



# STUDENT HANDBOOK & PLANNER

Southern Methodist University  
2003-2004

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# Schools of the University



# Academic Support Services

## *Advising Center*

**Director:** Associate Dean K. Hugley-Cook

108 Clements Hall

<http://www.smu.edu/dedman/advise/>

Phone: (214) 768-2291, Debbie Ortiz

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

***Public Access Computer Labs (Academic Computer Services)***

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

***Information Technology Services***

**Assoc. VP for Information Technology:** George Chrisman  
[www.smu.edu/its/](http://www.smu.edu/its/)  
Bradfield Computing Center  
Help Desk: (214) 768-HELP(4357)

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

**Director:** Vicki Hill  
[www.smu.edu/alec/](http://www.smu.edu/alec/)  
202 Loyd Center  
Student Appointments: (214) 768-3648  
Business Office: (214) 768-6725

The A-LEC offers many different opportunities for students to maximize their learning effectiveness. Students may register for EDU 1110: ORACLE (Optimum Reading, Attention, Comprehension, and Learning Efficiency), a class devoted to developing students' reading rate, comprehension, and vocabulary. The A-LEC provides free drop-in workshops to allow students to improve their study skills and tutoring is provided by SMU undergraduate students for most first- and second-



# Division of Student Affairs

## *Office of the Vice President*

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

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

## *Dean of Student Life*

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

## *Center for Alcohol & Drug Abuse Prevention*

**Director:** John Sanger  
Memorial Health Center, 2<sup>nd</sup> Floor  
<http://www.smu.edu/alcoholeducation/>  
Phone: (214) 768-4021

## *Chaplain and University Ministries*

**Chaplain & Minister to the University:** William M. Finnin, Th.D.  
**Assistant Chaplain:** Judy Henneberger  
Hughes-Trigg Student Center, Room 316  
[www.smu.edu/chaplain/](http://www.smu.edu/chaplain/)  
Phone: (214) 768-4502

## *Counseling and Testing*

**Director:** Dr. Karen Settle  
Memorial Health Center, 2<sup>nd</sup> Floor  
[www.smu.edu/counseling/](http://www.smu.edu/counseling/)  
Phone: (214) 768-2211

*Dedman Center for Lifetime Sports*

**Director:** Judith Banas

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

Phone: (214) 768-3368

**INTRAMURAL SPORTS - Assistant Director:** Chris Hutton

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

Phone: (214) 768-3367

**REC. SPORTS & SPIRIT - Associate Director:** Tim A. Moore

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

Court Reservations: (214) 768-3374

Weight Room: (214) 768-7348

Outdoor Field Reservations: (214) 768-3368

**SPIRIT SQUADS - Assistant Director:** Piper Stickney

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

Phone: (214) 768-1500

**SPORTS**

## ***Leadership & Community Involvement***

**Director:** TBA

Hughes-Trigg Student Center, 3rd Floor  
[www.smu.edu/oci/](http://www.smu.edu/oci/) & [www.smu.edu/lcc/](http://www.smu.edu/lcc/)  
Phone: (214) 768-4403

## ***Multicultural Student Affairs***

**Director:** Jennifer Jones

Hughes-Trigg Student Center, 3rd Floor  
[www.smu.edu/diems/](http://www.smu.edu/diems/)  
Phone: (214) 768-4580

## ***New Student Programs***

**Director:** Brandon Miller

Hughes-Trigg Student Center, Room 307  
[www.smu.edu/newstudent/](http://www.smu.edu/newstudent/)  
Phone: (214) 768-4560

## ***Parents Liaison***

**Parents Liaison:** Deanie Kepler

SMU Women's Center  
[www.smu.edu/parentsnews/](http://www.smu.edu/parentsnews/)  
Phone: (214) 768-4797

## ***Residence Life and Student Housing***

**Director:** Doug Hallenbeck

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

## ***Services for Students with Disabilities***

**Coordinator:** Rebecca Marin

Hughes-Trigg Student Center, Room 302  
[www.smu.edu/studentlife/OSSD\\_Facts.html](http://www.smu.edu/studentlife/OSSD_Facts.html)  
Phone: (214) 768-4563

## ***Student Activities***

**Director:** Arlene Manthey

Hughes-Trigg Student Center, Room 300  
<http://www.smu.edu/activities/>  
Phone: (214) 768-4400

## ***Women's Center***

**Coordinator of Women's Programs:** Courtney Aberle

3116 Fondren Drive  
<http://www.smu.edu/womenscenter/>  
Phone: (214) 768-4792

## ***Wellness Program***

**Director:** Dr. Peter Gifford

[www.smu.edu/wellness/](http://www.smu.edu/wellness/)  
Phone: (214) 768-2193

# University Services

***SMU Bookstore - Manager: Marilyn Hartman***

3060 Mockingbird Lane, Park Cities Plaza

[www.bkstore.com/smu](http://www.bkstore.com/smu)

Phone: (214) 768-2435

***Computer Corner by HiEd - Manager: James Robison***

Hughes-Trigg Student Center, West Lobby

[www.smucomputercorner.com](http://www.smucomputercorner.com)

Phone: (214) 768-4033

***Dining Services - Director: Ed Devoid***

Umphrey Lee Building, Room 101

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

Phone: (214) 768-2367

***Financial Aid - Director: Mike Novak***

Perkins Administration Building, Lobby

[www.smu.edu/financial\\_aid/](http://www.smu.edu/financial_aid/)

Phone: (214) 768-3152

***Images Copy & Print Shop - Director: Patrick Harrison***

Clements Hall—Basement

[www.smu.edu/business\\_services/Aux\\_Services/GPR/](http://www.smu.edu/business_services/Aux_Services/GPR/)

Phone: (214) 768-7768

***Pony Express University ID Office - Director: Maryann Casazza***

Hughes-Trigg Student Center, Room 308

[www.smu.edu/bursar/pony.asp](http://www.smu.edu/bursar/pony.asp)

Phone: (214) 768-7669

***SMU Police Department - Spokeperson: Capt. Mike Snellgrove***

Patterson Hall

[www.smu.edu/pd/](http://www.smu.edu/pd/)

Phone: 911 (Emergency) or (214) 768-3388 (Dispatcher)

***Student Employment - Director: Mary Beard***

1st Floor, Perkins Administration Building

[www.smu.edu/financial\\_aid/stemployment.asp](http://www.smu.edu/financial_aid/stemployment.asp)

Phone: (214) 768-2414

***Student Financial Services/Bursar - Director: Laura Del Rio***

Perkins Administration Building, Lobby

[www.smu.edu/bursar/](http://www.smu.edu/bursar/)

Phone: (214) 768-3152

# Student Code of Conduct

## 1.0 INTRODUCTION

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

Based on the action of the Board of Trustees, the President of the University is authorized, at his discretion, to review all decisions of the Student Senate and all other student organizations, and all decisions of the University judiciary, including the University Judicial Council and all other judicial bodies. Such review shall include the power to take any action deemed appropriate, including reversing, amending, or remanding with instructions 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.

This Code is subject to the Articles of Incorporation and Bylaws of Southern Methodist University as well as any and all resolutions, policies, and regulations of the University. In the event of conflict between this Code and said Articles, Bylaws, resolutions, policies, and regulations of the University, the University Articles, Bylaws, resolutions, policy, and/or regulation in question shall be controlling. The University Policy Manual may be accessed through the SMU web page under "Administration".

## 2.0 STUDENT RIGHTS, FREEDOMS & RESPONSIBILITIES

In recognition of Southern Methodist University's long history of dedication to the best principles of higher education in a democratic society, the following rights, freedoms, and responsibilities are set forth:

- 2.1** All students of the University are citizens of the community and members of the University, and as such are guaranteed freedom of expression, inquiry, and assembly. Students have the right to organize groups or to join associations in support of any cause or common interest as long

as that support is voiced in an orderly manner and place that does not disrupt the regular operations of the University.

- 2.2** The student press is to be free of censorship except as applicable under appropriate laws.
- 2.3** The role of student government and its responsibilities shall be made explicit, and clearly defined means shall be provided to ensure student expression in the formulation and application of institutional policies affecting academic and student affairs, where appropriate. The Student Senate is an appropriate forum for individual students' concerns, question or problems. It may be contacted through the Student Body Officers, Student Senators, or Student Senate Committee Chairs.
- 2.4** The authority to allocate student activity fees for use by campus organizations shall be delegated to the Student Senate.
- 2.5** A student, group, or organization may distribute written material on campus, with prior approval, according to the code's distribution policy if the distribution does not disrupt the regular operations of the University.
- 2.6** All applicable local, state, and federal laws shall be upheld by the SMU community. The University expects that each individual and

- 2.8(d)** Every student shall be granted a fair hearing before an impartial judiciary body of peers, or an administrative official, whichever is deemed appropriate by the judicial officer, after consultation with the student.
- 2.9** Students will, at all times and in all activities, respect the rights of others, maintain responsible behavior conducive to the teaching and learning environment, and uphold the integrity of the University both on and off campus.
- 2.10** Students assuming leadership roles on campus will accept special responsibilities to uphold and support the Student Code.
- 2.11** When behavior deemed to be in violation of or not in accordance with the Student Code, University policy, or any law upheld by SMU comes to the attention of the University, the University has the right to take disciplinary and/or civil action against those involved.
- 2.12**







- 3.4(b)(3)** Approved structures must comply with all requirements of the city, e.g., having fire extinguishers on the site, posting no smoking signs, etc.
- 3.4(c) USE OF THE UNIVERSITY FLAGPOLE** The flagpole in the main quadrangle is used for flying the colors of the United States. No other use may be made of the flagpole without the approval of the President or his/her designee.
- 3.4(d) LOADING OF BUSES ON CAMPUS** Buses that are contracted to come on campus to transport students or members of student organizations to events off campus must use the commuter parking area located on the south side of University Boulevard across from the sorority houses and the public park to load when leaving campus and unload when returning to campus. Permission may be granted by the Director of Student Activities for buses to load and unload from other locations on campus. Requests shall be made on the Use of Campus Grounds form. Alcoholic beverages may not be loaded onto buses while they are on University property.
- 3.5 DISHONESTY** Dishonesty is defined as an individual or group's action, or omission of action, which is intended to mislead, defraud, or deprive University officials, hearing boards, students, faculty members, or members of the community at large of rights to information, accuracy of record, or property. Dishonesty includes, but is not limited to: forgery, falsification of records, lying, falsification of checks, money orders, etc., theft, unauthorized entry into University facilities; falsification and/or manipulation of computer data.
- 3.6 DRUGS** Every person subject to the jurisdiction of this Code shall be responsible for compliance with all local, state, and federal laws regarding controlled substances including, but not limited to, their use, sale, distribution, possession, or manufacture. Violations of any local, state, or federal law regarding controlled substances may subject the person to disciplinary proceedings in the University Judicial System without regard to any proceedings in local, state, or federal courts.
- 3.7 EMERGENCY EQUIPMENT** Tampering with or misuse of fire-fighting equipment, including fire suppression systems (sprinklers, etc.) call boxes, emergency exits, warning devices, etc., or any hindrance of emergency procedures is a threat to the community and is grounds for immediate judicial action, fines, and any other University response as may be appropriate.
- 3.8 ELEVATOR** Tampering with elevators and/or elevator equipment, such as forcing open the doors, riding outside the cab, or performing

any other activity that endangers personal safety or affects the functioning of the elevator, is prohibited.

**3.9 ELECTRONIC MEDIA** All students must observe all policies covering student conduct set forth in this document in the use of electronic media. The following activities involving the use of Computer Resources and Facilities are prohibited and may result, at a minimum, in the immediate denial of computer access and privileges.

**3.9(a)** SMU computing and networking facilities are intended for conducting and fostering the instructional, research, and administrative activities of the University.

**3.9(b)** The following activities involving the use of computers, computer ed



**3.13(a)** Guests are subject to all applicable rules and policies as are members of the University.

**3.13(b)**

forced sexual advances, requests for sexual favors, and other verbal, psychological, and/or physical conduct of a sexual nature directed toward employees, students, or applicants, particularly when any of the following circumstances are present:

- 3.14(b)(1)** Toleration of the conduct is an explicit or implicit term or condition of employment, admission, or academic evaluation.
- 3.14(b)(2)** Submission to or rejection of such conduct is used as a basis for personnel or academic evaluation affecting the individual.
- 3.14(b)(3)** Such conduct has the purpose or effect of interfering with an individual's work or academic performance or which creates an intimidating, demeaning, hostile, or offensive residential, work, or academic environment.

Students with complaints of student-to-student sexual harassment should report such complaints to the Office of the Dean of Student Life. Students with complaints of faculty/staff-to-student sexual harassment should report such complaints to any of the following: the Institutional Access and Equity Office, the Coordinator of Psychological Services for Women, the Women's Center, and/or the Office of the Dean of Student Life. Pursuant to University Policy 2.5, however, if such complaints against faculty and/or staff are reported to any office other than the Institutional Access and Equity Office, documentation related to each complaint must be filed with the Institutional Access and Equity Office. Students wishing to receive counseling/advice prior to filing a formal complaint may contact a mental health professional at the Memorial Health Center.

**3.15 HAZING** "Hazing" means any intentional, knowing, or reckless act, occurring on or off 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, affiliating with, holding office in, or maintaining membership in any organization whose members are or include, students at an educational situation. *Texas Education Code* (V.T.C.A., Education Code 51.936 and 37.151 et

- 3.16(a)** SMU IDs may not be used by anyone but the student pictured on the ID card for use of SMU facilities. ID cards may not be altered.
- 3.16(b)** Personal Accounts programmed onto Student ID cards are for use at the discretion of the student on campus or at authorized locations off campus at the discretion of the student, pursuant to the rules under which the accounts were formed, including Pony Express Accounts. For purchases exceeding \$25, the student using the card must provide a valid Student ID and sign for the purchase.
- 3.16(c)** Possession and/or use of a fake identification card is considered dishonesty and is against the law.
- 3.16(d)** The SMU Pony Express stored value card was meant to provide members of the University Community a convenient way to purchase items needed for their educational and living expenses. Due to its intended use, the purchase of any Alcohol, Pornography or Tobacco products with the card is hereby expressly prohibited. This prohibition includes all members of the University Community both under and over twenty-one years of age.
- 3.17** **INTERFERENCE** A student shall conduct his/her self in a manner that does not interfere with or disrupt any University teaching, research, administrative, disciplinary, public service, learning or any other authorized activity.

### **3.18 IRRESPONSIBLE CONDUCT**

- 3.18(a)** Individuals and groups shall behave in a manner that does not infringe on the personal or property rights of others and is appropriate for a community of scholars.
  - 3.18(b)** Repeated or serious infringement on the personal or property rights of others will be considered aggravating circumstances leading to more severe sanctions. Failure to complete judicial sanctions will be an aggravating circumstance.
- 3.19 NOISE** The following procedures will be required for any activities that have the potential for excessive noise and activities that involve sound amplification equipment.
- 3.19(a)** Any noise of exterior or interior origin that creates or causes an unreasonable or offensive noise level inside the room or living quarters of the Complainant, any SMU classroom, office, or library building is prohibited at all times.

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

**3.19(c)** Exceptions must be approved by the Director of Student Activities. However, under no circumstances may the decibel level exceed that permitted under University Park ordinances.

**3.20 NOTICE OF NONDISCRIMINATION** Southern Methodist University does not discriminate on the basis of race, color, national origin, sex, veteran status, religion, age, or disability. SMU's commitment to equal opportunity includes non-discrimination on the basis of sexual orientation. The director of affirmative action has been designated to handle inquiries regarding the non-discrimination policies.

### **3.21 OFFICIAL NOTICES**

**3.21(a)** Students shall respond immediately to any reasonable request from any University official, who properly identifies himself/herself as such.

**3.21(b)** When asked for their ID cards, students are required to surrender their student ID card and to comply with the request of the officer, administrator, staff, or faculty member.

**3.21(c)** If, after responding, a student feels that the authority made an unfair request, he/she may submit a formal complaint to the Dean of Student Life.

**3.21(d)** Students shall respond promptly to all correspondence from the University and its officials. All correspondence is sent to the address the student has provided the University Registrar. The University will consider notice served if delivered to the address provided the Registrar. Students have a responsibility to maintain a current address on file with the Registrar's Office at all times.

### **3.22 PROTESTS AND DEMONSTRATIONS**

**3.22(a)** Peaceful demonstrations may take place on campus provided that:

**3.22(a)(1)** a permit is obtained from the Director of Student Activities three (3) days prior to the demonstration to ensure the rights and safety of all involved. The Director of Student Activities has the authority to grant a permit



in less than three (3) days if all processes related to issuing the permit are completed and approved;

**3.22(a)(2)** the normal function of the University is not disrupted;

**3.22(a)(3)** respect for the rights of others is maintained.

**3.22(b)** Visitors to the SMU campus who are not on official business must be a guest of a University student, faculty member, or staff member, and normally will be welcomed; however, non-SMU personnel must abide by all University and civil regulations. The University reserves the right to order from the campus any non-University protesters disrupting the campus.

**3.23 RESIDENCE HALLS** Revisions to the Community Standards and Student Code of Conduct in Residence Halls should be made to the Residence Hall Association. The Office of the Vice President of Student Affairs shall evaluate recommendations to ensure consistency with the SMU Student Code of Conduct.

**3.24 SALES, DISTRIBUTIONS, AND SOLICITATION** Solicitation of off-campus donors or sponsors, including solicitation of goods and merchandise, must be approved by and coordinated with the Vice President for Development and External Affairs, the Vice President for Business and Finance, and the Vice President for Student Affairs.

**3.24(a) SALES PROJECTS AND SOLICITATIONS** Any solicitation, sale, or offer of any products, goods, food, beverages, or service on campus is subject to prior authorization from the Director of Student Activities or his/her designee, and must be conducted in accordance with regulations established by the staff operating the facility in which the activity takes place. For purposes of regulation, distinction is made between “commercial” and “noncommercial” activities. Commercial activity is defined as any sale or offer of sale for the purpose of securing a profit for the benefit of an individual or group. Such activities will generally be prohibited unless the University does not offer the service or goods and/or it is determined that the activity is necessary to the educational mission of the University. Noncommercial activity is defined as any sale or offer of sale for the purpose of securing a profit for the benefit of any nonprofit organization. (Fund-raising activities of campus organizations are treated as noncommercial activities.) If any portion of the proceeds from such sales is used to the benefit of any individual making or soliciting the sale, the activity can be treated as a commercial activity.

- 3.24(a)(1)** Any individual or agency wishing to sell on the SMU campus must be sponsored by a University department or chartered student organization.
- 3.24(a)(2)** Any items that are illegal may not be sold.
- 3.24(a)(3)** Organizations must request permission to conduct sales through the Director of Student Activities or his/her designee. Request forms may be obtained in the Student Activity Center and must be returned at least 14 days prior to the requested date of the sale. Sales will be governed by the policies of the relevant facility in addition to overall University policies.
- 3.24(b) SOLICITATION OF GREEK HOUSES** Vendors are not allowed to make direct contact with the Greek houses.
- 3.24(c) SOLICITATION IN RESIDENCE HALLS** No solicitation is allowed in the residence halls. Under some circumstances, exceptions may be made by the Office of Residence Life and Student Housing and the University Residence Hall Association. (See Community Standards and Student Conduct in the Residence Halls.)
- 3.24(d) SALES IN OTHER CAMPUS FACILITIES**
- 3.24(d)(1)** Sales of goods and services in all academic buildings is prohibited.
- 3.24(d)(2)** Sales in other campus facilities, as with all sales, must have the consent of the Director of Student Activities or his/her designee and are governed by the policies established for the area of campus in which the sale will be conducted, and by the nature of the sale.
- 3.24(d)(3)** Sales on the streets and grounds are approved through the Office of Student Activities and are governed by the policies established for use of campus grounds.
- 3.24(e) DISTRIBUTION OF WRITTEN MATERIAL**
- 3.24(e.24(d))**

members of the sponsoring organization. Distributors must supply a trash receptacle at the site of distribution and are responsible for all distributed material discarded on campus grounds.

**3.24(e)(5)** Distribution in the Student Center may be done only from a reserved area. Reservations must be made through the Student Center reservations office.

**3.24(e)(6)** Distribution in residence halls must have prior approval by the Office of Residence Life and Student Housing. (See Community Standards and Student Conduct in the Residence Halls.)

### **3.24(f) COLLECTIONS AND DONATIONS**

**3.24(f)(1)** Two annual solicitations for charitable purposes have been approved by the University: The United Way and the Annual Fund.

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

**3.24(g) SURVEYS** Groups wishing to survey members of the SMU community must be sponsored by a chartered student organization or University department. An outline of the way in which the results will be used and a copy of the actual survey must be approved by the Office of Student Activities.

### **3.25 SEXUAL MISCONDUCT AND SEXUAL ASSAULT**

**3.25(a)** Sexual misconduct includes:

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

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

**3.25(a)(3)** sexual assault is the engaging in sexual intercourse, sodomy, or oral copulation with another, or the



voluntary and knowing ingestion of any substances, such as drugs, medicine, or alcohol, the accused's failure to perceive the risk is not a defense to a charge of sexual misconduct or assault.

### **3.26 SIGNS AND POSTERS**

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

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

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

**3.28 SPEAKER'S POLICY** Any member of the student body, or any individual who is sponsored by a chartered student organization, may address any group on campus, subject only to reasonable

which took effect on January 1, 1996, are not permitted on campus. Self-defense sprays legally sold over the counter for personal defense are permitted on campus.

- 3.30(b)** Student-owned sporting firearms or other weapons (including all BB and pellet guns) must be registered and stored through arrangements with the SMU Police Department.
- 3.30(c)** Weapons or reasonable facsimiles of weapons are not to be used in any game or play situations.

#### **4.0 POLICIES PERTAINING TO CAMPUS ORGANIZATIONS**

**4.1 GENERAL DESCRIPTION** Campus organizations are formed to further the common interest of the members of the group and the SMU community. The work of campus organizations is an essential part of the learning environment at SMU. Open to all students and facilitated through faculty and staff resource persons, these organizations develop many opportunities for experiential learning that supplements and reinforces the classroom activities for students. There are two types of organizations at SMU, listed and

fees in the form of special projects and residuals administered by the Finance Committee of the Student Senate. If receiving student activity fees, listed organizations must maintain records and administer fees in accordance with all guidelines approved by the Finance Committee and the Student Senate.

**4.3(a)(2)** The organization must be in compliance with “Responsibilities of Chartered Organizations” (See Section 4.3(c)(1-13)) at the time of application.



**4.3(c)(2)** Membership must be open to all members of the SMU student body without respect to sex, sexual orientation, race, creed, disability, age, veteran status, or national origin. This applies to all groups with the exception of those organizations specifically exempted in Title IX of the Educational Amendments of 1972. Organizations may

submitted within two weeks to the Organizations Committee for approval by the senate.

**4.3(c)(10)** The organization must be represented at the mandatory organizations meeting each fall and spring semester.

**4.3(c)(11)** To continue to receive any privileges once chartered, an organization must have its current leadership roster on file with the Director of Student Activities. This is done by submitting an Officer Update Form each semester with the Senate Organizations Committee within two weeks of changes in officers and/or adviser.

**4.3(c)(11)(i)** For the fall semester, if a chartered student organization fails to attend the initial mandatory organizations meeting and fails to contact the SMU Student Senate Organizations Chair or director of student activities within four weeks following the initial mandatory organizations meeting and does not have a representative present at the mandatory organizations meeting make-up, the organization will, at that time, forfeit chartered status until contact has been made. The status of the organization will be reduced to listed and all appropriated funds for the academic year will be returned to the Students' Association.

**4.3(c)(11)(ii)** For the spring semester, if a chartered student organization fails to attend the mandatory organizations meeting and fails to contact the SMU Student Senate Organizations Chair or Director of Student Activities by their respective budget interview, the organization will, at that time, forfeit chartered status until contact has been made. The status of the organization will be reduced to listed and their budget request will not be accepted. All remaining appropriated funds for the academic year will be returned to the Students' Association. If a chartered student organization not seeking appropriated funds fails to attend the mandatory organizations meeting and fails to contact the SMU Student Organizations Chair or Director of Student Activities within four weeks following the mandatory organizations meeting, the organization will, at that time, forfeit chartered status until contact has been made. The status of the organization will be reduced to "listed" and any remaining appropriated funds for the academic year will be returned to the Students' Association.

- 4.3(c)(12)** All funds of the organization must be administered in accordance with the guidelines set by the Student Senate. Organizations not receiving student activity fees are not required to maintain funds in a Student Association account; however, organizational financial records are subject to review by the Students' Association Comptroller upon request. Organizations receiving student activity fees must meet the following guidelines:
- 4.3(c)(12)(i)** All funds must be held in a Students' Association account and administered by the Students' Association comptroller.
  - 4.3(c)(12)(ii)** All appropriated student activity fee monies not encumbered at the end of the fiscal year shall revert to the Students' Association.
  - 4.3(c)(12)(iii)** All revenue generated by the organization shall be kept in an interest-bearing Students' Association checking account and shall be retained by the organization at the end of the fiscal year.
  - 4.3(c)(12)(iv)** If a chartered organization disbands, all assets of the organization will revert to the Students' Association.
  - 4.3(c)(12)(v)** Neither the Students' Association, the Student Senate, nor the University is liable for the debts incurred by a chartered organization.
  - 4.3(c)(12)(vi)** All equipment purchased with Students' Association funds is the property of the Students' Association. It is subject to inventory and must be surrendered to the Students' Association upon request.
- 4.3(c)(13)** Any contract that is to be entered by an organization authorized to spend University funds, including student activity fees, must be reviewed by the Office of Vice President for Legal Affairs and signed by the Vice President for Student Affairs or any other officer of the University authorized to sign contracts on behalf of the University. Contracts to be signed for an event sponsored by the organization must be sent to the Vice President for Legal Affairs at least thirty (30) days prior to the date of the event.

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

**4.5 PROCESS FOR REQUESTING AND ADMINISTERING FUNDS**

**4.5(a) CHARTERED ORGANIZATIONS:**

**4.5(a)(1)** Chartered organizations may submit a budget application within the time line and guidelines established by the Senate Appropriations Committee. Chartered organizations receiving student activity fees must have

**4.5(b) NONCHARTERED INDIVIDUALS AND GROUPS:**

**4.5(b)(1)** Individuals or groups that are not chartered and have

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

**5.2(a) RECRUITMENT CONTACT**

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

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

**5.2(b) ELIGIBILITY FOR PLEDGING**

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

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

**5.2(c) FORMAL AND OPEN RECRUITMENT**

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

**5.2(c)(2)** Structured open recruitment occurs for non-first-year students in the fall semester, usually in the first few weeks of September, and for all students in the first few weeks of the spring semester following the formal recruitment period. However, students who meet the eligibility

requirements may pledge at any time at which an invitation for membership is extended by a group.

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

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

**5.3(a)** Criteria for Expansion

**5.3(a)(1)** Status of Greek Life and Council

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

**5.3(a)(1)(ii)** Academic standing compared to SMU GPA

**5.3(a)(1)(iii)** Recruitment statistics

**5.3(a)(2)** Enrollment trends of the University

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

**5.3(b)** If the decision on the Criteria for Expansion is positive, the Vice President for Student Affairs and the President of the University are then petitioned for approval for the next steps to proceed.

**5.3(c)**

- 5.3(d)(4)** Number of new chapters and colonies in last three years (current size of each)
- 5.3(d)(5)** Goals of Colony at SMU
- 5.3(d)(6)** Colonization procedures including, but not limited to, new member recruitment, retention guidelines imperative for colony to be chartered (including financial), growth plan for the colony.
- 5.3(d)(7)** Member Recruitment Plan
- 5.3(d)(8)** Service/Philanthropy Plan
- 5.3(d)(9)** Academic Success Plan
- 5.3(d)(10)** Copies of all National/chapter policies, including risk management policies
- 5.3(d)(11)** Leadership Development - opportunities offered by National Fraternity
- 5.3(d)(12)** New Member Program - copy of sample program and length of new member period.
- 5.3(d)(13)** Financial - new member/initiation costs, average active dues, any other financial responsibilities charged to members.
- 5.3(d)(14)** Colonization Timeline
- 5.3(d)(15)** Must have an established and viable Advisory Board and/or a Written plan on how the organization plans to obtain the support of an advisor and alumni three months prior to chapter colonization or recolonization. This Advisory Board/Advisor must be composed of local volunteers who will be working with the new chapter. Before colonization/recolonization, the Board/Advisor must:
  - 5.3(d)(15)(i)** Meet with SMU Administrators
  - 5.3(d)(15)(ii)** Meet with the Council Greek Advisor
  - 5.3(d)(15)(iii)** Meet with the other chapter Advisory Boards, under the facilitation of the Greek Advisor
  - 5.3(d)(15)(iv)** Present goals and plans to the Council
  - 5.3(d)(15)(v)** Receive advisor training, in some form, from national officers as to responsibilities and duties to the chapter.
- 5.3(e)** See Policy 5.0 in the Student Code of Conduct.



**5.4 POLICIES PERTAINING TO GREEK HOUSING**

**5.4(a) ROOM AND BOARD PAYMENT** Any student signing a

## I INTRODUCTION

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

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

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

consideration, and when unable to do so, readily withdraw from the consideration of that matter;

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

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

To participate in training sessions and meetings;

To adhere to all provisions of the University Judicial Code.

Members charged in violation of the code or with a criminal offense may be suspended from the board by the University Judicial Council upon a recommendation of the Office of the Dean of Student Life. Members who may have been approached by persons in an attempt to influence a judicial decision shall report such activity to the chair of the University Judicial Council and the Office of the Dean of Student Life.

Board members who find they are unable to meet the requirements of the judicial system shall inform the Office of the Dean of Student Life and submit a letter of resignation to the University Judicial Council.

## **II. OUTLINE OF THE JUDICIAL SYSTEM**

This outline provides a basic overview of the judicial system and a quick guide to the responsibility of the various parts. For an accurate understanding of any part of the system, one must review the pertinent detailed text in the rest of this section. The majority representation on all boards are students.

### **A. THE ORGANIZATION AND RESPONSIBILITIES OF THE JUDICIARY**

- 1. DELEGATION OF AUTHORITY** 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

3. **UNIVERSITY HEARING BOARDS** Hearing boards are composed of three students, one faculty member, and one staff member. Serious offense hearing boards will have a law school faculty member serve as chair. Any case that may result in a sanction of disciplinary probation or greater may be assigned to a hearing board. The University Judicial Council shall appoint a minimum of nine students for the University hearing boards. A minimum of three students shall be designated as chairpersons. The University Judicial Council also shall appoint a minimum of three faculty members and three staff members to serve on the hearing boards. All hearing board members will be appointed to serve on a hearing board on a rotational basis, whenever possible. Every attempt will be made to ensure that board members reflect the full diversity of the University. Board members will receive training in, but not limited to, judicial policies and procedures, hearing board members' responsibilities and ethical considerations, questioning techniques, and other relevant information as determined by the Office of the Dean of Student Life.
4. **THE TRAFFIC APPEALS BOARD** The President will name the chairperson and the University Judicial Council will appoint, in consultation with the chairperson, four faculty, four students, and one staff to serve each year. A hearing may be held by any three of the members if both faculty and students are represented. This board will hear cases appealing citations of the traffic and safety office for registered vehicles only. This is the board for final appeal for traffic citations. Appeals of Traffic Appeals Board decisions to the University Judicial Council are limited to questions of procedure or policy of the Traffic Appeals Board. Questions of fact concerning the citation itself are resolved by the Traffic Appeals Board and are not subject to further appeal.
6. **GRADUATE HEARING BOARDS** The School of Law and the School of Engineering and Applied Science shall each appoint every year, as may be necessary and appropriate, hearing boards composed of staff, faculty and graduate students to hear cases involving graduate students enrolled in their respective graduate schools. All charges against graduate students not enrolled in the School of Law or the School of Engineering and Applied Science will be heard through normal judiciary channels.



2. **SELECTION OF FACULTY MEMBERS** The Office of the Dean of Student Life will initiate contact with the Faculty Senate concerning faculty members. The Faculty Senate may nominate three candidates. The University Judicial Council also may nominate candidates. The University Judicial Council and two members of the Faculty Senate may interview all candidates and send recommendations to the President of the University. The President will appoint the faculty members. Faculty appointments are for three years and shall be staggered so those members are being appointed in different years.
3. **SELECTION OF STAFF MEMBERS** The Office of the Dean of Student Life will initiate contact with the Vice President for Student Affairs concerning staff members. The vice President will nominate three candidates to be

serves as a board of final appeal for appeals originating from University Hearing Boards and Administrative Hearings.

3. **STUDENT BODY CONSTITUTION** Constitutional questions concerning the student government may be resolved by the University Judicial Council. Such questions must be brought as a written petition to the council for consideration. If the University Judicial Council agrees to hear the question, it will meet as an appellate board at which both sides will be represented and a binding decision will be rendered. The University Judicial Council may allow oral presentations concerning constitutional questions. Petitions for such a hearing may originate from any Student Body Officer or Student Senator. Also, any student with the signatures and student identification numbers of five percent of the currently enrolled full-time and part-time students, may petition for a hearing. All such constitutional questions must first be submitted to the Executive Committee of the Student Senate, which will review the appeal or dispute as outlined in Article X of the Student Senate By-laws.
4. **SPECIAL INVESTIGATIVE AUTHORITY**



of Student Life. Nonetheless the University, at its discretion, may proceed with the student judicial process as outlined herein without formal written complaint. A University judicial officer will investigate alleged violations of the Student Code of Conduct, whether they occur on or off campus, and/or violations of the Community Standards and Student Conduct





#### IV. CONDUCT OF THE HEARING

- A. UNIVERSITY HEARING BOARD PANELS** Whenever possible, members from the University Hearing Board pool will be selected to serve as hearing board members on a rotational basis. The complainant and the accused may challenge any member of the hearing board on grounds of bias. The board may remove a board member by majority vote (excluding the member being challenged) during a closed session. If a member is excluded, an alternate member of the University Hearing Board pool will be selected.
- B. QUORUM - UNIVERSITY HEARING BOARD** At least four (4) members of the hearing board shall be present throughout the hearing. If less than the required number are present at the opening of the hearing, the hearing shall be postponed until four (4) members can be convened. These requirements may be waived upon agreement of all parties. Once the hearing has commenced, if a hearing board member should need to withdraw for a period of no less than 30 days, the hearing shall recess until all members can be present. Once the hearing has commenced, if a hearing board member should need to withdraw for a period of more than 30 days or permanently, the accused may request that the hearing continue with the remaining hearing board members if the complainant agrees. Otherwise, a new hearing will be scheduled. All members may vote, and all determinations shall be by majority vote. A failure to vote shall be registered as a “not responsible” vote. For Serious Offense cases, the quorum is four board members, composed of students, faculty and staff.
- C. QUORUM - UNIVERSITY JUDICIAL COUNCIL APPELLATE BOARD** At least four (4) members, including at least one (1) student member, one (1) faculty member, and one (1) staff member, shall be present throughout an Appellate Board Hearing. At least five members, including at least two (2) faculty members, two (2) student members, and one (1) staff member shall be present through an Honor Council Appeal (see The Honor Code of SMU, Article VI, Section 3).
- D. DISQUALIFICATION** Upon considering any challenges from the accused concerning his/her impartiality, any member of a hearing board may withdraw voluntarily. In such cases, the accused may waive the quorum and the hearing proceed. If the accused chooses not to waive the quorum, the next person in rotation shall serve on that board, and the hearing will be rescheduled.

**E. COMMENCEMENT** No hearing shall begin until at least 72 hours have elapsed from the day of service of notice to the accused. This period may be waived at the mutual agreement of the accused and a University judicial officer. Notice will have been considered served if it was mailed from the University post office in the Hughes-Trigg Student Center at least 96 hours before the day of the hearing to the student's local address on file with the University registrar. Students are required to maintain a current local address and telephone number with the University registrar at all times. Notice sent to the local mailing or e-mail address on file with the University registrar will have been considered delivered as addressed. Such notice is not required to be sent certified or registered mail.

**F. DECORUM** The chairperson of a hearing board shall maintain order for the proper conduct of the hearing. When necessary, the chair may expel disruptive individuals or adjourn the hearing to a later time to assure the full development of the facts in a calm, deliberate setting.

**G. ATTENDANCE AT HEARINGS** All judicial hearings shall be closed and private. Only members of the hearing board, judicial members-in-training, the accused, University staff-in-training, a University judicial officer presenting the University's case, any University official called by a University judicial officer, the complainant presenting his/her testimony, the parents of the accused and the complainant, and one support person each may be admitted. The support person, if selected, must be a member of the University community. Parents and/or a community support person are for moral support of the accused and the complainant and may not participate in the hearing unless called upon as witnesses.

**H. SEPARATE HEARINGS** In hearings involving more than one accused student, a University judicial officer, at his or her discretion, may permit the hearings concerning each student

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2. The hearing chair shall conduct the hearing in a manner so as to bring forward all relevant evidence.
3. Members of the hearing board, the complainant, and the accused may direct questions to and cross-examine witnesses. The chairperson of the hearing board, at his/her discretion may require that questions for cross-examination be submitted first to him/her who will then direct the question to the witness(es).
4. Each party in the case will have the right to make an opening and closing statement. The complainant may give the first opening statement. The accused may give the last closing statement. The complainant and the accused may each include a statement of the impact of the alleged offense as part of a closing statement.
5. Once the hearing has concluded, the hearing board will deliberate in closed session to reach a decision. The hearing board's decision will be presented in writing within three working days and will include findings of fact,



including but not limited to sexual assault/misconduct cases are assigned to a University Hearing Board with the following additional procedures.

- 1. PRELIMINARY INTERVIEWING** The complainant will make an appointment with a University judicial officer to file charges, if so desired. During this meeting, a University judicial officer will explain the University Judicial System and, if the complainant alleges sexual misconduct/sexual assault, refer the complainant to a counselor in the Counseling and Testing Center for advice, counseling, and information on all available procedural options and alternatives. A University judicial officer will immediately notify the accused of the charge alleged. A University judicial officer will explain the University Judicial System and, if the charge alleged is sexual misconduct/sexual assault, refer the accused to a counselor in the Counseling and Testing Center.
- 2. INVESTIGATION** A University judicial officer will thoroughly investigate the alleged complaint. A Special Investigating Committee may be appointed after consultation among the University Judicial Council Chair, the University Judicial Officer and a law school faculty member trained with respect to Serious Offenses.
- 3. NOTICE OF VIOLATION AND EXCHANGE OF INFORMATION** If there is sufficient evidence to go forward, an amended notice of charges, if necessary, will be sent to the complainant, the accused and the chair of the hearing board within 24 hours of the conclusion of the investigation. The hearing will take place as soon as possible after the complainant's and accused's comments are received, but no earlier than 96 hours or four school days and no later than seven school days after their comments are received by the University judicial officer. The Office of the Dean of Student Life shall notify the complainant and the accused of the date, time, and place of the prehearing briefing and the hearing. A minimum of 96 hours prior to the hearing, the complainant and the accused will deliver to the Office of the Dean of Student Life a list of those witnesses whose testimony will be presented in person and a copy of all documents to be submitted to the hearing board. A minimum of 72 hours prior to the hearing, a University judicial officer will conduct a prehearing briefing with the complainant and the accused. At that time, each will receive a copy of the other's list of witness(es) and documents as well as the



4. To challenge any member of the University Hearing Board on grounds of prejudice.
  5. To remain present during the proceedings.
  6. Not to have his or her sexual history discussed during the hearing. To present evidence of a recent sexual relationship between the accused and the accuser only if the accused asserts consent as a defense.
  7. To be informed of the hearing board's decision within three working days following the hearing.
  8. To appeal the decision of the hearing board to the University Judicial Council.
  9. To request to have his or her living arrangements (if in campus housing) modified pending the outcome of the student judicial proceedings if the accused lives close to the complainant.
- D. THE HEARING** The chair will conduct the hearing utilizing broad powers to conduct a full and fair hearing. The hearing board may call persons named in the confidential Investigative Report, as well as additional witnesses at its discretion. The chair will make final decisions regarding questions of procedural issues and admissibility of evidence. The chair must be a SMU Law School faculty member who has specialized training. No one may serve as chair if he/she has not completed this training. The chair is a nonvoting member of the board and may not participate in deliberations, except to answer questions regarding procedures, admissibility of evidence, etc. A quorum will consist of four board members. A University judicial officer must be present in the hearing and will function as the official record-keeper of the hearing, as





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

- K. SUSPENSION OF PRIVILEGES** An individual or group will lose privileges that allow them to participate in specific activities, use specific facilities, or exercise specific privileges.
- L. EDUCATIONAL SANCTIONS** The objective of this sanction is education and rehabilitation. Sanctions selected will be commensurate with the offense.
- M. DEFERRED SANCTIONS** Individual or group sanctions may be deferred (not enforced). Deferred terms, i.e., conditions of the probation and its duration, will be set by the judicial body which imposed the sanction. If a succeeding judicial body finds the student responsible for violating the terms of probation during the period set up by the preceding judicial body, the probation must be lifted and the previously imposed deferred sanction enforced. In addition, further sanctions may be imposed. In no case may a student have more than one deferred sanction.
- N. REFERRALS TO OTHER OFFICES** Students may be required to contact other offices on campus including, but not limited to, the Center for Alcohol Education and Drug Abuse Prevention, Counseling and Testing, and the Office of Volunteer Services.
- O. FAILURE TO COMPLETE SANCTIONS** Students who fail to complete their sanctions within the allotted time period may be subject to having their registration cancelled and/or having a hold placed on their official university records, which may prohibit them from registration, reenrollment, or receiving transcripts.

## **VII. RECORDS**

The following policies concerning records and the release of information are in compliance with the Family Education Rights and Privacy Act of 1974 (The Buckley Amendment). Records of the Office of the Dean of Student Life shall contain all information; data, correspondence, findings, and records of official action concerning student discipline.

- A.** A disciplinary sanction will remain on a student's record until it is erased three years after graduation. If the student leaves the

- C. Beginning with their senior year, students may request to have their disciplinary records expunged by the Dean of Student Life for good cause, upon written petition of respondents. Factors to be considered in review of such petitions shall include:
1. The present demeanor of the respondent.
  2. The conduct of the respondent subsequent to the violation.
  3. The nature of the violation and the severity of any damage, injury, or harm resulting from it.

There will be no appeal of the decision of the Dean of Student Life.

## VIII. APPEALS

- A. **GROUNDS FOR APPEAL** An accused who has been found responsible shall have the right to request an appellate review. Such written request must be received in the Office of the Dean of Student Life within 96 hours from the mailing of the written findings to the student's address of record. A quorum of the University Judicial Council, which has participated in the training provided to all University Hearing Board members, shall sit as the appellate body. In no case may a member of the University Judicial Council sit to hear the appeal if he/she has not completed this training. The accused may request an appeal on the following grounds:
1. Clearly erroneous findings of fact;
  2. Significant procedural irregularities that denied the accused a fair hearing;
  3. Substantial new relevant evidence not available at the time of the hearing;
  4. Evidence presented at the hearing for a finding of responsibility clearly insufficient; and
  5. Sanction unreasonably harsh.
- B. **STANDARD OF PROOF** The standard of proof is the greater weight of the credible evidence.
- C. **APPELLATE PROCEDURE** The procedure for the appeal will be as follows:
1. At the conclusion of each hearing, the judicial officer or hearing board chair will submit the following documents to the Office of the Dean of Student Life: the decision, the reasons for the decision, and the reasons for the sanctions imposed.

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

# The Honor Code

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

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

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

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

## **THE CONSTITUTION OF THE HONOR COUNCIL OF SOUTHERN METHODIST UNIVERSITY**

**PREAMBLE AND DEFINITIONS** We, the students of Southern Methodist University, with the approval of the Provost and the Dean of Student

**CHEATING** Intentionally<sub>1</sub> using or attempting to use unauthorized materials, information, or study aids in any academic exercise<sub>2</sub>.

**FABRICATION** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise<sub>3</sub>.

**FACILITATING ACADEMIC DISHONESTY** Intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code<sub>4</sub>.

**PLAGIARISM**<sub>5</sub> Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

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

## ARTICLE I

### JURISDICTION, RATIFICATION, AND AMENDMENTS

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

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

**SECTION 3:** Amendments may be proposed by a student senator, faculty senator, member of the council, or by petition of no less than 10 percent of the student body. Passage shall require a majority vote

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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) but only for an act with requisite intent. "Intent" is a question of fact. A student who cites long passages from a book without acknowledgment cannot expect to convince the decision maker that the omission was merely "negligent." Also, requiring a showing of intent is not to be confused with excusing students who claim they were unaware of the rules. 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 from the book itself. Likewise, it would be improper to analyze one sample in a laboratory experiment and covertly "invent" data based on that single experiment for three more required analyses.
  - 4 For example, one who provided term papers or examinations to other students while knowing or having reason to know that such materials would be used in violation of the Honor Code would be responsible for "facilitating academic dishonesty."
  - 5 The University subscribes to the statement on plagiarism which appears on page six of William Watt's *An American Rhetoric* (1955).

of the Student Senate, the Faculty Senate, and the approval of the Provost and the Dean of Student Life.

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

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

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

## **ARTICLE II**

### **HONOR COUNCIL COMPOSITION AND AUTHORITY**

**SECTION 1: MEMBERSHIP** If possible, the Honor Council should be comprised of four officers and no less than 27 general members. 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 will be categorized as follows:

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

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

- (a) to develop its own Bylaws and procedures, subject to approval by the Provost, the Dean of Student Life, and Vice President for Legal Affairs for legal sufficiency and compliance with the standards set by the Honor Council Constitution;
- (b) to serve on and constitute the hearing boards, as specified in Article IV of this Constitution;



- (c) to advise and consult with faculty members and administrative officers on matters related to academic integrity standards, policies, and procedures;
- (d) to foster and promote programs alerting students to the importance of academic integrity and the penalties for its violation;
- (e) to issue an annual report to the campus community, to include a statistical review of the nature, volume and disposition of charges heard, academic integrity standards, policies, and procedures, including recommendations for appropriate changes;
- (f) any additional duties or responsibilities delegated by the Provost or Dean of Student Life.

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

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

## **SECTION 3: ADVISING THE ACCUSED STUDENT**

- (a) The vice president of the Honor Council or designee shall serve as liaison to the accused student. The Honor Council vice president shall document every attempt by phone and mail to contact the

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

- (b) The vice president shall inform the student that he or she may bring one person from the SMU community 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.

## **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 Judicial Code.
- (b) The president or his/her designee shall act as the nonvoting presiding officer of the hearing.
- (c) The accused may challenge any board member's eligibility to sit on the panel; however, the hearing board by majority vote, will have the final decision regarding the panelist's eligibility.
- (d) Hearings will be closed to the public, except for the accused student's parents, the community support person accompanying the accused student, and Honor Council members-in-training. The accused student may request an open hearing, which may be held061 8oa. Th/(me TjT\*.)Tj-2.he case atbent



- (i) If the accused is found responsible for an Honor Code violation, the president will inform the board of any prior Honor Code or Judicial Code violations by the accused. The hearing board will then determine the sanction(s) to apply. (See Article V., Section 3.)
- (j) 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 accused in person or sent via certified mail if the accused is not present, or refuses to accept his or her copy. The decision of the hearing board will be available to the accused 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 for a quorum), however more than one Honor Council faculty member is eligible to sit on the board, as well as is one member of the administration of Southern Methodist University, so long as there are at least two student Honor Council members on any hearing board (including the four-member quorum). Furthermore, any officer of the Honor Council shall be eligible to sit on the board to the extent that they have no prior knowledge of the case.
- (b) All other special contingency hearing procedures shall follow the guidelines set forth in Section 2.

## **ARTICLE V - PENALTIES**

**SECTION 1:** The recommended minimum penalty for a violation of the Honor Code shall be an Honor Violation (H.V.) and a deferred suspension from the University for the remainder of the student's academic career. The suspension will be invoked for a finding of guilt of an Honor Code violation or a sanction of disciplinary probation through the University Judicial System. The Honor Council shall authorize the University registrar to place an H.V. on the transcript. The H.V. shall remain on the student's transcript for three years after graduation or expected date of graduation. It shall then

be removed from the transcript. Although it is presumed that a guilty verdict would result in assignment of a grade of F, the faculty member retains complete discretion to award a grade for the course he or she deems appropriate. Hearing board members may discuss the case issues in general with other Honor Council members at their regular meeting for purposes of training, but no identifying information may be discussed.

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

- (a) 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);
- (b) expulsion from the University.

**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) premeditation and seriousness of the offense;
- (c) previous University Honor Council or Judicial Council record;
- (d) harassment of the complainant or any witness.

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

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

## **ARTICLE VI-APPEAL**

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

- (a) substantial new relevant evidence not available at the time of the original hearing;

- (b) significant procedural irregularities which denied the student a fair hearing;
- (c) insufficient evidence provided to merit a finding of responsibility;
- (d) sanctions overly harsh.

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

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

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

## **ARTICLE VII - RECORDS**

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

# 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 each vice president, each dean, the Student Senate, and the Police Department. The complete text of the regulations is also available on the SMU Police web site at [www.smu.edu/pd/](http://www.smu.edu/pd/).
2. The objective is to obtain voluntary compliance with the regulations rather than to assess fines. Fines have been enacted to deter violations.
3. The plan provides parking spaces as conveniently as possible within the available limits. **No one is guaranteed a parking space on campus.**
4. Students, faculty and staff are expected to be familiar with and to abide by these regulations at all times and to advise visitors of them. The fact that a violation notice is not issued when a vehicle is illegally parked does not mean nor imply that the regulation or law is no longer in effect. The motor vehicle operator is responsible for being informed about the laws and regulations in force.
5. After six violations, the individual to whom the vehicle is registered will lose his or her parking privilege on campus. Persons with registered vehicles are responsible for any citations issued to their vehicles. **Lack of convenient parking space is not justification for violation of parking rules. Any unregistered vehicles parked on campus by faculty, staff or students will be cited.** Repeated violations (three or more) can result in the vehicle being towed or mechanically immobilized (booted).
6. All appropriate Texas criminal laws and motor vehicle laws, in addition to University regulations, are in effect on SMU property. University police officers have jurisdiction to enforce regulations and the authority to remove or impound any vehicle operated or parked in violation of the regulations.
7. Throughout the year the campus hosts several major events that require reserved parking for the patrons. To facilitate reserved parking demands for event patrons, parking lots normally designated for student, staff, and faculty use may be closed. This will result in some inconvenience to the campus community but does not authorize drivers to park in violation of campus, state, or city ordinances.
8. Questions regarding interpretation or classification of these regulations should be directed to the Manager of Vehicle Registration and Parking Control during normal business hours at 214-768-4250. (PLEASE DO NOT CALL THE POLICE DISPATCHER)



## **VEHICLES ON CAMPUS**

Motor vehicles parked at any time on University property or streets by

7. SMU is not responsible for any damage that may occur to vehicles parked on campus or to vehicles entering or leaving SMU parking lots.

### **FLOOD WARNING**

Certain low-lying areas of the campus (especially the 3200 block of Binkley and the 5800, 5900, and 6000 blocks of Binkley Ave) are prone to flooding in heavy rains. Concerns or questions about these areas should be addressed to the SMU Police (214-768-3388).

### **PARKING FOR THE DISABLED**

1. SMU provides spaces throughout the campus for the parking needs of persons with disabilities. The campus honors any government-issued disability designation visibly displayed. Requirements for authorization to park a vehicle in a “Disabled” space are a state “Disabled” license plate, a state “Disabled” decal, or any disabled designation issued by a government entity.
2. Guests to the campus, with proper state designation and with the disabled person in possession of the vehicle, may park in any legal parking space, including spaces designated for disabled parking. Permits or license plates denoting disability do not permit anyone to park in “Fire Lanes”, “No Parking” areas, or “Reserved” parking spaces. If there is a question regarding special parking needs, contact the SMU Police Department at 214-768-4250.
3. If necessary, faculty, staff and students with disabilities will be



7. **SMU APARTMENTS:** Residents of all SMU Apartments will be assigned parking decals. These decals are designated for apartment parking and all permit areas.
8. **TEMPORARY:** This is used on a temporary basis as a substitute for any of the other permits.
9. **SPECIAL GUEST:** Used to designate visitors on campus. Allows the vehicle to park in any legal space.
10. **RETIRED FACULTY/STAFF:** Designates individuals who have retired from SMU. Allows them to park in any legal space. Available through the Retired Faculty Association and the Retired Staff Association.

### **REGISTERING FOR PARKING**

1. Student registration for parking must be done in the following manner: Payment for parking is made at the Student Financial Services Office in the Perkins Administration Building. The student reports to the offices of the SMU Police Department and presents proof of payment of the parking fee. A student must have an SMU ID and the license plate number of the vehicle to be registered. Vehicle Registration and Parking Control personnel will issue the appropriate decal to each person. The parking permit must be affixed to outside of the rear windshield of the vehicle, driver's side in the lower portion of the glass in such a manner that the identifying number is visible and legible. Vehicles without a rear window or those with louvers on the back window may place the permit on the rear bumper.
2. In certain cases, a person not officially registered to park on campus may be issued a temporary permit. This permit must be affixed inside the rear window, driver's side lowest corner, with the time of authorization indicated on the face of the permit. Inquiries regarding temporary permits should be directed to the Vehicle Registration and Parking Control Office at 214-768-2487.

### **FEES**

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

1. Students
  - Full-time (more than 9 credit hours)*
    - Full year - \$200
    - Spring Semester - \$100
    - Summer Semester - \$37.50
  - Part-time (9 or fewer credit hours)*
    - Full year - \$100
    - Spring Semester - \$50
    - Summer Semester - \$37.50
2. Faculty/Staff - \$20 a month
3. Exchange of car (2nd permit) - \$5
4. Replacement of lost or stolen permit - \$5

5. Contract employees with personal vehicles - \$5 monthly
6. Deposit for parking gate trip card - \$10
7. Temporary permit - \$20 monthly

### **REFUND POLICY - PARKING FEES**

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

### **TRAFFIC AND PARKING VIOLATIONS**

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

### **FINES**

1. A fine of \$25 will be charged for all minor violations.
2. The fine for a moving violation is \$30.
3. Violation of parking in a space designated for the disabled without visible authorization or blocking a ramp for the disabled will result in a \$200 fine. In addition, the vehicle will be towed away at the owner's expense.
4. A person is designated a **"habitual violator"** after six citations are issued. The minimum fine for all habitual violators is \$30 per offense in addition to the fine. Vehicles belonging to habitual violators parked in any location other than Dedman 3 Lot will be towed or "booted" at the owner's expense.
5. Fire lane and fire plug violations are \$50 each.

### **VIOLATIONS**

1. The maximum permissible speed on campus streets is 20 MPH. The speed limit in all parking lots is 5 MPH.
2. Vehicles must stop for pedestrians at all intersections and in marked crosswalks on campus. Pedestrians always have the right of way in any situation.
3. A motor vehicle shall not be operated while any person is sitting on, holding onto, or otherwise positioned on the outside of the vehicle, except pick-up trucks, in which passengers may be seated in the truck bed if the passenger is not in violation of minimum age as defined 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. Spaces provided for disabled persons are indicated by posted signs.
6. In the event of conflict between traffic signs and the painted

## **MOTORCYCLES**

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

1. Motorcycles may be driven only on the streets and driveways of the campus and are explicitly prohibited from sidewalks, lawns, flower beds and shrubbery, inside of buildings except garages, and areas where they are prohibited by posted signs.
2. Motorcycles may be parked in any area authorized for automobiles.
3. Motorcycles may not be parked in fire lanes, inside any building except garages, on sidewalks or lawns, in driveways or loading zones, within 10 feet of any building wall, in bicycle parking areas or where official signs prohibit. Except at Patterson Hall.
4. No more than one passenger may be transported on a motorcycle.

## **BICYCLES**

Bicycles must be ridden in accordance with state and local laws pertaining to them. The SMU Police Department will provide a synopsis of such laws upon request.

1. As a deterrent to theft and to aid in prompt identification of a lost or stolen bicycle, the SMU Police Department will provide a FREE registration decal to an owner supplying the serial number or identification number of the bicycle. Registration of bicycles is mandatory.
2. A bicycle may not be ridden, parked or stored on any campus street or lawn or other areas where pedestrians may walk, including sidewalks, inside buildings, garages, any landscape improvements not open to pedestrian use, malls, flower beds, hedges and shrubbery, any outside area designated for other than pedestrian use, or where official signs prohibit parking or riding. Bicycles must be ridden on streets only and pushed on sidewalks. Designated bike paths may be used.
3. The operator of a bicycle must give the right of way to pedestrians at all times.
4. Bicycles may not be secured to any tree, shrub, or plant, including average step railings, or any structure NOT designated as a bicycle rack or locking facility. An exception is a chain-link fence.
5. Bicycles may not be left unattended on any sidewalk, street, driveway, loading zone, fire lane, building, porch or patio, or pedestrian mall.



6. Violations of these regulations will result in the removal of the bicycle by the SMU Police Department; the owner may retrieve it after showing proper identification.
7. All violations of campus bicycle regulations are considered minor traffic violations and fines will be assessed accordingly.
- 8.

The designation applies whether or not the person has paid the fines for the violations. The person will maintain their parking decal and not be authorized to park anywhere except the Dedman 3 Lot.

2. **SMU will make an attempt to notify an individual that he/she has been placed into habitual violator status.** Habitual Violator status should be considered automatic upon receipt of the sixth citation, even if the citation fines have been paid.
3. If a Habitual Violator parks any place on campus other than Dedman 3, his/her vehicle will be booted or impounded at the expense of the owner or person in charge.
4. The minimum fine for all Habitual Violators is \$30 per offense plus the boot fee.
5. **The paying of citations does not constitute reinstatement of a person's parking privileges.**
6. Subsequent violation of parking regulations will result in the student being referred to the University Judiciary System for action.

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

Vehicles in violation of posted restrictions (i.e., cited three times or more for parking without a current decal, parked in a fire lane, occupying a space reserved for the disabled with no visible authorization, parked in a no parking area, reserved space, in a service vehicle space without a hang tag, blocking traffic flow or a danger to the safety of others) will be towed or impounded at the owner's expense. All vehicles towed by the Police Department are impounded in an on-campus area. A5i

temporarily park a mobile home (on the Dedman 3 Lot only) on campus will be granted by the SMU Police Department on a specific-need basis. Buses are not allowed to park permanently on campus. Temporary arrangements involving special events can be made through the SMU Police Department (214-768-2490).

### **UNIVERSITY CLOSING DUE TO BAD WEATHER**

**(Please do not call the police department for this information)**

The decision to close the University due to weather conditions is made by the University president. The decision will be announced to the local television and radio stations by 6 a.m. Voice mail messages announcing the closing will be available by calling SMU-MAIL (214-768-6245) or SMU-INFO (214-768-4636).

### **LAW ENFORCEMENT AUTHORITY**

1. All University officers are duly commissioned peace officers of the State of Texas. Upon the request of an officer of the University, any person on the campus is required by state law to identify himself or herself. Any member of the University who refuses to identify himself or herself upon request by a University police officer will be subject to removal from the University and disciplinary action. In certain circumstances, a person may be arrested for "Failure To Identify".
2. All vehicle thefts, accidents involving vehicles, and other offenses such as criminal mischief or vandalism of vehicles that occur on campus should be reported to the SMU Police Department immediately. Accident reports should be made prior to moving the involved vehicles. One-vehicle accidents and inoperable vehicles also must be reported promptly. Abandoned vehicles will be removed from the campus at the owner's expense consistent with state law.
3. To secure the necessary traffic control measures, persons or organizations planning activities that involve campus streets or



# Safety & Security

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

## **MUNICIPAL LAW ENFORCEMENT JURISDICTION**

In addition to the SMU Police Department, the University Park Police Department has concurrent jurisdiction on the campus and, if needed, assists the SMU PD. The University Park Fire Department, which is within a few blocks of the SMU campus, provides fire fighting and emergency paramedic services to the campus. Through interagency agreements, the Highland Park Police Department and the Dallas Police Department also will provide assistance if the SMU Police Department requests it.

## **LAW ENFORCEMENT AUTHORITY OF CAMPUS SECURITY PERSONNEL**

The SMU Police Department is a fully empowered law enforcement agency that is certified by the state of Texas. The University employs 24 state commissioned police officers who carry firearms and have full law enforcement authority, duties and responsibilities. In addition to the police officers, the SMU Police Department also has uniformed security officers who provide security in residence halls, libraries, and parking enforcement services as well as support for special event operations. All other persons are prohibited from possessing weapons on University property. The SMU Police Department has the responsibility and duty to enforce all local, state, and federal laws and to effect arrests and to provide for referral for prosecution of crimes to the city and county judicial systems. Any criminal violation committed on the campus will be processed through the state or federal criminal justice system.

## **PROCEDURES FOR REPORTING CRIMES AND OTHER EMERGENCIES**

Fires, health emergencies, crimes, and violations of University policies and procedures should be reported to the SMU Police Department either in person at 3128 Dyer Street, Room #200, Patterson Hall, or by telephone at 911 on campus or at 214-768-3333 from off campus. Violations of University policies and procedures by students may also be reported to the Office of the Dean of Student Life. Conspicuously placed lighted emergency telephones with direct lines to the SMU Police Department are located throughout the campus to facilitate reporting. **Please Note:** Telephone calls to 911 made from cellular telephones will most likely be answered by Dallas Police or University Park Police. Students using cell phones should tell the 911 operator they need to speak to the SMU Police Department. The 911 operator

*will immediately transfer the call to SMU PD.*

### **CAMPUS FACILITIES ACCESS**

Visitors to residence halls and fraternity and sorority housing must be accompanied by the resident of the facility who is being visited. Visitors to the campus are welcome. However, they are expected to adhere to all campus regulations and policies. Visitors are encouraged to stop by the SMU Police Department located on the second floor of Patterson Hall for information on policies and procedures. Any person may be required, upon request by the SMU Police Department, to present identification while on campus.

### **MAINTENANCE OF CAMPUS FACILITIES**

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

### **RESIDENCE HALL SECURITY**

Approximately 2,200 students reside on campus in residence hall facilities. Residence halls have doors that lock automatically. Access is by a card key entry system that allows building residents to use their SMU ID cards for exterior entry only to their own assigned residence halls. If an exterior fire door of a residence hall is propped open, an alarm will sound alerting the building's staff. The area desk in McElvaney Hall, is staffed 24 hours a day. A security officer is on duty from midnight to 8 a.m., and a RLSH staff member is on duty from 8 a.m. to midnight. All other residence halls are covered at random by patrol 24 hours per day. Residents are encouraged to keep their room door locked at all times.

### **SERIOUS CRIMES**

In the event a serious crime is committed on campus, the following procedures are used to provide timely notice of the crime and warning to the SMU community. 1) Students who sign up to receive crime alerts via email will receive the alerts from CrimeWeb.net. 2) Campus Alert flyers will be posted in the residence halls, libraries, cafeterias, and classroom buildings. The alerts will display information about the incident, the location where it occurred, the description of suspects, and the telephone number of the police department. Students are encouraged to register their "active" email address (smu.edu, hotmail.com, aol.com) with [www.crimeweb.net](http://www.crimeweb.net) so they may receive timely crime alerts via email.

### **CRIME STATISTICS**

Southern Methodist University has participated in the FBI's Uniform Crime Reporting Program since 1967. As part of its ongoing commitment to provide information to students, prospective students, faculty, staff and prospective employees of the University, and to comply with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (online at <http://www.securityoncampus.org/schools/>





## Federal Law & Confidentiality of Records

The Family Educational Rights and Privacy Act of 1974 is a federal law that grants to students the right to inspect, to obtain copies, to challenge, and to a degree control the release of information contained in his or her education records. The Act and regulations are very lengthy, and for that reason SMU has issued guidelines which are available to students in the Division of Enrollment Services. Policy 1.18 of the University Policy Manual, accessible on SMU's Intranet, also discusses this law.

In general, no personally identifiable information from a student's education record will be disclosed to a third party without written consent from the student. Several exceptions exist, including these selected examples: (1) Information defined by SMU as directory information may be released unless the student sends a written request to the Registrar that it be withheld; and (2) information may be released to a parent or guardian if the student is declared financially dependent upon the parent or guardian as defined by the Internal Revenue Service Code. A parent or guardian wishing to have access to a student's education records must provide to the University Registrar a completed "Declaration of Dependence For Purposes of Obtaining Student Education Records," available in the Registrar's Office. **PLEASE NOTE:** *The old form, Parental Certification for Purposes of Obtaining or Releasing Student Academic Data, is no longer valid.*

On the "Declaration of Dependence" form a taxpayer filer, or two filers for joint returns, may declare on an annual basis that a student is their dependent. If the parent has filed a "Declaration of Dependence," SMU may disclose, but is not required to disclose, information to the parent from the student's educational records. In most situations it is expected that information requested would be provided.

In addition to the "Declaration of Dependence" that may be completed by the taxpayer, the student may complete a "Student Release for Purposes of Releasing Student Education Records," providing a standing release of information to specific persons. Because this is a standing release and is valid during the entire academic career of the student unless revoked in writing, parents are encouraged to work with their student(s) to complete this form and submit it to the Registrar's Office. This form is also available from the Registrar's Office.

Please contact the University Registrar in the Department of Enrollment Services, 214-768-2058, if you have any questions regarding FERPA or releasing information.



# SMU Policy on Sexual Harrassment

Southern Methodist University is committed to providing a work and study environment that encourages intellectual and academic

learning, or unduly interfering with an individual's work performance. For purposes of this policy, "undue interference"

such relationships produce, casts doubt on the faculty member's academic decisions concerning a particular student's performance, the faculty member's overall professionalism and credibility, and the genuineness of the student's accomplishments where the faculty member is directly supervising and teaching the student.

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

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

### **STAFF/STUDENT RELATIONSHIPS**

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

### **SMU GRIEVANCE PROCEDURES**

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

Informal proceedings generally are handled by the alleged offender's principal administrator, in consultation with the Institutional Access and Equity officer.

Formal proceedings involving a:

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

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



- **For General Information, Reporting Incidents, Counseling, or Educational Programs**

Women's Center

3116 Fondren Drive

*Phone:* 214-768-4792

Dean of Student Life Office

302 Hughes -Trigg Student Center

*Phone:* 214-768-4564

- **Additional Counseling Options**

Counseling and Testing Center

Health Center

*Phone:* 214-768-2211

Mental Health Center

Health Center

*Phone:* 214-768-2860

Office of the Chaplain

316 Hughes-Trigg Student Center

*Phone:* 214-768-4502

## SMU Policy on Sexual Assault

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

### **WHAT CONSTITUTES SEXUAL ASSAULT?**

Sexual assault offenses include the actual or attempted intentional touching of an unconsenting person's intimate parts (defined as genitalia, groin, breast, the buttocks, or clothing covering them) or forcing an unconsenting person to touch another's intimate parts; rape; forcible sodomy; forcible oral copulation; and forcible sexual penetration, however slight, of another's anal or genital opening with any object. These acts may be committed by a stranger or by acquaintance and must be committed either by force, threat, or intimidation, or otherwise without consent.

### **EDUCATIONAL PROGRAMS THAT PROMOTE AWARENESS**

The Coordinator of Psychological Services for Women will conduct educational programs on sexual assault for students through the Wellness Program, the Orientation Week Program, the Extended Orientation Program (EOP) in the residence halls, and seminars for specific groups as requested.

In addition, confidential, ongoing counseling for student survivors of sexual assault is available with the Coordinator of Psychological Services for Women and can be arranged through the Counseling and Testing Center. Confidential, ongoing counseling for faculty and staff survivors of sexual assault is available through the Counseling and Testing Center on a fee basis.

### **WHAT TO DO IF YOU HAVE BEEN SEXUALLY ASSAULTED**

Students, faculty, and staff are encouraged to report sexual assaults to the SMU Police Department, whether the assault occurs on or off campus, no matter who the alleged assailant is. Students may report sexual assaults to the SMU Police Department or the Dean of Student Life Office. Reporting a sexual assault to University officials or filing a police report does not automatically initiate criminal charges. It is important for persons who have been sexually assaulted to seek medical attention. The Coordinator of Psychological Services for Women is available to accompany students who have been sexually assaulted to the hospital and for counseling, if desired. A medical examination called a “Rape Kit Test,” conducted at Parkland Hospital in Dallas, will help preserve important evidence of the sexual assault if the person who has been sexually assaulted decides later to prosecute.

### **HOW TO FILE A SEXUAL ASSAULT COMPLAINT**

Persons with complaints of sexual misconduct and/or sexual assault allegedly committed by students, whether occurring on or off campus, should report such complaints to the Office of the Dean of Student Life. If the complainant wishes to proceed with formal charges through the SMU Judiciary, an investigation is conducted, and the case is referred to the SMU Serious Offense Judicial Board. *See University Judicial Code Section V.B. “Rights of the Complainant Alleging Sexual Misconduct and/or Sexual Assault” in this Student Handbook for details.*

Filing formal charges through the SMU student judiciary does not preclude filing criminal and/or civil charges. Students who wish to file criminal and/or civil charges may receive information and assistance from the Office of the Dean of Student Life and the SMU Police Department.

## **Center for Alcohol & Drug Abuse Prevention**

The primary mission of the Center is to assist SMU students who may be struggling with alcohol or other drug problems. The Center provides assessments, interventions, referrals, short-term counseling, and on-going support for recovering students. All contacts with Center staff are confidential; under no circumstances is any information 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 that which may be considered a violation of

state law and prohibits the possession and consumption of alcohol by those younger than 21.

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

### **HEALTH RISKS OF ALCOHOL AND DRUGS**

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

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

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

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

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

### **SMU SANCTIONS**

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

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

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

### **LEGAL SANCTIONS**

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

intoxicated may subject individuals to up to \$2,000 and to a jail term of up to two years. Fines and jail terms escalate with subsequent offenses.

**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. Amounts 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**

The mission of the Center for Alcohol & Drug Abuse Prevention is threefold: 1) To provide students with a confidential source of help when confronted with alcohol or drug abuse or addiction issues. 2) To promote activities and programs with student support to focus campus attention on the problem of alcohol and drug abuse. 3) To help the student body claim ownership of alcohol and drug problems on campus and take charge of identifying solutions.

We have nine primary service functions on campus. They are:

- 1) **ASSESSMENT:** We assess client 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, we reach out to people in trouble and provide access to appropriate help.
- 3) **SHORT-TERM COUNSELING:** As appropriate to the situation.
- 4) **REFERRAL/AFTER-CARE:** Based on our assessment, we assist clients in finding specialized care.
- 5) **CAMPUS AWARENESS:** We 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:** Our office supports self-help groups and refers to a wide range of support groups in the community, as dictated by the needs of the individual.
- 7) **EDUCATION:** Presentations are given about alcohol and other drugs, chemical dependency and substance abuse topics.
- 8) **TRAINING:** Students, faculty and staff are trained in dealing with others who 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.

Additional information is available at the Center for Alcohol Drug Abuse and Prevention, Memorial Health Center, second floor, from 8:30 a.m.-5 p.m. Monday through Friday; 214-768-4021.



1. Dallas Hall
2. Law Parking Garage
3. Storey Hall
4. Underwood Law Library
5. Collins Hall
6. Florence Hall
7. Perkins Administration Building
8. McFarlin Memorial Auditorium
9. Umphrey Lee Center
10. Virginia-Snyder Hall
11. Shuttles Hall
12. Memorial Health Center
13. Peyton Hall
14. Mary Hay Hall
15. Greer Garson Theatre
16. Owen Fine Arts Center
17. Hamon Arts Library
18. Smith Hall
19. Perkins Hall
20. Bridwell Library
21. Perkins Chapel
22. Martin Hall
23. Kirby Hall
24. Hawk Hall
25. Selecman Hall
26. Moore Hall
27. Heroy Science Hall
28. Fondren Science Building
29. Dedman Life Sciences Building
30. Hyer Hall
31. Science Information Center
32. Fondren Library Center
33. Fondren Library West (DeGolyer Library)
34. Fondren Library East (Fondren Library)
35. Clements Hall
36. Hughes-Trigg Student Center
37. Maguire Building
38. Fincher Memorial Building
39. Crow Building
40. Caruth Hall



