



*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 <https://smu.edu/studenthandbook> 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,

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# SCHOOLS OF THE UNIVERSITY

## **Cox School of Business**

**Dean:** Matthew B. Myers  
200 Fincher Building  
(214) 768-3012  
<https://www.smu.edu/Cox>

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

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

## **Dedman School of Law**

**Dean:** Jennifer M. Collins  
Dean's Suite, Storey Hall  
(214) 768-2621  
<https://www.smu.edu/Law>

## **Lyle School of Engineering**

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

## **Meadows School of the Arts**

**Dean:** Samuel Holland  
3<sup>rd</sup> Floor, Greer Garson Theatre

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# UNIVERSITY LIBRARIES

The SMU Libraries offer access to several million books and hundreds of online research databases. SMU faculty, students and staff can access these resources both on- and off-campus. There are a variety of study spaces in the six libraries ranging from quiet space to collaborative study areas.

For further information, please visit the SMU libraries website at <https://www.smu.edu/libraries>.

## ***Library Administration***

**Dean:** Holly Jeacock

<https://www.smu.edu/libraries>

Phone: (214) 768-2401

## ***Bridwell Library (Perkins School)***

**Director:** Anthony Elia

<https://www.smu.edu/bridwell>

Phone: (214) 768-1866

## ***Business Library (Cox School)***

**Director:** Sandy Miller

<https://www.smu.edu/libraries/business>

Phone: (214) 768-4107

## ***DeGolyer Library (Special Collections)***

**Assistant Dean for Collections & Director:** Russell L. Martin III

<https://www.smu.edu/libraries/degolyer/>

Phone: (214) 768-3637

## ***University Archives***

**Archivist:** Joan Gosnell

<https://www.smu.edu/libraries/degolyer/archives>

Phone: (214) 768-2261

## ***Fondren Library (Main Library)***

**Director & Head of Research Services:** Elizabeth Killingsworth

<https://www.smu.edu/libraries/fondren/>

Phone: (214) 768-2329

## ***Hamon Arts Library (Meadows School)***

**Director:** Jolene de Verges

<https://www.smu.edu/libraries/hamon/>

Phone: (214) 768-3813

## ***Underwood Law Library (Dedman Law)***

**Associate Dean & Director:** Gregory Ivy

<https://www.smu.edu/law/library/>

Phone: (214) 768-3383

## ***Ft. Burgwin Library (SMU-in-Taos)***

<https://www.smu.edu/libraries/burgwin>

Phone: (575) 737-0163



# ACADEMIC SUPPORT SERVICES

## *University Advising Center*

### **Director:**

Ellen Richmond      erichmond@smu.edu      408M Blanton      8-2116

### **Administrative Assistant:**

Melissa Dale      mdale@smu.edu      408 Blanton      8-2291

<https://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 appointments and advisors welcome drop-in visits.

### **Academic Advisors**

Dr. Scott Bartlett	sbartlet@smu.edu	408H Blanton	8-1526
Josh Beaty	jbeaty@smu.edu	408Q Blanton	8-4009
Kate Bell-Miller	kebell@smu.edu	408N Blanton	8-4194
Dr. Susan Harris (UHP)	sharris@smu.edu	408C Blanton	8-2305
Janet Hopkins	jhopkins@smu.edu	408K Blanton	8-1272
Beth McConville	bmconville@smu.edu	408D Blanton	8-2815
Sheumona Miller	swmiller@smu.edu	408P Blanton	8-4143
Dee O'Banner	obanner@smu.edu	408E Blanton	8-1516
Dania Ortiz	daniao@smu.edu	408B Blanton	8-2625
Dr. Alyssa Reiman	areiman@smu.edu	408F Blanton	8-1970
Jeanene Renfro	jeanene@smu.edu	408J Blanton	8-2103
Prisna Virasin	pvirasin@smu.edu	408L Blanton	8-4959

### **Pre-Law Advising**

Janet Hopkins      jhopkins@smu.edu      408K Blanton      8-1272

### **Office of Pre-Health Advising**

#### **Director:**

Pamela McNulty      pmcnulty@smu.edu      135 Dedman Life Sci      8-4604

#### **Administrative Assistant:**

Gwen LaCroix      glacroix@smu.edu      135 Dedman Life Sci      8-4604

### **Lyle School of Engineering**

#### **Office of Undergraduate Advising and Student Records**

#### **Director:**

Dr. LaDonna Moore      lrmoore@smu.edu      253 Caruth Hall

## ***Student Academic Success Programs (SASP)***

<https://www.smu.edu/sasp/>

**Executive Director:** Sue Bierman, PhD.

Ph. (214) 768-1047

### ***e Altshuler Learning Enhancement Center (A-LEC) and e Academic Center for Excellence (ACE)***

#### ***A-LEC***

202 Loyd Center

**Director:** Adreana Julander Ph. (214) 768-1044

Student Appointments: (214) 768-3648

Business Office: (214) 768-6725

The Student Academic Success Programs area 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 and ACE provide free drop-in workshops to allow students to improve their study skills and tutoring is provided by SMU undergraduate and graduate 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, Learning Specialists offer individual appointments.

#### ***Writing Center***

202 Loyd Center

<https://www.smu.edu/WritingCenter>

**Director:** Lydia Allen

Ph. (214) 768-1006

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 necessary in order to reserve a half-hour tutorial and can be made through Canvas. Drop-in lab assistance is also available.

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

<https://www.smu.edu/alec/dass>

202 Loyd Center

Ph. (214) 768-1470

**Director:** Alexa Taylor

Ph: (214) 768-1918

#### **Disability Accommodations Coordinators:**

Michelle Bufkin

Ph: (214) 768-1232

Tomasine Sam

Ph: (214) 768-2075

Karen Turbeville

Ph: (214) 768-4557

**Learning Disabilities Specialist:** David Tylicki

Ph: (214) 768-4773

**Administrative Coordinator:** 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.

#### ***Student Persistence and Achievement (SPA)***

<https://www.smu.edu/spa/>

Armstrong Commons

Ph. (214) 768-4032

**Director:** Matt Robinson

Ph: (214) 768-4009

Recognizing that everyone comes to college with different educational experiences, the Academic Center for Excellence (ACE) sponsor programs focused on those who identify as first-generation college students, may need assistance in adjusting to an urban city, or seek assistance in fully utilizing campus resources, be they academic, financial, or social. ACE is also the home of SMU's Rotunda Scholars program.



# UNIVERSITY SERVICES

## ***SMU Bookstore***

**Manager:** Mary Mebus  
3060 Mockingbird Lane  
<https://smu.bnccollege.com>

Ph: (214) 768-2435

## ***Dining Services***

**Senior Director:** Todd Robison  
**Registered Dietician:** Rachel Kolm  
Umphrey Lee Building, Rm 101  
<https://smu.campusdish.com>

Ph: (214) 768-4351

Ph: (214) 768-4349

Ph: (214) 768-1494

## ***Financial Aid***

**Director:** Marc Peterson  
Blanton Student Services Bldg, 1st Floor  
<https://www.smu.edu/nancialaid/>

Ph: (214) 768-3417

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

**Director:** Patrick Cullen  
6210 N. Central Expressway  
<https://images.smu.edu>

Ph: (214) 768-3400

## ***Parking & ID Card Services***

**Director:** Mark Rhodes  
Hughes-Trigg Student Center- 2nd Floor  
<https://www.smu.edu/parkingid>

Parking: (214) 768-7275

ID Cards: (214) 768-7669

## ***Postal Center***

**Manager:** Marcus Smith  
Hughes-Trigg Student Center - 2nd Floor  
<https://images.smu.edu/?page=postal>

Ph: (214) 768-4450

## ***SMU Police Department***

**Chief:** Jim Walters  
Patterson Hall, 2nd Floor  
<https://www.smu.edu/pd/>

EMERGENCY: Call 911

Dispatch: (214) 768-3388

(Non-Emergencies)

## ***Student Employment***

**Coordinator:** Jennifer Gomez  
Blanton Student Services Bldg, Rm 119A  
<https://www.smu.edu/EnrollmentServices/FinancialAid/TypesOfAid/StudentEmployment>

Ph: (214) 768-3384

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

**Executive Director & University Bursar:** Albert Jabour  
Blanton Student Services Bldg, Rm 220  
<https://www.smu.edu/bursar/>

Ph: (214) 768-3417

## OFFICE OF THE VICE PRESIDENT

**Vice President for Student Affairs:** Dr. K.C. Mmeje

Perkins Administration Building, Suite 203

<https://www.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 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.

## CAREER DEVELOPMENT

**Hegi Family Career Development Center**

**Exec Director:** Dr. Crystal Clayton

<https://www.smu.edu/career/>

Hughes-Trigg Suite 200

Ph: (214) 768-2266

## STUDENT ENGAGEMENT & SUCCESS

**Asst VP / Chief of Staff:** Dr. Adam Cebulski

<https://www.smu.edu/studentaffairs/>

Perkins Admin, Suite 203





## ***Social Change & Intercultural Engagement***

**Director:** Erica Zamora  
<https://www.smu.edu/multicultural/>

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

## ***e Student Experience***

**Director:** Dr. Lindsey Koch  
<https://www.smu.edu/newstudent/>

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

## ***Women & LGBT Center***

**Director:** Dr. Sidney R. Gardner  
<https://www.smu.edu/womenandlgbtcenter/>  
<https://www.smu.edu/WomensSymposium/>

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

## **STUDENT WELLBEING & SUPPORT**

### ***Dean of Students Office***

**Assoc VP & Dean:** Dr. Melinda Sutton Noss  
<https://www.smu.edu/studentlife/>

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

### ***Dedman Center for Lifetime Sports***

**Exec Director:** Jorge Juarez  
<https://www.smu.edu/recsports/>

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

### ***Health Services / Dr. Bob Smith Health Center***

**Assoc Dean / Exec Dir:** Dr. Randolph P. Jones  
Outpatient Medical Clinic  
Counseling Services  
<https://www.smu.edu/healthcenter/>

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

### ***Student Support, Advocacy, & Accountability***

**Assoc Dean & Director:** Dr. Evelyn L. Ashley  
<https://www.smu.edu/studentconduct/>

Hughes-Trigg Suite 302  
Ph: (214) 768-4563

### ***Student Support (CCC Program)***

**Director:** Elsie Johnson  
<https://www.smu.edu/deanofstudentsccc/>

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

### ***Violence Prevention & Support Services***

**Director:** Tawny Alonzo  
<https://www.smu.edu/studentlife>

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

## **RELIGIOUS LIFE**

### ***Chaplain & University Ministries***

**Chaplain:** Dr. Stephen W. Rankin  
<https://www.smu.edu/chaplain/>

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

## **RESIDENCE LIFE**

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

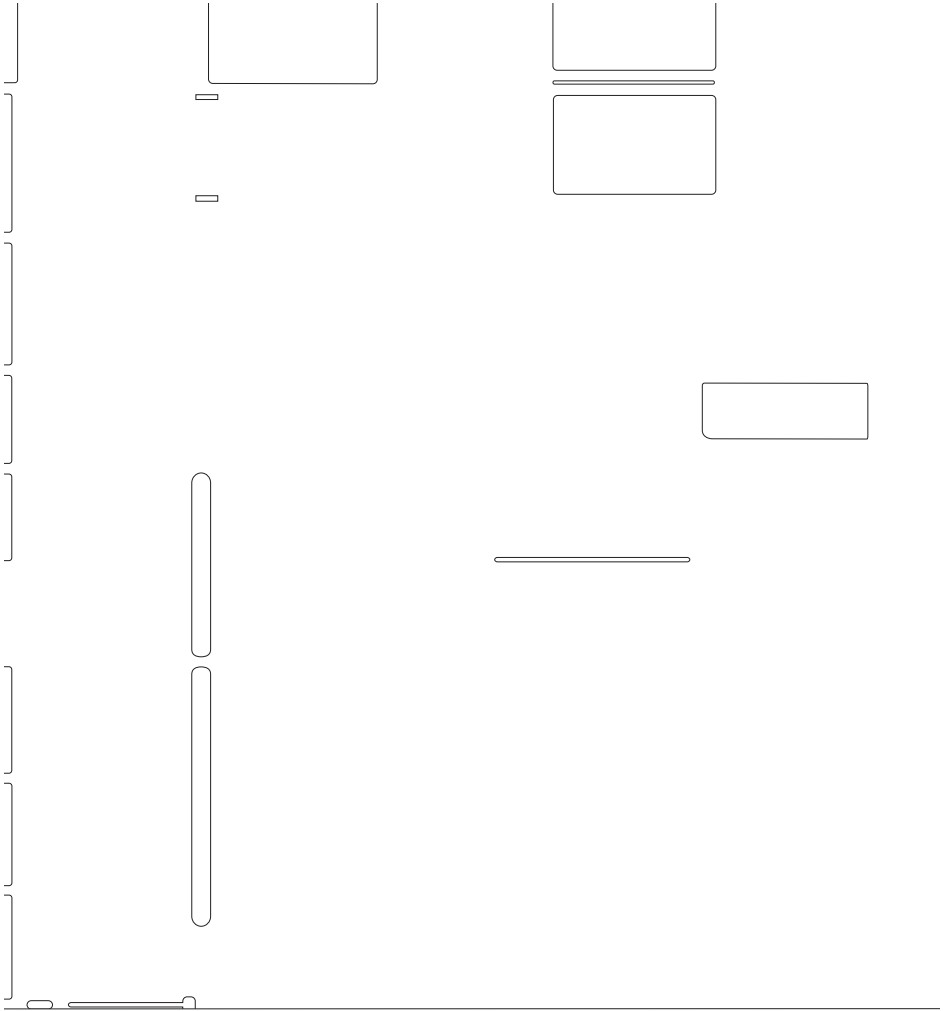
**Asst VP / Dean:** Melinda Carlson  
<https://www.smu.edu/housing/>

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

# SMU CAMPUS MAP - LEGEND

- 1 Dallas Hall
- 2 Daniel Parking Center
- 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 Kennemer Fountain
- 12 SMU Flagpole
- 13 Virginia-Snyder Commons
- 14 Shuttles Hall
- 15 Smith Health Center
- 16 Peyton Hall
- 17 Mary Hay Hall
- 18 Greer Garson eatre
- 19 Hamon Arts Library
- 20 Owen Arts Center
- 21 Smith Hall
- 22 Perkins Hall
- 23 Bridwell Library
- 24 Perkins Chapel
- 25 Martin Hall
- 26 Kirby Hall
- 27 Hillcrest Parking Center (*Under Construction*)
- 28 Selecman Hall
- 29 Prothro Hall
- 30 Moore Hall
- 31 SMU Apartments #5
- 32 SMU Apartments #4
- 33 Heroy Science Hall
- 34 Fondren Science Building
- 35 Dedman Life Sciences Building
- 36 Airline Parking Center
- 37 Late Fountain
- 38 Hyer Hall
- 39 Laura Bush Promenade
- 40 Fondren Library Center (*DeGolyer Library*)
- 41 Annette Caldwell Simmons Hall
- 42 Harold Clark Simmons Hall
- 43 Ford Hall (*Under Construction*)
- 44 Clements Hall
- 45 Hughes-Trigg Student Center (*Centennial Hall*)
- 46 Patterson Hall (*SMU Police*)
- 47 Maguire Building
- 48 Crow Building
- 49 Fincher Building
- 50 Crain Family Centennial Promenade
- 51 Caruth Hall
- 52 Embrey Engineering Building
- 53 Junkins Engineering Building
- 54 Turner Centennial Quadrangle
- 55 Blanton Student Services Building
- 56 Crain Fountain
- 57 Boaz Commons
- 58 Collins Center (*Crum Auditorium*)
- 59 Sigma Chi
- 60 Indoor Performance Center (*Opens Aug 2019*)
- 61 Binkley Parking Center
- 62 Morrison-McGinnis Commons
- 63 McElvaney Commons
- 64 Cockrell-McIntosh Commons
- 65 Morrison-Bell Track
- 66 Westcott Field
- 67 Meadows Museum
- 68 Meadows Parking Center
- 69 Loyd All-Sports Center
- 70 Ford Stadium
- 71 Future Development
- 72 Delta Gamma
- 73 Kappa Kappa Gamma
- 74 Panhellenic House #2
- 75 Chi Omega
- 76 Gamma Phi Beta
- 77 Alpha Chi Omega
- 78 SMU Childcare Center
- 79 Panhellenic House #1
- 80 Pi Beta Phi
- 81 Kappa Alpha eta
- 82 Delta Delta Delta
- 83 Dawson Service Center
- 84 Beta eta Pi
- 85 SMU Service House
- 86 Dyer House
- 87 Sigma Alpha Epsilon
- 88 Phi Delta eta
- 89 Phi Gamma Delta
- 90 Alpha Epsilon Pi
- 91 Sigma Phi Epsilon
- 92 Kappa Sigma
- 93 Kappa Alpha Order
- 94 Moody Parking Center
- 95 Mustang Plaza and Mall
- 96 Miller Event Center
- 97 Moody Coliseum
- 98 Crum Basketball Center
- 99 Dedman Center for Lifetime Sports
- 100 Mustang Parking Center
- 101 Doak Walker Plaza
- 102 Mustang Band Hall
- 103 Arnold Dining Commons
- 104 Armstrong Commons
- 105 Kathy Crow Commons
- 106 Loyd Commons
- 107 Crum Commons
- 108 Ware Commons
- 109 SMU Bookstore
- 110 Tennis Complex
- 111 Data Center
- 112 George W. Bush Presidential Center
- 113 6210 N. Central Expressway
- 114 6200 N. Central Expressway
- 115 5539 SMU Boulevard
- 116 5538 Dyer Street
- 117 Expressway Tower
- 118 Robson & Lindley Aquatics Center
- 119 Crum Lacrosse and Sports Field
- 120 Highland Park United Methodist Church

# SMU CAMPUS MAP



# 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 honesty.

Fundamental to any higher learning community is academic honesty. An environment free from giving or receiving unauthorized aid is fundamental to the process of learning and evaluating academic performance.

- Moral courage.

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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 any way, and the President is authorized to act at his/her sole discretion in conducting such review and in deciding what action is appropriate.

The Code of Conduct applies to student behavior both on and off the campus of Southern Methodist University, including travel on University-sanctioned trips. Students traveling on University-sanctioned trips are representing Southern Methodist University and are expected to make responsible decisions regarding behavior so t,urt,(i)0.5 yd w t10 htedbookciding what2a

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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.

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

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

##### **A. PERSONAL RESPONSIBILITY**

**1. Alcohol.** 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 approved by the Vice President for Student Affairs for those persons 21 years of age and older. Such exceptions to the alcohol policy will be handled in accordance with the Procedures for the Sale and Service of Alcohol, which may be accessed online at <https://www.smu.edu/StudentAffairs/VPSA/Alcohol>. (See <https://www.smu.edu/policy> for full policy.)

**2. Community Standards.** Violating the Community Standards outlined by the Department of Resident Life and Student Housing. (See <https://www.smu.edu/StudentAffairs/Housing/eHandbook/CommunityStandards> for full policy.)



**11. Weapons.** Violating the University's 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 <https://www.smu.edu/policy> for full policy.)

**12. Motorized Vehicles.** Violating the University's Vehicle Regulations (See pg. 41 of this PDF for full regulations).

## **B. INTELLECTUAL INTEGRITY**

**1. Emergency Equipment.** Tampering with or misusing re- ghting equipment, including re suppression systems (i.e., sprinklers), call boxes, emergency exits, or warning devices, or creating any hindrance of emergency procedures that is a threat to the community.

**2. Entertainment.** Engaging in entertainment on campus by strippers or other such dancers whose activities fall outside of the educational mission of the University.

**3. Failure to Comply.** Failing to comply with reasonable requests from University sta or administrators, including the completion of conduct-related sanctions. Students are expected to respond promptly to all correspondence from the University and its o cials and are expected to maintain current addresses, both for U.S. mail and e-mail, on le with the Registrar's O ce.

**4. Hazing.** Hazing, being hazed, and/or failing to report hazing incidents. "Hazing" means any intentional, knowing, or reckless act, occurring on or o the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, a liating with, holding o ce in, or maintaining membership in any organization whose members are or include students at an educational institution.

**5. Identi cation.** Purchasing, possessing and/or using false identi cation or another person's identi cation. SMU IDs may not be used by anyone but the student pictured on the ID card for the use of SMU facilities. ID cards may not be altered. Likewise, personal accounts programmed onto SMU ID cards are for use at the discretion of the student on campus or at authorized locations o campus, pursuant to the rules under which the accounts were formed, including Pony Express Accounts.

**6. Interference.** Interfering with or disrupting an University teaching, research, administrative, disciplinary, public service, learning, or other authorized activity.

**7. Trespassing.**



**2. Discrimination.** Harassing any member of the community related to race, color, religion, national origin, sex, age, disability, genetic information, veteran status, sexual orientation, or gender identity and expression. Due to the University's commitment to freedom of speech and expression, harassment is more than insensitivity or conduct that offends or creates an uncomfortable situation for certain members of the community. (See <https://www.smu.edu/policy> for University Policy 3.1, "Nondiscrimination, Affirmative Action, and Equal Opportunity Policy.")

**3. Harassment.** Engaging in harassment, whether physical, psychological, verbal, written or digital-based, which is beyond the bounds of protected free speech, and

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.
8. As necessary, hearings and appeals will go forward during summer through

### **C. Noti cation of a Conduct Hearing**

No less than ve (5) days prior to the Conduct Officer or Conduct Board Hearing (“hearing”), the Office of Student Conduct & Community Standards shall provide to the complainant and the respondent a written *Noti cation of Hearing*, which shall include the date, time, and location of the hearing, taking into account the class schedule of each party, in addition to the date of the incident, and the alleged violation(s) of the Code of Conduct.

The Noti cation of a Conduct Hearing will be delivered via email to the SMU email address on record with the University Registrar for a student, and may also be delivered via courier or US Mail.

With the written agreement of the respondent, and, if applicable, the complainant, and at the discretion of the Conduct Officer or Hearing Panel, the right to receive noti cation of a conduct hearing no less than ve days prior to a hearing may be waived.

When the respondent is a student organization, the Noti cation of a Conduct Hearing will be sent to the student organization president and the SMU faculty/student advisor.

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

The Conduct Officer shall meet with the respondent, and the complainant, if one exists other than the University. At his or her discretion, the Conduct Officer may meet with the complainant and the respondent separately.

Video and/or teleconferencing for Conduct Officer Hearings will be permitted, at the discretion of the Office of Student Conduct & Community Standards, if classes are not in session and/or unusual circumstances exist which would prevent the student from appearing in person.

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.

The Conduct Officer may determine the outcome of the case administratively by assigning responsibility and sanctions.

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 or if the outcome would be best determined by the University Conduct Board.

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

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

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

#### **2. Composition of a Hearing Panel**

- a. Hearing panels are composed of any combination of ve students, faculty, and staff, with students comprising the majority of the hearing panel. Hearing panel members are randomly selected by the Office of Student Conduct & Community Standards from the members of the University Conduct Board.

- b. The Office of Student Conduct & Community Standards shall appoint the Chair of each hearing panel. The Chair is a non-voting member of the hearing panel.
- c. In each University Conduct Board Hearing, the Office of Student Conduct & Community Standards will appoint a University Representative to record the hearing. The University Representative will also ensure that the procedures are not in violation of student rights.

### **3. Quorum Requirements for a Hearing Panel**

- a. Quorum for a hearing panel shall be five (5) voting members of the Board (in any combination).
- b. If fewer than five (5) voting members of the Board are present at the opening of a hearing, the hearing may be postponed until five (5) voting members can be convened, or, upon written agreement of the chairperson, complainant, and respondent, the requirements in this subsection may be waived.
- c. Any member of a hearing panel may recuse him or herself voluntarily. Participation of a hearing panel member can also be challenged by a complainant or respondent. If there is no quorum due to a member's recusal or removal, the hearing will be delayed until an alternate member of the University Conduct Board can be selected.

### **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., B., 13. of the Code of Conduct for failing to comply with requests from University staff.
- c. No less than three (3) days prior to the hearing, the complainant and the respondent may each present to the Office of Student Conduct & Community Standards copies of all documents to be introduced at the hearing as well as a list of those witnesses whose testimony will be presented in person or by summation, including a brief summary of anticipated testimony.
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## 5. Hearing Procedures

- a. The Chair of a Board shall maintain order for the proper conduct of the hearing and, when necessary, may expel disruptive individuals or adjourn the hearing to a later time to assure the full development of facts in a calm, deliberate setting.
- b. A Conduct Officer and/or University Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, 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 Students or his or her designee to be appropriate.
- c. At the discretion of the Office of Student Conduct & Community Standards, the Chair may grant extensions of time at any point prior to the commencement of the hearing to permit reasonable 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.
- d. At the discretion of the Office of Student Conduct & Community Standards, the complainant and/or respondent may be granted an extension of time to provide additional evidence to the University Conduct Board.
- e. 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.

## 6. Statements and Witnesses

- a. The Chair shall permit the introduction of any relevant testimony and documents.
- b. The Chair shall resolve any procedural issues with discretion and, if applicable, may consult with the Office of Student Conduct & Community Standards regarding such.
- c. The purpose of the University Conduct Board hearing is to address behavior(s), not student character. Therefore, only information that is relevant to the incident, including witness testimony, will be considered during a hearing. Character witnesses, statements, and reference letters will not be considered.
- d.

f.

reporter to be present to transcribe the University Conduct Board Hearing or to transcribe the audio recording of the hearing. The Office of Student Conduct & Community Standards shall store the recording and any transcript for as long as the file is kept. Deliberations of the University Conduct Board after the hearing may not be recorded or transcribed.

**F. Rights of a Student in the Conduct Review Process**

1. Respondents will be provided a written notice of charges prior to a hearing.
2. Complainants and Respondents will be provided a list of witnesses who will be asked to provide information at a hearing, as well as the opportunity to review all written evidence prior to the hearing.
3. Complainants and Respondents will be afforded an opportunity to present evidence or to call witnesses not already called by the University to testify or submit written statements. All witnesses must have the prior approval of the Office of Student Conduct and Community Standards before participating in a hearing. Witnesses should have first-hand knowledge of the incident. It is 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

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. 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. DISCIPLINARY VIOLATION (DV) TRANSCRIPT RECORD. If the nature of the offense so warrants, a notation indicating a disciplinary violation will be recorded on a student's academic transcript. The notation will remain for the time he/she is enrolled at the University and for three (3) years following his/her 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.
- j. EDUCATIONAL SANCTION. The objective of an educational sanction is to provide opportunities for education, reflection, and rehabilitation; and is selected to be commensurate with the offense.
- k. CAMPUS RESOURCE REFERRAL. A student or group may be required to contact an individual or department on campus.
- l. DRUG TESTING. A student may be subject to random on-going drug testing. The number of tests/dates will be determined by the Office of Student Conduct & Community Standards and the Dr. Bob Smith Health Center. The fee for drug testing will be included in the fine assessed at the time of adjudication. Any missed test, diluted test, or positive test may result in immediate suspension from the University.

**H. H.**

### **3. Grounds for Requesting an Appeal**

The University Conduct Council may grant an appeal to the complainant or the respondent or both on finding that (i) any one or more of the following circumstances exist and (ii) the mere existence of the circumstance(s) would significantly change the University Conduct Board's findings and recommended sanction, if any:

- a. Erroneous findings of fact;
- b. Procedural irregularities in the Conduct Review Process that denied one or both parties a fair hearing;
- c. New and relevant evidence not known at the time of the hearing;
- d. Recommendation of a sanction that is either unreasonably harsh or inadequate.

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

- 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. any and all documents accepted by the Conduct Officer or Hearing Panel, and taken into consideration when determining the outcome of the hearing;
  - iii. any audio recording and/or transcript of the hearing, if either exists;
  - iv. the written request for an appeal explaining the grounds for appeal; and
  - v. any written response provided by the non-appealing party.
- b. Only those members of the University Conduct Council who have participated in training shall sit as the appellate body.
- c. The University Conduct Council shall base its findings and recommendations on the following:
  - i. either party's written request for an appeal;
  - ii. any summary of the hearing prepared by the Conduct Officer or Hearing Panel; and
  - iii. the packet of required documentation prepared by the Office of Student Conduct & Community Standards.
- d. At its discretion, the University Conduct Council may schedule a hearing and allow oral statements. The University Conduct Council may determine the presenters and the amount of time allowed for each statement.

### **5. Determination of Appeal**

- a. Within fifteen (15) days of the date of the receipt of the appeal packet from the Office of Student Conduct & Community Standards, the University Conduct Council shall recommend to the Vice President of Student Affairs one of the following actions:
  - i. Dismissal or remand of the case based on a finding that there were such procedural irregularities during the Conduct Review Process that one or both parties were clearly denied a fair hearing;
  - ii. Dismissal or remand of the case based on a finding that there were erroneous findings of fact;

- iii. Lowering or increasing the sanction(s) imposed based on a finding that the recommendation of a sanction is either unreasonably harsh or inadequate;
  - iv. Remanding the case to the original Conduct Officer or Hearing Panel based on the finding that there exists significant new and relevant information regarding the allegation(s) discovered between the conclusion of the original hearing and the time of the appeal.
  - v. Upholding the findings and recommended sanctions, if any, of the Conduct Officer or Hearing Panel.
- b. Subject to the discretionary review by the President pursuant to Section V., H(6) below, the Vice President for Student Affairs shall review the recommendation of the University Conduct Council, and the record of 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 an appeal as determined by the Vice President of Student Affairs on the recommendation of the University Conduct Council.

## **6. 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 Vice President for Student Affairs, and the Office of Student Conduct & Community Standards 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 online at <https://smu.edu/StudentAffairs/StudentLife/StudentHandbook/HonorCouncil>

### **B. Graduate Hearing Boards**

The Dedman School of Law, the Perkins School of Theology, 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 Student Conduct & Community Standards.
2. All conduct charges against graduate students not enrolled in the Dedman School of Law, the Perkins School of Theology, or the Lyle 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. Student Organizations**

The Student Code of Conduct applies to student groups and organizations as well as individuals. When a student organization is believed to have violated the Student Code of Conduct, University policies, or the law, the Office of Student Conduct & Community Standards will conduct an investigation.

1. Notice of Investigation: When initiating an investigation of a student organization the Office of Student Conduct & Community Standards will

b. Sanctions assigned by a Conduct Officer: The conduct officer overseeing the investigation will assign the sanctions deemed appropriate to the organization in consideration of the existing agreement or sanctions. The assigned sanctions may be appealed by following the steps outlined in the Conduct Review Process.

**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 others, the Vice President for Student Affairs and/or the Dean of Students or their designee may impose such sanctions as s/he deems appropriate pending a conduct hearing.

**E. Mandatory Administrative Withdrawal**

If student behavior presents a threat of disruption to the community or is a danger to the safety of others to such a degree that resolution through the University conduct review process is not possible or appropriate, the Dean of Students may, in consultation with the Vice President for Student Affairs, mandate an immediate withdrawal of the student from the University. Such mandatory withdrawal may include, but is not limited to: withdrawal from academic classes, removal from

## **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**

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 Students 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 Students in response to a request to expunge a record.

## **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 <https://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 Students 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 Students or the Student Body President.
3. Students with questions regarding this process may see the Dean of Students.
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.





e 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 Schools of Law, Theology, Business, or Education of Southern Methodist University.

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

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

## ARTICLE II

### HONOR COUNCIL COMPOSITION AND AUTHORITY

**SECTION 1: MEMBERSHIP** If possible, the Honor Council should be comprised of a minimum of four officers and no less than 27 general members. Membership is open to all members of the SMU student body without respect to sex, sexual orientation, race, color, religion, disability, age, veteran status, or national origin. The officers will be elected internally by the Honor Council. General members will be selected through an application and interview process by the Honor Council Executive Board. The 27 general members should be categorized following these guidelines:

- (a) Five (5) first-year students (after recruiting)
- (b) Six (6) sophomore students

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- 1 Labeling a student as being "dishonest" constitutes a form of moral condemnation, which can be a legitimate sanction in itself. Such moral condemnation, however, is not normally imposed for a simple act of negligence (e.g., a typographical error resulting in a miscited source). A student who cites long passages from a book without acknowledgment cannot expect to convince the decision maker that the omission was merely "negligent." Such ignorance is not a valid defense. Not knowing what one has done (e.g., inadvertently omitting a footnote) is to be distinguished from knowingly doing something while ignorant of a rule.
  - 2 The term "academic exercise" includes all forms of work submitted for credit or honors at the University, as well as materials submitted to other institutions or organizations for evaluation or publication.
  - 3 For example, a writer should not reproduce a quotation found in a book review and indicate that quotation was obtained

- (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: NOTIFICATION OF STUDENT AND PREHEARING PROCEDURES**

(a)

- (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 IV - 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 Students.
- (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 V - PENALTY PROCEDURES (including the (4) four-member quorum)**

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.

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

## **ARTICLE VI - APPEAL**

**SECTION 1:** Grounds for appeal are the following:

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

**SECTION 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



# VEHICLE REGULATIONS

## POLICY STATEMENT

1. The University has enacted the following traffic rules and regulations for the safety and security of the SMU community. They apply to all students, faculty, staff, and visitors. 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 <https://www.smu.edu/parkingid>.
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 (v)ctualTe17.9 (vices On)TJ/T

**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 the Hughes-Trigg Student Center, Suite 216. 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 Parking Centers also offer self-pay and park options.
2. Visitors parking in the Moody Parking Center will be required to pay a flat-rate fee of \$10.00. The one-time \$10.00 fee is good for the entire day or purchase a permit online for \$10.00 a day. The pay station is located at the SMU Blvd Entrance and will accept major credit cards

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3. Persons with “Disabled” permits must pay to park in SMU-operated (private property) metered parking spaces.
4. An unauthorized vehicle in a space reserved for disabled persons will be cited and towed at the expense of the owner/operator.
- 5.



1. **RESIDENT PERMITS:** Persons who reside in campus housing (residence halls, sororities, fraternities and SMU apartments) are authorized to park in the resident areas indicated on the map and designated “All University Permit” (AUP) areas. Avoid RLSH sta spaces and visitor spaces. Proof of campus residency is required. Resident permits are not valid in the Daniel Parking Center.
2. **FALL PERMIT:** Speci cally for those non-resident students who will graduate at the end of the Fall Term, or for students who will not be taking classes on campus in the spring. Residents graduating in the fall should purchase a full year resident permit.
3. **COMMUTERS:** ese non-resident students are authorized to park in AUP designated areas. is includes the Commuter Lot, Airline Parking Center, Meadows Parking Center, the Moody Parking Center and the Binkley Parking Center. Students are not allowed to park in visitor and Faculty/Sta spaces within these locations. Non-resident permits are not valid in the Daniel Parking Center or resident parking locations.
4. **FACULTY AND STAFF:** Employees are authorized to park in designated F/S areas on the map, including Parking Centers and all university permit areas. It is not permitted to purchase a F/S permit for use by students. Faculty and sta should avoid spaces designated for visitors in the Parking Centers. Letter designated lots are by assignment only and require a permit speci c to that location.
5. **LAW PERMITS:** is 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 DELIVERY VEHICLES:** ese 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:** is is a short term permit issued for a speci c 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 or any open faculty, sta or resident lot. Available through the Retired Faculty Association and the Retired Sta Association or the Parking and ID Card Services O ce, Hughes-Trigg Student Center, Suite 216.
10. **CONTRACTOR PERMITS:** Contact the Parking and ID Card Services O ce.

## FEES 2019-20

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

1. Student
  - Full-time (more than 9 credit hours)*
    - Full Year - \$330
    - Fall Semester Only - \$180 (*Available only to Graduating Seniors*)
    - Spring Semester - \$180
  - Part-time (9 or fewer credit hours)*
    - Full Year - \$180
    - Fall Semester Only - \$90 (*Available only to Graduating Seniors*)
    - Spring Semester - \$90
2. Summer (May - August) - \$50
3. Faculty/Sta - \$31 a month or \$370 annually
4. Tempora1 Td ( 8.-permit is\$31 a nth oly;1803L c h oly;181 (r)30 (adSk0cati (r.(1 ine/Tall

## TRAFFIC AND PARKING VIOLATIONS

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

### FINES

1. Parking fines range between \$30 and \$300.
2. The fine for a moving violation is \$60.
3. Violation of parking in a space designated for the disabled without visible authorization or blocking a ramp for the disabled will result in a \$300 fine. In addition, the vehicle will be towed away at the owner's expense.
4. A person is designated a "**Habitual Violator**" when six (6) citations are issued. A person is designated a "**Chronic Violator**" (10 or more citations) and will be towed at owner's expense.
5. Vehicles that have been immobilized or "booted" may be booted with a "Smart Boot" device. The boot can be released with payment by contacting 1.866.Paylock (207-2134), <https://www.mybootinfo.com>. The Paylock can be contacted for release 24/7.
6. Fire lane and fire hydrant violations are \$150.00 each.

### VIOLATIONS

1. The maximum permissible speed on campus streets is 20 MPH. The speed limit in all parking lots is 5 MPH.
2. Vehicles must stop for pedestrians at all intersections and in marked crosswalks on campus. Pedestrians always have the right of way in any situation.
3. A motor vehicle shall not be operated while any person is sitting on, holding onto, or otherwise positioned on the outside of the vehicle, except pick-up trucks, in which passengers may be seated in the truck bed if the passenger is not in violation of minimum age as defined 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 be granted in these instances. The vehicle involved in loading or unloading must be parked in a legal parking space and must be moved immediately upon completion of 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.\* (**\$50 fine**)
8. Double parking.\* (**\$50 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 and employees are not considered visitors at any time.**
15. Parking outside the defined limits of a parking space (taking two spaces). Including parking over the line where the tire extends over the marked line into the space adjoining.

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 or have a current vehicle registered to an active 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. (**\$50 ne**)  
*\*Note: Towing is at owner's expense. e towing and impoundment fee is in addition to the Violation Fine.*

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### What if I do not have a front license plate?

If your vehicle is registered in the State of Texas, the state requires two plates to be displayed, one in front and one in back of the vehicle. If you have a back-facing plate only, please park head-in so that the LPR system can read your registered license plate from the drive aisle. Failure to park head-in may result in a citation.

### Will I receive a citation if my license plate is dirty or if I have a decorative cover?

As long as your plates are legal for driving, our system can read them.

### What if I have a newly registered vehicle without a license plate?

Please enter the temporary license plate number when registering your vehicle and the VIN (Vehicle Identification Number). Do not forget to notify Parking and ID Card Services when you receive the permanent plate!

## **MULTIPLE VEHICLES / TEMPORARY VEHICLES**

### What if I own/drive more than one vehicle to campus?

Individuals are allowed to register multiple (up to three) vehicles on the same virtual parking permit. However, only one vehicle is allowed on campus at a time per permit. The LPR technology will recognize the first vehicle as valid, but any additional vehicles under the same permit will be subject to citation.

### What if I have a loaner or rental car?

Individuals are allowed to add or remove vehicles to their parking permit at any time, which will include loaner or rental cars. Once your usage of this temporary vehicle has ended, you will need to notify Parking Services to remove it.

## **VIRTUAL E-CITATIONS - HOW ARE CITATIONS ISSUED?**

If a vehicle is found to be in violation of SMU vehicle regulations, it is subject to citation. Citations for SMU Students and Employees will be emailed to the SMU email address. Courtesy notifications reminding students and employees will also be emailed. Citations for vehicles not registered or affiliated will be physically placed on vehicles and the registered owner notified by US mail.

## **PRIVACY**

### How will my license plate information be used?

The license plate information collected in this process will only be referenced against the campus database for purposes of verifying parking permits on campus.

## **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. 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 **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



If you answered “yes” to any of the questions, your moped is classified as a motorcycle. This means you are not eligible for the “K” restriction, and you require a Class M motorcycle license.

If you answered “no” to all three questions, your moped is eligible for a “K” restriction. This means you do not have to take a motorcycle test. A “K” restriction limits you to moped riding only; you cannot operate a motorcycle. To obtain your restriction:

- Print out a moped affidavit.

**<https://www.txdps.state.tx.us/msb/documents/MopedAffidavit.pdf>**

- Take the affidavit to a moped dealer or manufacturer for completion.

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

On-campus use of skateboards, 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.

## **ELECTRIC SCOOTERS**

Electric scooter use is permitted on the SMU campus subject to all ordinances enacted by local governments with authority over the SMU campus, including, but not limited to, City of University Park Ordinance No. 18-048 and Ordinance No. 18-049. These guidelines apply to all students, faculty, staff, and visitors and to both shared-use and privately-owned electric scooters. Electric scooters are “motor-assisted scooters” as defined by Texas Transportation Code Sec. 551.351.

### **1. Rules of the Road**

- Electric scooter users must be eighteen (18) years of age or older.
- Electric scooter use may only occur in permitted areas – on designated University





### **Additional Information**

- Appeals must be submitted within 15 calendar days of issuance.
- If you have hold on your account and have appealed your citation please make payment to remove the hold, once a decision is granted in your favor you will be refunded the amount back to your account.
- Appellants receive email notice of receipt of a completed online appeal. If you do not receive an email acknowledgment, please contact [parking@smu.edu](mailto:parking@smu.edu) or (214) 768-7275.
- Notice of the decision regarding your appeal will be sent by email or US mail.
- Please allow three to four weeks for a decision regarding your appeal. e number of



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. 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.

### **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.

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**SOUTHERN METHODIST UNIVERSITY - CRIME STATISTICS 2016-2018**

CATEGORIES	<u>2016</u>	<u>2017</u>	<u>2018</u>
Murder and Non-Negligent-Manslaughter .....	0	0	0
Negligent Manslaughter.....	0	0	0
Forcible Sex Offenses - Reported to Police .....	8	4	3
Non-Forcible Sex Offenses.....	0	0	0
Sex Offenses - Not Reported to Police .....	6	6	10
Robbery.....	5	0	0
Aggravated Assault.....	2	4	2
Burglary.....	5	11	19
Forcible Sex Offenses.....	0		



**SOUTHERN METHODIST UNIVERSITY - CRIME STATISTICS 2016-2018 cont'd**

ARRESTS FOR SELECTED OFFENSES

2016

2017

2018

Liquor Law Violations

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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 <https://www.clerycenter.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 post 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.



## SECURITY IN THE RESIDENCE HALLS & COMMONS

Residence Halls & Commons 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.

## **Undergraduate Student Academic Petition**

<https://smu.edu/Provost/Pages/Default/AboutOffice/Committees>

## **Appeal of Grade**

<https://smu.edu/catalogs>

## **Honor Code**

<https://www.smu.edu/StudentAffairs/StudentLife/StudentHandbook/HonorCode>

## **Code of Conduct**

<https://www.smu.edu/StudentAffairs/StudentLife/StudentHandbook/ConductCode>

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

<https://smu.edu/Provost/SASP/DASS/DisabilityAccommodations/>

[AppealsandGrievances](#)

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

<https://smu.edu/EnrollmentServices/FinancialAid/>

[TypesOfAid/SatisfactoryAcademicProgressRequirements/](#)

## **Discrimination or violation of rights**

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## 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 (<https://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 my.SMU Student Homepage that it be withheld; (2) information authorized by student through my.SMU Student Homepage 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 <https://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 my.SMU Student Homepage. All SMU students are considered adults and must authorize release of all records to anyone, including parents. Students have the ability through my.SMU Student Homepage to grant parents or other individuals view access to parts or all of their education records. More information on this feature is available at <https://www.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 <https://www.smu.edu/EnrollmentServices/Registrar/FormsLibrary>.

## SMU STATEMENT OF NONDISCRIMINATION

<https://www.smu.edu/LegalDisclosures/Nondiscrimination>

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 gender identity and expression. The Executive Director for Access and Equity/Title IX<sup>1</sup> Coordinator is designated to handle inquiries regarding the nondiscrimination policies,

# SEXUAL MISCONDUCT POLICIES, PREVENTION & RESOURCES

Sexual misconduct is prohibited by SMU's Title IX Harassment Policy and the federal law Title IX of the Education Amendments of 1972. SMU's policy is online in the University Policy Manual, <https://www.smu.edu/policy>, and on the Office of Institutional Access and Equity website, <https://www.smu.edu/IAE>.

Sexual misconduct encompasses all forms of sexual harassment, including gender-based harassment, sexual violence, sexual assault, dating violence, domestic violence, stalking and sexual exploitation. Sexual misconduct will not be tolerated in our University community. Students found responsible for sexual misconduct face disciplinary sanctions up to and including expulsion from the University.

In the event that a student experiences sexual misconduct, SMU has policies, procedures and resources in place to provide support. SMU resources available to students include SMU Police, the SMU Title IX Coordinator and deputy Title IX Coordinators, confidential counselors and the Office of Violence Prevention and Support Services.

While much of the following information focuses on resources and procedures in cases of sexual assault, dating violence, domestic violence and stalking, resources are available in all cases of sexual misconduct. For more information, contact SMU's Title IX Coordinator in the Office of Institutional Access and Equity; 214-768-3601 or email [accessequity@smu.edu](mailto:accessequity@smu.edu).

Sexual misconduct is a serious issue at colleges and universities across the country. SMU takes seriously its obligations under Title IX, which requires colleges and universities to investigate allegations of sexual misconduct and to have internal grievance procedures to of s While mucitut0.6 (3fa)-3 ( ll)-3 ( 201)-3 ( 2,)-3 ( )10 (4v)6 (e(ent s)0.5 (td6 (ent )0.6 (t)-3 (







## Seek medical care and preserve evidence.

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.

## Where to go for a forensic exam

- 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 <https://texashealth.org/DallasSane>.
- The Dallas Area Rape Crisis Center (DARCC) is a community resource that provides confidential counseling and can assist students at Texas Health; call 972-641-7273 (available 24/7) or visit <https://www.dallasrapecrisis.org>.
- SMU Police officers, who are trained in sexual misconduct issues, are available to transport and accompany students to the hospital; call 214-768-3333. Officers will not be present during the exam. Students may bring a friend or family member for support. Please note that if asked to provide transport, SMU Police will file a police report; see “**Reporting to Police and Pursuing Criminal Charges**” for more information.
- A confidential counselor in SMU Counseling Services who specializes in sexual misconduct issues also can accompany students to the hospital. Call 214-768-2277 (an emergency contact number is provided at all hours), or SMU Police can contact Counseling Services for students.

In addition to Texas Health Presbyterian Hospital Dallas, other area hospitals that have health care professionals authorized to perform medical/legal examinations are:

**Parkland Hospital**, 5201 Harry Hines Blvd.

Main phone, 214-590-8000

Victim Intervention Program/Rape Crisis Center, 214-590-0430 or

<https://www.parklandhospital.com/vip-rape-crisis-center>

**Methodist Dallas Medical Center**, 1441 N. Beckley Ave.

Main phone, 214-947-8181

Sexual Assault Nurse Examiner (SANE), 214-947-8181 or

<https://www.methodisthealthsystem.org/sane-program>

**Texas Health Presbyterian Hospital Plano**, 6200 W. Parker Road

Emergency room, 972-981-8003

<https://www.texashealth.org/plano/services/emergency-department/sexual-assault-nurse-examiners-program>

## **For confidential counseling**

SMU Counseling Services provides confidential counseling and assistance from counselors who specialize in sexual misconduct issues. Call 214-768-2277; an emergency contact number is provided at all hours.

The SMU Chaplain's Office also provides confidential counseling; call 214-768-4502.

A community resource, the Dallas Area Rape Crisis Center (DARCC), provides confidential counseling and other assistance; call 972-641-7273 (available 24/7) or visit <https://www.dallasrapecrisis.org>.

## **Academic and Campus Assistance**

SMU also can assist victims by providing no contact orders, letters to professors requesting leniency, escort and transportation services, classroom and housing accommodations, assistance filing protective orders through the district attorney's office and assistance contacting local law enforcement if the sexual assault occurred on campus.

For more information, contact SMU's Title IX Coordinator, 214-768-3601, or email [accessequity@smu.edu](mailto:accessequity@smu.edu). You also may contact the Office of Violence Prevention and Support Services, 214-768-4512 or email [preventviolence@smu.edu](mailto:preventviolence@smu.edu).

## **Dating Violence, Domestic Violence, or Stalking**

As in cases of sexual assault, the first priority for victims of dating violence or domestic violence is to get to a place of safety and obtain medical attention and a forensic exam that preserves evidence. Victims of domestic violence, dating violence or stalking also are urged to contact police as soon as possible. Victims of violence or stalking also should save evidence such as any letters, emails, phone calls, videos, photos, texts, social media postings, computer screenshots, voicemails or other evidence that may be helpful in obtaining a protective order or pursuing criminal charges.

In addition to the SMU resources listed above, community and national resources include:

- Genesis Women's Shelter in Dallas, 214-946-4357 or <https://www.genesisshelter.org>
- The Family Place in Dallas, 214-941-1991 or <https://www.familyplace.org>
- Texas Council on Family Violence, 512-794-1133 or <https://www.tcfv.org>
- National Domestic Violence Hotline, 1-800-799-SAFE (7233)
- Stalking Resource Center, 855-4-VICTIM (855-484-2846)

or <https://www.victimsofcrime.org>

## **THE CRIMINAL PROCESS AND SMU GRIEVANCE PROCESS**

Students reporting sexual assault, dating violence, domestic violence or stalking have the right to choose to pursue a criminal process, an SMU internal grievance process or both processes. Students also may choose not to file a grievance or pursue criminal charges.

The internal grievance process and the criminal process, which are independent of each other, can be pursued at the same time. Please see the following sections for more information.

## **Reporting to Police and Pursuing Criminal Charges**

SMU urges anyone who has experienced sexual assault, dating violence, domestic violence or stalking to alert police as soon as possible. SMU campus authorities can provide assistance in notifying law enforcement authorities, at the victim's request.

**On campus**, SMU Police can be reached at 911 from a campus phone; at 214-768-3333 from a cell phone; or by picking up a blue-light phone on campus at any time of day or night.

**In the case of an off-campus incident,**

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SMU Police keep a copy of protective orders on file. SMU honors protective orders and complies with the state laws regarding protective orders. If a protective order is violated, the protected person should call police immediately. For more information, call SMU Police at 214-768-3333.

### **Protecting Information**

In accordance with the Texas Code of Criminal Procedure, Chapter 57, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials or a fictitious name chosen by the victim to be used in all public files and records concerning the alleged offense.

SMU will not include a victim's personally identifying information in any publicly available recordkeeping, including Clery Act reporting and disclosures such as the annual security report and the daily crime log. In some cases, SMU may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures in a timely manner.

### **REPORTING TO THE SMU TITLE IX COORDINATOR AND PURSUING AN INTERNAL GRIEVANCE PROCESS**

A student who reports sexual misconduct – including sexual assault, dating violence, domestic violence or stalking – may file a complaint under the University's Title IX Harassment Policy with the SMU Title IX Coordinator in the Office of Institutional Access and Equity. The policy is online in the University Policy Manual, <https://smu.edu/policy>, and on the

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## Sanctions for Sexual Misconduct

When a student is found responsible for violating the Title IX Harassment Policy, a Sanctioning Panel imposes disciplinary sanctions. The Sanctioning Panel members are the director of the Office of Student Conduct and Community Standards or his or her designee; a deputy Title IX coordinator; and an SMU student, all of whom have participated in Title IX training. The Sanctioning Panel may impose one or more of the following sanctions in addition to educational sanctions including but not limited to training, reflection exercises, research papers and community service:

**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 or 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 Students. A student expelled from the University will not receive a refund of any monies paid, including tuition, fees, and room and board.

**Suspension:** An individual or group will be dismissed from the University for an assigned time period and under the conditions deemed necessary by the Sanctioning Panel. 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 Students. A student suspended from the University before an academic semester ends will not receive a refund of any monies paid, 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 disciplinary suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled



manages University policies, procedures and programs of equal opportunity, diversity and affirmative action. The office serves SMU students, employees, applicants and visitors. SMU's prohibition against discrimination, including on the basis of sex, includes any employment practice, education program or educational activity.

SMU's Title IX Coordinator and deputy coordinators are available to assist students who have questions or concerns regarding sexual misconduct or who wish to file an internal complaint under the University's Title IX Harassment Policy. The coordinator and deputies also can provide students with information about SMU and community resources. Please feel free to contact any of the following SMU employees for assistance. Deputies serve campus-wide; their departments and schools are listed for informational purposes only.

### **SMU Title IX Coordinator**

- Samantha Thomas, Office of Institutional Access and Equity  
214-768-3601 or [thomassa@smu.edu](mailto:thomassa@smu.edu)

### **SMU Deputy Title IX Coordinators**

- Denise Gauthier, Office of Institutional Access and Equity  
214-768-3601 or [dgauthier@smu.edu](mailto:dgauthier@smu.edu)
- Jasper Chieng, Office of Institutional Access and Equity  
214-768-3601 or [jchieng@smu.edu](mailto:jchieng@smu.edu)
- Steve Yeager, Dedman School of Law  
214-768-4178 or [syeager@smu.edu](mailto:syeager@smu.edu)
- Griffin Sharp, Office for Community Health Promotion, Student Affairs  
214-768-2393 or [gksharp@smu.edu](mailto:gksharp@smu.edu)
- Susan Vollmerhausen, Athletics  
214-768-4202 or [vollmerhause@smu.edu](mailto:vollmerhause@smu.edu)
- Bonnie Hainline, Intramurals/Sport Clubs, Student Affairs  
214-768-3367 or [bhainline@smu.edu](mailto:bhainline@smu.edu)

## **SEXUAL MISCONDUCT EDUCATION AND PREVENTION**

SMU's Office of Violence Prevention and Support Services (214-768-4512), the Women & LGBT Center (214-768-4792) and Counseling Services (214-768-2277) coordinate and

## **Campus security**

SMU Police officers are sworn police officers, licensed by the Texas Commission on Law Enforcement, 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-light phones across campus connect directly to SMU Police. SMU Police provide crime prevention education and self-defense training; call 214-768-3333.

SMU urges students to use a safety escort. SMU Safety Escort by Tapride officers free rides on campus from 7 p.m. to 3 a.m. during the fall and spring terms when classes are in session; download the app and learn more at <https://www.smu.edu/BusinessFinance/CampusServices/ParkingAndIDCardServices/parkingservices/TapRide>.

SMU Police are also available to provide secure rides on campus; call 214-768-3388. SMU Rides provides rides on and on campus 24 hours a day; the full cost of the ride is charged to the student's SMU account; call 214-768-7433 (RIDE).

## **Crime reports**

SMU Police maintain a daily crime log, which is available online at <https://www.smu.edu/police> and to the public for review during business hours, at the dispatch window at Patterson Hall, 3128 Dyer Street.

SMU's Annual Security and Fire Safety Report, posted online at <https://www.smu.edu/cleryreport>, includes reported crimes for the previous three years.

## **SEXUAL MISCONDUCT DEFINITIONS AND EXAMPLES**

### **Definitions**

**Consent:** Voluntary, clear, continuous, mutually understandable permission, given by words or actions, regarding one's willingness to engage in sexual activity. A sexual interaction is considered consensual when individuals willingly and knowingly engage in the interaction.

**Dating violence:** Vn Dat



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:

- threats of harm to an individual or the individual's property
- forcing or pressuring an individual to take time off from school or work
- pressuring an individual to refrain from talking to the media
- removing an individual from sports teams or other extracurricular activities for reporting Title IX harassment
- unreasonably failing to accommodate an individual's housing or academic needs
- terminating, demoting, reassigning or denying benefits to an employee

**Sex discrimination:** Giving preferential treatment to one gender to the disadvantage of the other because of his or her gender. It may occur also when policies or practices are facially neutral, but have a disproportionately adverse impact on a particular gender when applied.

**Sexual assault (nonconsensual sexual contact):** Any intentional sexual touching, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Sexual contact includes: intentional contact with the breasts, buttock, groin or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, mouth or other orifice.

**Sexual assault (nonconsensual sexual intercourse):** Any sexual intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force. Intercourse includes: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; or oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**Sexual exploitation:** Occurs when a student takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

**Sexual harassment:** A form of sex discrimination that means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either an explicit or an implicit term or condition of an individual's employment, academic evaluation or advancement, or status in a course, program or activity of the University;
- b. submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual; or
- c. such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment or unduly interfering with an individual's work or academic performance. For purposes of the Title IX Harassment Policy, "undue interference" is defined as improper, unreasonable or unjustifiable behavior going beyond what is appropriate, warranted or natural.

Sexual harassment includes two categories:

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**Sexual misconduct:** 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 victim is incapable of giving consent due to his or her 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.

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

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A licensed substance abuse counselor is available to assist SMU students who may be “at risk” or struggling with alcohol or other drug problems. This counselor provides assessment, intervention, referral, short-term counseling, as well as on-going support for recovering students. Sessions with the licensed counselor 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

- Alcohol:**
- a) Acts as a depressant, affects mood, dulls the senses, and impairs coordination, reflexes, memory, and judgment
  - b) More serious effects may be damage to the liver, kidneys, pancreas and brain.
  - c) It is the leading cause of death among people ages 15-24.
  - d) On average, heavy drinkers shorten their lives by approximately 10 years.
  - e) Overdose can be fatal

e) Overdose can be fatal

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## **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**

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

**Alcohol:** A minimum of a \$100 fine. Additional sanctions will be assigned as deemed necessary by the appropriate conduct officer or conduct board. Additional sanctions may include, but are not limited to, notification of parents and referral to an Alcohol and Drug Abuse Prevention counselor in the SMU Health Center. (See the University Conduct Review Process section).

**Drugs (illicit):** Sanctions will be imposed by the appropriate conduct officer or conduct board. Possible sanctions include, but are not limited to: a fine of \$500, notification of parents, drug testing, suspension, or expulsion. (See the University Conduct Review Process section).

## **LEGAL SANCTIONS**

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

**Controlled substances (drugs):** Sanctions upon conviction in the criminal court system for possession, distribution, or manufacture of controlled substances range from fines to probation to imprisonment. Amount of fines, terms of probation, or years of imprisonment generally are contingent upon the circumstances and amounts of drugs in possession, sale, distribution, or manufacture.

## **SERVICES AVAILABLE TO THE CAMPUS COMMUNITY**

An Alcohol & Drug Abuse Prevention counselor will provide students with a confidential source of help and information when confronted with alcohol or drug abuse or addiction issues; promote activities and programs with student support to focus campus attention on the problem of alcohol and drug abuse and help the student body claim ownership of alcohol and drug problems on campus and take charge of identifying solutions.

The following services are offered:

- 1) **ASSESSMENT:** Counselors assess student problems with alcohol and other drugs, which may range from misuse to abuse to addiction.
- 2) **INTERVENTION:** By working with friends, family, faculty and staff, counselors will reach out to students in trouble and provide access to appropriate help.
- 3) **SHORT-TERM COUNSELING:** As appropriate to the situation.

- 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)