



Dear students:

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



The SMU Student Handbook is your guide to information and services available through your affiliation with SMU. It includes information related to your rights and responsibilities as members of the SMU community, both on and off campus. The Handbook includes the Student Code of Conduct, the Judicial Code, Honor Code, and information/expectations that SMU needs to communicate to its students.

You will be held accountable for adhering to the policies and procedures outlined in this Handbook, both on and off campus. Please become familiar with this information 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 SMU has to offer you. We also look forward to what you have to contribute to our community.

Sincerely,




Vice President for Student Affairs

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Dedman College of Humanities & Sciences

Dean: *vacant*

201 Dallas Hall

(214) 768-3212

smu.edu/dedman/

Meadows School of the Arts

Dean: José Antonio Bowen

3rd Floor, Greer Garson Theatre

(214) 768-2880

smu.edu/meadows

Cox School of Business

Dean: Albert Niemi

200 Fincher Building

(214) 768-3012

cox.smu.edu

School of Engineering

Dean: Geoffrey Orsak

115 Caruth Hall

(214) 768-3050

engr.smu.edu

Dedman School of Law

Dean: John B. Attanasio

Dean's Suite, Storey Hall

(214) 768-8999

law.smu.edu

Perkins School of Theology

Dean: William B. Lawrence

202 Kirby Hall

(214) 768-2125

smu.edu/theology/

For details on any of our schools, please contact T.A. Ford at 714-528-1058 or 1-800-987-5600.

ACADEMIC SUPPORT SERVICES

Advising Center

Director & Associate Dean: Kathleen Hugley-Cook

smu.edu/dedman/advise/

108 Clements Hall

Ph: (214) 768-2291 (Debbie Ortiz)

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

Dedman College Internships e Academic Advisors

Dr. Scott Bartlett	sbartlet@smu.edu	125 Clements Hall	8-1526
Ms. Pamela Chiu	pchiu@smu.edu	110 Clements Hall	8-4819
Ms. Janet Hopkins	jhopkins@smu.edu	111 Clements Hall	8-1272
Ms. Gwendolyn LaCroix	glacroix@smu.edu	121 Clements Hall	8-1970
Ms. Barbara Mohrle	bmohrle@smu.edu	123 Clements Hall	8-4142
Ms. Ann Parrett	aparrett@smu.edu	113 Clements Hall	8-2305
Dr. Leo Pucacco	lpucacco@smu.edu	127 Clements Hall	8-4143
Mrs. Shelley Shepherd	scarnes@smu.edu	115 Clements Hall	8-3415
Ms. Prisma Virasin	pvirasin@smu.edu	117 Clements Hall	8-2310

Dedman College Internships

Jeanene Renfro	jeanene@smu.edu	108 Clements Hall	8-2103
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Pre-Law Services

Judy McMaster	jmcmaste@smu.edu	108 Clements Hall	8-3533
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Pre-Med Services

Karen de Olivares	kdeoliva@smu.edu	135 Dedman Life Sciences	8-2308
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e Norwick Center for Media and Instructional Technology (NCMIT)

Director: Bill Dworaczuk

smu.edu/cul/ncmit/

103 Fondren Library West

Ph: (214) 768-3456

visits.



Writing

Coordinator: Lee

Ph:

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DIVISION OF STUDENT AFFAIRS

Office of the Vice President

Vice President for Student Affairs: Dr. James E. Caswell

Perkins Administration Building, Room 203

smu.edu/studentaffairs/

Ph: (214) 768-2821

The Division of Student Affairs is responsible for the oversight of educational and developmental programs in and out of the classroom settings at the University. The initial purpose of the Division is to support academic endeavors, however, it also works to extend what is learned in the traditional classroom into the free time and recreational activities of students.

The Division is staffed by masters and doctoral degree professionals and a number of clerical and service personnel. Many students are also employed by the Division in positions of leadership in the residence halls and other activities areas. The sense of community for students is critical to student success inside and outside of the classroom. The many programs and services which are sponsored by the Division are directed towards the creation of a very close and lasting sense of community, which allows students to support each other while they grow through their shared college experiences.

Dean of Student Life

Dean of Student Life: Dr. Dee Siscoe

Hughes-Trigg Student Center, Rm 302

smu.edu/studentlife/

Ph: (214) 768-4564

Center for Alcohol & Drug Abuse Prevention

Director: John Sanger

Memorial Health Center, 2nd Floor

smu.edu/alchoholeducation/

Ph: (214) 768-4021

Chaplain and University Ministries

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

Assistant Chaplain: Judy Henneberger

Hughes-Trigg Student Center, Rm 316

smu.edu/chaplain/

Ph: (214) 768-4502

Counseling and Testing

Director: Dr. Karen Settle

Memorial Health Center, 2nd Floor

smu.edu/counseling/

Ph: (214) 768-2211

Dedman Center for Lifetime Sports

Director: Judith Banes

smu.edu/recsports/

Ph: (214) 768-3368

Associate Director/Sport Clubs/Camps: Tim A. Moore

smu.edu/recsports/club_sports.htm

Ph: (214) 768-3362

Assistant Director/Intramurals: Chris Hutton

smu.edu/recsports/intramurals/

Ph: (214) 768-3367

Co-Coordinator of Facilities: Ed Kranz

smu.edu/recsports/dedman_center.htm

Ph: (214) 768-4825

Spirit Squads Coordinator: Zac Brannon

smu.edu/recsports/spirit.htm

Ph: (214) 768-1500

Aquatics Coordinator: Sarah Donahue

smu.edu/recsports/aquatics/

Ph: (214) 768-4823

Fitness Coordinator: Brook Dabbs

smu.edu/recsports/dedman_center_classes.htm

Ph: (214) 768-4824

Outdoor Adventures Coordinator: David Chambers

smu.edu/recsports/adventure/

Ph: (214) 768-4822

Reservations:

Dedman Center Rooms: (214) 768-4825

Courts: (214) 768-3374

Outdoor Field: (214) 768-3367



Health Services

Director: Patrick Hite

Memorial Health Center

smu.edu/healthcenter/

Outpatient Medical Clinic

Mental Health Center

Ph: (214) 768-2141

Ph: (214) 768-2860

Hegi Family Career Development Center

Executive Director: Troy Behrens

Hughes-Trigg Student Center, Rm 200

smu.edu/career/

Ph: (214) 768-2266

Hughes-Trigg Student Center

Director: Tim Moore

3140 Dyer Street (Station Office - Rm 315)

smu.edu/htrigg/

Ph: (214) 768-4500

Judicial Affairs

Assistant Dean of Student Life: Susan Ratzlomas

Hughes-Trigg Student Center, Rm 302

smu.edu/studentlife/

Ph: (214) 768-4563

Leadership & Community Involvement

Director: Dr. Carol Clyde

Hughes-Trigg Student Center, Rm 318

smu.edu/lci/

Ph: (214) 768-4403

Multicultural Student Affairs

Director: Jennifer Jones

Hughes-Trigg Student Center, Rm 323

smu.edu/dmsa/

Ph: (214) 768-4580

New Student Programs

Director: Missy Bryant

Hughes-Trigg Student Center, Rm 307

smu.edu/newstudent/

Ph: (214) 768-4560

Parent & Family Programs

Coordinator: Deanie Kepler

Hughes-Trigg Student Center, Rm 307

smu.edu/parents/

Ph: (214) 768-4797

Residence Life and Student Housing

Director: Dr. Doug Hallenbeck

Boaz Hall, Room 101

smu.edu/housing/

Ph: (214) 768-2407

Services for Students with Disabilities

Coordinator: Rebecca Marin

Memorial Health Center, Rm 220

smu.edu/studentlife/OSSD_Facts.asp

Ph: (214) 768-4557

Student Activities Center

Director: Arlene Manthey

Hughes-Trigg Student Center, Rm 300

sac.smu.edu

Ph: (214) 768-4400

Women's Center

Director: Vacant

3116 Fondren Drive

smu.edu/womenscenter/

Ph: (214) 768-4792

Wellness Program

Director: Dr. Peter Giordano

smu.edu/wellness/

Ph: (214) 768-2193

STUDENT CODE OF CONDUCT

1.0 INTRODUCTION

SOUTHERN METHODIST UNIVERSITY'S Student Code of Conduct exists to identify and explain to the student body those University policies that most directly affect student life. Having voluntarily enrolled as students at Southern Methodist University and assumed a place in the University community, all students are presumed to be knowledgeable of, and to have agreed to abide by, the rules and regulations set forth in this Student Code of Conduct, both on and off campus. The Student Code is received and evaluated by the Student Senate, which is the legislative body representing student interests.



2.02 The student press is to be free of censorship except as applicable under appropriate laws.

2.03 The role of student government and its responsibilities shall be made explicit, and clearly defined means shall be provided to ensure student expression in the formulation and application of institutional policies affecting academic and student affairs, where appropriate.

3.0 GENERAL POLICIES

3.01 ALCOHOL The University is dedicated to providing a healthy, safe, comfortable, and productive environment for students, faculty, staff, and guests. All members of the University community are expected to maintain self-control. Conduct should be consistent with ideals of academic excellence, health, and responsible social behavior, including recognition of the rights of others.

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

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

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

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

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

3.01(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.

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

3.01(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.

3.02 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 residence halls, fraternity and sorority houses, apartments, classroom and administrative buildings, the Student Center, athletic facilities, and University grounds. Assistance animals and fish are allowed in the residence halls and fraternity and sorority houses, with the use of suitable equipment, if permission is granted by the Department of Residence Life and Student Housing.

3.03 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 assault in any form. All combatants may be charged.

3.04 CAMPUS FACILITIES

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

- 3.06 DRUGS** Every person subject to the jurisdiction of this Code shall be responsible for compliance with all local, state, and federal laws regarding controlled substances and/or prescription drugs including, but not limited to, their use, sale, distribution, possession, or manufacture. Violations of any local, state, or federal law regarding controlled substances and/or prescription drugs may subject the person to disciplinary proceedings in the University Judicial System without regard to any proceedings in local, state, or federal courts.
- 3.07 EMERGENCY EQUIPMENT** Tampering with or misuse of fire-fighting equipment, including fire suppression systems (sprinklers, etc.) call boxes, emergency exits, warning devices, etc., or any hindrance of emergency procedures is a threat to the community and is grounds for immediate judicial action, fines, and any other University response as may be appropriate.
- 3.08 ELEVATOR** Tampering with elevators and/or elevator equipment, such as forcing open the doors, riding outside the cab, or performing any other activity that endangers personal safety or affects the functioning of the elevator, is prohibited.
- 3.09 ELECTRONIC MEDIA** SMU computing and networking facilities are intended for conducting and fostering the instructional, research, and administrative activities of the University. The following activities involving the use of University Computer Resources and Facilities (including 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 and may result, at a minimum, in the immediate denial of computer access and privileges:
- 3.09(a)** 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.
 - 3.09(b)** 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.
 - 3.09(c)**

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

3.12 GAMBLING & RAFFLES

3.14(b)(2) Submission to or rejection of such conduct is used as a basis for personnel or academic

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

3.19(c)

sale or offer of sale for the purpose of securing a profit for the benefit of an individual or group. Such activities will generally be prohibited unless the University does not offer the service or goods and/or it is determined that the activity is necessary to the educational mission of the University. Noncommercial activity is defined as any sale or offer of sale for the purpose of securing a profit for the benefit of any nonprofit organization. (Fund-raising activities of student organizations are treated as noncommercial activities.) If any portion of the proceeds from such sales is used to the benefit of any individual making or soliciting the sale, the activity can be treated as a commercial activity.

- 3.24(a)(1)** Any individual or agency wishing to sell on the SMU campus must be sponsored by a University department or chartered student organization.
- 3.24(a)(2)** Any items that are illegal may not be sold.
- 3.24(a)(3)** Organizations must request permission to conduct sales through the Director of Student Activities or his/her designee. Request forms may be obtained in the Student Activity Center and must be returned at least 14 days prior to the requested date of the sale. Sales will be governed by the policies of the relevant facility in addition to overall University policies.
- 3.24(b) SOLICITATION OF GREEK HOUSES** Vendors are not allowed to make direct contact with the Greek houses.
- 3.24(c) SOLICITATION IN RESIDENCE HALLS** No solicitation is allowed in the residence halls. Under some circumstances, exceptions may be made by the Office of Residence Life and Student Housing and the University Residence Hall Association. (See Community Standards and Student Conduct in the Residence Halls.)
- 3.24(d) SALES IN OTHER CAMPUS FACILITIES**
 - 3.24(d)(1)** Sales of goods and services in all academic buildings is prohibited.
 - 3.24(d)(2)** Sales of goods and services by students or student organizations, excluding tutoring, in other campus facilities, as with all sales, must have the approval of the Director of Student Activities or his/her designee and are governed by the policies established for the area of campus in which the sale will be conducted, and by the nature of the sale.
 - 3.24(d)(3)** Sales on the streets and grounds are approved through the Student Activities Center and are governed by the policies established for use of campus grounds.
 - 3.24(d)(4)**

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

3.24(g) SURVEYS Only recognized student organizations or University departments may survey members of the SMU community. An outline of the way in which the results will be used and a copy of the actual survey must be approved by the Student Activities Center.

3.25 SEXUAL MISCONDUCT AND SEXUAL ASSAULT

3.25(a) Sexual misconduct includes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.26 SIGNS AND POSTERS

3.26(a) s medic.8the to ehrnt ttemp0.9435(g) Iu.1249 g(3.2N7.2N7.2N7_ /F4 1 T- -substances, such as dr)-7.2

- 4.02(a)(3)** Leadership roster with contact information
 - 4.02(a)(4)** Membership roster (including a minimum of eight SMU student members)
 - 4.02(a)(5)** Completed “New Student Organization Questionnaire”
 - 4.02(a)(6)** Name and contact information of a faculty/staff advisor
- 4.02(b) PROBATIONARY TIER** Upon receipt of the aforementioned documents, the Organizations Committee Chair shall review the documents. If the documents are found to be in good order, the Organizations Committee will invite the organization’s leadership and advisor to a committee meeting. In order to receive probationary status an organization must demonstrate to the committee that it shows promise that it will be beneficial to the University community, that it will be a good financial steward of the Students’ Association monies, and that it will contribute to the University in a manner different than any existing student organization. If the committee determines the organization has met the necessary requirements, it will make a recommendation to the Student Senate that the organization be advanced to probationary status.

with the Student Senate Policies and Procedures. If the committee recommends that the organization

- 4.03(c)(11)** May request to participate in the Activities Fair
- 4.03(c)(12)** May petition the Department of Residence Life and Student Housing to distribute flyers in Residence Halls
- 4.03(c)(13)** May petition Hughes-Trigg Student Center for table or banner space in the Student Center or on the West Bridge
- 4.03(c)(14)** May open a Students' Association checking account controlled by the Students' Association Comptroller
- 4.03(c)(15)** Will be given web space with a link from the Student Activities web site so long as all material posted on the web site upholds the integrity of the University
- 4.03(c)(16)** May request use of the Students' Association vans after meeting the set requirements
- 4.03(c)(17)** May request a copy code from the Student Activities Center and use the Student Activities Center copier.

4.04 RESPONSIBILITIES AND REQUIREMENTS OF STUDENT ORGANIZATIONS All recognized student organizations, regardless of the tier in which they are currently located, must adhere to the following responsibilities and requirements:

- 4.04(a)** The purpose of the organization must be consistent with the goals and philosophies of Southern Methodist University.
- 4.04(b)** Membership must be open to all members of the SMU student body without respect to sex, sexual orientation, race, color, religion, disability, age, veteran status, or national origin. This applies to all groups with the exception of those organizations specifically exempted in Title IX of the Educational Amendments of 1972. Organizations may establish additional membership and academic eligibility requirements for their organizations.
- 4.04(c)** All the members of an organization must be SMU students, staff, or faculty. Exceptions, if any, must be approved in writing by the Vice President for Student Affairs.
- 4.04(d)** All persons holding office must be currently enrolled full-time students and have a cumulative GPA of 2.0. Each organization is expected to include within its Constitution and/or Bylaws academic requirements it feels are appropriate to hold office.
- 4.04(e)** Every recognized organization must have an SMU faculty or staff member serving as advisor. The advisor does not have the authority to control the policy or funds of the organization.
- 4.04(f)** The organization's current Constitution and/or Bylaws must be on file with the Director of Student Activities.
- 4.04(f)(1)** Any organization wishing to change its name must do so in its constitution
- 4.04(g)** Religious organizations wishing to be recognized as a student organization must have a written recommendation from the Campus Ministry Council (CMC) before appearing before the Organizations Committee. Generally, CMC convenes only one meeting per month. In order to be recognized, new religious organizations must be willing to participate as a member of the CMC. (Participation is defined as attending monthly CMC meetings.)
- 4.04(h)** Groups designated as sports clubs must have waivers of liability for all members on file with the Associate Director of Recreational Sports / Sport Club Director before participating in any activity of the group. Due to the unique nature and activity of sports clubs, additional requirements may be imposed before the University will sanction their activities.
- 4.04(i)** Membership must adhere to the Constitution and Bylaws of the organization. Policies of a recognized organization must be in accordance with the Student Code and are subject to review by the Student Senate.
- 4.04(j)** To continue to receive any privileges once recognized, an organization must be represented at two mandatory organizations meetings each semester (one for organization presidents and one for treasurers) and submit an Officer Update Form each semester to the Senate Organizations Committee within two weeks of changes in officers and/or advisor.
- 4.04(j)(1)** For the fall semester, if a student organization fails to attend the mandatory organizations meeting the organization's status will be suspended until contact has been made. If after four weeks the organization has failed to contact the Student Organizations Chair or Director of Student Activities the Senate



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

4.04(j)(2)

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

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

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

5.02(b) ELIGIBILITY FOR PLEDGING

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

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

5.02(c) FORMAL AND OPEN RECRUITMENT

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

5.02(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.

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

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

5.03(a) Criteria for Expansion

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

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

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

5.03(a)(1)(iii) Recruitment statistics

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

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

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

5.03(c) Upon receiving official approval from the Vice President for Student Affairs, the petitioning Council must pass the proposal for expansion by a two-thirds vote. If expansion is approved, the Council must abide by their Council expansion policies, with supervision of their Advisor and the Dean of Student Life.

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

5.03(d)(1) National Constitution and Bylaws

5.03(d)(2) Mission Statement/Vision Statement of National organization

- B. When the UJC receives a change, the Council is required to inform the Dean of Student Life and the Student Body President of the proposal and the details of the proposal's contents in writing. This requirement is for written notification only; approval is not required by either the Dean of Student Life or the Student Body President.
- C. Students with questions regarding this process may see the Student Body Secretary or the Dean of Student Life.

A. ORGANIZATION & RESPONSIBILITIES OF THE STUDENT JUDICIARY

- 1. DELEGATION OF AUTHORITY** The Vice President for Student Affairs may delegate any part or

School of Engineering will be heard through this student judicial process. As with all other hearing boards, the result of a graduate hearing board, under this process, may be appealed to the UJC appellate body. Academic dishonesty cases concerning graduate students at the Cox School of Business, the Dedman School of Law, and the Perkins School of Theology are handled separately through processes established at each of those schools.

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

a. Selection of Members

- i. **Selection of Student Members** Selection of student members shall be accomplished in the spring each year and their appointment shall be for the succeeding academic year. Students shall be limited to three consecutive one-year terms, however they must reapply for membership each year. Student members may not simultaneously serve on any other judicial body or in student government as an officer or student senator. The Office of the Dean of Student Life will initiate contact with the Student Body President concerning selection of student members. The Student Body President may nominate up to five candidates to be interviewed. The UJC may also nominate up to five candidates. The UJC and two representatives, selected by the Student Body President, may interview all candidates. The UJC Chair shall send recommendations to the President of the University. The President will appoint student members.
 - ii. **Selection of Faculty Members** The Office of the Dean of Student Life will initiate contact with the Faculty Senate concerning selection of faculty members. The Faculty Senate may nominate three candidates. The UJC also may nominate three candidates. The UJC and two members of the Faculty Senate may interview all candidates and the UJC Chair shall send recommendations to the President of the University. The President will appoint faculty members. Faculty appointments are for three years and shall be staggered so members are being appointed in different years.
 - iii. **Selection of Staff Members** The Office of the Dean of Student Life will initiate contact with the Vice President for Student Affairs concerning staff members. The Vice President will nominate three candidates to be interviewed. The UJC also may nominate three candidates. The UJC and two members selected by the Vice President for Student Affairs may interview all candidates and the UJC Chair shall send recommendations to the President of the University. The President will appoint staff members. Staff appointments are for three years and shall be staggered so that members are being appointed in different years. Members replacing staff leaving before their term is over will be appointed for the balance of a term. Faculty and staff appointments may serve for more than one three-year term. Terms may not be consecutive, however, exceptions to the above may be granted by the President of the University.
- b. **Responsibilities of the University Judicial Council (UJC)** The UJC serves as the basic unit responsible for judicial appeals in response to student disciplinary and academic dishonesty problems and is accountable to the President of the University through the Vice President for Student Affairs.

- i. Constitutional questions concerning the Student Senate, which is governed by the Student Body Constitution, may be resolved by the UJC. Such questions must be brought as a written petition to the council for consideration. If the UJC agrees to consider the petition, it will meet as an appellate board at which both sides will be represented and a binding decision will be rendered.
 - e UJC may allow oral presentations concerning constitutional questions. Petitions for such a hearing may originate from any Student Body Officer or Student Senator. Also, any student with the signatures and student identification numbers of five percent of the currently enrolled full-time and part-time students, may petition for a hearing. All such constitutional questions must first be submitted to the Executive Committee of the Student Senate, which will review the appeal or dispute as outlined in Article X of the Student Senate By-laws.

III. BASIC PROCEDURES

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

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

IV. CONDUCT OF THE HEARING

- A. UNIVERSITY HEARING BOARDS** Whenever possible, members from the University hearing board pool will be selected to serve as hearing board members on a random basis. The complainant and the accused may challenge any member of the hearing board on grounds of bias. Upon considering any challenges from the accused or complainant concerning his/her impartiality, any member of a hearing board may withdraw voluntarily. If there is no quorum and a member is excluded, the hearing will be delayed until an alternate member of the University hearing board pool can be selected.
- B. QUORUM - UNIVERSITY HEARING BOARD** At least four (4) members of the hearing board shall be present throughout the hearing. If less than the required number is present at the opening of the hearing, the hearing shall be postponed until four (4) members can be convened. These requirements may be waived in writing upon agreement of all parties. Once the hearing has commenced, if a hearing board member should need to withdraw for a period of no less than 30 calendar days (excluding school holidays), the hearing shall recess until all members can be present. Once the hearing has commenced, if a hearing board member should need to withdraw for a period of more than 30 calendar days (excluding school holidays) or permanently, the accused may request that the hearing continue with the remaining hearing board members and it may do so if the complainant agrees. Otherwise, a new hearing will be scheduled. All members, including the Chair, may vote, and all determinations shall be by majority vote. A failure to vote shall be registered as a "not responsible" vote. For Serious Offenses cases, the quorum is four hearing board members, composed of students, faculty and staff. The Chair of a Serious Offenses Hearing Board is a non-voting member.
- C. QUORUM - UNIVERSITY JUDICIAL COUNCIL** At least four (4) members, including at least one (1) student member, one (1) faculty member, and one (1) staff member, shall be present throughout a UJC appellate review. At least five members, including at least two (2) faculty members, two (2) student members, and one (1) staff member shall be present throughout an Honor Council appeal (see the Honor Code of SMU, Article VI, Section 3). The Chair is a voting member.
- D. DISQUALIFICATION** Upon considering any challenges from the accused concerning his/her impartiality, any member of a hearing board may withdraw voluntarily. In such cases, the accused may waive the right to a quorum in writing and the hearing will proceed. If the accused chooses not to waive the right to a quorum, another member from the pool shall serve on that board, and the hearing will be rescheduled.
- E. NOTICE** Notice will have been considered served if it was mailed from the University post office in the Hughes-Trigg Student Center at least four days (excluding school holidays) before the day of the hearing to the student's local address and to the student's email address, as they appear on file with the University Registrar. Students are required to maintain a current local address and telephone number and e-mail address on file with the University Registrar at all times. Notice sent to the local mailing and e-mail addresses on file with the University Registrar will have been considered delivered as addressed. Such notice is not required to be sent certified or registered mail. This period may be waived with the mutual written agreement of the accused and a University judicial officer.
- F. DECORUM** The Chair of a hearing board shall maintain order for the proper conduct of the hearing. When necessary, the chair may expel disruptive individuals or adjourn the hearing to a later time to assure the full development of facts in a calm, deliberate setting.
- G. ATTENDANCE AT HEARINGS** All judicial hearings shall be closed and private. Only members of the hearing board, judicial members-in-training, the accused, University staff-in-training, a University judicial officer presenting the University's case, any University official called by a University judicial officer, the complainant,

responsibilities as described for rights of the accused to have support. (See the University Judicial Code, Section IV, G.)

4. To challenge any member of the Hearing Board on grounds of bias.
5. To request to have his or her living arrangements (if in campus housing) modified pending the outcome of the student judicial proceedings if the accused lives close to the complainant.
6. To remain present during the proceedings.
7. If an allegation of sexual assault or sexual misconduct, to not have his or her sexual history discussed

3. NOTICE OF VIOLATION AND EXCHANGE OF INFORMATION If there is sufficient evidence to go forward, the judicial process will continue. The hearing will take place as soon as possible after the complainant's and accused's comments are received, but no earlier than four calendar days (excluding school holidays) after their comments are received by the University judicial officer. The Office of the Dean of Student Life shall notify the complainant and the accused of the date, time, and place of the pre-hearing briefing and the hearing. A minimum of four calendar days (excluding school holidays) prior to the hearing the complainant and the accused will deliver to the Office of the Dean of Student Life a list of those witnesses whose testimony will be presented in person (with a brief description of their

- E. JUDICIAL REPRIMAND** The individual or group will be given formal notice by the hearing board or the judicial officer that they have violated the Student Code of Conduct or University policy. If the individual or group is found in violation of a further charge, that case will be considered more seriously.
- F. FINES** An individual may be fined any amount determined to be appropriate by the judicial officer. An organization can be fined any amount commensurate with the severity of the offense. Fines resulting from an alcohol policy violation will be a minimum of \$100 and fines resulting from a drug policy violation will be \$500.
- G. DISQUALIFICATION FROM HOLDING OFFICIAL STUDENT POSITIONS OR PARTICIPATING IN UNIVERSITY ACTIVITIES** An individual or group sanctioned will be restricted from either representing the University in an intercollegiate activity, or from participation/representation in any University activity or organization.
- H. RESTITUTION** An individual or group will be required to pay for damages to the person or institution for property destroyed.
- I. NOTIFICATION OF PARENTS / NATIONAL ORGANIZATIONS / AUTHORIZING BODY** Students found responsible for violation of the Student Code of Conduct may be required to inform their parents of their involvement in the policy violation. In such a case, it is also necessary that the student's parents call the designated University staff member to verify that they have been informed. If a student's parents have filed a Declaration of Student Dependency form with the University Registrar, the University may notify the student's parents of the violation without the student's consent. The Office of the Dean of Student Life may notify a group's national organization or the appropriate university authorizing body of the group's involvement in the policy violation.
- J. SUSPENSION OF PRIVILEGES** An individual or group will lose privileges that allow participation in specific activities, use specific facilities, or exercise specific privileges.
- K. 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.
- L. EDUCATIONAL SANCTIONS** The objective of this sanction is education and rehabilitation. Sanctions selected will be commensurate with the offense.
- M. DEFERRED SANCTIONS** Individual or group sanctions may be deferred (not enforced). Deferred terms, i.e., conditions of the probation and its duration, will be set by the judicial body which imposed the sanction. If a succeeding judicial body finds the student responsible for violating the terms of probation during the period set up by the preceding judicial body, the probation may be lifted and the previously imposed deferred sanction enforced. In addition, further sanctions may be imposed. In no case may a student have more than one deferred sanction.
- N. REFERRALS TO OTHER OFFICES** Students may be required to contact other offices on campus including, but not limited to, the Center for Alcohol Education and DecorDecl2808 0 p o

1. e present demeanor of the student.
2. e conduct of the student subsequent to the violation.
3. e nature of the violation and the severity of any damage, injury, or harm resulting from it.
4. ere will be no appeal of the decision made by the Dean of Student Life.

VIII. APPEALS

- A. GROUNDS FOR APPEAL** An accused who has been found responsible shall have the right to request an appellate review. Such written request must be received in the Office of the Dean of Student Life within four calendar days (excluding school holidays) from the mailing of the written fi

THE HONOR CODE

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

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

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

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

THE CONSTITUTION OF THE HONOR COUNCIL OF SOUTHERN METHODIST UNIVERSITY

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

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

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

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

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

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

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

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

1. Whenever you quote another person's actual words.
2. Whenever you use another person's idea, opinion, or theory, even if it is completely paraphrased in your own words.
3. Whenever you borrow facts, TJ 9 int TDou'(64fcouncil, or D -0.0588 P3sD 2.01ity)80 5.83 268.448 4 1

ARTICLE I

JURISDICTION, RATIFICATION, AND AMENDMENTS

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

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

SECTION 3: Amendments may be proposed by a student senator, faculty senator, member of the council, or by petition of no less than 10 percent of the student body. Passage shall require a majority vote of the Honor Council and approval by the Student Senate, the Faculty Senate, and the approval of the Provost and the Dean of Student Life.

ARTICLE II

HONOR COUNCIL COMPOSITION AND AUTHORITY

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



this reporting mechanism, as it serves two purposes: first, it enables the University to track the number and severity of honor code violations; second, it preserves a record of a particular student's violation of the Honor Code in the event the student is charged with other alleged violations in the future.

- (b) Determine that the matter should be referred to the Honor Council, in which case the charge must be filed and received by the Honor Council within 22 class days from the date of discovery of the alleged violation. The procedures outlined in Section 2, below, will be followed.

SECTION 2: NOTIFICATION OF STUDENT AND PREHEARING PROCEDURES

- (a) A person who suspects an Honor Code violation shall notify the Honor Council president of the alleged act in writing on the standard form established for that purpose.
- (b)

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



for the hearing. The board shall still be comprised of five members if possible (four for a quorum), however more than one Honor Council faculty member is eligible to sit on the board, as well as is one member of the administration of Southern Methodist University, so long as there are at least two student Honor Council members on any hearing board (including the four-member quorum). Furthermore, any officer of the Honor Council shall be eligible to sit on the board to the extent that they have no prior knowledge of the case.

- (b) All other special contingency hearing procedures shall follow the guidelines set forth in Section 2.

ARTICLE V - PENALTIES

SECTION 1: The recommended minimum penalty for a violation of the Honor Code shall be an Honor Violation (H.V.) and a deferred suspension from the University for the remainder of the student's academic career. The suspension will be invoked for a finding of guilt of an Honor Code violation or a sanction of disciplinary probation through the University Judicial System. The Honor Council shall authorize the University registrar to place an H.V. on the transcript. The H.V. shall remain on the student's transcript for three years after graduation or expected date of graduation. It shall then be removed from the transcript. Although it is presumed that a guilty verdict would result in assignment of a grade of "F", the faculty member retains complete discretion to award a grade for the course he or she deems appropriate. Hearing board members may discuss the case issues in general with other Honor Council members at their regular meeting for purposes of training, but no identifying information may be discussed.

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

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

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

- (a) Truthfulness and cooperation in the investigation and hearing;
- (b) Intent, premeditation and seriousness of the offense;
- (c) Previous University Honor Council or Judicial Council record;
- (d) Harassment of the complainant or any witness.

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

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

ARTICLE VI - APPEAL

SECTION 1: Grounds for appeal are the following:

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

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

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

ARTICLE VII - RECORDS

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

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

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

VEHICLE REGULATIONS

POLICY STATEMENT

1. The University has enacted the following traffic rules and regulations for the safety and security of the SMU community. They apply to all students, faculty, staff, and visitors.
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may be closed. This will result in some inconvenience to the campus community but does not authorize drivers to park in violation of campus, state, or city ordinances.

8. Questions regarding interpretation or classification of these regulations should be directed to the Park 'n Pony Office during normal business hours at 214-768-4250. **(PLEASE DO NOT CALL THE POLICE DISPATCHER)**

VEHICLES ON CAMPUS Motor vehicles parked at any time on University property or streets by students, faculty, or staff must display a current permit, which is obtained from the Park 'n Pony office. Permits must not be falsified, transferred to another person or vehicle, forged, or altered.

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

FACULTY AND STAFF VEHICLES Motor vehicles parked on University property or streets by faculty or staff members must display a permit, which is obtained from the Park 'n Pony office in Hughes-Trigg Student Center. The permit will be displayed on the rear windshield, driver's side. If there is no rear window available, or a convertible the permit will be attached to the rear bumper, driver's side. On motorcycles, the permit should be displayed in any conspicuous place.

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

1. Visitors and guests of the University may park ONLY in "pay meter" spaces, the University Lot located behind the Airline Garage and the Moody Garage. The University Lot and Moody Garage offer "Park and Pay" stations.
2. Visitors parking in the Moody Garage will be required to pay a flat-rate fee of \$5.00 to utilize the garage parking. The one-time \$5.00 fee is good for the entire day. The pay station is located at the SMU Blvd Exit and will accept coins, bills (\$1.00 and \$5.00 only), as well as major credit cards. Parking coupons may also be used at the Moody Garage station only. These coupons will be distributed to guests by selected hosts who receive them from the Park 'n Pony Office.
3. **Visitors parking in the University Lot must pay by the hour (\$1.00 per hour) up to a maximum of \$5.00 per day. A conveniently placed pay station in the center of the lot is offered to our visitors.**
4. Visitors can only park on campus during normal hours of operation (7 am - 12 midnight). If a vehicle needs to be left overnight or frequent visits are made to campus, call the university police (214-768-3388 - 24 hours) for instructions.
5. **Faculty, staff, and students are not considered visitors, however, they may park in any visitor's parking space anywhere on campus, provided they have paid the associated meter fee.**
6. Students are responsible for the actions of their guests on campus and should advise them as to the areas in which they are allowed to park.
7. SMU is not responsible for any damage that may occur to vehicles parked on campus or to vehicles entering or leaving SMU parking lots.

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

PARKING FOR THE DISABLED

1. SMU provides spaces throughout the campus for the parking needs of persons with disabilities. The campus honors any government-issued disability designation visibly displayed. Requirements for authorization to park a vehicle in a "Disabled" space are a state "Disabled" license plate, a state "Disabled" decal, or any disabled designation issued by a government entity.
2. Guests to the campus, with proper state designation and with the disabled person in possession of the vehicle, may park in any legal parking space, including spaces designated for disabled parking. This does not apply to "RESERVED" disabled spaces. Permits or license plates denoting disability do not permit anyone to park in "Fire Lanes", "No Parking" areas, or "Reserved" parking spaces. If there is a question regarding special parking needs, contact the Park 'n Pony Office at 214-768-4250.
3. SMU has provisions to issue a temporary disabled permit. Temporary disabled permits may be issued with written authorization from a physician. The issuance is done at the Park 'n Pony office. Temporary permits may be issued

2. In certain cases, a person not officially registered to park on campus may be issued a temporary permit. This permit must be placed inside the rear window, driver's side lowest corner, with the kind of authorization indicated on the face of the permit. Inquiries regarding temporary permits should be directed to the Park 'n Pony Office at 214-768-7275.

FEES 2006-2007

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

1. Student
 - Full-time (more than 9 credit hours)*
 - Full Year - \$220
 - Fall Semester Only - \$110 (*Available only to Graduating Seniors*)
 - Spring Semester - \$110
 - Part-time (9 or fewer credit hours)*
 - Full Year - \$120
 - Fall Semester Only - \$110 (*Available only to Graduating Seniors*)
 - Spring Semester - \$55
2. Evening - \$55 per semester
3. Summer (May - August) - \$50
4. Faculty/Staff - \$25 a month
5. Contract employees with personal vehicles - \$25 monthly
6. Temporary permit - \$40 monthly; \$10 weekly; \$2 daily

REFUND POLICY - PARKING FEES

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

TRAFFIC AND PARKING VIOLATIONS

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

FINES

1. A fine of \$25 will be charged for all minor violations.
2. The fine for a moving violation is \$30.
3. Violation of parking in a space designated for the disabled without visible authorization or blocking a ramp for the disabled will result in a \$250 fine. In addition, the vehicle will be towed away at the owner's expense.
4. A person is designated a "**habitual violator**" after six citations are issued. The minimum fine for all habitual violators is \$30 per offense.
5. Fire lane and fire hydrant violations are \$50 each.

VIOLATIONS

1. The maximum permissible speed on campus streets is 20 MPH. The speed limit in all parking lots is 5 MPH.
2. Vehicles must stop for pedestrians at all intersections and in marked crosswalks on campus. Pedestrians always have the right of way in any situation.
3. A motor vehicle shall not be operated while any person is sitting on, holding onto, or otherwise positioned on the outside of the vehicle, except pick-up trucks, in which passengers may be seated in the truck bed if the passenger is not in violation of minimum age as defined bTW-0.nger

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



4. Improperly parked vehicles that interfere with usual staff functions, such as maintenance, delivery, emergency vehicles, etc. will be towed. Vehicles that damage lawns or other landscape will be towed.
5. In situations where the violation warrants, a vehicle either may be towed or immobilized by the use of a mechanical "boot." If the "boot" is used, the violator must not under any circumstances try to move the vehicle. Any attempt to move the vehicle will result in damage to the locking device and/or the vehicle. SMU IS NOT RESPONSIBLE FOR THE DAMAGE TO A VEHICLE THAT IS MOVED WHILE SECURED BY A "BOOT". ANY DAMAGE TO THE "BOOT" WILL BE CHARGED TO THE VEHICLE OWNER.

MOTORCYCLES

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

1. Motorcycles may be driven only on the streets and driveways of the campus and are explicitly prohibited from sidewalks, lawns, flower beds and shrubbery, inside of buildings except garages, and areas where they are prohibited by posted signs.
2. Motorcycles may be parked in any area authorized for automobiles.
3. With the exception of the front pad of Patterson Hall, motorcycles may not be parked in fi

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APPEALS

1. A traffic citation may be appealed by contacting the Park 'n Pony office, located inside the Hughes-Trigg Student Center, 214-768-7275, within 15 days of the citation date. **(Please, do not call the police department)**
2. Decisions made by the Traffic Appeals Board are based on current published parking regulations.

LAW ENFORCEMENT & SECURITY

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

JURISDICTION OF THE UNIVERSITY POLICE

Law Enforcement Authority of Campus Security Personnel

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

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

Faculty, staff and students are required to have an SMU ID CARD in their possession at all times and to present their SMU ID CARD upon request by a University Official. The SMU ID CARD is available at the Park N' Pony Office located on the 2nd floor of the Hughes-Trigg Student Center.

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

MAINTENANCE OF CAMPUS FACILITIES

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

SERIOUS CRIMES (TIMELY WARNINGS)

All of us want to be alerted to potentially dangerous situations near our homes or workplaces so that we may take appropriate precautions. In order to keep the campus community informed about safety and security issues, SMU will alert the community of certain crimes, in a manner that is timely and will aid in the prevention of similar crimes.

The decision to issue a timely warning must be decided on a case-by-case basis in light of all the facts surrounding the crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.

In the event a the decision is made to issue a timely warning, the following procedures will be used to provide notice and warning to the SMU community:

- (1) **CAMPUS ALERT** bulletins will be posted around campus. These alert bulletins will be posted in prominent locations and entrances to the residence halls, academic and administrative buildings, the Hughes-Trigg Student Center, the libraries, and cafeterias.
- (2) The Daily Campus student newspaper will be asked to run the warning in the very next issue.
- (3) The Office of

This report is prepared in cooperation with the local law enforcement agencies surrounding each campus, Residence Life and Student Housing and the Office of the Dean of Student Life. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrests and referral statistics include those

7. Do not jog while wearing stereo headphones. It's important to be alert to what's happening around you.
8. Carry your personal belongings in a backpack or similar container that will enable your arms and hands to be free at all times.

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basis that a student is their dependent. If the parent has filed a "Declaration of Dependence," SMU may disclose, but is

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

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.

WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED

Students, faculty, and sta

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 of \$500, assignment to community service hours, notification of parents, drug testing, probated suspension, time-frame suspension, or expulsion. (See the University Judicial Code section).

LEGAL SANCTIONS

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

SMU CAMPUS MAP - LEGEND

NUMERICAL ORDER

- | | |
|---|--|
| 1. Dallas Hall | 69. Chi Omega |
| 2. Law Parking Garage | 70. Airline Parking Garage |
| 3. Storey Hall | 71. Panhellenic House #1 |
| 4. Underwood Law Library | 72. Pi Beta Phi |
| 5. Collins Hall | 73. Kappa Alpha eta |
| 6. Florence Hall | 74. Delta Delta Delta |
| 7. Perkins Administration Building | 75. Education and Human Development #1 |
| 8. McFarlin Memorial Auditorium | 76. SMU Apartments |
| 9. Umphrey Lee Center | 77. Delta Sigma eta |
| 10. Virginia-Snyder Hall | 78. Education and Human Development #2 |
| 11. Shuttles Hall | 79. Women's Center |
| 12. Memorial Health Center | 80. Education and Human Development #3 |
| 13. Peyton Hall | 81. Education and Human Development #4 |
| 14. Mary Hay Hall | 82. Tower Apartments |
| 15. Greer Garson Centre | 83. Alpha Kappa Alpha |
| 16. Owen Arts Center | 84. Patterson Hall/SMU Police |
| 17. Hamon Arts Library | 85. Dawson Service Center |
| 18. Smith Hall | 86. SMU Service House |
| 19. Perkins Hall | 87. Pi Kappa Alpha |
| 20. Bridwell Library | 88. Lambda Chi Alpha |
| 21. Perkins Chapel | 89. Sigma Alpha Epsilon |
| 22. Martin Hall | 90. Phi Delta eta |
| 23. Kirby Hall | 91. Phi Gamma Delta |
| 24. Hawk Hall | 92. Beta eta Pi |
| 25. Selecman Hall | 93. Sigma Phi Epsilon |
| 26. Moore Hall | 94. Kappa Sigma |
| 27. Heroy Science Hall | 95. Kappa Alpha Order |
| 28. Fondren Science Building | 96. Moody Parking Garage |
| 29. Dedman Life Sciences Building | 97. Moody |
| 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 | <3L)tigma |
| 38. Fincher Memorial Building | |
| 39. Crow Building | 55. Westcofield |
| 40. Caruth Hall | |
| 41. Engineering Lab 3 | |
| 42. Embrey Engineering Building | |
| 43. Junkins Engineering Building | |
| 44. Blanton Student Services Building | |
| 45. Boaz Hall | |
| 46. Collins Executive Education Center | |
| 47. Sigma Chi | |
| 48. Perkins Natatorium | |
| 49. Barr Pool | |
| 50. Parking Garage (Future Site) | |
| 51. Morrison-McGinnis Hall | |
| 52. Cockrell-McIntosh Hall | |
| 53. McElvaney Hall | |
| 54. Morrison-Bell Track | |
| 55. Westcott Field | |
| 56. Meadows Museum | |
| 57. Museum Parking Garage | |
| 58. Loyd All-Sports Center | |
| 59. Ford Stadium | |
| 60. Daniels II | |
| 61. Alpha Psi Lambda | |
| 62. SMU Apartments | |
| 63. Delta Gamma | |
| 64. Kappa Kappa Gamma | |
| 65. Panhellenic House #2 | |
| 66. Faculty Club | |
| 67. Gamma Phi Beta | |
| 68. Alpha Chi Omega | |

SMU CAMPUS MAP