



*Dear students:*

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



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

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

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

Sincerely,

Lori S. White, Ph.D.

Vice President for Student Affairs

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# SCHOOLS OF THE UNIVERSITY

## **Cox School of Business**

**Dean:** Albert W. Niemi, Jr.  
200 Fincher Building  
(214) 768-3012  
[smu.edu/Cox](http://smu.edu/Cox)

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

**Dean:** William M. Tsutsui  
201 Dallas Hall  
(214) 768-3212  
[smu.edu/Dedman](http://smu.edu/Dedman)

## **Dedman School of Law**

**Dean *ad interim*:** Julie P. Forrester  
Dean's Suite, Storey Hall  
(214) 768-8999  
[smu.edu/Law](http://smu.edu/Law)

## **Lyle School of Engineering**

**Dean:** Marc P. Christensen  
105 Embrey Engineering Building  
(214) 768-3050  
[smu.edu/Lyle](http://smu.edu/Lyle)

## **Meadows School of the Arts**

**Dean:** José Antonio Bowen  
3<sup>rd</sup> Floor, Greer Garson Theatre  
(214) 768-2880  
[smu.edu/Meadows](http://smu.edu/Meadows)

## **Perkins School of Geology**

**Dean:** William B. Lawrence  
202 Kirby Hall  
(214) 768-2534  
[smu.edu/Perkins](http://smu.edu/Perkins)

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

**Dean:** David J. Chard  
Dean's Suite, Annette Caldwell Simmons Hall  
(214) 768-5465  
[smu.edu/Simmons](http://smu.edu/Simmons)

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

# UNIVERSITY LIBRARIES

[smu.edu/libraries/](http://smu.edu/libraries/)

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

## ***Bridwell Library***

**Director:** Roberta Schaafsma

[smu.edu/bridwell](http://smu.edu/bridwell)

Circulation Desk: (214) 768-1866

Other Inquiries: (214) 768-3483

## ***Business Library***

**Director:** Sandy Miller

[bic.cox.smu.edu](http://bic.cox.smu.edu)

Information Desk: (214) 768-4496

## ***DeGolyer Library***

**Director:** Russell L. Martin III

[smu.edu/cul/degolyer/](http://smu.edu/cul/degolyer/)

Information Desk: (214) 768-3231

## ***University Archives***

**Archivist:** Joan Gosnell

[smu.edu/cul/degolyer/archives](http://smu.edu/cul/degolyer/archives)

Phone: (214) 768-2261

## ***Fondren Library Center***

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

[smu.edu/cul/c/](http://smu.edu/cul/c/)

Circulation/Reserves: (214) 768-2329

Info/Reference Desk: (214) 768-2326

Recording of Hours: (214) 768-7378

## ***Hamon Arts Library***

**Director:** Jolene de Verges

[smu.edu/cul/hamon/](http://smu.edu/cul/hamon/)

Circulation Desk: (214) 768-3813

Computer Lab: (214) 768-2652

Recording of Hours: (214) 768-2894

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

**Director:** John F. S. Phinney

[smu.edu/cul/semrr/](http://smu.edu/cul/semrr/)

Information Desk Phone: (214) 768-2430

***Underwood Law Library*** [MC@smu.edu](mailto:MC@smu.edu) [ST\(I\)\(Info/R\)\(Ref\)\(Once D\)@sk.smu.edu](mailto:ST(I)(Info/R)(Ref)(Once D)@sk.smu.edu) [JL@smu.edu](mailto:JL@smu.edu) **Director:** ailormatalhinney





e Center welcomes walk-in students, both individuals and groups. If you require one-on-one support for a digital project, please contact the center, [multimedia@smu.edu](mailto:multimedia@smu.edu), in advance so that support accommodations can be made.

e Center also features a multifunction Screening Room located in Room 109B of Fondren Library East, which has a capacity of 40 students and provides access to VHS, DVD (both NTSC & PAL formats) and an iMac computer. To schedule use of this room, send an email to [e109b@smu.edu](mailto:e109b@smu.edu) for more information.

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

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

[smu.edu/stars/](http://smu.edu/stars/)

Fondren Library East 108

Ph: (214) 768-3867

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

**Chief Information Officer for Information Technology:** Joe Gargiulo

[smu.edu/oit/](http://smu.edu/oit/)

Blanton Student Services Bldg

Help Desk: (214) 768-4357

### ***Altshuler Learning Enhancement Center (A-LEC)***

**Director:** Sue Bierman

[smu.edu/alec/](http://smu.edu/alec/)

202 Loyd Center

Student Appointments: (214) 768-3648

Business Office: (214) 768-6725

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

### ***Writing Center***

**Coordinator:** Lee Gibson

[smu.edu/alec/wc.asp](http://smu.edu/alec/wc.asp)

202 Loyd Center

Ph: (214) 768-3648

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

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

[smu.edu/alec/dass](http://smu.edu/alec/dass)

202 Loyd Center

Ph. (214) 768-1470

**Associate Director:** Alexa Taylor

Ph: (214) 768-1918

**Disability Accommodations Coordinators:**

Michelle Bufkin

Ph: (214) 768-1232

Christy Raines

Ph: (214) 768-4557

**Learning Disabilities Specialist:** David Tylicki

Ph: (214) 768-4773

**Administrative Coordinator:** Candy Brown

Ph. (214) 768-1470



# UNIVERSITY SERVICES

## ***SMU Bookstore***

Manager: Mary Mebus  
3060 Mockingbird Lane  
[smu.bkstore.com](http://smu.bkstore.com)

Ph: (214) 768-2435

## ***Dining Services***

Director: *Vacant*  
Umphrey Lee Building, Rm 101  
[smudining.com](http://smudining.com)

Ph: (214) 768-4252

## ***Financial Aid***

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

Ph: (214) 768-3417

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

Asst Dir Auxiliary Services: Patrick Cullen  
6210 N. Central Expressway  
[images.smu.edu](http://images.smu.edu)

Ph: (214) 768-3400

## ***Post Office***

Manager: Mike Wells  
Hughes-Trigg Student Center - 2nd Floor  
[images.smu.edu/?page=postal](http://images.smu.edu/?page=postal)

Ph: (214) 768-4450

## ***Parking and ID Card Services***

Director: Mark Rhodes  
Expressway Towers  
6116 Central Expy Ste 101  
[smu.edu/parkingid](http://smu.edu/parkingid)

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

## ***SMU Police Department***

Chief: Rick Shafer  
Patterson Hall, 2nd Floor  
[smu.edu/pd/](http://smu.edu/pd/)

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

## ***Student Employment***

Coordinator: Meredith Turner  
Blanton Student Services Bldg., Rm 119A  
[smu.edu/nancial\\_aid/StudentEmployment.asp](http://smu.edu/nancial_aid/StudentEmployment.asp)

Ph: (214) 768-3490

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

Director: Pat Woods  
Blanton Student Services Bldg, Rm 220  
[smu.edu/bursar/](http://smu.edu/bursar/)

Ph: (214) 768-3417

# DIVISION

## *Office of the Vice President*

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

Perkins Administration Building, Room 203

[smu.edu/studentaffairs/](http://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.

## *Associate Vice President & Dean of Student Life*

**Dean:** Dr. Joanne Vogel

[smu.edu/studentlife/](http://smu.edu/studentlife/)

Hughes-Trigg, Rm 302

Ph: (214) 768-4564

## *Center for Alcohol & Drug Abuse Prevention*

**Director:** John Sanger

[smu.edu/alcoholeducation/](http://smu.edu/alcoholeducation/)

Memorial Health Center, 2<sup>nd</sup> Floor

Ph: (214) 768-4021

## *Chaplain & University Ministries*

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

**Asst. Chaplain:** Judy Henneberger

[smu.edu/chaplain/](http://smu.edu/chaplain/)

Hughes-Trigg, Rm 316

Ph: (214) 768-4502

## *Community Engagement & Leadership*

**Director:** Stephanie Howeth

[smu.edu/lci/](http://smu.edu/lci/)

Hughes-Trigg Rm 200

Ph: (214) 768-4403

## *Counseling & Psychiatric Services (CAPS)*

**Director:** Dr. Cathey Soutter

[smu.edu/counseling/](http://smu.edu/counseling/)

Memorial Health Center, 2<sup>nd</sup> Floor

Ph: (214) 768-2277

## *Dedman Center for Lifetime Sports*

**Executive Director:** Jorge Juarez

[smu.edu/recsports/](http://smu.edu/recsports/)

Reservations:

Ph: (214) 768-3374

Dedman Center Rooms: (214) 768-4732

Outdoor Field: (214) 768-3367

## *Fraternity & Sorority Life*

**Director:** Kristal Statler

[smu.edu/fsl/](http://smu.edu/fsl/)

Hughes-Trigg Rm 300

Ph: (214) 768-8466





## ***Health Services***

**Executive Director:** Patrick Hite

[smu.edu/healthcenter/](http://smu.edu/healthcenter/)

Outpatient Medical Clinic

Mental Health Center

Memorial Health Center

Ph: (214) 768-2141

Ph: (214) 768-2860

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

**Assistant Vice President for Student Affairs**

**& Executive Director:** Dr. Troy Behrens

[smu.edu/career/](http://smu.edu/career/)

Hughes-Trigg Rm 200

Ph: (214) 768-2266

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

**Director:** Richard Owens

[smu.edu/htrigg/](http://smu.edu/htrigg/)

3140 Dyer Street (Station Office - Rm 315)

Ph: (214) 768-4500

## ***Multicultural Student Affairs***

**Director:** Creston Lynch

[smu.edu/multicultural/](http://smu.edu/multicultural/)

Hughes-Trigg Rm 300

Ph: (214) 768-4434

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

**Director:** Lindsey Koch

[smu.edu/newstudent/](http://smu.edu/newstudent/)

Hughes-Trigg Rm 307

Ph: (214) 768-4560

## ***Parent & Family Programs***

**Director:** Dr. Deanie Kepler

[smu.edu/parents/](http://smu.edu/parents/)

Hughes-Trigg Rm 302

Ph: (214) 768-4797

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

**Dean:** Dr. Troy Behrens

[smu.edu/housing/](http://smu.edu/housing/)

Boaz Hall - West Entrance

Ph: (214) 768-2407

## ***Student Activities***

**Director:** Dawn F. Norris

[smu.edu/studentactivities/](http://smu.edu/studentactivities/)

Hughes-Trigg Rm 300

Ph: (214) 768-4400

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

**Sr. Associate Dean of Student Life:** Melinda J. Sutton

**Asst Dean & Director:** Dr. Evelyn Ashley

[smu.edu/studentlife/](http://smu.edu/studentlife/)

Hughes-Trigg Rm 302

Ph: (214) 768-4563

## ***Student Development & Programs***

**Executive Director:** Jennifer "JJ" Jones

[smu.edu/saprograms/](http://smu.edu/saprograms/)

Hughes-Trigg, Rm 323

Ph: (214) 768-4411

## ***Student Media Company***

**Executive Director:** John "Jay" Miller

[smudailycampus.com](http://smudailycampus.com)

Hughes-Trigg Rm 314

Ph: (214) 768-4555

## ***Women's Center for Gender & Pride Initiatives***

**Director:** Karen Click

[smu.edu/womenscenter/](http://smu.edu/womenscenter/)

Hughes-Trigg Rm 313

Ph: (214) 768-4792

# SMU CAMPUS MAP - LEGEND

- 1 Dallas Hall
- 2 Law Parking Garage
- 3 Hillcrest Manor
- 4 Storey Hall
- 5 Underwood Law Library
- 6 Carr Collins Hall
- 7 Florence Hall
- 8 Perkins Administration Building
- 9 McFarlin Auditorium
- 10 Umphrey Lee Center
- 11 Virginia-Snyder Hall
- 12 Shuttles Hall
- 13 Memorial Health Center
- 14 Peyton Hall
- 15 Mary Hay Hall
- 16 Greer Garson eatre
- 17 Owen Arts Center
- 18 Hamon Arts Library
- 19 Smith Hall
- 20 Perkins Hall
- 21 Bridwell Library
- 22 Perkins Chapel
- 23 Martin Hall
- 24 Kirby Hall
- 25 Hawk Hall
- 26 Selecman Hall
- 27 Prothro Hall
- 28 Moore Hall
- 29 SMU Apartments
- 30 SMU Apartments
- 31 Heroy Science Hall
- 32 Fondren Science Building
- 33 Dedman Life Sciences Building
- 34 Hyer Hall
- 35 Science Information Center
- 36 Fondren Library Center
- 37 Fondren Library West
- 38 Fondren Library East
- 39 Clements Hall
- 40 Hughes-Trigg Student Center
- 41 Maguire Building
- 42 Fincher Building
- 43 Crow Building
- 44 Caruth Hall
- 45 Embrey Engineering Building
- 46 Junkins Engineering Building
- 47 Blanton Student Services Building
- 48 Boaz Hall
- 49 Collins Center
- 50 Sigma Chi
- 51 Perkins Natatorium
- 52 Barr Swimming Pool
- 53 Binkley Parking Garage
- 54 Morrison-McGinnis Hall
- 55 Cockrell-McIntosh Hall
- 56 McElvaney Hall
- 57 Morrison-Bell Track
- 58 Westcott Field
- 59 Meadows Museum
- 60 Meadows Museum Parking Garage
- 61 Loyd All-Sports Center
- 62 Ford Stadium
- 63 Daniel II
- 64 RLSH Greek and Apartment Maintenance
- 65 SMU Apartments
- 66 Delta Gamma
- 67 Kappa Kappa Gamma
- 68 Panhellenic House #2
- 69 Chi Omega (*Under construction*)
- 70 Gamma Phi Beta
- 71 Alpha Chi Omega
- 72 Student Affairs House #1
- 73 Airline Parking Garage
- 74 Panhellenic House #1
- 75 Pi Beta Phi
- 76 Kappa Alpha eta
- 77 Delta Delta Delta
- 78 Annette Caldwell Simmons Hall
- 79 Patterson Hall/SMU Police
- 80 Dawson Service Center
- 81 Lambda Chi Alpha
- 82 SMU Service House
- 83 Pi Kappa Alpha
- 84 Material Accumulation Center
- 85 Sigma Alpha Epsilon
- 86 Phi Delta eta
- 87 Phi Gamma Delta
- 88 Beta eta Pi
- 89 Sigma Phi Epsilon
- 90 Kappa Sigma
- 91 Kappa Alpha Order
- 92 Moody Parking Garage
- 93 Moody Coliseum
- 94 Crum Basketball Center
- 95 Dedman Center for Lifetime Sports
- 96 Residential Commons and Parking (*Fall '14*)
- 97 SMU Bookstore
- 98 Tennis Complex & Data Center (*future site*)
- 99 G. W. Bush Presidential Center
- 100 Intramural Fields (*future site*)
- 101 6210 N. Central Expressway
- 102 6200 N. Central Expressway
- 103 Expressway Tower
- 104 5539 SMU Boulevard
- 105 5538 Dyer Street
- 106 Highland Park United Methodist Church



# STUDENT CODE OF CONDUCT AND CONDUCT REVIEW PROCESS

## I. PREAMBLE

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

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

- Academic Excellence

any action deemed appropriate, including reversing, amending, or remanding with instructions concerning such decisions. The President's power of review as stated herein is not limited in



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

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

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

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

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



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

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2. The appropriate SMU official may extend timelines in this process, as warranted.
3. Neither the respondent nor the complainant may be actively represented by an attorney at any hearing or at any other time throughout the hearing process. Parents or family members who are attorneys may not be present in a lawyer capacity

The Office of the Dean of Student Life shall provide the *Notice of Hearing* to the complainant and the respondent via:

- a. email;
- b. courier; or
- c. first class U.S. Mail, postage prepaid.

For students, the Office of the Dean of Student Life shall use the email and local mailing address listed on record with the University Registrar's Office.

2. Not less than seven (7) days prior to the hearing, the Office of the Dean of Student Life shall provide to the respondent a written *Notice of Alleged Violation(s)*, which shall include:
  - a. a brief description of the incident(s);
  - b. date(s) of the incident(s); and
  - c. the alleged violations of University policy.
3. With the written agreement of both the complainant and the respondent and at the discretion of the Conduct Officer, the Conduct Officer may waive the seven days notification required for the *Notice of Hearing* and the *Notification of Alleged Violation(s)*.
4. When the respondent is a student organization, notice will be sent to the student organization president and the SMU faculty/student advisor.
5. When the respondent is a fraternity or sorority, notice will be sent to the appropriate fraternity or sorority council advisor in addition to the fraternity or sorority president.

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

1. The Conduct Officer shall meet with the complainant and the respondent to discuss the complaint; at his or her discretion, the Conduct Officer may meet with the complainant and the respondent separately.
2. If either the complainant or the respondent or both do not meet with the Conduct Officer, the Conduct Officer may determine the outcome of the case with either or both parties absent.
3. The Conduct Officer may determine the outcome of the case administratively by assigning responsibility and sanctions.
4. The Conduct Officer may refer the case to a University Conduct Board if the Conduct Officer is unable to determine the outcome of the case for one or more of the following reasons:
  - a. the respondent denies violating the Student Code of Conduct;
  - b. the respondent does not accept the sanctions;
  - c. the alleged violation of policy has resulted in substantial interference with proceedings of the University; or
  - d. the offenses are repeated.

5. The complainant or the respondent or both may also request a hearing before a University Conduct Board and shall do so in writing to the Conduct Officer within seven (7) days of the date of the Conduct Officer Hearing.

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

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

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

### **2. Composition of Hearing Panels**

- a. Hearing panels are composed of five individuals: three (3) students, one (1) faculty member, and one (1) staff member. Hearing panel members are randomly selected by the Office of the Dean of Student Life from the members of the University Conduct Board.
- b. The Office of the Dean of Student Life shall appoint the Chair of each hearing panel.

### **3. Quorum Requirements for Hearing Panels**

- a. Quorum for a hearing panel shall be four (4) members of the Board (in any combination).
- b. 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 in this subsection may be waived upon written agreement of the Conduct Officer, the complainant, and the respondent.
- c. Any member of a hearing panel may recuse him- or herself voluntarily. If there is no quorum due to a member's recusal, the hearing will be delayed until an alternate member of the University Conduct Board pool can be selected.
- d. Once the hearing has commenced, if a hearing panel member should need to withdraw for a period of less than thirty (30) calendar days (excluding school holidays) the hearing shall recess until all members can be present.
- e. Once the hearing has commenced, if a hearing panel member should need to withdraw for a period of more than thirty (30) calendar days (excluding school holidays) or permanently, the respondent may request that the hearing continue with the remaining hearing panel members; if the complainant consents, the hearing panel may do so. Otherwise, a new hearing will be scheduled.

### **4. Prehearing Procedures**

- a. Prior to the University Conduct Board hearing, the complainant and the respondent may meet separately with a Conduct Liaison. The Conduct Liaisons may attend the University Conduct Board Hearing but will not question witnesses, provide statements or speak on behalf of a student. Neither the complainant nor the respondent is obligated to meet with the Conduct Liaison.

- b. The complainant (including the University in situations where the complainant does not wish to proceed on his or her own) and the respondent must attempt to provide written notification to the witnesses whom they intend to call during the University Conduct Board Hearing. Such notice shall set forth the time, place, and date of the hearing. The University shall notify members of the student community that failure to appear as a witness may result in a charge against them under Section IV., G. of the Code of Conduct for failing to comply with requests from University staff.
- c. No less than two (2) days prior to the hearing, the respondent must attempt to notify the complainant of the hearing.

and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Student Life to be appropriate.

- g. The Chair shall permit the introduction of any relevant testimony and documents.
- h. The Chair shall resolve any procedural issues with discretion and, if applicable, may consult with the Office of the Dean of Student Life regarding such.
- i. At the discretion of the Office of the Dean of Student Life, the Chair may grant extensions of time at any point prior to the commencement of the hearing to permit reasonably sufficient time for:
  - i. the complainant to prepare his or her case; or
  - ii. the respondent to prepare his or her response; or
  - iii. both.
- j. At the discretion of the Office of the Dean of Student Life, the Office of the Dean of Student Life may grant an extension of time to the complainant or respondent at any time to provide additional evidence to the University Conduct Board.
- k. If, after the commencement of the hearing, the University Conduct Board discovers the need for more preparation or more time to hear testimony, the Chair shall recess the hearing to a later time.

## 7. Statements and Witnesses

- a. The purpose of the University Conduct Board hearing is to address behaviors, not student character. Therefore, only information, including witness testimony, that is relevant to the incident will be considered during a hearing. Character witnesses, statements, and reference letters will not be considered.
- b. The complainant and the respondent may present witnesses during the hearing. If the University is the complainant, the Conduct Officer may present witnesses during the hearing.
  - i. Each member of the hearing panel may direct questions to the complainant, the respondent, or any witness.
  - ii. Complainants and respondents will not be allowed to cross-examine each other or any witness but may submit questions to the Chair in writing. The Chair may determine the appropriateness of the submitted questions and may, at his or her discretion, decline to ask questions he or she deems inappropriate. The Chair may also ask questions at his or her discretion.
- c. The complainant and the respondent have the right to make an opening and a closing statement.
  - i. The complainant may give the first opening statement.
  - ii. The respondent may give the last closing statement.

- iii. the complainant and the respondent may each include a statement of the impact of the alleged offense as part of a closing statement.
- d. Inability to obtain witnesses shall not justify undue delay to continue a hearing. If a witness is unable to attend the hearing in person, he or she may participate:
  - i. telephonically or electronically (e.g., by Skype, or video conference);
  - ii. by sworn, notarized statement; or
  - iii. through a written statement.
- e. Additional witnesses and documents may be called at the discretion of the University Conduct Board.

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

- a. After the conclusion of the hearing, the hearing panel shall deliberate in executive session (only hearing panel members present during the session) to reach a decision.
  - i. Each member, including the Chair, may vote, and all determinations shall be by majority vote.
  - ii. The hearing panel may not consider a student's prior conduct history when determining responsibility.
  - iii. If there is a finding of responsibility, the Board shall recommend sanctions. If the respondent is found not responsible, the Board shall close the case, subject to the appeal rights set forth in Section V., F. of the Conduct Review Process.
- b. Within three (3) days of the date of the conclusion of its deliberations, the Board shall provide a written report to the Office of the Dean of Student Life, which shall include:
  - i. findings of fact;
  - ii. basis for finding responsibility or non-responsibility; and
  - iii. if finding the respondent responsible, the reasons for the recommended sanction, if any.
- c.



## F. Hearing Outcomes and Sanctions

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

1. Sanctions that do not affect standing with the University:
  - a. **INFORMAL WARNING FOR ALCOHOL VIOLATIONS.** A written notice indicating a violation of the Student Code of Conduct that is not considered part of a student's formal conduct record. A student found responsible for a first-time alcohol violation where there are no other factors involved (such as, but not limited to, noise, failure to comply, possession of a fictitious identification card, etc.) will have his/her case resolved in an informal meeting with a Conduct Officer. The student will be given an informal warning, parents will be notified, and the student will be asked to follow up with the Conduct Officer. Informal warnings are kept on file in the Office of the Dean of Student Life; they are not reported to outside agencies such as graduate schools or employers.
  - b. **FORMAL CONDUCT WARNING.** A written notice indicating a violation of the Student Code of Conduct this is considered part of a student's formal conduct record. The individual or group will be given formal notice by the Hearing Panel or the Conduct Officer that they have violated the Student Code of Conduct or University policy. If the individual or group is found in violation of a further charge, that case will be considered more seriously.
2. Sanctions that affect standing with the University:
  - a. **CONDUCT PROBATION.** A student or group is given a warning that further violations will result in consideration of suspension. The student or a group representative may be required to report to a University Conduct Officer on a regular basis during the period of the probation.
  - b. **DEFERRED SUSPENSION.** Individual or group suspension may be deferred (not enforced). Deferred terms, i.e., conditions of the deferred suspension and its duration, will be set by the Conduct Officer or Hearing Panel which imposed the sanction. If a succeeding Conduct Officer or Hearing Panel finds the student responsible for violating the terms of deferred suspension during the period set up by the preceding Conduct Officer or Hearing Panel, the student may be suspended.
  - c. **SUSPENSION.** An individual or group will be dismissed from the University for an assigned time period, and under the conditions deemed necessary by the conduct review process. A student suspended from the University may not enter campus grounds for any reason during the period of her/his suspension without the express written permission from the Office of the Dean of Student Life. A student suspended from the University before an academic semester ends will not receive a refund of any monies paid and is not relieved of any financial obligations to the University, including

tuition, fees, and room and board. No academic credit earned during the period of suspension at any other institution may be transferred to SMU. A conduct suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled in the University and is removed three (3) years after graduation. If the student leaves the University before graduation, the notation is removed three (3) years after the anticipated date of graduation from the University.

- d. **EXPULSION.** An individual or group will be separated from the University on a permanent basis. An individual's expulsion will be permanently recorded on his/her academic transcript. Before this sanction is enforced, the President of the University will review it. A student expelled from the University may not enter campus grounds for any reason without the express written permission from the Office of the Dean of Student Life. A student expelled from the University will not receive a refund of any monies paid and is not relieved of any financial obligations to the University, including tuition, fees, and room and board.
3. Below is the list of additional sanctions that may be imposed in addition to sanctions imposed in Sections 1 and 2 above:
    - a. **REASSIGNMENT OF HOUSING LOCATION/CANCELLATION OF THE HOUSING CONTRACT.** A student removed from the residence halls for an assigned time period or expelled from the residence halls on a permanent basis may not enter any residence hall without the express written permission from the Office of Residence Life and Student Housing. A student who is reassigned to a residence hall due to disciplinary action may only enter the newly assigned residence hall. The reassigned student may not enter any other residence hall without the express written permission from the Office of Residence Life and Student Housing. If the student's housing contract is still in force at the time of the suspension or expulsion, no refund of the housing deposit or fee will be made.
    - b. **RESIDENCE HALL PROBATION.** Student is advised that additional violations on or off campus could result in having to move to another room or hall or being removed from housing.
    - c. **FINES.** An individual may be fined any amount determined to be appropriate by the Conduct 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.
    - d. **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.
    - e. **RESTITUTION.** An individual or group will be required to pay for damages to the person or institution for property destroyed.





- f. **NOTIFICATION OF PARENTS / NATIONAL ORGANIZATIONS / AUTHORIZING BODY.** Students found responsible for a violation of the Student Code of Conduct may be required to inform their parents of their involvement in the policy violation, or the University may notify the parents directly of a violation, as allowed under the Family Educational

- iii. An official quorum for an Honor Council appeal consists of a minimum of five (5) members, which includes at least two (2) faculty members, two (2) student members and one (1) staff member.
- iv. 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.
- v. The chairperson of the University Conduct Council, who is a voting member of an appellate board, shall be elected by the members of the University Conduct Council from among the faculty and staff members of University Conduct Council.
- vi. A vice chairperson of the University Conduct Council shall also be



- e. Recommendation of a sanction that is either unreasonably harsh or inadequate

#### 4. University Conduct Council Procedures Regarding Appeals

- a. At the conclusion of each hearing, the Conduct Officer or University Conduct Board Chair will submit the following information to the Office of the Dean of Student Life:
  - i. the decision;
  - ii. the reasons for the decision;
  - iii. the reasons for the sanctions imposed.
- b. The Office of the Dean of Student Life shall provide an appeals packet to the University Conduct Council. The packet must contain the following documents:
  - i. the original complaint filed by the complainant;
  - ii. the documents accepted by the University Conduct Board at its hearing;
  - iii. the audio recording of hearing and any transcript of the hearing prepared by a certified court reporter;
  - iv. the written request for an appeal explaining the grounds for appeal; and
  - v. any written response by the non-appealing party.
- c. Only those members of the Hearing Appeals

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- c. Lowering or increasing the sanction imposed based on a finding that the recommended sanction is either unreasonably harsh or inadequate;
- d. If there is significant new information regarding the allegation(s) discovered between the conclusion of the original hearing decision and the time of the appeal, remanding the case to the original University Conduct Board or Conduct Officer.
- e. Upholding the findings and recommended sanctions, if any, of the University Conduct Board.

Subject to the discretionary review by the President pursuant to Section V., G(7) below, the Vice President for Student Affairs shall review the recommendations of the University Conduct Council and the record of the complaint as a whole and shall then render a final determination in the matter.

Within seven (7) days of the Vice President for Student Affairs making a final determination in regard to the complaint, the Office of the Dean of Student Life shall notify the complainant, the respondent, and the Title IX Coordinator in writing (if applicable) of the final determination of the Vice President of Student Affairs.

## 7. Review by the President of the University

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

The President shall inform in writing the complainant, the respondent, the University Conduct Board, the University Conduct Council, the Vice President for Student Affairs, and the Dean of Student Life of any decision to affirm, reverse, amend, or remand any decision.

## VI. SPECIAL CIRCUMSTANCES

### A. Academic Dishonesty Cases

Any cases involving academic dishonesty will be handled in accordance with the Honor Code, which may be accessed here: [http://smu.edu/studentlife/studenthandbook/PCL\\_05\\_HC.asp](http://smu.edu/studentlife/studenthandbook/PCL_05_HC.asp)

### B. Graduate Hearing Boards

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

1. The rosters of persons appointed to these boards shall be made available, as needed, to the Office of the Dean of Student Life.
2. All conduct charges against graduate students not enrolled in the Dedman School of Law, the Perkins School of Geology, or the School of Engineering will be heard through this student conduct review process.

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

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

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

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

### **D. Interim Action**

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

## G. No Contact Orders

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

## H. Sexual Misconduct Cases

1. Any complaints involving allegations of Title IX sexual harassment or sexual assault and other conduct matters falling under Title IX of the Education Amendments of 1972, as amended. All Title IX student conduct matters are handled exclusively under SMU Policy 2.5.1, Title IX Sexual Harassment, which may be accessed here: <http://smu.edu/policy/S2/policy2.5.1.html>.
2. In cases involving allegations of sexual misconduct, the investigation will focus primarily upon the allegations of sexual misconduct. Students involved in a sexual misconduct case may qualify to receive amnesty for other violations of the Code of Conduct.

## I. Violations of the Law and the Code

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

## VII. RETENTION OF CONDUCT RECORDS

The following policies concerning records and the release of information are in compliance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment).

- A. Records in the Office of the Dean of Student Life shall contain all information, data, correspondence, findings, and records of official action concerning student conduct.
- B. A conduct sanction will remain on file in the Office of the Dean of Student Life until it is erased three (3) years from the date of the final resolution of the last conduct proceeding. However, sanctions resulting in suspension or greater will remain in the Office of the Dean of Student Life indefinitely and may be released as appropriate under the law when questions about conduct-related actions are asked.
- C. After a student has earned 90 academic credits and achieved senior standing, he or she may request, through a written petition, to have his or her conduct file(s) expunged by the Dean of Student Life for good cause. Factors to be considered in review of such petitions shall include:
  1. The present demeanor of the student.



2. the conduct of the student subsequent to the violation.
3. the nature of the violation and the severity of any damage, injury, or harm resulting from it.

There is no appeal of the decision made by the Dean of Student Life in response to an expungement request.

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

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

The Student Code as described in Section IV is received and evaluated by the Student Senate, which is the legislative body representing student interests. The writing of the Student Code involves students, is for students, and is the expression of the student body's relationship to the rest of the University. Hence, the Student Senate may at any time make recommendations to the code and the senate shall be asked to endorse it. Changes to the Student Code adopted by the Student Senate are subject to approval by the President of the University. The most up-to-date version of this handbook can be viewed online at <http://smu.edu/studentlife> at any time.

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

The Vice President for Student Affairs has responsibility for establishing and maintaining the conduct review process through its various parts. The University Conduct Council, in consultation with faculty, staff, students, and others, as appropriate, and in conjunction with the Vice President for Student Affairs, makes recommendations/amendments to the procedures of the conduct review process as described in Section V to the President of the University.

1. Proposals are to be made to the University Conduct Council for their recommendation, but final authority to change the conduct review process rests with the University President.
2. When the University Conduct Council receives a change, the Council is required to inform the Dean of Student Life and the Student Body President of the proposal and the details of the proposal's contents in writing. This requirement is for written notification only; approval is not required by either the Dean of Student Life or the Student Body President.
3. Students with questions regarding this process may see the Dean of Student Life.
4. The Vice President for Student Affairs may delegate any part or all of his/her authority from time to time, to any person or several persons, wherever he/she deems it appropriate. This person or persons is referred to as a University Conduct Officer.

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

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

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

## **ARTICLE I**

### **JURISDICTION, RATIFICATION, AND AMENDMENTS**

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

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

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

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

## **SECTION 2: NOTIFICATION OF STUDENT AND PREHEARING PROCEDURES**

- (a) A person who suspects an Honor Code violation shall notify the Honor Council president of the alleged act in writing on the standard form established for that purpose.
- (b) The Provost will select faculty members designated in advance by the Faculty Senate. Although selection may be made on a case-by-case rotating basis, the Provost should retain discretion to make selections, which will ensure representation of appropriate academic disciplines, as necessary in each case.
- (c) The Honor Council president or designee shall immediately send written notice of charges to the respondent. All correspondence is sent to the local address the student has provided to the University registrar. The Honor Council will consider notice served once notice has been mailed to the local address as provided to the University registrar. Students are responsible for maintaining a current address with the Registrar's Office at all times. A copy of the written notice of charges shall also be sent to the Dean of Student Life.
- (d) The Vice President of Investigations shall appoint an investigator who will collect information relevant to the case and write a summary report to be used at the hearing. The investigator must deliver the summary report and copies of all written evidence and exhibits which will be used at the hearing to the Vice President of the Honor Council while submitting a copy to the Dean of Student Life at least three (3) days before the hearing.
- (e) Upon notification of an alleged Honor Code violation, the Honor Council president shall request the registrar to place a hold on the respondent's transcript until the case has reached a final disposition through the hearing.
- (f) The Honor Council president shall convene a Hearing Board, with a suggested composition of four students and one faculty member, within a reasonable period of time but no earlier than ten (10) days after the respondent receives notice of the allegation. "Ten days" shall be counted as class days. Weekend days, exam days, holidays, and summer vacation days are not included. Hearing boards ordinarily will not convene during these times.
- (g) Quorum for an Honor Council Hearing Board shall be defined as at least four (4) members of the Honor Council.

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

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

- (b) The vice president shall inform the student that he or she may bring one person from the SMU community (a SMU student, faculty member, or staff member) and his or her parents. Parents and/or community support person are for moral support only and may not participate in the hearing unless called upon as a witness. Parents or family members who are attorneys may not be present in a lawyer capacity. Attorneys may not attend or participate in the hearing.

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

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

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

## **ARTICLE V - PENALTIES**

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

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

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

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

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

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

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



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

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

**ARTICLE VII - RECORDS**

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

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

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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



**FACULTY AND STAFF VEHICLES** Motor vehicles parked on University property or streets by faculty or staff members must display a permit, which is obtained from the Parking and ID Card Services Office in suite 101 of the Expressway Towers Building on the corner of North Central Expressway and SMU Boulevard. The permit will be displayed on the inside of the front windshield, on the lower RIGHT hand side adhered to the glass. On motorcycles, the permit should be displayed in any conspicuous place.

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

1. Visitors and guests of the University may park in metered spaces on campus. The Binkley and Moody Garages also offer self-pay and park options.
2. Visitors parking in the Moody Garage will be required to pay a flat-rate fee of \$5.00. The one-time \$5.00 fee is good for the entire day. The pay station is located at the SMU Blvd Entrance and will accept coins, bills (\$1.00 and \$5.00 only), as well as major credit cards. Parking coupons may also be used at the Moody Garage station only. These coupons may be purchased from the Parking and ID Card Services Office. Visitors must display the receipt of payment on the dashboard to avoid citation.
3. Visitors parking in the Binkley garage **take a ticket at entrance and place on dashboard.** Payment is made upon exit at \$1.00 for every hour the vehicle is parked, not to exceed \$12.00 for the day. There is no overnight parking for visitors in the Binkley Garage without prior arrangements with the Parking and ID Card Services Office (a permit will be issued instead of the daily rate coupon). Parking and ID Card Services accepts cash or check only for non-SMU affiliates. The pay station located at the Binkley exit accepts coins, bills (\$1.00, \$5.00 and \$10.00 bills only). Change is made in coin only. **Faculty, staff, or students are NOT considered visitors and may not park in visitor's parking spaces on Level 2 of the Binkley garage at any time.**
4. Visitors can only park on campus during normal hours of operation (7 am - 12 midnight). If a vehicle needs to be left overnight or frequent visits are made to campus, call the Parking and ID Card Services Office at 214-768-7275 for instructions.
5. **While faculty, staff, and students are not considered visitors, they may park in any metered parking space anywhere on campus, provided they have paid the associated fee. However, faculty, staff, or students may not park in visitor's parking spaces on Level 2 of the Binkley garage at any time.**
6. Students are responsible for the actions of their guests on campus and should advise them as to the areas in which they are allowed to park. Guests should be directed to Parking and ID Card Services.
7. SMU is not responsible for any damage that may occur to vehicles parked on campus. Students are not allowed to use visitor parking on Level 2 of the Binkley Garage.

**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 the Facilities Management and Sustainability Office.

## **PARKING FOR THE DISABLED**

- 1.



**7. TEMPORARY:**

the loading or unloading operation. The procedure does not convey the right to park in a FIRE LANE, a space designated for a DISABLED person, a NO PARKING ZONE, or a RESERVED space.

5. It shall be a violation for any person to drive by, through, beyond, or move a barricade, a road block, or parking cone that is officially erected on the campus.
6. Parking in a fire lane.\* **(\$150 fine)**
7. Blocking a driveway or crosswalk.\* **(\$40 fine)**
8. Double parking.\* **(\$40 fine)**
9. Parking in a space designated for persons with disabilities.\* **(\$300 fine)**
10. Parking in a crosswalk or yellow-painted NO PARKING zone. (Please note, activating the emergency flashers on your vehicle will NOT exempt you from being cited while parking in a NO PARKING zone. Vehicles parked for ANY length of time even with emergency flashers on are subject to being cited and towed by police!)
11. Moving traffic violations (includes driving motorcycles and mopeds on sidewalks)\* **(\$60 fine)**
12. Failing to yield the right of way to a pedestrian.
13. Overtime parking (this includes areas controlled by parking meters).
14. Parking in an unauthorized area, no permit or incorrect permit, and spaces designated "VISITOR." **Students are not considered visitors at any time.**
15. Parking outside the defined limits of a parking space (taking two spaces).
16. Parking on sidewalks or grass, mall, or lawn.
17. Parking a trailer or boat on campus without permission.
18. Failure to properly display a parking permit.
19. Improper use of a University police citation.
20. Bicycle violations (e.g., blocking ramps for the disabled, handrails, chained to trees or lamp posts).\*
21. Parking in a "Reserved" parking space or area.\*
22. Vehicle impoundment\* **(\$30 per day storage fee)**
23. No valid decal. **(\$30 fine)**

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

## **OTHER REQUIREMENTS**

1. Parking is regulated by posted signs and curb markings, which take precedence over colored map indications.
2. *Commuters* may not park in areas reserved for campus residents, visitor areas, faculty, staff and law designated areas.
3. Limited-time parking areas (i.e. 30-minute) may be used by visitors, students, faculty and staff.
4. Spaces provided for disabled persons are indicated by posted signs.
5. In the event of conflict between traffic signs and the painted regulations, the signs will govern.

## **HOURS OF RESTRICTION**

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

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

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

### **ENFORCEMENT**

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

### **MOTORCYCLES**

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

1. Motorcycles may be driven only on the streets and driveways of the campus and are explicitly prohibited from sidewalks, lawns, flower beds and shrubbery, inside of buildings except 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

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, rear lane, building, porch or patio, or pedestrian mall.
6. Violations of these regulations will result in the removal of the bicycle by the SMU Police Department; the owner may retrieve it after showing proper identification.
7. All violations of campus bicycle regulations are considered minor traffic violations and fines will be assessed accordingly.
8. State law requires bicycle riders to obey all traffic control devices, stop signs, etc.
9. Special bicycle lockers located near residence hall areas are available through Residence Life and Student Housing for a small fee per semester.

### HOME FOOTBALL AND BASKETBALL GAMES

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

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

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

### RESOLVING CITATIONS

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

### APPEALS

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

### UNIVERSITY PARK CITATIONS

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

### HABITUAL VIOLATOR STATUS

1. Upon issuance of six parking and/or traffic citations, an individual will be automatically designated as a **"habitual violator"**. Habitual violators may continue to park on campus as long as the vehicle is in an appropriate and legal space. However, subsequent violations will subject the violator to a fine and vehicle immobilization (booted).
2. If a vehicle owned or operated by a habitual violator is illegally parked anywhere on campus, that vehicle will be immobilized. Towing may be necessary in certain circumstances. All tow fees apply to the owner/operator of the vehicle.

3. **he paying of citations does not constitute reinstatement of a person's parking privileges.**
4. Subsequent violation of parking regulations will result in the student being referred to the Dean of Student Life for action.

#### **TOWING/IMPOUND POLICY**

Vehicles in violation of posted restrictions (i.e., cited two times or more for parking mor

# LAW ENFORCEMENT & SECURITY

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

## **JURISDICTION OF THE UNIVERSITY POLICE**

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

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

### **Municipal Law Enforcement Jurisdiction**

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

## **REPORTING CRIME**

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

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

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

#### **Who Are Campus Security Authorities?**

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

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







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

Visitors to the residence halls, as well as fraternity and sorority housing, must be accompanied by the resident being visited. Visitors to campus are welcome, but are expected to adhere to all campus regulations and policies. Visitors are encouraged to stop by the SMU



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

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

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

SMU - All Campuses

On October 1, 2013 [smu.edu/pd/clerystats/2012%20ASR/annualreport2012.pdf](http://smu.edu/pd/clerystats/2012%20ASR/annualreport2012.pdf)

Students may request a printed copy of this report by contacting the SMU Police Department in person at the SMU Police Department administrative offices located at 3128 Dyer Street in Patterson Hall during normal business hours.

ese crimes must have occurred within those areas of the campus that are speci cally de ned in 34 CFR 668.46(a). ese areas are broken down into the following categories:

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

(De nitions for these categories can be viewed by visiting [www.securityoncampus.org](http://www.securityoncampus.org))

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

### **CRIME ALERT (O Campus)**

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

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

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

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

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

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

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



## **SAFE AND SOUND ADVICE - GENERAL SAFETY TIPS**

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

## SECURITY IN THE RESIDENCE HALL

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

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

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



# STUDENT APPEALS AND COMPLAINTS

At SMU, various policies reflect the SMU community's collective judgment about the academic, disciplinary, and academic honesty policies and procedures that best serve the interests of students and the overall academic community. Students sometimes might seek waiver of, deviation from, or appeal of these policies or applications of these policies. This page gives the links to the procedures for different types of student appeals or complaints available to undergraduates at SMU.

[http://smu.edu/provost/acad\\_petitions.asp](http://smu.edu/provost/acad_petitions.asp)

## **Undergraduate Student Academic Petition**

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

## **Appeal of Grade**

<http://smu.edu/catalogs>

## **Honor Code**

[http://smu.edu/studentlife/studenthandbook/PCL\\_05\\_HC.asp](http://smu.edu/studentlife/studenthandbook/PCL_05_HC.asp)

## **Code of Conduct**

[http://smu.edu/studentlife/studenthandbook/PCL\\_03\\_Conduct\\_Code.asp](http://smu.edu/studentlife/studenthandbook/PCL_03_Conduct_Code.asp)

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

<http://smu.edu/alec/dassappeals.asp>

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

<http://smu.edu/catalogs>

## **Discrimination or violation of rights**

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

[http://smu.edu/aao/smupolicy/2.2a\\_rm.html](http://smu.edu/aao/smupolicy/2.2a_rm.html)

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

<http://www.smumustangs.com/compliance/current-sa.html>

## FEDERAL LAW & CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that provides students the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the statute is to protect the rights of students and to ensure the privacy and accuracy of education records.

The Act and regulations are very lengthy, and for that reason SMU has issued guidelines that are available at the University Registrar's FERPA website (<http://smu.edu/ferpa>).

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

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







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

Formal proceedings involving a:

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

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

## OPTIONS FOR HANDLING SEXUAL HARASSMENT

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douche or use toothpaste or mouthwash; students also should not wash clothing, bed sheets, pillows or other material evidence.

## SMU RESOURCES THAT ARE HERE TO SUPPORT STUDENTS

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

## COMMUNITY RESOURCES

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

## PURSUING CRIMINAL AND GRIEVANCE PROCESSES

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

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

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

Learn more about these processes.

## EDUCATION AND PREVENTION PROGRAMS

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

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

# CENTER FOR ALCOHOL & DRUG ABUSE PREVENTION

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

## STANDARDS OF CONDUCT

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

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

## HEALTH RISKS OF ALCOHOL AND DRUGS

- \_\_\_\_\_ 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 lives by approximately 10 years.
- e) Overdose can be fatal

Indicators of high-risk alcohol use:

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

- \_\_\_\_\_ a) Prolonged use can lead to severe psychological dependence.
- b) May cause paranoia and panic anxiety reactions.
- c) Impairment of memory and learning, altered sense of time and inability to concentrate.
- d) May cause apathy/loss of motivation.

- \_\_\_\_\_ a) Increase in heart rate, blood pressure, and body temperature.
- b) High addiction potential.
- c) Overdose may result in seizures, heart failure, coma or death.

- \_\_\_\_\_ a) Rapid development of tolerance and physical dependence.
- b) May cause infections of the skin, liver, heart and lungs.
- c) Overdose can be fatal

- \_\_\_\_\_ a) Shortness of breath, nagging cough, and heart difficulties.
- b) Long-term effects may include emphysema, bronchitis, heart disease and cancer.

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

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

## **SMU SANCTIONS**

