not be in University buildings after 10:00 P.M. without appropriate authorization. Permission to sleep or reside in any part of any building requires prior approval.
- 3.4(b) USE OF GROUNDS**
- 3.4(b)(1)** Activities taking place during the academic year on the streets and grounds must be approved in the Office of Student Activities, which, in turn, will notify Campus Planning and Plant Operations and the SMU Police Department. During the summer months the Office of Student Activities will approve the use of grounds by campus groups in consultation with the Office of Conference and Event Services. Specific requests for the use of campus grounds that may be considered extraordinary by the University must be approved by the Vice President for Student Affairs.
- 3.4(b)(2)** If the event becomes disruptive of the normal operations of the University, it may be canceled at any time before or during the event by the Director of Student Activities.
- 3.4(b)(3)** Approved structures must comply with all requirements of the city, e.g., having fire extinguishers on the site, posting no smoking signs, etc.



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

3.4(d) LOADING OF BUSES ON CAMPUS Buses that are contracted to come on campus to transport students or members of student organizations to events off campus must use the Dedman Center Parking Lot #3 to load when leaving campus and unload when returning to campus. Permission may be granted by the Director of Student Activities for buses to load and unload from other locations on campus. Requests shall be made on the Use of Campus Grounds form. Alcoholic beverages may not be loaded onto buses while they are on University property.

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



- 3.9(b)** The following activities involving the use of computers, computer networks, connections to network services such as the Internet and web pages, subscriptions to external computing services, any peripheral devices, computer labs, computing centers, public access areas and any SMU-provided computing are prohibited:
- 3.9(b)(1)** Creating, modifying, executing, reverse engineering, or retransmitting any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, a Computer Resource, Software, or Licensed Software.
 - 3.9(b)(2)** Communicating any information concerning any password, personal identification number or other confidential information without the permission of its owner or the controlling authority of the Computer Facility that oversees that information.
 - 3.9(b)(3)** Creating, modifying, executing, or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as “Messages,” including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of messages;
 - 3.9(b)(4)** Accessing or intentionally destroying files, Software, or Licensed Software on a Computer Resource without the permission of the owner of such files, Software, or Licensed Software or the controlling authority of the Computing Resource or Facility.
 - 3.9(b)(5)** Making unauthorized copies of Licensed Software.
 - 3.9(b)(6)** Communicating any credit card number or other financial account number without the permission of its owner.
 - 3.9(b)(7)** Using Computer Resources in a manner inconsistent with the University’s contractual obligations to suppliers of Computer Resources or with any published University policy.
 - 3.9(b)(8)** Inhibiting or interfering with the use of the network or computing resources by others.
 - 3.9(b)(9)** Transmitting unsolicited information that contains obscene, indecent, lewd or lascivious material or other material.
 - 3.9(b)(10)** Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.
 - 3.9(b)(11)** Conducting any commercial venture through **smu.edu**, including registration, hosting, or administrative contact (e-mail, US mail, telephone, or campus meetings) unless otherwise specified by SMU policies.



- 3.10 EVENT POLICY** All members of the SMU community are expected to maintain self-control and to uphold their dignity and that of the University at all times on University property. Conduct should be consistent with ideals of excellence of mind, healthy bodies, and responsible social behavior, including recognition of the rights of others. Recognizing the above, SMU prohibits entertainment on campus by strippers or other such dancers whose activities fall outside of the educational mission of the University.
- 3.11 FAILURE TO COMPLY** Students who do not comply with reasonable requests from University staff or administrators or who do not complete their judicial sanctions may have their University records placed on hold, and appropriately charged with failure to comply.
- 3.12 GAMBLING** Every person subject to the jurisdiction of this code shall be responsible for compliance with all local, state, and federal laws regarding gambling. Violations of any local, state, or federal law regarding gambling may subject the person to disciplinary proceedings in the University Judicial System without regard to any proceedings in local, state, or federal courts. Raffles, which are sponsored by any University group or organization and/or benefit any University group or organization and/or are connected to the University in any way, are prohibited.
- 3.13 GUESTS/VISITORS** Any visitor who is not on official business must be a guest of a University student, faculty member, or staff member.
- 3.13(a)** Guests are subject to all applicable rules and policies as are members of the University.
- 3.13(b)** A guest must identify him/herself when called upon by a university official, including residence hall staff, and to identify his/her host.
- 3.13(c)** The conduct of a guest is the responsibility of the student serving as host.
- 3.13(d)** See rules regarding Guests and Visitation in the Community Standards and Student Conduct in University Residence Halls section.
- 3.13(e)** The University provides parking for guests in designated areas of campus. Members of the University community or their guests may contact the SMU Police Department to obtain maps showing designated visitor parking areas and explaining University parking regulations. Guests are subject to the same parking regulations as members of the SMU community.

3.14 HARASSMENT

- 3.14(a)** The University will not tolerate disrespect for the rights of anyone but will maintain the University as a forum for the free expression of ideas under the laws of the state and nation. All members of the University community are protected from harassment, including, but not limited to, members according to their race, ethnicity, age, gender, disability, sexual orientation, and religion. Any words or acts deliberately designed to disregard the safety or rights of another and which intimidate, degrade, demean, threaten, haze, or otherwise interfere with another person's rightful action will not be tolerated on the basis of the standards of the SMU community. Such physical, psychological,





- 3.16(c)** Possession and/or use of a fake identification card is considered dishonesty and is against the law.
- 3.16(d)** The SMU Pony Express debit card was meant to provide members of the University Community a convenient way to purchase items needed for their educational and living expenses. Due to its intended use, the purchase of any Alcohol, Pornography or Tobacco products with the card is hereby expressly prohibited. This prohibition includes all members of the University Community both under and over twenty-one years of age.

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

3.18 IRRESPONSIBLE CONDUCT

- 3.18(a)** Individuals and groups shall behave in a manner that does not infringe on the personal or property rights of others and is appropriate for a community of scholars.
- 3.18(b)** Repeated or serious infringement on the personal or property rights of others will be considered aggravating circumstances leading to more severe sanctions. Failure to complete judicial sanctions will be an aggravating circumstance.

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

- 3.19(a)**



3.21(c) If, after responding, a student feels that the authority made an unfair request,



activity is necessary to the educational mission of the University. Noncommercial activity is defined as any sale or offer of sale for the purpose of securing a profit for the benefit of any nonprofit organization. (Fund-raising activities of campus organizations are treated as noncommercial activities.) If any portion of the proceeds from such sales is used to the benefit of any individual making or soliciting the sale, the activity dbuibenhe





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

3.25(e)(1) whether the person was physically or mentally impaired;

3.25(e)(2) whether the person was unaware that the sexual conduct was occurring;

3.25(e)(3) whether the person's power to appraise or control his or her conduct or to consent was substantially impaired for any reason, including but not limited to, the ingestion of drugs or alcohol; or,

3.25(e)(4) whether the person by word or conduct attempted to resist the accused.

3.25(f) In determining whether the accused was aware of a risk that the other person was not consenting, the accused's subjective awareness of the following may be considered as well as other factors relevant to the case:

3.25(f)(1) that the other person might have been physically or mentally impaired;

3.25(f)(2) that the other person might have been unaware that the sexual contact was occurring;

3.25(f)(3) that the other person's power to appraise or control his or her conduct or ability to consent might have been substantially impaired for any reason, including, but not limited to, the ingestion of drugs or alcohol; or

3.25(f)(4) that the other person had by word or conduct attempted to resist the accused.

3.25(g) If the accused's failure to be aware of a risk that the other person was not consenting resulted from the accused's voluntary and knowing ingestion of any substances, such as drugs, medicine, or alcohol, the accused's failure to perceive the risk is not a defense to a charge of sexual misconduct or assault.

3.26 SIGNS AND POSTERS

3.26(a) All posters and signs must bear the name of the sponsoring individual, organization, or department. The approval process for each facility must be followed before hanging any signs or posters. Specific guidelines for each facility may be found in the Student Organization Manual which is published by the Student Organization Committee of the Student Senate.

3.26(b) No more than one copy of the sign or poster may be placed on each bulletin board or in each specified place.

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



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

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

3.30 WEAPONS

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

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

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

4.0 POLICIES PERTAINING TO CAMPUS ORGANIZATIONS

4.1 GENERAL DESCRIPTION Campus organizations are formed to further the common interest of the members of the group and the SMU community. The work of campus organizations is an essential part of the learning environment at SMU. Open to all students and facilitated through faculty and staff resource persons, these organizations develop many opportunities for experiential learning that supplements and reinforces the classroom activities for students. There are two types of organizations at SMU, listed and chartered. Neither listed nor chartered organizations nor their members are authorized to act or make statements on behalf of the University, the SMU Students' Association, or the Student Senate.

4.2 LISTED ORGANIZATIONS Any campus organization may gain listed status by contacting the Office of Student Activities and identifying a contact person for the group. The purpose of this status is to identify all groups that are functioning on campus and to centralize information and resources related to campus groups. The process of becoming listed is simply to notify the Office of Student Activities as to the contact person for the organization.



4.2(a) PRIVILEGES OF LISTED ORGANIZATIONS:

- 4.2(a)(1)** Be included on the Student Activity Center’s directory of organizations for referrals to interested individuals.
- 4.2(a)(2)** Can apply for mailbox in the Student Activity Center. Space will be assigned when available.

4.2(b) RESPONSIBILITIES OF LISTED ORGANIZATIONS:

- 4.2(b)(1)** Inform the director of student activities as to changes in the group’s leadership, contact person, or status. A group that is inactive for two consecutive semesters will lose listed status. Inactive is defined as failure to update the contact information on an annual basis.
- 4.2(b)(2)** Listed organizations are eligible to receive student activity fees in the form of special projects and residuals administered by the Finance Committee of the Student Senate. If receiving student activity fees, listed organizations must maintain records and administer fees in accordance with all guidelines approved by the Finance Committee and the Student Senate.
- 4.2(b)(3)** Any contract that is to be entered into by an organization authorized to spend University funds, including student activity fees, must be reviewed by the Office of Vice President for Legal Affairs and signed by the Vice President for Student Affairs or any other office of the University authorized to sign contracts on behalf of the University. Contracts to be signed for an event sponsored by the organization must be sent to the Vice President for Legal Affairs at least thirty (30) days prior to the date of the event.
- 4.2(b)(4)** Neither the Students’ Association, the Student Senate, nor the University is liable for the debts incurred by a listed organization.
- 4.2(b)(5)** All equipment purchased with Students’ Association funds is the property of the Students’ Association upon request.

4.3 CHARTERED ORGANIZATIONS Chartered status is for student organizations that want privileges other than those associated with listed status. A request for chartered status of a new organization may be made to the Student Senate Organizations Committee once during an academic year. This request can be made at any time during the fall and spring semesters. The Student Senate has the authority to deny or remove chartered status from any organization not in compliance with one or more of the stated privileges and responsibilities or any other rule set forth in this Code or established by the University. If chartered status is ever removed from an organization through action of the Senate or the organization, all privileges granted to the chartered organization are forfeited. Following removal of chartered status, however, such reapplication is subject to all procedures outlined for new groups requesting chartered status.



4.3(a) PROCESS OF CHARTERING A NEW STUDENT ORGANIZATION:

- 4.3(a)(1)** An application for chartered status and Constitution and/or Bylaws of the organization must be filed with the Student Senate Organizations Committee.
- 4.3(a)(2)** The organization must be in compliance with “Responsibilities of Chartered Organizations” (See Section 4.3(c)(1-13)) at the time of application.
- 4.3(a)(3)** A representative from the organization must schedule and attend an interview with the Senate Organizations Committee.
- 4.3(a)(4)** At the next regularly scheduled senate meeting following the Organizations Committee interview, the Organizations Committee will present to the Student Senate a written report on the organization seeking to become chartered. The Senate will vote on chartered status at the next meeting.
- 4.3(a)(5)** Organizations wishing to request money during the fall or spring appropriations process must be chartered prior to the stated application deadline.

4.3(b) PRIVILEGES OF CHARTERED ORGANIZATIONS:

- 4.3(b)(1)**



4.3(c)(2) Membership must be open to all members of the SMU student body without respect to sex, sexual orientation, race, creed, 2)



- 4.3(c)(11)** The organization must be represented at the mandatory organizations meeting each fall and spring semester.
- 4.3(c)(12)** To continue to receive any privileges once chartered, an organization must have its current leadership roster on file with the Director of Student Activities. This is done by submitting an Officer Update Form each semester with the Senate Organizations Committee within two weeks of changes in officers and/or adviser.
 - 4.3(c)(12)(i)** For the fall semester, if a chartered student organization fails to attend the mandatory organizations meeting and fails to contact the SMU Student Senate Organizations Chair or director of student activities within four weeks following the mandatory organizations meeting, the organization will, at that time, forfeit chartered status until



- 4.3(c)(13)(i)** All funds must be held in a Students' Association account and administered by the Students' Association comptroller.
- 4.3(c)(13)(ii)** All appropriated student activity fee monies not encumbered at the end of the fiscal year shall revert to the Students' Association.
- 4.3(c)(13)(iii)** All revenue generated by the organization shall be kept in an interest-bearing Students' Association checking account and shall be retained by the organization at the end of the fiscal year.
- 4.3(c)(13)(iv)** If a chartered organization disbands, all assets of the organization will revert to the Students' Association.
- 4.3(c)(13)(v)** Neither the Students' Association, the Student Senate, nor the University is liable for the debts incurred by a chartered organization.
- 4.3(c)(13)(vi)** All equipment purchased with Students' Association funds is the property of the Students' Association. It is subject to inventory and must be surrendered to the Students' Association upon request.

4.3(c)(14) Any contract that is to be entered by an organization authorized to spend University funds, including student activity fees, must be reviewed by the Office of Vice President for Legal Affairs and signed by the Vice President for Student Affairs or any other officer of the University authorized to sign contracts on behalf of the University. Contracts to be signed for an event sponsored by the organization must be sent to the Vice President for Legal Affairs at least thirty (30) days prior to the date of the event.

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





5.0 SOCIAL FRATERNITIES AND SORORITIES

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

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

5.2(a) RECRUITMENT CONTACT

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

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

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

5.2(c) FORMAL AND OPEN RECRUITMENT

5.2(c)(1) Formal and Open recruitment is applicable only to the Interfraternity Council and Panhellenic Association, and will be held the week before Foru4t6.25 GPellege TD 0.0053 Tcat a colle to a



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

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

5.3 EXPANSION OF THE GREEK SYSTEM Procedure for expansion of the Greek system at SMU shall be specified in the Greek System Expansion Policy. Any questions regarding expansion should be directed to the Office of Student Activities.

5.4 POLICIES PERTAINING TO GREEK HOUSING



I. INTRODUCTION

Responsibility for student discipline is vested in the President by the Board of Trustees. To exercise this responsibility, the President established the University Judicial Council. Upon the recommendation of the University Judicial Council, the President has accepted the following document delineating the judicial system for students at SMU.

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

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

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

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

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

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

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

To act not as an advocate for the students nor for the University but to consider equally the needs of individual students, student groups, and the needs of the University community as a whole;

To maintain confidentiality of all details pertinent to a matter and of all actions related to a hearing and to refrain from comment on actions or persons involved in a judicial hearing;

To participate in training sessions and meetings;





year. A hearing may be held by any three of the members if both faculty and students are represented. This board will hear cases appealing citations of the traffic and safety office for registered vehicles only. This is the board for final appeal for traffic citations. Appeals of Traffic Appeals Board decisions to the University Judicial Council are limited to questions of procedure or policy of the Traffic Appeals Board. Questions of fact concerning the citation itself are resolved by the Traffic Appeals Board and are not subject to further appeal.

6. **GRADUATE HEARING BOARDS** The School of Law and the School of Engineering and Applied Science shall each appoint every year, as may be necessary and appropriate, hearing boards composed of staff, faculty and graduate students to hear cases involving graduate students enrolled in their respective graduate schools. All charges against graduate students not enrolled in the School of Law or the School of Engineering and Applied Science will be heard through normal judiciary channels. The rosters of the persons appointed to these boards shall be sent to the University Judicial Council during the first month of the academic year. As with all other hearing boards, the result of a graduate hearing board may be appealed to the University Judicial Council.
7. **ALTERNATE DISPUTE RESOLUTION** Before assignment of a case, a judicial officer may recommend Alternate Dispute Resolution (ADR). Alternate Dispute Resolution is available to mediate cases between disputants when both parties and the University are in agreement that this procedure be used. For more information on ADR, contact the Office of the Dean of Student Life.

B. THE UNIVERSITY JUDICIAL COUNCIL (UJC) The University Judicial Council (UJC), as the basic unit responsible for judicial action in response to student disciplinary problems, is accountable to the President of the University. The UJC shall be composed of two staff, two faculty (of whom at least one shall be from the SMU School of Law), three students (ideally two undergraduates and one graduate student), and two student alternates. Student alternates may participate in all regularly scheduled meetings but do not have voting rights as a member of an appellate hearing board unless as a designated substitute for one of the three student members who is unable to serve. The chairperson of the University Judicial Council shall be elected by the members of the UJC from the faculty and staff members. A vice chairperson of the University Judicial Council shall also be elected by the UJC.

1. **SELECTION OF STUDENT MEMBERS** Selection of student members shall be accomplished in the spring of the year and their appointment shall be for the succeeding academic year. Student members may, with agreement of the other council members, be appointed to succeed themselves. Students shall be limited to three consecutive one-year terms. Student members may not simultaneously serve on any other judicial body or in student government as an officer or student senator. The Office of the Dean of Student Life will initiate contact with the Student Senate concerning student members. The senate may nominate up to five candidates to be interviewed by the University Judicial Council. The University Judicial Council may also nominate up to five candidates. The University Judicial Council and two representatives from the Student Senate may interview all candidates and send its recommendations to the President of the University. The President will appoint the student members.



2. **SELECTION OF FACULTY MEMBERS** The Office of the Dean of Student Life will initiate contact with the Faculty Senate concerning faculty members. The Faculty Senate may nominate three candidates. The University Judicial Council also may nominate candidates. The University Judicial Council and two members of the Faculty Senate may interview all candidates and send recommendations to



Investigative Committee shall be defined at the time of its appointment by the University Judicial Council. Both the students who bring a charge and those accused shall submit to the Vice President for Student Affairs names of two persons within the SMU community, who are not involved in the incident, to serve on the Special Investigative Committee. The Office of the Vice President for Student Affairs shall appoint a fifth member to the committee and shall select one of the five as chairperson. The Special Investigative Committee will act in an advisory capacity to the appropriate judiciary hearing body to which the case is assigned. Any of the parties involved may petition the University Judicial Council for the establishment of a Special Investigative Committee and the UJC shall determine whether such a committee is necessary.

III. BASIC PROCEDURES

- A. INTERVIEWING/INVESTIGATION** A written formal complaint may be filed with the University through the Office of the Dean of Student Life. Nonetheless the University, at its discretion, may proceed with the student judicial process as outlined herein without formal written complaint. A University judicial officer will investigate alleged violations of the Student Code of Conduct, whether they occur on or off campus, and/or violations of the Community Standards and Student Conduct policies of the Office of Residence Life and Student Housing and interview participants/witnesses as necessary. Such investigation may include consultation with the Department of Public Safety. The accused student has the right to remain silent and to make a statement regarding his/her reasons for choosing to remain silent. Failure to cooperate with the investigation (e.g. failure to meet and/or speak with a University judicial officer) will require the judicial officer to make a decision on the assignment of the case without the benefit of the accused student's testimony. A student who refuses to schedule or keep an appointment with a University judicial officer may be charged with a violation of Section 3. 19, Official Notice, of the Student Code of Conduct.
- B. ACTION PENDING A JUDICIAL HEARING** If a student's behavior presents an on-going threat of disruption to the community or is a danger to the safety of the student or others, a University judicial officer may impose such sanctions as s/he deems appropriate pending a judicial hearing.
- C. ASSIGNMENT OF CASE** If a University judicial officer determines that a rule may have been violated, and the student does not accept responsibility for the violation, the University judicial officer shall assign the case to either the University Hearing Board or an Administrative Hearing. As a general policy, cases assigned to a University Hearing Board should satisfy one or more of the following criteria: (1) the alleged offense could result in disciplinary probation or a more serious penalty, (2) the alleged offense has resulted in a substantial interference with the proceedings of the University, (3) the offenses are repeated, or (4) the alleged offense caused an unacceptable infringement upon the personal or property rights of others. The University reserves the right to consider all violations of its student code in its judiciary as well as referring them to off-campus authorities. The University recognizes that some violations may be handled concurrently by the University and the criminal court system, including, but not limited to, felonies and



misdemeanors. The University Judicial System is separate and distinct from the criminal court system; it only determines violations of its student code and imposes sanctions within the University community. As such, a concurrent action by both systems does not constitute double jeopardy. These criteria serve as guidelines, and the judgment of the Vice President for Student Affairs is the final determinant as to the University's response to any student behavior. Cases of academic dishonesty and traffic citations are assigned to their respective boards of jurisdiction.

- D. ADMINISTRATIVE HEARINGS** A University judicial officer may choose to hold an “administrative hearing” in lieu of a board hearing at any time. The accused student also may request an administrative hearing. Decisions reached in administrative hearings may be appealed in the same manner as University hearing board decisions.
- E. NOTICE OF VIOLATION** Every effort will be made to comply with the time requirements outlined herein. However, the University community recognizes that due to time constraints within the academic calendar, this may not always be possible. A University judicial officer shall give notice in writing to the student of the complaint against the student. Such notice shall include: a short, concise statement of the conduct alleged to have been in violation of the regulations including the time, place, and date of the occurrence(s), and a reference to those sections of the Student Code of Conduct which set forth the regulation the accused is alleged to have violated; the time and place of hearing; and the particular hearing process to which the case is assigned. Notice shall be given to the student a minimum of 72 hours prior to the hearing. This delay may be waived by the mutual agreement of the accused and a University judicial officer. The hearing will be held even if the accused student fails to attend.
- F. EXCHANGE OF WITNESS LIST** A minimum of 72 hours prior to the hearing, the accused will be given a list of those witnesses whose testimony will be presented in person or by summation through a University judicial officer and a brief summary of the anticipated testimony. The accused shall present to a university judicial officer a list of witnesses (including a brief summary of the testimony that it is anticipated they will give) and a copy of all documents to be submitted to the board a minimum of 48 hours prior to the hearing. However, additional witnesses may be called at the discretion of the hearing board. The University will attempt to notify all witnesses, in writing, of the time, place, and date of the hearing and shall notify members of the student community that failure to appear as a witness may result in a charge against them of “Failure to Comply.” (See Section 3.11 of the Student Code of Conduct section.)

IV. CONDUCT OF THE HEARING

- A. UNIVERSITY HEARING BOARD PANELS** Whenever possible, members from the University Hearing Board pool will be selected to serve as hearing board members on a rotational basis. The complainant and the accused may challenge any member of the hearing board on grounds of bias. The board may remove a board member by majority vote (excluding the member being challenged) during a closed session. If a member is excluded, an alternate member of the University Hearing Board pool will be selected.



- B. QUORUM - UNIVERSITY HEARING BOARD** At least four members of the hearing board shall be present throughout the hearing. If less than the required number are present at the opening of the hearing, the hearing shall be postponed until four members can be convened. These requirements may be waived upon agreement of all parties. Once the hearing has commenced, if a hearing board member should need to withdraw for a period of no less than 30 days, the hearing shall recess until all members can be present. Once the hearing has commenced, if a hearing board member should need to withdraw for a period of more than 30 days or permanently, the accused may request that the hearing continue with the remaining hearing board members if the complainant agrees. Otherwise, a new hearing will be scheduled. All members may vote, and all determinations shall be by majority vote. A failure to vote shall be registered as a “not responsible” vote. For Serious Offense cases, the quorum is four board members, composed of students, faculty and staff.
- C. QUORUM - UNIVERSITY JUDICIAL COUNCIL APPELLATE BOARD** At



selected, must be a member of the University community. Parents and/or a community support person are for moral support of the accused and the complainant and may not participate in the hearing unless called upon as witnesses.

- H. SEPARATE HEARINGS** In hearings involving more than one accused student, a University judicial officer, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
- I. UNIVERSITY HEARING BOARD PROCEDURES** The University hearing board will include, but are not limited, to the following procedures.
1. The complainant and the accused may be present at the hearing, as well as his/her parents and one support member from the SMU community. The hearing shall be closed to all others, except that the President of the University will have the authority to permit attendance of one or more University observers at any time during the course of the hearing.
 2. The hearing chair shall conduct the hearing in a manner so as to bring forward all relevant evidence.
 3. Members of the hearing board, the complainant, and the accused may direct questions to and cross-examine witnesses. The chairperson of the hearing board, at his/her discretion may require that questions for cross-examination be submitted first to him/her who will then direct the question to the witness(es).
 4. Each party in the case will have the right to make an opening and closing statement. The complainant may give the first opening statement. The accused may give the last closing statement. The complainant and the accused may each include a statement of the impact of the alleged offense as part of a closing statement.
 5. Once the hearing has concluded, the hearing board will deliberate in closed session to reach a decision. The hearing board's decision will be presented in writing within three working days and will include findings of fact, responsibility or nonresponsibility. If there is a finding of responsibility, the hearing board will impose sanctions.
- J. REPRESENTATION BY AN ATTORNEY** Neither the accused nor the complainant may be represented by an attorney at any hearing.
- K. PRESENCE AT THE HEARING-CONFRONTATION OF WITNESSES** The complainant and the accused and a University judicial officer shall have the privilege of presenting witnesses, subject to the right of cross-examination. The chairperson of the hearing board, at his/her discretion, may require that questions for cross-examination be first submitted to him/her who will then direct the question to the witness(es).
- L. PRESENTATION AND RULES OF EVIDENCE** Ordinarily, the complainant shall proceed first with his/her case followed by the presentation of the accused. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing board at the discretion of the chairperson. Legal rules of evidence do not apply to hearings and a hearing board shall have full discretion with respect to admissibility of testimony and documents.



- 1. PRELIMINARY INTERVIEWING** The complainant will make an appointment with a University judicial officer to file charges, if so desired. During this meeting, a University judicial officer will explain the University Judicial System and, if the complainant alleges sexual misconduct/sexual assault, refer the complainant to a counselor in the Counseling and Testing Center for advice, counseling, and information on all available procedural options and alternatives. A University judicial officer will immediately notify the accused of the charge alleged. A University judicial officer will explain the University Judicial System and, if the charge alleged is sexual misconduct/sexual assault, refer the accused to a counselor in the Counseling and Testing Center.
- 2. INVESTIGATION**



5. To request to have his or her living arrangements (if in campus housing) modified pending the outcome of the student judicial proceedings if the accused lives close to the complainant.
6. To remain present during the proceedings.
7. Not to have his or her sexual history discussed during the hearing. However, evidence of a recent sexual relationship between the accused and the accuser may be considered if the accused asserts consent as a defense.
8. To be informed of the hearing board's decision within three working days following the hearing.

C. RIGHTS OF STUDENTS ACCUSED OF SEXUAL MISCONDUCT AND/OR SEXUAL ASSAULT

1. To be informed of the accusation and all alternatives and options by a counselor in the Counseling and Testing Center.
2. To remain silent, before, during, and after the hearing and to make a statement explaining the reasons for remaining silent.
3. To have parents and a member of the SMU community accompany him or her during the student judicial proceedings. Such persons are for moral support and have the same responsibilities as described for rights of the accused to have companions. (See The University Judicial Code, Section IV, G.)
4. To challenge any member of the University Hearing Board on grounds of prejudice.
5. To remain present during the proceedings.
6. Not to have his or her sexual history discussed during the hearing. To present evidence of a recent sexual relationship between the accused and the accuser only if the accused asserts consent as a defense.
7. To be informed of the hearing board's decision within three working days following the hearing.
8. To appeal the decision of the hearing board to the University Judicial Council.
9. To request to have his or her living arrangements (if in campus housing) modified pending the outcome of the student judicial proceedings if the accused lives close to the complainant.

D. THE HEARING The chair will conduct the hearing utilizing broad powers to conduct a full and fair hearing. The hearing board may call persons named in the confidential Investigative Report, as well as additional witnesses at its discretion. The chair will make final decisions regarding questions of procedural issues and admissibility of evidence. The chair must be a SMU Law School faculty member who has specialized training. No one may serve as chair if he/she has not completed this training. The chair is a nonvoting member of the board and may not participate in deliberations, except to answer questions regarding procedures,



admissibility of evidence, etc. A quorum will consist of four board members. A University judicial officer must be present in the hearing and will function as the official record-keeper of the hearing, as well as a resource person for the hearing board. The hearing board will reconvene after their decision has been written to announce and submit their decision to the complainant and the accused.

- VI. SANCTIONS ESTABLISHED AND DEFINED BY UNIVERSITY JUDICIAL COUNCIL**
The following sanctions may be implemented individually or in any combination by the hearing boards or University judicial officer. The President reserves the right to raise or lower sanctions imposed in the judicial process.
- A. EXPULSION** An individual or group will be separated from the University on a



- E. JUDICIAL REPRIMAND** The individual or group will be given formal notice by the hearing board or the judicial officer that they have violated the Student Code of Conduct or University policy. If the individual or group is found in violation of a further charge, that case will be considered more seriously.
- F. FINES** An individual can be fined any amount not exceeding \$250. An organization can be fined any amount commensurate with the severity of the offense. Fines resulting from an alcohol policy violation will be a minimum of \$100.
- G. DISQUALIFICATION FROM HOLDING OFFICIAL STUDENT POSITIONS OR PARTICIPATING IN UNIVERSITY ACTIVITIES** An individual or group will be restricted from either representing the University in an intercollegiate activity, or from participation in any University activity or organization.
- H. RESTITUTION** An individual or group will be required to pay for damages to the person or institution for property destroyed.
- I. NOTIFICATION OF PARENTS/NATIONAL ORGANIZATIONS/AUTHORIZING BODY** Students found responsible for violation of the Student Code of Conduct may be required to inform their parents of their involvement in the policy violation unless the student has declared financial independence with the University registrar. The University determines financial independence by the Internal Revenue Code and assumes that all undergraduate students are dependent unless the student provides a written statement to the University registrar and proof of financial independence. It is also necessary that his/her parents call the designated University staff member to verify that they have been informed. Whenever a student is found responsible for an offense resulting in disciplinary probation or a more serious sanction, the Office of the Dean of Student Life will automatically inform the parents, in writing, of the violation and sanctions. The Office of the Dean of Student Life will notify a group's national organization or the appropriate university authorizing body of the group's involvement in the policy violation.
- J. DISCIPLINARY VIOLATION (DV) TRANSCRIPT RECORD** If the nature of the offense so warrants, the hearing board will record an individual's violation on his/her academic transcript. The notation will remain for the time he/she is enrolled at the University and for three years following his/her graduation. If the student leaves the University before graduation, the notation is removed three years after the anticipated date of graduation from the University.
- K. SUSPENSION OF PRIVILEGES** An individual or group will lose privileges that allow them to participate in specific activities, use specific facilities, or exercise specific privileges.
- L. EDUCATIONAL SANCTIONS** The objective of this sanction is education and rehabilitation. Sanctions selected will be commensurate with the offense.
- M. DEFERRED SANCTIONS** Individual or group sanctions may be deferred (not enforced). Deferred terms, i.e., conditions of the probation and its duration, will be set by the judicial body which imposed the sanction. If a succeeding judicial body finds the student responsible for violating the terms of probation during the period



set up by the preceding judicial body, the probation must be lifted and the previously imposed deferred sanction enforced. In addition, further sanctions may be imposed. In no case may a student have more than one deferred sanction.

N. REFERRALS TO OTHER OFFICES Students may be required to contact other offices on campus including, but not limited to, the Center for Alcohol Education and Drug Abuse Prevention, Counseling and Testing, and the Office of Volunteer Services.

O. FAILURE TO COMPLETE SANCTIONS



- B. STANDARD OF PROOF** The standard of proof is the greater weight of the credible evidence.
- C. APPELLATE PROCEDURE** The procedure for the appeal will be as follows:
1. At the conclusion of each hearing, the judicial officer or hearing board chair will submit the following documents to the Office of the Dean of Student Life: the decision, the reasons for the decision, and the reasons for the sanctions imposed.
 2. The accused must file a written request to appeal with the Office of the Dean of Student Life. The request to appeal must include the grounds for the appeal and the basis for each.
 3. The appeals packet consisting of the above statements and documents, including the hearing board minutes (if applicable) and a copy of the original incident report or charge will be prepared for the University Judicial Council.
- D. PRESENTATION** The appellate body shall base its decision to uphold or overturn the result of a hearing on the student's written request for an appellate review and the summary of the hearing prepared by the judicial officer or the hearing board chair. In an appellate review, the University Judicial Council may, solely at its discretion, allow oral statements. The presenters and the amount of time allowed for each statement will be determined by the University Judicial Council.
- E. DETERMINATION OF APPEAL** The University Judicial Council may dismiss the case because there were such procedural irregularities at the hearing as would irreparably deny the student a fair hearing if the case were presented to a new panel, or dismiss or remand for clearly erroneous findings of fact or finding of facts clearly insufficient to support the charge. The University Judicial Council may alter the sanctions imposed based on a finding that the original sanctions are unreasonably harsh. Moreover, it may remand the case to the original hearing board if there is substantial new relevant evidence that was not available at the time of the hearing.
- F. JURISDICTION OF THE UNIVERSITY JUDICIAL COUNCIL** The University Judicial Council serves as a board of final appeal for appeals originating from University Hearing Boards, Administrative Hearings, Traffic Board Appeals, and Honor Council Hearings. Honor Council appeal procedures are set forth in Article VI of The Honor Code.
- IX. REHEARINGS** At the urging of the accused or upon presentation of significant new evidence, the Dean of Student Life, after consultation with the chair of the University Hearing Board or the University Judicial Officer and the chair of the University Judicial Council, may order a case to be reheard. After such a rehearing, the accused shall be entitled to the same rights of appeal as in any case.



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

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

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

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

THE CONSTITUTION OF THE HONOR COUNCIL



ARTICLE I - JURISDICTION, RATIFICATION, AND AMENDMENTS

SECTION 1: The Honor Council shall oversee the academic conduct of all undergraduate and graduate students with the exception of those students enrolled in the



be categorized as follows:

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

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

- (a) to develop its own Bylaws and procedures, subject to approval by the Provost, the Dean of Student Life, and Vice President for Legal Affairs for legal sufficiency and compliance with the standards set by the Honor Council Constitution;
- (b) to serve on and constitute the hearing boards, as specified in Article IV of this Constitution;
- (c) to advise and consult with faculty members and administrative officers on matters related to academic integrity standards, policies, and procedures;
- (d) to foster and promote programs alerting students to the importance of academic integrity and the penalties for its violation;
- (e) to issue an annual report to the campus community, to include a statistical review of the nature, volume and disposition of charges heard, academic integrity standards, policies, and procedures, including recommendations for appropriate changes;
- (f) any additional duties or responsibilities delegated by the Provost or Dean of Student Life.

ARTICLE III - PREHEARING PROCEDURES

SECTION 1: FACULTY DISPOSITION OF A SUSPECTED HONOR

VIOLATION A faculty member who suspects that a student has committed an act of academic dishonesty may take either or both of the following courses of action:

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



ARTICLE IV - HEARING RULES AND PROCEDURES



(i) If the accused is found responsible for an Honor Code violation, the president will



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

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

ARTICLE VI - APPEAL

SECTION 1: Grounds for appeal are the following:

- (a) substantial new relevant evidence not available at the time of the original hearing;
- (b) significant procedural irregularities which denied the student a fair hearing;
- (c) insufficient evidence provided to merit a finding of responsibility;
- (d) sanctions overly harsh.

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

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

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

ARTICLE VII - RECORDS

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

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

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





FACULTY AND STAFF VEHICLES

Motor vehicles parked on University property or streets by faculty or staff members must display



SMU Police Department.

4. Requirements for authorization to park a vehicle in a “Disabled” space are a state “Disabled” license plate, a state “Disabled” decal, or any disabled designation issued 4.



5. **MOODY PARKING GARAGE:** All permits are authorized to use the parking garage. Except Male first-year students.
6. **AIRLINE STREET GARAGE:** All permit area.
7. **SERVICE AND DELIVERY VEHICLES:** These vehicles are issued temporary distinguishing permits denoting the vehicle use (service and delivery, contractors, special guests, trustee parking, visitors, etc.) and must be displayed on the rear view mirror.
8. **RESIDENT MALE FIRST-YEAR STUDENTS:** Are authorized to park in the Dedman 3 Lot only.
9. **SMU APARTMENTS:** Residents of all SMU Apartments will be assigned parking decals by SMU Apartment Management. These decals are designated for apartment parking and all permit areas.
10. **TEMPORARY:** This is used on a temporary basis as a substitute for any of the other permits.
11. **SERVICE & DELIVERY:** To be used by vendors and campus employees who make deliveries to various campus areas. Meant for temporary parking situations.
12. **SPECIAL GUEST:** Used to designate visitors on campus. Allows the vehicle to park in any legal space.
13. **RETIRED FACULTY/STAFF:** Designates individuals who have retired from SMU. Allows them to park in any legal space. Available through the Retired Faculty Association and the Retired Staff Association.

REGISTERING FOR PARKING

1. Student registration for parking must be done in the following manner: Payment for parking is made at the Student Financial Services Office in the Perkins Administration Building. The student reports to the offices of the SMU Police Department and presents proof of payment of the parking fee. A student must have driver's license and license plate number to register. Vehicle Registration and Parking Control personnel will issue the appropriate decal to each person. The parking permit must be affixed to outside of the rear windshield of the vehicle, driver's side in the lower portion of the glass in such a manner that the identifying number is visible and legible. Vehicles without a rear window or those with louvers on the back window may place the permit on the rear bumper.
2. In certain cases, a person not officially registered to park on campus may be issued a temporary permit. This permit must be affixed to the rear of the vehicle with the time of authorization indicated on the face of the permit. Inquiries regarding temporary permits should be directed to the Vehicle Registration and Parking Control Office at 214-768-2487.
3. Faculty and staff parking fees for permanent permits will be deducted from the individual's pay on a regular basis. Payroll deductions will be continued unless the individual desires to cancel the parking privilege and returns the permit and assigned parking gate card, if applicable, to Vehicle Registration and Parking Control Office.
4. Giving false information to register a vehicle (i.e. incorrect vehicle owner) is a violation of University policy.

FEES

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

1. Students
Full-time (more than 9 credit hours)
Full year – \$200
Spring Semester – \$100



Summer Semester – \$28

Part-time (9 or fewer credit hours)

Full year – \$100

Spring Semester – \$50

Summer Semester – \$28

2. Faculty/Staff – \$20 a month
3. Exchange of car (2nd permit) – \$5
4. Replacement of lost or stolen permit – \$5
5. Contract employees with personal vehicles – \$5 monthly
- 6.



6. Parking in a fire lane.* **(\$50 fine)**
7. Blocking a driveway.* **(\$25 fine)**
8. Double parking.* **(\$30 fine)**
9. Parking in a space designated for persons with disabilities.* **(\$200 fine)**
- 10.



ENFORCEMENT

1. Citations will be issued by the University Police for violation of traffic and parking



official signs prohibit parking or riding. Bicycles must be ridden on streets only and pushed on sidewalks. Designated bike paths may be used.

3. The operator of a bicycle must give the right of way to pedestrians at all times.
4. Bicycles may not be secured to any tree, shrub, or plant, including average step railings, or any structure NOT designated as a bicycle rack or locking facility. An exception is a chain-link fence.
5. Bicycles may not be left unattended on any sidewalk, street, driveway, loading zone, fire lane, building, porch or patio, or pedestrian mall.
6. Violations of these regulations will result in the removal of the bicycle by the SMU Police Department; the owner may retrieve it after showing proper identification.
7. All violations of campus bicycle regulations are considered minor traffic violations and fines will be assessed accordingly.
8. State law requires bicycle riders to obey all traffic control devices, stop signs, etc.
9. Special bicycle lockers located near residence hall areas are available through the Department of Residence Life and Student Housing for a small fee per semester.

IN-LINE SKATES, SKATEBOARDS, TRICK BIKES, AND SCOOTERS: Are prohibited on the campus of SMU.

RESOLVING CITATIONS

The operator of a vehicle in violation of regulations will receive a citation either in person or attached to the vehicle. A violation fine is a University fee and must be paid at the Student Financial Services Office in the Perkins Administration Building. Failure to pay the traffic violation fee will result in delays for students in receiving degrees and transcripts and in refusal of permission to register.

APPEALS

1. A traffic citation may be appealed by contacting the Vehicle Registration & Parking Control Office, located on the second floor of Patterson Hall, 3128 Dyer, 214-768-2487, within 15 days of the citation date. **(Do not call the police dispatcher)**
2. Decisions made by the Traffic Appeals Board are based on current published parking regulations. **All board decisions are final.**
3. Individuals who desire to question the current parking regulations may submit recommendations for changes to the Vehicle Registration & Parking Control Office located on the second floor of Patterson Hall.

UNIVERSITY PARK CITATIONS

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

SUSPENSION OF PARKING PRIVILEGES

1. **When six parking and/or traffic citations are issued to a vehicle, the parking privileges of the individual to whom the vehicle is registered are suspended for**

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3. If a suspended vehicle is parked on campus, that vehicle will be impounded at the expense of the owner or person in charge.
4. Violation of the vehicle parking suspension will result in a fine of \$30 for the violation in addition to any towing or impounding fee.
5. A person who has been placed on suspension can be reinstated only after a review of the circumstances by Vehicle Registration and Parking Control and an interview of the individual involved to ensure that no further violations occur or by citation reversal from Appeals Board, which reduces the total citation amount to below six. **The paying of citations does not constitute reinstatement of a person's parking privileges.**
6. Subsequent violation of a parking suspension will be referred to the University Judiciary System for action.

TOWING/IMPOUND POLICY

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



Park Fire Department, which is within a few blocks of the SMU campus, provides fire fighting and emergency paramedic services to the campus. Through interagency agreements, the Highland Park Police Department and the Dallas Police Department also will provide assistance if the SMU Police Department requests it.

LAW ENFORCEMENT AUTHORITY OF CAMPUS SECURITY PERSONNEL

The SMU Police Department is a fully empowered law enforcement agency that is certified by the state of Texas. Campus police officers are state-commissioned peace officers with full police authority, duties, and responsibilities. In addition to the campus police officers, the SMU Police Department has uniformed public service officers who provide residence hall, library, and special event security. The SMU Police Department provides 24-hour emergency services with a minimum of three patrol officers and a dispatcher on duty at all times. The SMU Police Department consists of 47 personnel, 24 of whom are commissioned peace officers. State law provides that only peace officers, trained security officers, and other governmental officers may carry a firearm on a campus. All other persons are prohibited from possessing weapons on University property. The SMU Police Department has the responsibility and duty to enforce all local, state, and federal laws and to effect arrests and to provide for referral for prosecution of crimes to the city and county judicial systems. . Any criminal violation occurring on University property will be processed through the state or federal criminal justice system. Students committing violations may also be summoned to appear before the Student Judicial Board and if found responsible, may face administrative or disciplinary action within the University system.

PROCEDURES FOR REPORTING CRIMES AND OTHER EMERGENCIES

Fires, health emergencies, crimes, and violations of University policies and procedures dealing with safety and security should be reported to the SMU Police Department either in person at 3128 Dyer Street, Room 200, Patterson Hall, or by telephone at 911 on campus or at 214-768-3333 from off-campus. Violations of University policies and procedures by students also may be reported to the Dean of Student Life Office at Room 302, Hughes-Trigg Student Center or by calling 214-768-4564. Conspicuously placed lighted emergency telephones with direct lines to the SMU Police Department are located throughout the campus to facilitate reporting.

CAMPUS FACILITIES ACCESS

Visitors to residence halls and fraternity and sorority housing must be accompanied by the resident of the facility who is being visited. Visitors to the campus are welcome but are expected to adhere to all campus regulations and policies. Visitors are encouraged to stop by the SMU Police Department located on the second floor of Patterson Hall for information on University regulations. Information can also be found on the SMU Police web page at www.smu.edu/pd. The University reserves the right to restrict the access of any person who does not adhere to University policies and procedures. All persons are required, upon request by the SMU Police Department, to present identification while on campus.

MAINTENANCE OF CAMPUS FACILITIES

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



RESIDENCE HALL SECURITY

Approximately 2,200 students reside on campus in residence hall facilities. Residence halls have doors that lock automatically 24 hours a day. Access is by a card key entry system that allows building residents to use their assigned cards for exterior entry only to their own assigned residence halls. If an exterior fire door of a residence hall is propped open, an alarm will sound alerting the building's residence life staff. The area desk in McElvaney Hall, located in the South Quad, is staffed 24 hours. A security officer is on duty from midnight to 8 a.m., and a residence life and housing staff member is on duty from 8 a.m. to midnight. All other residence halls are randomly patrolled 24 hours a day. Residents are encouraged to keep their residence hall room door locked at all times. Visitors must be accompanied by a resident at all times while in a residence hall. All residence halls have telephones located inside and outside the front door.

SERIOUS CRIMES

In the event a serious crime is committed on campus, the following procedures are used to provide timely notice of the crime and warning to the SMU community within 24 hours of crime: 1) CAMPUS ALERT posters will be placed at major entrances to campus buildings. 2) The SMU Police web page will also post campus alerts. The posters will prominently display a telephone number that members of the community may call to obtain information about the crime that occurred as well as information on any additional safety measures that have been implemented. These actions may be in addition to other measures and will depend on the particular circumstances of the crime.

CRIME STATISTICS FOR THE PERIOD ENDING DECEMBER 31, 2001

Under 20 USC 1092(f) known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", formerly the Student Right to Know and Campus Security Act, Southern Methodist University must annually compile and distribute statistics on the reported occurrences of the following offenses: Murder, Manslaughter, Robbery, Aggravated



**SOUTHERN METHODIST UNIVERSITY POLICE DEPARTMENT SAFETY
CAMPUS CRIME SECURITY ACT REPORT INCIDENT REPORTING
COMPARISONS - REPORTING PERIODS JANUARY 1 TO DECEMBER 31.**

CRIME CATEGORIES	<u>1999</u>	<u>2000</u>	<u>2001</u>
Murder	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offenses	0	2	1
Non Forcible Sex Offenses	0	0	0
Robbery	0	1	0
Aggravated Assault	1	1	0
Burglary	28	31	18
Motor Vehicle Thefts	5	13	10
Arson	0	2	2
Sex Offenses not reported to Police*	2	0	2
Non-Forcible Sex Offenses not reported to Police*	0	0	0

CATEGORIES	<u>1999</u>	<u>2000</u>	<u>2001</u>
Liquor Law Violations	21	45	19
Liquor Law Violations Judicial Referrals	80	93	67
Liquor Law Violations - RLSH**	N/A	119	116
Drug Abuse Violations Arrests	5	5	0
Drug Abuse Violations Judicial Referrals	6	28	32
Drug Abuse Violations - RLSH**	N/A	0	1
Weapons Violations	3	0	0
Weapons Violations Judicial Referrals	0	2	4
Weapons Violations - RLSH**	N/A	0	0

*This statistic includes incidents reported to other University offices or officials, including the Dean of Student Life, the office of Residence Life and Student Housing, the SMU Womens Center, or the SMU Memorial Health Center.

**RLSH - Residence Life and Student Housing refers to the Judicial Officer, students who violate State Liquor Laws inside the Residence Halls. These stats are not available for previous year 1999.

A copy of the Annual SMU Security Report is available from the SMU Police Department, Patterson Hall Rm 212, or on the internet at www.smu.edu/pd/

SAFE AND SOUND ADVICE

GENERAL SAFETY TIPS

- Avoid walking alone, particularly after dark. Use the campus Escort Service or the Blue Angel Shuttle whenever possible. If walking alone is unavoidable, be aware of your surroundings and let someone know when to expect you.
- Avoid shortcuts. The shortest route is not always the safest route. Walk along the mid-point between curbs and buildings and away from alleys and bushes.
- Dress for mobility, particularly after dark.
- Avoid deserted areas, poorly lit streets, alleys, and pathways.
- Never jog alone.
- When walking or jogging, go against the flow of traffic; that makes it harder for



Southern Methodist University is dedicated to providing a healthy, safe, comfortable, and productive work, study, and social environment for students, faculty members, and staff. This goal can be achieved only through ongoing efforts to protect nonsmokers and by helping students and employees adjust to restrictions on smoking. All areas in University buildings, including residence halls* and Greek houses*, will be smoke-free.



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

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

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

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

SEXUAL HARASSMENT

Definition

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

1. Tolerance of sexual harassment is made an explicit or implicit term or condition of status in a course, program, activity, academic evaluation, employment, firing, or admission.
2. Submission to or rejection of sexual harassment is used as a basis for academic evaluation or an employment decision affecting such individual.
3. The behavior described has the purpose or effect of creating an intimidating, hostile, or offensive environment for work or learning, or unduly interfering with an individual's work performance. For purposes of this policy, "undue interference" is defined as improper, unreasonable, or unjustifiable behavior going beyond what is appropriate, warranted, or natural.

EXAMPLES

- Physical assault
- Direct propositions of a sexual nature
- Direct statements regarding submission with promise of reward (i.e., higher grade, promotion, etc.) or threats of reprisal



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

CONSENSUAL SEXUAL RELATIONSHIPS*

Faculty/Student Relationships

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

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

The appearance of impropriety to the University community, which such relationships produce, casts doubt on the faculty member’s academic decisions concerning a particular student’s performance, the faculty member’s overall professionalism and credibility, and the genuineness of the student’s accomplishments where the faculty member is directly supervising and teaching the student.

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

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

STAFF/STUDENT RELATIONSHIPS

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



SMU GRIEVANCE PROCEDURES

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

Informal proceedings generally are handled by the alleged offender's principal administrator, in consultation with the affirmative action officer.

Formal proceedings involving a:

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

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

OPTIONS FOR HANDLING SEXUAL HARASSMENT

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



CAMPUS RESOURCES

- For General Information, Reporting Incidents, or Consultation on Grievance Procedures
Office of Affirmative Action
221 Perkins Administration Building
Phone: 214-768-3601
- For General Information, Reporting Incidents, Counseling, or Educational Programs
Women's Center
3116 Fondren Drive
Phone: 214-768-4792
Dean of Student Life Office
302 Hughes -Trigg Student Center
Phone: 214-768-4564
- Additional Counseling Options
Counseling and Testing Center
Health Center
Phone: 214-768-2211
Mental Health Center
Health Center
Phone: 214-768-2860
Office of the Chaplain
316 Hughes-Trigg Student Center
Phone: 214-768-4502

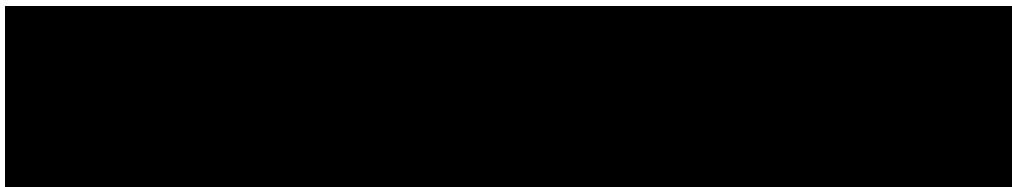
SMU is a community of trust whose very existence depends on adherence to standards of conduct. Student conduct that violates these standards is handled through the University Student Judiciary. Cases of alleged student misconduct involving serious physical or psychological harm are referred to the SMU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

WHAT CONSTITUTES SEXUAL ASSAULT?

Sexual assault offenses include the actual or attempted intentional touching of an unconsenting person's intimate person or person's body or clothing of the person.



Extended Orientation Program (EOP) in the residence halls, and seminars for specific groups





STANDARDS OF CONDUCT

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

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

HEALTH RISKS OF ALCOHOL AND DRUGS

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

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

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

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

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

SMU SANCTIONS

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

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

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

LEGAL SANCTIONS

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





1. Dallas Hall
2. Law Parking Garage
3. Storey Hall
4. Underwood Law Library
5. Collins Hall
6. Florence Hall
7. Perkins Administration Building
8. McFarlin Memorial Auditorium
9. Umphrey Lee Center
10. Virginia-Snider Hall
11. Shuttles Hall
12. Memorial Health Center
13. Peyton Hall
14. Mary Hay Hall
15. Greer Garson Theatre
16. Owen Fine Arts Center
17. Hamon Arts Library
18. Smith Hall
19. Perkins Hall
20. Bridwell Library
21. Perkins Chapel
22. Martin Hall
23. Kirby Hall
24. Hawk Hall
25. Selecman Hall
26. Moore Hall
27. Heroy Science Hall
28. Fondren Science Building
29. Dedman Life Sciences Building
30. Hyer Hall
31. Science Information Center
32. Fondren Library Center
33. Fondren Library West (DeGolyer Library)
34. Fondren Library East (Fondren Library)
35. Clements Hall
36. Hughes-Trigg Student Center
37. Maguire Building
38. Fincher Memorial Building
39. Crow Building
40. Caruth Hall
41. Laboratory Buildings (Engineering)
42. Junkins Engineering Building
43. Boaz Hall
44. Bradfield Computing Center
45. Blanton Student Services Building (site)
46. Sigma Chi
47. Perkins Natatorium
48. Barr Pool
49. Lettermen Hall
50. Sigma Alpha Epsilon
51. Lambda Chi Alpha
52. Morrison-McGinnis Hall
53. McElvaney Hall
54. Cockrell-McIntosh Hall
55. Morrison-Bell Track
56. Westcott Field
57. Museum Parking Garage
58. Meadows Museum
59. Loyd All-Sports Center, Alumni Center
60. Ford Stadium
61. Daniels II
62. Alpha Psi Lambda
63. SMU Apartments
64. Delta Gamma
65. Kappa Kappa Gamma
66. Panhellenic House #2
67. Faculty Club
68. Gamma Phi Beta
69. Alpha Chi Omega
70. Chi Omega
71. Airline Parking Garage
72. Panhellenic House #1
73. Pi Beta Phi
74. Kappa Alpha Ti Beta Phi

