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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 www.smu.edu/handbook 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 will contribute to our community.

Sincerely,

K.C. Mmeje, Ed.D.
Vice President for Student Affairs

Cox School of Business

D.: Matthew B. Meyers
 200 Fincher Building
 (214) 768-3012
<http://www.smu.edu/Cox>

Dedman College of Arts & Sciences

D.: Thomas DiPiero
 201 Dallas Hall
 (214) 768-3212
<http://www.smu.edu/Dedman>

Law School

D.: Jennifer M. Collins
 Dean's Suite, Storey Hall
 (214) 768-8999
<http://www.smu.edu/Law>

Lyle School of Engineering

D.: Marc P. Christensen
 105 Embrey Engineering Building
 (214) 768-3050
<http://www.smu.edu/Lyle>

Meadows School of Agriculture

D.: Sam Holland
 3rd Floor, Greer Garson Theatre
 (214) 768-2880
<http://www.smu.edu/Meadows>

Perkins School of Commerce

D.: Craig C. Hill
 202 Kirby Hall
 (214) 768-2534
<http://www.smu.edu/Perkins>

Simmons School of Business Administration & Economics

D.: Stephanie L. Knight
 Dean's Suite, Annette Caldwell Simmons Hall
 (214) 768-5465
<http://www.smu.edu/Simmons>

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



A A

A C

Dedman :

Ms. Ellen Richmond	erichmond@smu.edu	408M Blanton	8-2116
Ms. Dania Ortiz	daniao@smu.edu	408 Blanton	8-2291

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

Academic advisors assist students in planning course schedules, and in focusing on long-range planning and curricular design to help achieve multiple goals. Students may arrange individual advising conferences and advisors welcome drop-in visits.

Mr. Josh Beaty	jbeaty@smu.edu	408Q Blanton	8-4009
Dr. Scott Bartlett	sbartlett@smu.edu	408H Blanton	8-1526
Dr. Maria Crouch	mcrouch@smu.edu	408N Blanton	8-4194
Ms. Sara Dammann	sdammann@smu.edu	408R Blanton	8-2625
Dr. Susan Harris (UHP)	sharris@smu.edu	408C Blanton	8-2305
Ms. Janet Hopkins	jhopkins@smu.edu	408K Blanton	8-1272
Ms. Beth McConville	bmconville@smu.edu	408D Blanton	8-2815
Ms. Sheumona Miller	swmiller@smu.edu	408P Blanton	8-4143
Ms. Prisna Virasin	pvirasin@smu.edu	408L Blanton	8-4959
Mrs. Dee O'Banner	obanner@smu.edu	408E Blanton	8-1516
Ms. Jeanene Renfro	jeanene@smu.edu	408J Blanton	8-2103
Mrs. Daphne Shipowitz	dshipowitz@smu.edu	408F Blanton	8-1970

Pe-L S

Mrs. Janet Hopkins	jhopkins@smu.edu	408K Blanton	8-1272
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O. S. Pe-H. A

Mrs. Pamela McNulty	pmcnulty@smu.edu	400 Caruth Hall	8-1732
Ms. Gwen LaCroix	glacroix@smu.edu	135 Dedman Life Science	8-4604

L. S. E

O. S. Pe-H. A S. R. D. E.

Ms. Afsana Qurishi	aqurishi@smu.edu	400 Caruth Hall	8-1457
Ms. Misty Compton	mcompton@smu.edu	400 Caruth Hall	8-3415

A

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

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

Center for Learning and Writing Assistance (CLWA)
Contact Information: Michael H. Hites
<http://www.smu.edu/oit/> Fondren Library West Help Desk: (214) 768-4357

Academic Learning Center (ALEC)
Director: Sue Bierman
<http://www.smu.edu/alec/> 202 Loyd Center
Student Appointments: (214) 768-3648 Business Office: (214) 768-6725

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

Writing Center
Director: Ann Shattles
<http://www.smu.edu/Provost/ALEC/WritingCenter>
202 Loyd Center Ph: (214) 768-3648

The Writing Center, staffed by English department faculty, provides students with assistance in the process of developing and drafting papers for SMU courses. The Writing Center faculty will not edit or proofread work, but they will answer any specific questions the student may have about his or her draft. Appointments are available through Canvas. Drop-in writing assistance and writing labs are also available. Check our website for times. Special services available for ESL assistance.

Disability Support Services (DASS)
<http://www.smu.edu/alec/dass> 202 Loyd Center Ph: (214) 768-1470
S.A. DASS Director: Alexa Taylor Ph: (214) 768-1918
Michelle Bufkin Ph: (214) 768-1232
Karen Turbeville Ph: (214) 768-4557
David Tylicki Ph: (214) 768-4773
Candy Brown Ph: (214) 768-1470

DASS is the primary contact for all SMU students with disabilities. This office assists students with disabilities to effectively utilize resources they may need and helps them work with professors and staff in obtaining appropriate and reasonable accommodations.



B

••♥ Mary Mebus
3060 Mockingbird Lane
<http://smu.bnccollege.com>

Ph: (214) 768-2435

••♥ Todd Robison
••♥ Rachel Kolm
Umphrey Lee Building, Rm 101
<http://smu.campusdish.com>

Ph. (214) 768-4349

Ph: (214) 768-4351

A

••♥ Marc Peterson
Blanton Student Services Bldg, 1st Floor
<http://www.smu.edu/nancialaid/>

Ph: (214) 768-3417

C

••♥ Patrick Cullen
6210 N. Central Expressway
<http://images.smu.edu>

Ph: (214) 768-3400

C

••♥ Mark Rhodes
Hughes-Trigg Student Center- 2nd Floor
<http://www.smu.edu/parkingid>

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

C

••♥ Lynne Hascal
Hughes-Trigg Student Center - 2nd Floor
<http://images.smu.edu/?page=postal>

Ph: (214) 768-4450

D

••♥ Richard A. Shafer
Patterson Hall, 2nd Floor
<http://www.smu.edu/pd/>

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

••♥ Meredith Turner

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

Ph: (214) 768-3384

B

••♥ Pat Woods
Blanton Student Services Bldg, Rm 220
<http://www.smu.edu/bursar/>

Ph: (214) 768-3417



Dr. Perkins Administration Building, Suite 203
Perkins Administration Building, Suite 203
<http://www.smu.edu/studentairs/>

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.

College of Commerce (CCC)

Assistant Director: Elsie Johnson
<http://www.smu.edu/deanofstudentsccc/>

Hughes-Trigg Suite 302
 Ph: (214) 768-4564

College of Arts & Music

Assistant Director: Dr. Stephen W. Rankin
Assistant Director: Judy Henneberger
<http://www.smu.edu/chaplain/>

Hughes-Trigg Suite 316
 Ph: (214) 768-4502

Child Care Center

Director: Liz Harper
<http://www.smu.edu/childcare>

Hawk Hall Basement
 Ph: (214) 768-2278

College of Education (CE)

Director: Stephanie Howeth
<http://www.smu.edu/cel/>

Hughes-Trigg Suite 200
 Ph: (214) 768-4403

Division of Student Life

Assistant Director: Dr. Joanne E. Vogel
<http://www.smu.edu/studentlife/>
 Assistant Director: Jennifer "JJ" Jones
 Assistant Director: Dawn Norris

Hughes-Trigg Suite 302
 Ph: (214) 768-4564
 Ph: (214) 768-4411
 Ph: (214) 768-4425

Division of Recreational Sports

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

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

Assistant Director: Danielle Wilcher
<http://www.smu.edu/StudentAffairs/GreekLife>

Hughes-Trigg Suite 314
 Ph: (214) 768-4455



/ **D . B** **C**

A. s. D. s. / F. s. D. s. : Randolph P. Jones
Outpatient Medical Clinic
Counseling Services
<http://www.smu.edu/healthcenter/>

Dr. Bob Smith Health Center
Ph: (214) 768-2141
Ph. (214) 768-2860
24-Hr Crisis Ph. (214) 768-2277

C **D** **C**

F. s. D. s. : Crystal Clayton
<http://www.smu.edu/career/>

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

A

D. s. : Creston Lynch
<http://www.smu.edu/multicultural/>

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



D. s. : Dr. Deanie Kepler
<http://www.smu.edu/parents/>
<http://www.smu.edu/milvets>

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



D. s. : Jenn Post
<http://www.smu.edu/housing/>

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

A

A. s. D. s. : Lauren Chapman
<http://www.smu.edu/studentactivities/>

Hughes-Trigg Suite 314
Ph: (214) 768-4400

C **C**

A. s. D. s. & D. s. : Dr. Evelyn L. Ashley
<http://www.smu.edu/studentconduct/>

Boaz Hall - West Entrance
Ph: (214) 768-4563

C

F. s. D. s. : John "Jay" Miller
<http://www.smudailycampus.com>

Hughes-Trigg Suite 315
Ph: (214) 768-4555



D. s. : Dr. Lindsey Koch
<http://www.smu.edu/newstudent/>

Hughes-Trigg Suite 318
Ph: (214) 768-4560



D. s. : Tawny Alonzo
<http://www.smu.edu/studentlife>

Hughes-Trigg Suite 302
Ph: (214) 768-4512

C **B** **C**

D. s. : Karen Click
<http://www.smu.edu/womenandlgbtcenter/>
<http://www.smu.edu/WomensSymposium/>

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



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|----|---|-----|---|
| 1 | Dallas Hall | 63 | Binkley Parking Center |
| 2 | Daniel Parking Center | 64 | Morrison-McGinnis Commons |
| 3 | Hillcrest Manor | 65 | McElvaney Commons |
| 4 | Storey Hall | 66 | Cockrell-McIntosh Commons |
| 5 | Underwood Law Library | 67 | Morrison-Bell Track |
| 6 | Carr Collins Hall | 68 | Westcott Soccer Field |
| 7 | Florence Hall | 69 | Meadows Museum |
| 8 | Perkins Administration Building | 70 | Meadows Parking Center |
| 9 | McFarlin Auditorium | 71 | Loyd All-Sports Center |
| 10 | Umphrey Lee Center | 72 | Ford Stadium |
| 11 | Kennemer Fountain | 73 | Daniel II |
| 12 | SMU Flagpole | 74 | RLSH Greek and Apartment |
| 13 | Virginia-Snyder Commons | 75 | SMU Apartments #2 |
| 14 | Shuttles Hall | 76 | Delta Gamma |
| 15 | Dr. Bob Smith Health Center (<i>U de C s c i</i>) | 77 | Kappa Kappa Gamma |
| 16 | Peyton Hall | 78 | Panhellenic House #2 |
| 17 | Mary Hay Hall | 79 | Chi Omega |
| 18 | Greer Garson eatre | 80 | Gamma Phi Beta |
| 19 | Hamon Arts Library | 81 | Alpha Chi Omega |
| 20 | Owen Arts Center | 82 | 3014 Daniel Ave |
| 21 | Smith Hall | 83 | Panhellenic House #1 |
| 22 | Perkins Hall (<i>Headh Ce e Ter L ca i</i>) | 84 | Pi Beta Phi |
| 23 | Bridwell Library | 85 | Kappa Alpha eta |
| 24 | Perkins Chapel | 86 | Delta Delta Delta |
| 25 | Martin Hall | 87 | Dawson Service Center |
| 26 | Kirby Hall | 88 | 3004 Dyer Ct |
| 27 | Hawk Hall | 89 | SMU Service House |
| 28 | Selecman Hall | 90 | Pi Kappa Alpha |
| 29 | Prothro Hall | 91 | Sigma Alpha Epsilon |
| 30 | Moore Hall | 92 | Phi Delta eta |
| 31 | SMU Apartments #6 | 93 | Phi Gamma Delta |
| 32 | SMU Apartments #5 | 94 | Beta eta Pi |
| 33 | SMU Apartments #4 | 95 | Sigma Phi Epsilon |
| 34 | Heroy Science Hall | 96 | Kappa Sigma |
| 35 | Fondren Science Building | 97 | Kappa Alpha Order |
| 36 | Dedman Life Sciences Building | 98 | Moody Parking Center |
| 37 | Airline Parking Center | 99 | Mustang Plaza and Mall |
| 38 | Late Fountain | 100 | Miller Event Center |
| 39 | Hyer Hall | 101 | Moody Coliseum |
| 40 | Laura Bush Promenade | 102 | Crum Basketball Center |
| 41 | Fondren Library Center (DeGolyer Library) | 103 | Dedman Center for Lifetime Sports |
| 42 | Annette Caldwell Simmons Hall | 104 | Mustang Parking Center |
| 43 | Harold Clark Simmons Hall | 105 | Doak Walker Plaza |
| 44 | Ford Research Center (Future Site) | 106 | Mustang Band Hall |
| 45 | Clements Hall | 107 | Arnold Dining Commons |
| 46 | Hughes-Trigg Student Ctr (Centennial Hall) | 108 | Armstrong Commons |
| 47 | Patterson Hall (SMU Police) | 109 | Kathy Crow Commons |
| 48 | Maguire Building | 110 | Loyd Commons |
| 49 | Crow Building | 111 | Crum Commons |
| 50 | Fincher Building | 112 | Ware Commons |
| 51 | Crain Family Centennial Promenade | 113 | SMU Bookstore |
| 52 | Caruth Hall | 114 | Tennis Complex |
| 53 | Embrey Engineering Building | 115 | Data Center |
| 54 | Junkins Engineering Building | 116 | George W. Bush Presidential Center |
| 55 | Turner Centennial Quadrangle | 117 | 6210 N. Central Expressway |
| 56 | Blanton Student Services Building | 118 | 6200 N. Central Expressway |
| 57 | Crain Fountain | 119 | 5539 SMU Boulevard - Continuing & Prof. Ed. |
| 58 | Boaz Commons | 120 | 5538 Dyer Street |
| 59 | Collins Center (Crum Auditorium) | 121 | Expressway Tower |
| 60 | Sigma Chi | 122 | Aquatics Center (<i>U de C s c i</i>) |
| 61 | Future Development | 123 | Crum Lacrosse Field |
| 62 | Swimming Pool (Barr Pool) | 124 | Highland Park United Methodist Church |



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;

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. "Conduct Officer" refers to a University staff member trained in the conduct review process to adjudicate cases.

I . CODE OF CONDUCT

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

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1. **Alcohol Policy**. Violating the University's alcohol policy (University Policies 1.5.2 and 1.5.3). This includes, but is not limited to such behaviors as the manufacture, 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 specified in the University's Alcohol Policy.
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3. **Communications Policy** (University Policy 12.3). is includes, but is not limited to transmitting unsolicited information that contains obscene, indecent, lewd, or lascivious material; using University resources for any commercial venture; or violating the Copyright law in any manner. (See [http://www.smu.edu/for](#) full policy.)

4. **Drug-Free Workplace and Schools Policy**. Using, possessing, distributing, or manufacturing drugs or mind-altering substances used to induce intoxication or impairment. is 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/for](#) University Policy 10.8, "Non-Prescription Drug Policy.")

5. **Dishonesty**. Acting dishonestly with the intent to mislead, defraud, or deprive University officials, hearing boards, students, faculty members, or members of the community at large of rights to information, accuracy of record, or property. Dishonesty includes, but is not limited to: the intention to produce counterfeit documents; possession of equipment with the intent to produce counterfeit documents; production of counterfeit documents; forgery; falsification of records; lying; falsification of checks, money orders, or other financial-related documents; unauthorized entry into University facilities; and falsification and/or manipulation of computer data.

6. **Gambling**. Violating any local, state, or federal law regarding gambling. Texas law says that gambling requires a "bet," defined as "an agreement to win or lose something of value solely or partially by chance." Texas law adds, among other things: "A person commits an offense if he...plays and bets for money or other thing of value at any game played with cards, dice, balls, or any other gambling device."

7. **Guest Policy**. Actions of one's guest(s) that violate University policies, including but not limited to this Code. A guest is any visitor to any University-controlled property who is not on official business. A guest must identify him-/herself when called upon by a University official and must identify his/her host as well.

8. **Irresponsible Conduct**. Engaging in irresponsible conduct or behavior that does not model good citizenship or reflects poorly upon the Southern Methodist University community.

9. **Local, State, Federal Law, or SMU Policy**. Violating any local, state, federal law, or any SMU policy.

10. **Weapons Policy** (University Policy 10.5). To the fullest extent of Federal and Texas law, the University prohibits the possession of any dangerous weapon (either openly or in a concealed manner), or facsimiles of dangerous weapons such as water guns or toy guns and knives, on all University property, athletic venues, passenger transportation vehicles, and any groups or building on which University activities are conducted. If weapons or reasonable facsimiles of weapons are used, pursuit and attack games, including but not limited to "Gotcha," "Assassin," and "Dungeons and Dragons" are not permitted to be played on campus. (See [http://www.smu.edu/for](#) full policy.)

peace; conduct which threatens the mental health, physical health or security of any person or persons including stalking, intimidation, or threat that unreasonably impairs the security or privacy of another member of the university community.

21. **Sexual Misconduct**. Violating the University's sexual misconduct policy (University Policy 2.5.1). Sexual misconduct encompasses all forms of sexual harassment to include sexual violence and sexual assault. It is any unwelcome conduct of a sexual nature. (See [http://www.smu.edu/sexualviolence](#) for full policy.)

22. **Theft**. Attempted or actual theft of and/or damage to property of Southern Methodist University or property of the Southern Methodist community or other personal or public property, on or off campus.

D. ACADEMIC HONORS (as defined in the SMU Honor Code)

• **Stealing**. Intentionally taking any action which negatively affects the academic work of another student.

• **Unauthorized Materials**. Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

• **Falsification**. Intentional and unauthorized falsification or invention of any information related in an academic exercise.

• **Assisting in Academic Dishonesty**. Intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code.

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

CONDUCT REVIEW PROCESS

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

2. The appropriate SMU official may extend timelines in this process, as warranted.

3. A student participating in a conduct hearing may not be actively represented by an attorney at any time during the Conduct Review Process. Parents or family members who are attorneys may not be present in a lawyer capacity.

4. All conduct hearings shall be closed to the general public. University staff in training may attend hearings. The Vice President for Student Affairs and/or the Dean of Student Life will have the authority to permit attendance of one or more University observers at any time during the course of the hearing.

5. If an incident involves more than one respondent, the Conduct Officer, at his or her discretion, may conduct a separate hearing for each respondent.

6. Any change in the allegation against a respondent shall be regarded as a new complaint subject to the conduct review process.

7. If a respondent fails to attend a conduct hearing, the Conduct Officer or Hearing Panel may conduct a hearing in the absence of the respondent. pr6.se (T

Standards, the Chair may grant extensions of time at any point prior to

- a. After the conclusion of the hearing, the hearing panel shall deliberate in executive session (only hearing panel members present during the session) to reach a decision.
 - i. Each hearing panel member, excluding the Chair, may vote, and all determinations shall be by majority vote.
 - ii. The hearing panel may not consider a student's prior conduct history when determining responsibility.
 - iii.

the responsibility of the student to notify any additional witnesses of the time, date, and location of the hearing.

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

The following sanctions may be implemented individually or in any combination by the hearing panel or 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.** A written notice indicating a violation of the Student Code of Conduct that is not considered part of a student's formal conduct record.
 - b. **INFORMAL RESOLUTION (FOR FIRST TIME ALCOHOL VIOLATIONS).** A written notice indicating a violation of the Student Code of Conduct that is not considered part of a student's formal conduct record. A student found responsible for a first-time alcohol violation where there are no other factors involved (such as, but not limited to, noise, failure to comply, possession of a fictitious identification card, etc.) will have his/her case resolved in an informal meeting with a Conduct Officer. The student will be given an informal resolution, parents will be notified, and the student will be asked to follow up with the Conduct Officer. Informal resolutions are kept on file in the Office of Student Conduct & Community Standards; they are not reported to outside agencies such as graduate schools or employers.
 - c. **FORMAL CONDUCT WARNING.** A written notice indicating a violation of the Student Code of Conduct that 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 Conduct Officer on a regular basis during the period of the probation.

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

- d. FINE. An individual or group may be fined any amount determined to be appropriate and commensurate with the severity of the offense. Fines resulting from an alcohol policy violation will be a minimum of \$100 and fines resulting from a drug policy violation will be \$500.
- e. DISQUALIFICATION FROM HOLDING OFFICIAL STUDENT POSITIONS OR PARTICIPATING IN UNIVERSITY ACTIVITIES. An individual or group sanctioned will be restricted from either representing the University in an intercollegiate activity, or from participation/representation in any University activity or organization.
- f. RESTITUTION. An individual or group will be required to pay a person or institution to compensate for the damage or loss of property.
- g. NOTIFICATION OF PARENT OR GUARDIAN/NATIONAL ORGANIZATION/AUTHORIZING BODY. The University may notify a student's parent or guardian, as allowed under the Family Educational Rights and Privacy Act (1974), or the national organization and/or university authorizing body for a student group, of the student or group's involvement in a policy violation.
- h. SUSPENSION OF PRIVILEGES. An individual or group will lose privileges that allow participation in specific activities, use of specific facilities, or the exercise of specific privileges.
- i.

b. Composition

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

2. **APPEALS**

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

In cases that involve both a complainant and a respondent, either party may file a written request to appeal with the Office of Student Conduct & Community Standards. The request to appeal must include the ground(s) for appeal and the basis for each. Appeals received from the complainant or respondent will be forwarded to the other party involved within one business day of the appeal being received in order to allow the other party an opportunity to provide a written response. The non-appealing party may file a written response within one (1) day of the appeal.

4. **Documentation**
 - a. The Office of Student Conduct & Community Standards will provide the University Conduct Council with a packet of documentation that must contain the following:
 - i. the original incident report and/or complaint filed with the University;
 - ii.

the complaint as a whole, and render a final determination in the matter to be returned to the Office of Student Conduct & Community Standards.

- c. Within five (5) days of receipt of the final determination from the Vice President for Student Affairs, the Office of Student Conduct & Community Standards will notify the complainant, the respondent, and the Title IX Coordinator (if applicable) in writing of the outcome of the request for review. The review will be determined by the Vice President for Student Affairs on the recommendation of the University.



issue a notice of investigation. The notice of investigation shall include: the date of the incident(s) or activity(ies) and the alleged policy violation(s).

ii. Administrative Conference - at the conclusion of the investigation the Office of Student Conduct & Community Standards will schedule an administrative conference with the president of the organization and the organization advisor to review and address the investigation findings. A summary of the investigation findings will be provided to the President at least five (5) days prior to the administrative conference.

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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.

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.

II. RETENTION OF CONDUCT RECORDS

Upon graduation or withdrawal from the University, student records in the Office of Student Conduct & Community Standards are maintained for a period of no less than seven (7) years to facilitate compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act; after which time they are destroyed. Records of students who are suspended or expelled from the University will be maintained indefinitely. Conduct records may be released to third parties pursuant to University policies and federal and state laws.

Sanctions resulting in a change of a student's standing with the University may be disclosed to third parties; those sanctions include conduct probation, deferred suspension, suspension, and expulsion. Educational sanctions assigned may also be disclosed. Sanctions not affecting a student's standing with the University will not be disclosed; those sanctions include formal and informal warnings.

Cases which result in a student receiving amnesty through the Call for Help program (medical amnesty or Good Samaritan) will not be classified as student conduct records and will therefore not be disclosed to third parties except as permitted by the student or required by the law. These records will similarly be maintained for a period of no less than seven (7) years.

Only students with a violation occurring prior to the 2016-2017 academic year, who have earned 90 academic credits and achieved senior standing may request, through a written petition, to have their conduct record expunged by the Dean of Student Life for good cause. Factors to be considered in review of such petitions shall include:

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

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

III. INTERPRETATION, REVISION, AND AMENDMENTS

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 www.usf.edu/studentaffairs/conduct at any time.

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 Conduct Officer.

Approved & Effective as of: 1 October 2013

Last Revision: 07 Aug 2017

Intellectual integrity and academic honesty are fundamental to the processes of learning

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, RAIFICATION, AND AMENDMENTS

SECTION 1: The Honor Council shall oversee the academic conduct of all undergraduate

- (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: A HORI e Honor Council has the following powers and responsibilities:

- (a)

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

ARTICLE I - HEARING RULES AND PROCEDURES

SECTION 1: GENERAL HEARING RULES

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

SECTION 2: HEARING PROCEDURES

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



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

SECTION 3: SPECIAL CONTINGENCY PROCEDURES

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

ARTICLE - PENALITIES

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.

SEC ION 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

SEC ION 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.

SEC ION 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.

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

ARTICLE I - APPEAL

SEC ION 1: Grounds for appeal are the following:

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

SEC ION 2: Only the respondent has the right to appeal.

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



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

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

ARTICLE II - 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.

code was derived in part from Kibler, W., Nuss, E., Patterson, B., and Pavela, G., *Academic Integrity in the Deans' Office: Legal, Ethical, and Practical Issues* (College Administration Publications, Inc., 1988).

POLICIES AND PROCEDURES

1. The University has enacted the following traffic rules and regulations for the safety and security of the SMU community. They apply to all students, faculty, staff, and visitors. The parking rules, approved by the Vice President of Business and Finance, will be on file in the offices of Parking and ID Card Services Office and the Police Department. The complete text of the regulations is also available on the SMU web site at www.smu.edu/parking.
2. The objective is to obtain voluntary compliance with the regulations rather than to assess fines. Fines have been enacted to deter violations.
3. The plan provides parking spaces as conveniently as possible within the available limits. No one is to be denied access to any part of the campus.
4. Students, faculty and staff are expected to be familiar with and to abide by these regulations at all times and to advise visitors of them. The fact that a violation notice is not issued when a vehicle is illegally parked does not mean nor imply that the regulation or law is no longer in effect. The motor vehicle operator is responsible for being informed about the laws and regulations in force.
5. Persons with registered vehicles are responsible for any citations issued to their vehicles. License plates are to be displayed at all times. Any unregistered vehicles parked on campus by faculty, staff or students will be cited. Repeated violations (two or more) by unregistered vehicles can result in the vehicle being towed or

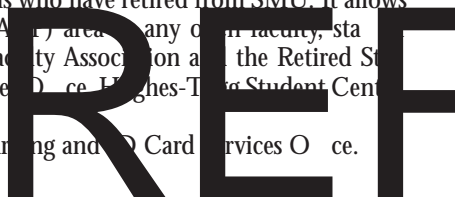
4. An unauthorized vehicle in a space reserved for disabled persons will be cited and towed at the expense of the owner/operator.

5.



5. **LAW PERMITS:** This permit authorizes parking in the Daniel Parking Center (Law), Airline Parking Center, Meadows Parking Center, the Moody Parking Center, Binkley Parking Center and AUP areas. Law permits are not valid in resident areas. Resident and non-resident permits are not valid in the Daniel Parking Center.
6. **SERVICE AND DELIVERER VEHICLES:** These vehicles are issued temporary permits for loading, unloading and SMU vehicles (service and delivery, contractors, special guests, trustee parking, visitors, etc.) and must be displayed on the rearview mirror.
7. **TEMPORARY:** This is a short term permit issued for a specific date and location.
8. **VISITOR PERMITS:** Used to designate visitors on campus.
9. **EMERITUS PERMIT:** Designates individuals who have retired from SMU. It allows them to park in any All-University Permit (AUP) area on any campus facility, state resident lot. Available through the Retired Faculty Association and the Retired Student Association or the Parking and ID Card Services Office, Hughes-Trotter Student Center, Suite 216.
10. **CONTRACTOR PERMITS:** Contact the Parking and ID Card Services Office.

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or otherwise positioned on the outside of the vehicle, except pick-up trucks, in which passengers may be seated in the truck bed if the passenger is not in violation of minimum age as defined by state law.

4. Special circumstances (loading/ unloading) vehicles will be considered, however, prior permission must be obtained. A maximum of twenty (20) minutes parking will

RESTRICTIONS

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. A permit is still required.

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. Reserved parking areas 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 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 Student Conduct & Community Standards Office for further action. **NOTE:** Students

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 SKATEBOARDS, SKATEBOARDS, RICKSHAW BIKES, AND SCOOTERS

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. All appeals must be appealed by going online to the Parking and ID Card Services website (<http://www.smu.edu/parking>) within 15 days of the citation date. Payment of the citation is required to file an appeal.
2. Decisions are based on current published parking regulations. A hearing will be held if requested.

UNIVERSITY PARK CITATIONS

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

HABITUAL VIOLATORS

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. A habitual violator may appeal the citation to the Dean of Student Life.
4. Subsequent violation of parking regulations will result in the student being referred to the Dean of Student Life for action.

VIOLATIONS AND IMPOUNDMENT POLICY

Vehicles in violation of posted restrictions (i.e., cited two times or more for parking without a current decal, parked in a fire lane, occupying a space reserved for the disabled with no visible authorization, parked in a reserved space, in a service vehicle space without a hang tag, blocking traffic flow or a danger to the safety of others) will be towed, immobilized or impounded at the owner's expense. Arrangements to retrieve the vehicle must be made at the Parking and ID Card Services Office during regular business hours or SMU Police Department all other hours.

All tows are made by a licensed towing service. SMU is not responsible for any damage sustained as a result of a tow. The tow service accepts responsibility for the vehicle during the towing process.

ABANDONED VEHICLES

Any vehicle parked on University property without University permission for a period of 48 hours or more is considered abandoned under state law and can be towed from the campus at the owner's expense. After the vehicle is towed, the owner who is listed on the state registration of the vehicle will be informed about location of the vehicle via certified mail. Failure to claim the vehicle from the storage company within 20 days of the notice will result in the vehicle becoming the property of the storage company. Vehicles that are not in driving condition are not allowed to be stored on University property. Vehicles that are under repair are not to be stored on SMU property.

BOATS, TRAILERS, MOBILE HOMES, AND BUSES

Students may not store or park a boat or trailer on campus. Permission to temporarily park a mobile home on campus will be granted by Parking and ID Card Services on a specific-need



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

The SMU Police Department is a fully empowered law enforcement agency that is certified by the State of Texas. SMU Police Officers are armed, state-commissioned peace officers with full police authority, duties and responsibilities. The SMU Police Department provides 24-hour emergency services with patrol officers and a communications officer on duty at all times. The department consists of 36 staff members; 30 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.

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

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/office phone lines.

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.

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 [http://www.smu.edu/campus](#))

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 brie ng.

CRIME ALERT (On Campus)

SMU may post a Crime Alert (On 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 to Issue a Crime Alert

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 to Issue a Crime Alert

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 *Dallas Morning News* 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 check. 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.

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.

Academic Appeals [Academic Appeals](#) [Request for Waiver of Academic Policy](#)

Academic Grievance [Academic Grievance](#)

Harassment Complaint [Harassment Complaint](#)

Complaints [Complaints](#)

Academic Grievance, Academic Appeals, Petitions, Student Grievance, Disciplinary Appeals [Academic Grievance, Academic Appeals, Petitions, Student Grievance, Disciplinary Appeals](#)

Academic Grievance, Academic Appeals, Petitions, Student Grievance, Disciplinary Appeals [Academic Grievance, Academic Appeals, Petitions, Student Grievance, Disciplinary Appeals](#)

Discrimination [Discrimination](#)
 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.

Petitions [Petitions](#) [Request for Waiver of Academic Policy](#)

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.

Ac and regulations are very lengthy, and for that reason SMU has issued guidelines that are available at the University Registrar's FERPA website (www.smu.edu/registrar/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 www.smu.edu/registrar/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 www.smu.edu/registrar/ferpa. 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 www.smu.edu/registrar/ferpa.

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www.smu.edu/registrar/ferpa

Southern Methodist University (SMU) will not discriminate in any employment practice, education program, education activity, or admissions on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or veteran status. SMU's commitment to equal opportunity includes nondiscrimination on the basis of sexual orientation and

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In addition, the following officials are some of the persons at SMU who are required by the federal Clery Act to serve as Campus Security Authorities and notify SMU Police when a case of sexual assault, domestic violence, dating violence or stalking has been reported. However, they are not required to provide the name of the person reporting the case.

- [214-768-3333](tel:214-768-3333)
(for criminal reporting)
- [214-768-3601](tel:214-768-3601)
(for internal grievance information/reporting)
- [214-768-4512](tel:214-768-4512)
- [214-768-4792](tel:214-768-4792)

Confidentiality Resources

The following resources must honor confidentiality, except under very limited circumstances such as an imminent threat of danger to self or others.

- [214-768-2277](tel:214-768-2277) (an emergency contact number is provided at all hours)
- [214-768-4502](tel:214-768-4502)

Confidentiality Resources

- [972-641-7273](tel:972-641-7273) (24-hour hotline)
- [972-641-7273](tel:972-641-7273) (24-hour hotline)

Anonymous Reporting

Those who wish to anonymously report information may call the SMU Police Silent Witness Program at 214-768-2TIP (2847) or submit a report online at <https://www.smu.edu/silentwitness> through the Silent Witness Form, <https://www.smu.edu/silentwitness>. Anonymous reports also may be emailed to anonymous@smu.edu or mailed to the Title IX Coordinator, P.O. Box 750200, Dallas, TX 75275-0200.

DEFINING SEXUAL ASSAULT AND CONSENT

SMU strictly prohibits sexual misconduct, including sexual assault. SMU is committed to maintaining a campus where sexual assault does not occur. However, studies have shown that sexual assault is an underreported crime nationwide and that sexual assaults reported on college campuses often involve students who know one another. SMU seeks to provide a supportive environment for students to come forward to report any violations and to obtain help. All campus community members should be aware that sexual assault can happen to

intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Please see “Sexual Misconduct Definitions and Examples” for more information.

Consent is defined as the voluntary agreement of a person to engage in a particular sexual activity. Consent must be given by a person who is capable of giving consent, meaning they are of legal age, mentally competent, and not under the influence of alcohol or drugs. Consent is specific to the act and can be withdrawn at any time.

A sexual interaction is considered consensual when individuals willingly and knowingly engage in the interaction. Someone who is incapacitated (by alcohol, drug use, unconsciousness, disability, or other forms of helplessness) cannot consent. Consent cannot be procured by the use of physical force, compulsion, threats, intimidating behavior or coercion. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or previous consent for sexual activity is not consent to sexual activity on a different occasion. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person. Silence or absence of resistance is not consent. Consent can be withdrawn at any time. Previous consent does not mean ongoing consent. For example, consent to certain acts does not mean consent to the same acts later in the same evening.

It is a criminal offense for a person to engage in sexual intercourse with another person if the person is under the age of 20 and the actor is at least 10 years older than the victim. This offense is classified as a Class C misdemeanor, punishable by a fine of up to \$500.00.

For the definition of sexual assault under Texas' Penal Code, see [Section 22.011](#) of the Texas Penal Code.

GETTING HELP IN CASE OF SEXUAL ASSAULT

It is critical that any student who has experienced sexual assault find safety and seek medical attention immediately. Students also are urged to report sexual assault to police as soon as possible, 911 or 214-768-3333. See “Reporting to Police” for more information.

Police officers are trained to respond to sexual assault reports. They will take a report, collect evidence, and interview the victim. The victim's statement is a key piece of evidence. It is important to provide a clear and accurate account of what happened.

Support services are available for victims of sexual assault.

Victims of sexual assault are urged to obtain medical care and a sexual assault exam that preserves forensic evidence as soon as possible. Time is of the essence because certain types of evidence can dissipate or become unavailable.

If victims do not opt for forensic evidence collection, health care providers still can treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases. Obtaining a forensic exam does not require a person to file a police report, but it will help preserve evidence in case he or she decides at a later date to do so.

To preserve evidence before obtaining a sexual assault exam: Do not change clothes, bathe, shower or douche; do not eat, drink or use toothpaste or mouthwash; do not wash clothing, bed sheets, pillows or other potential evidence.

At Texas Health Presbyterian Hospital Dallas, 8200 Walnut Hill Lane, a certified Sexual Assault Nurse Examiner (SANE) will provide medical care and a sexual assault exam; call 214-345-6203 or visit <http://www.thp.org>.

- The Dallas Area Rape Crisis Center (DARCC) is a community resource that provides confidential counseling and can assist students at Presbyterian Hospital Dallas; call 972-641-7273 (available 24/7) or visit www.darcc.org.

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circumstances of the incident and the alleged perpetrator in order to aid the investigation and build a criminal case.

In their operations and criminal investigations, SMU Police follow state and federal

SMU Police officers are sworn police officers, licensed by the Texas Commission on Law Enforcement Officer Standards and Education, who have the responsibility and duty to enforce campus regulations and all local, state and federal laws. SMU Police patrol campus 24 hours a day, seven days a week. The department coordinates actions with neighboring agencies and criminal investigations with the Dallas County District Attorney's Office. Emergency blue-



in the same circumstances from opposing practices prohibited by the Title IX Harassment Policy. Any individual or group of individuals engaging in retaliation can be held responsible. Examples of conduct which may be retaliation include, but are not limited to:



- “Quid pro quo sexual harassment” means “this for that.” An example of this form of sexual harassment occurs if a member of the faculty (or staff member) stipulates that one’s grade or performance rating (or participation on a team, in a play, etc.) will be based on whether one submits to unwelcome sexual conduct. Whether one refuses a sexual demand or submits to it is not relevant; the conduct violates the law.

Sexual Harassment: Includes sexual harassment, gender-based harassment, sexual violence, sexual assault, dating violence, domestic violence, stalking and sexual exploitation.

Sexual Violence: A physical sexual act perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment prohibited by Title IX and the University’s Title IX Harassment Policy.

Sexual Coercion: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

Sexual Assault:



Harassment that violates SMU policy goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently severe or pervasive as to limit unlawfully an individual's ability to participate in or benefit from the activities of SMU. Further, one must evaluate such conduct from the perspective of a reasonable person in the alleged victim's position, taking into account the totality of the circumstances involved in a particular matter.



A licensed substance abuse counselor is available to assist SMU students who may be “at

- 4) REFERRAL/AFTER-CARE: Based on assessment, counselors will assist students in finding specialized care.
- 5) CAMPUS AWARENESS: Counselors work with student organizations to coordinate projects to focus attention on the dangers of alcohol and drug abuse and the problems of dependency.
- 6) SUPPORT GROUPS: Counselors support self-help groups and refer students to a wide range of support groups in the community, as dictated by the needs of the individual. An on-campus SMU Student Recovery Support Group is available as well as off-campus AA meetings and other 12-step groups.
- 7) EDUCATION: Presentations are given about alcohol and other drugs, chemical dependency and substance abuse topics. Counselors utilize social norms marketing to correct student misperceptions about alcohol use.
- 8) TRAINING: Students, faculty and staff are trained to deal with others they believe may have a substance abuse or dependency problem.
- 9) PEER EDUCATORS: SMU supports a peer education program in which students provide prevention education on campus and in the surrounding community.
- 10) COLLEGIATE RECOVERY: The Collegiate Recovery Community (CRC) at SMU supports students who are seeking recovery or in recovery from substance use disorders, mental health concerns, behavior (process) addictions and other quality-of-life concerns. The CRC provides an affirming environment where students can pursue academic and personal success and improved quality of life. To learn about the CRC at SMU please call (214) 768-1490.

Additional information is available in the Dr. Bob Smith Health Center at SMU, from 8:30 a.m. to 5:00 p.m. Monday through Friday; (214) 768-1506 or (214) 768-2393.