

S M U

1993-1994

PERUNA



EXPRESS

SMIU

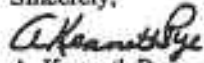


**THE
PERUNA
EXPRESS**

WELCOME TO SMU

Welcome to SMU. You are entering an environment that should be one of the most challenging in your life. We hope to spark your intellectual curiosity, introduce you to new fields of learning, and acquaint you with the great problems of our age. This will be done in an atmosphere that provides you an opportunity to participate in a wide range of activities that will enhance your personal strengths. You will make friendships that will last throughout your life. We want you to study diligently, and enjoy yourself.

Sincerely,



A. Kenneth Pye

President

It is my privilege to welcome you to campus for what promises to be an extraordinary year for SMU students.

I hope that each of you enters the 1993-94 school year with a spirit of enthusiasm and a commitment to excellence. We relish your contributions both in the classroom and in student life here at SMU.


The Students' Association provides means for involvement outside of the classroom in two ways. First, the student government system itself -- the Student Senate and its extensive committee structure-- allows students to communicate their concerns and ideas through interaction with administrators, faculty, staff, and the community. The Student Senate always is concerned with protecting your rights as a student and with ensuring your voice in the University decision-making process.

Second, the Students' Association supports approximately 160 student organizations. These groups exist for the purpose of enhancing and diversifying your SMU experience through extracurricular activities. You should make full use of them.

I encourage each of you to utilize the resources of the Student Senate. Your student body officers and the Student Senate exist to serve you. We publish the Peruna Express as a service and reference guide for you. Should you require further information, call me at 768-4448 or come by our offices in the Student Activity Center on the third floor of the Hughes-Trigg Student Center.

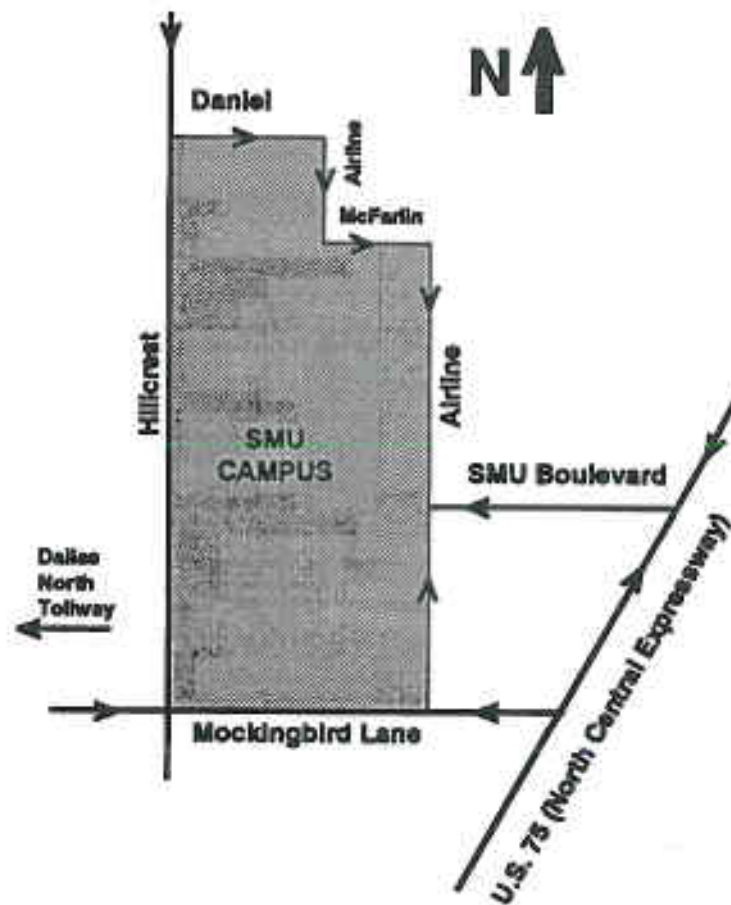
Again, welcome to SMU.

Very truly yours,



Derrick Bolton
Student Body President

Routes to Campus



Getting to Campus

Welcome to SMU! We wish you a safe and successful semester. To reduce congestion on residential streets and move traffic to campus most effectively, the City of University Park and SMU recommend the following routes:

- From U.S. 75 (North Central Expressway):
 - From the north, exit SMU Boulevard or Mockingbird Lane and proceed west (left) to campus. The parking garage and most lots are near SMU Boulevard.
 - From the south, exit Mockingbird Lane or SMU Boulevard and proceed west (left) to Airline Road. Turn north (right) on Airline to approach the parking areas.
- From Hillcrest Avenue:
 - From the north, turn east (left) on Daniel, then south (right) on Airline. At McFarlin, turn east (left), then south (right) on Airline to the parking garage and lots.
 - From the south, turn east (right) on Mockingbird Lane. At Airline Road, turn north (left) and proceed to parking areas.
- From Dallas North Tollway, north or south: exit Mockingbird Lane and proceed east. At Airline Road, turn north (left) and proceed to parking areas.

The 1993-94 *Peruna Express* has been provided to you by the SMU Student Senate. It is filled with useful information to help you acquaint yourself with SMU and all it has to offer. Make every day of your college years exciting and interesting. Have a great year!

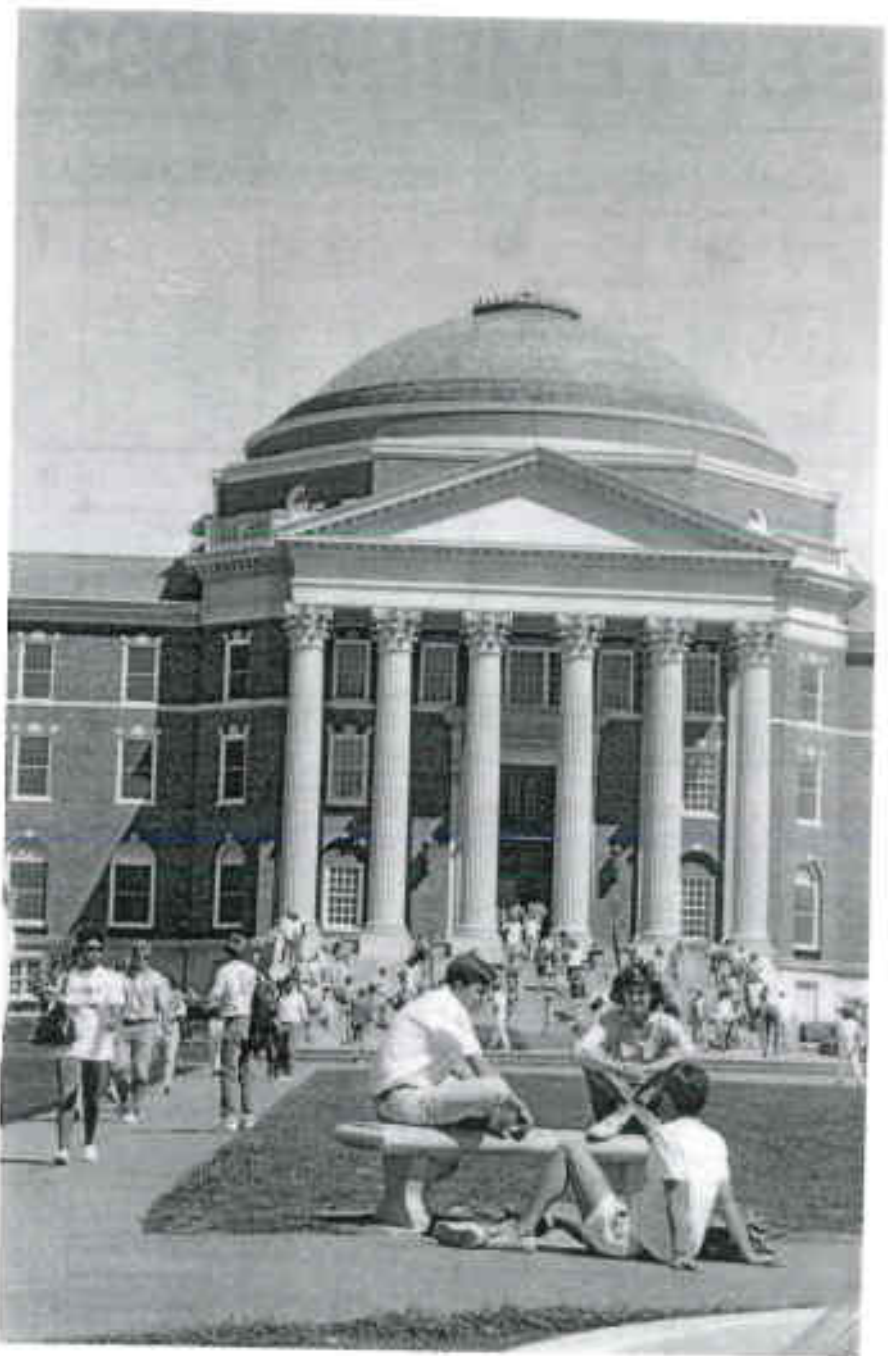
Special thanks to all those people who helped with the *Peruna Express*:

Lydia Dale

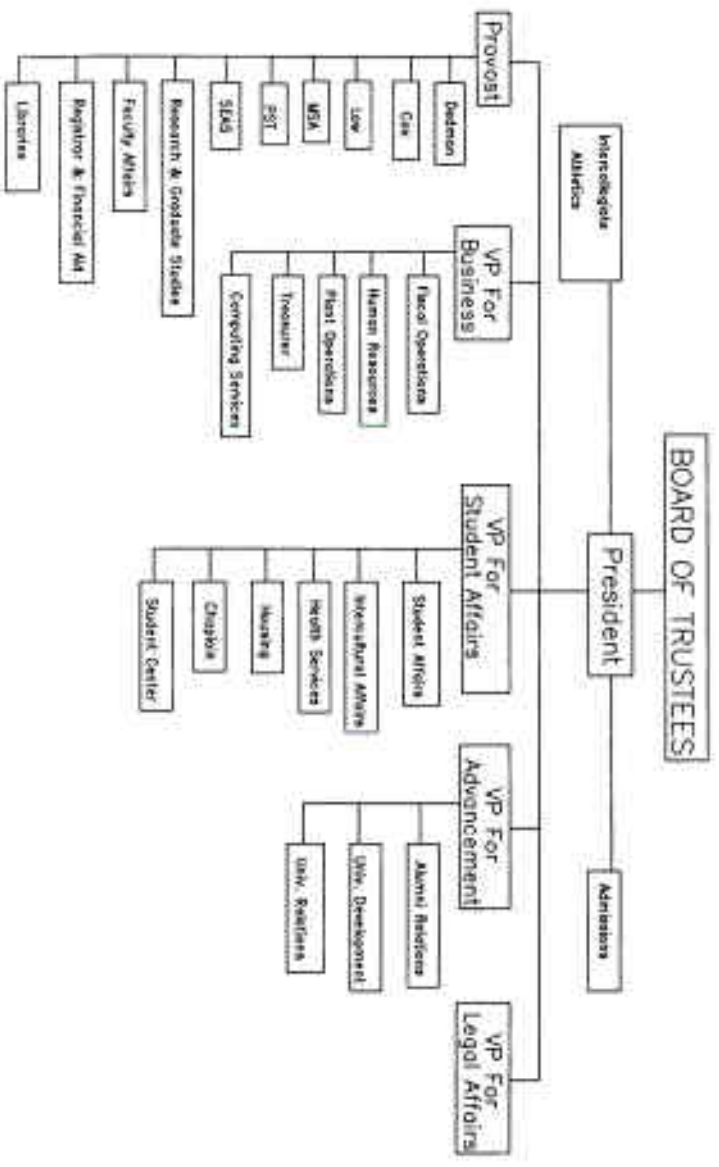
Handbook Committee-Kim Dykman, Alex Hanna, and Liz Mitchell
Code Committee - Jennifer Wilder, Patricia Terrell, Kim Head, Ethan Burke, James Crolley, and Kathy Rowe

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SOUTHERN METHODIST UNIVERSITY



SEPTEMBER 1993

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30 First Day of Classes 1st Year Semester Applications available in Activity Center SS, SP, PC Committee member applications available in Activity Center	31	1	2	3 End of Add/Drop	4 SMU vs Arkansas at 7:00pm at the Cotton Bowl
5	6 Labor Day No Classes	7	8 Student Organizations Fall Show to 5pm TLD-Lazy Day Lecture	9	10	11 SMU vs Wisconsin at 7:00pm at Orensky Stadium
12	13	14 Last day to declare yourself or declare a major before the deadline	15 Membership Organizations Meeting	16 Membership Organizations Meeting Potentially Underclass Freshmen 7:00 Book Exchange	17 1st Year Semester Applications Due Student Senate Committee Applications Due	18 Security Book Contest Sax Kid Ball
19	20 GREEK	21 Tolfead	22 Tolfead	23 Tolfead	24 WEEK	25 SMU vs TCU at 7:00pm in Fort Worth Van Ripper
26	27 Tolfead	28 Tolfead	29 Tolfead 1st Year Semester Election Student Senate Scholarship Applications Available in Activity Center	30 1st Year Semester Fall Old Election Commencement Todd Glass Sullivan Tolfead		

OCTOBER 1993

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 SMU vs Missouri at 1:00pm at Missouri
3	4	5	6	7 Nashua Alumni	8 Parents Weekend	9 SMU vs Baylor at 2:00pm at O'Connell Stadium Parents Weekend
10	11	12 TLE - Jack Kemp	13 Scholarship Applications Due	14	15	16 SMU vs Houston at 1:00pm at Houston
17	18	19 TLE - Alpha Xi Delta	20	21	22	23 SMU vs Texas at 7:00pm at the Alamodome San Antonio
24 Sorely Wash Contact	25	26	27	28 Hughes-Trigg Student Center Birthday Party	29 Hughes-Trigg Student Center Birthday Party	30 SMU vs Texas A&M at 2:00pm at Texas A&M
31						

NOVEMBER 1993

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Homecoming Kick-Off	2	3 Homecoming Drag/Queen Election	4 Fightin' Home	5 Fightin' Home	6 SMU vs Rice at 2:00pm at Owsby Stadium
HOMECOMING						
7	8 Continuation Student Registration for Spring Start Nov. 8th T.L.S. - Bill Haysen	9	10	WEEK		
LITERARY						
14	15	16	17 Continuation Jan David	11	12	13 SMU vs Texas Tech at 2:00pm at Owsby Stadium
FESTIVAL						
21	22	23	24	18	19 Program Council Meeting	20 SMU vs Navy at 2:00pm at Navy Program Council Meeting
28	29	30 T.L.S. - Jerry Duggan DeCadeau		25 Thanksgiving Day	26 University Holiday	27

DECEMBER 1993

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5 Celebration of Light	6 Thanksgiving 1993	7	8	9	10 Last day of Class	11
12	13 New Year's Eve	14	15	16	17	18 New Year's Day
19 Winter Break class	20 Spring Payment Due	21	22	23	24 University Holiday	25 Christmas Day
26	27 University Holiday	28 University Holiday	29 University Holiday	30 University Holiday	31 University Holiday	

JANUARY 1994

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 New Year Day
2	3	4	5	6 Boston Orthodox Christmas	7	8
9 Zoo, Yards Open	10 Faculty/Student Body Register Academic Advising, Registration, and Orientation	11	12	13	14	15
16 Book Ends	17 Martin Luther King Holiday	18 First Day of Class Spring Budget Form for 1994-95 available	19	20	21	22
23	24 Let Day to register and to add Drop	25 Mandatory Organization Meeting TLD - Book Shows	26 Mandatory Organization Meeting Scholarship application available	27	28 Comptroller Apps. Available	29
30	31					

FEBRUARY 1994

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Last Day to Decline PV		3	4 General Election Application Available
6	7	8 Secure Budget Request Due	9	10	11 Scholarship Applications Due	12
13	14	15 Mortgage TUL - Tom Pitzer	16 Ash Wednesday	17	18 General Election Application Due	19
20	21	22	23	24	25 Mag Song	26
27	28 Student Body Candidate Debate					

MARCH 1994

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Student Senate General Election Voting	2	3 Student Senate General Election Ballot Count	4	5
6	7	8	9	10	11	12 Spring Break Begins
13	14	15	16	17	18	19
SPRING			BREAK			
20 Spring Break Ends	21 Student Senate Committee Chair Applications Available	22	23	24	25	26
27 Parents Begin	28	29	30	31 Committee Chair Applications Due		

APRIL 1994

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Good Friday Holiday	2
3 Easter	4 Student Senate Committee Applications Available	5	6 Last Day to Drop with WP	7	8	9
10	11 Registration for Continuation Students Due 27th	12	13	14	15 Committee Applications Due	16
17	18	19 TDS - Diane Schmidt	20	21 Awards Introspection	22	23
24	25	26	27	28	29 Student Senate Inauguration	30

MAY 1994

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6 Last Day of Class	7
8	9 Examinations Begin	10	11	12	13	14 Examinations End
15	16	17	18	19	20 Recess	21 Commencement
22	23	24	25	26	27	28
29	30	31				

SOUTHERN METHODIST UNIVERSITY

ACADEMICS

Dedman College

Dean: James F. Jones, Jr. Main Offices
201 Dallas Hall 768-3212 213 Dallas Hall 768-2440

Every student entering SMU as a first-year student spends his/her first year under the administration of Dedman College. Students are assigned to a Dedman adviser who will assist them in planning their program of study.

In order to graduate from SMU, all students must fulfill three sets of requirements: The Common Educational Experience (CEE), the requirements of their chosen major and minor. All students must complete the CEE which is administered by the Council on General Education chaired by the Dean of Dedman College and consisting of faculty representatives from all schools of the university.

Students wishing to pursue majors in the humanities, social or natural sciences, or various interdisciplinary programs remain in Dedman College. Students seeking other majors transfer to other undergraduate schools during their sophomore year.

Meadows School of the Arts

Dean: Undergraduate Records
1010 Owen Fine Arts Center Harriet Hughes
768-2880 1120 OAC 768-2754

Meadows School of the Arts is housed in the Owen Fine Arts Center. The center is one of the finest university complexes in the nation for instruction, performance, and exhibition of art, music, drama, dance, television, and film.

The school strives to maintain a balance between professional preparation and traditional liberal arts education. The programs offered are Art, Arts Administration, Art History, Communication Arts (Advertising, Cinema, Journalism, Public Relations, TV/Radio), Dance, Music, and Theatre. A degree from the Meadows School of the Arts is awarded not only in the recognition of developed abilities, but by demonstrated knowledge of a particular field of study. The Center for Communication Arts is housed in the Umphrey Lee Center of Communications and Economics.

The Edwin L. Cox School of Business

Dean: David H. Blake Undergraduate Records/Advisors
200 Fincher Building 252 Maguire Building
768-3012 768-3195

Academic excellence in teaching and research plus close involvement with the professional business community are the cornerstones underlying the

organization and structure of the Edwin L. Cox School of Business. All academic programs (undergraduate and graduate), faculty recruitment, student selection, research efforts, and continuing education for the business community are built on this foundation.

The Edwin L. Cox School of Business enjoys an excellent working relationship with the Dallas/Fort Worth business community and brings business executives into the educational process in several ways. Students work with businesses in internship programs, and business persons participate in special management briefings, numerous seminars and special conferences held each year.

The School of Engineering & Applied Science

Dean: Andre Vacroux Grad. & Undergrad Studies, 768-3484
115 Caruth Hall Academic Records
768-3051 768-3042, 101 Caruth

The School of Engineering and Applied Science of SMU seeks to combine the professional aspects of education in engineering and the applied sciences with the breadth of education which characterizes a university with instruction and research programs in many disciplines. The school offers curricula in the major traditional engineering areas together with programs in some of the newer fields such as computer science and engineering, operations research and engineering management, and graduate study in hazardous and waste materials management, manufacturing systems management, and software engineering.

School of Law

Dean: C. Paul Rogers III
Dean's Suite, Storey Hall Academic Records
768-2620 768-2551

The School of Law at SMU ranks among the leading schools in the nation. Established in February 1925, the School of Law is a member of The Association of American Law Schools and is approved by the American Bar Association. The curriculum combines training in the science and method of law, knowledge of legal principles, and practical experience in the handling of professional problems. Most of the school's students are candidates for the Juris Doctors Degree, the first degree in law, which requires the equivalent of three years of postgraduate professional study.

Perkins School of Theology

Dean:
202 Kirby Hall Academic Records
768-2138 768-2152

Perkins School of Theology is a graduate professional school which prepares students for leadership in the church and the academy. It combines the study of theology with practical training for the specialized ministries of the church and in conjunction with the graduate faculty of Dedman College, offers a Ph.D. and MA in specialized fields of religious and theology study.

Office of International Programs

Director: Ben Wallace
100 McFarlin Auditorium
768-2295

The university offers students the opportunity to live, study, and travel abroad in semester or year long programs. SMU maintains semester or year programs of study in Paris, Madrid, Copenhagen, Japan, Russia, and Britain. Students can also take advantage of summer programs in Salzburg, Rome, Oxford, London, Russia, and the south of France and Mexico.

Those students wishing to enroll in an international program must submit a formal application. The applications are available in the International Programs Office. Admission is competitive and space is limited, thus students are encouraged to apply early.

Office of Research and Graduate Studies

Dean: U. Narayan Bhat
336 Dallas Hall 768-4345

The Office of Research and Graduate Studies is responsible for admission, monitoring of progress and certification of Dedman College graduate students, as well as the maintenance of production quality of these and dissertations of all master's and doctoral students at SMU.

Writing Center

215 Ownby Stadium
768-4253

The Writing Center is a free service which will assist students at any stage in the process in drafting and provide tutorial instruction in specific writing skills. The Writing Center faculty will not edit or proofread work, but they will be glad to answer any specific questions the student may have about his or her draft. Appointments are necessary in order to reserve a half-hour tutorial or consultation. Walk-ins are not guaranteed to receive assistance.

ACADEMIC SUPPORT SERVICES

Records of the holdings of all SMU libraries are accessible through PONI, the Public Online Information system. Users can key into the database from terminals in the libraries, or from any terminal or personal computer, on or off

campus, that can connect to SMU's mainframe in Bradfield Computer Center.

A circulation subsystem, which enables the libraries to check out books by computer, was added in 1991. All students must have a barcode, available at the libraries, affixed to their I.D. in order to use the system.

LIBRARIES

Bridwell Library

Hours: M-Th 8:30am-10pm, Friday 8:30am-5pm,
Saturday 10am-5pm, Sunday Closed
Phone: 768-3441

This is the theology library, located on the north side of the theology quad. Most volumes are on the subject of theology. This library has recently had the interior renovated and is a quiet, convenient place to study for students living in the South Campus.

Business Information Center (BIC)

150 Maguire
Hours: M-Th 8am-10pm, Friday 8am-5pm
Saturday 10am-6pm, Sunday 1pm-10pm
Phone: 768-4107

The BIC combines the information resources of a library with the technology of a computer center. The BIC offers information from print, on-line databases, and CD-ROM resources. It also offers IBM and Macintosh labs with popular software applications and laser printers.

DeGolyer Library Fikes Hall of Special Collections

Hours: Monday-Friday 8:30am-5pm
Phone: 768-2253

This library, located in Fondren West, houses one of the strongest collections on the American West and railroad history in the United States. The DeGolyer Library is closed stack, and no materials may circulate outside the library. SMU Archives and other materials related to the University's history can be obtained through the DeGolyer Library.

Fondren Library

Hours: M-Th 8am-2am (staff leaves at 10pm*)
Friday 8am-midnight (staff leaves at 5pm*)
Saturday 9am-midnight (staff leaves at 5pm*)
Sunday 1pm-2am. (staff leaves at 9pm*)

*Reference material and periodicals are not available.

Phone: 768-2326
768-7378 (recording of hours)

This is SMU's main library which houses general collections in the humanities, social sciences, education, and business, and is the central depository for government documents. This is the library where most students should begin their search for information.

Hamon Arts Library

Hours: M-Th 8am-12am, Friday 8am-6pm
Saturday 9am-5pm, Sunday 1pm-12am
Phone: Circulation Desk 768-3813
Computer Lab 768-2652
Bywaters Special Collections Wing 768-2303
768-2894 (recording of hours)

The new Hamon Arts Library is located on the west side of the Owen Fine Arts Center. The Hamon contains SMU's holdings in art, arts administration, cinema, dance, music, and theatre, and a large Audio-Visual Center and Computer Lab.

Institute for the Study of Earth and Man

Hours: Monday-Wednesday 8:30am-9pm,
Thursday-Friday 8:30am-5pm, Sun 1pm-5pm.
Phone: 768-2430

Located in 129 Heroy Hall, this reading room (a branch of Central University Libraries) houses materials on geology, anthropology, and archeology.

Science and Engineering Library

Hours: M-Th 8am-11pm, Friday 8am-6pm,
Saturday 9am-5pm, and Sunday 2pm-11pm.
Phone: 768-2444

This library, located across from Fondren Library East, contains volumes on sciences: mathematics, biology, chemistry, computer science, engineering, and physics.

Underwood Law Library

Hours: M-Th 7:30am-midnight, Fri. 7:30am-6pm, Sat 9am-5pm,
Sun 12pm-midnight.
Phone: 768-3230
768-3216 (recording of hours)

This library, located on the west side of the Law Quad, houses collections of federal, state, and international law.

University Archives

(Administered through DeGolyer Library - - Kay Bost)

Hours: Monday-Friday, 8:30am-5pm
Phone: 768-2661

University Archives houses materials relating to the history of SMU. If you ever want to know anything about this University, this is the place to go. For assistance with University Archives, see Kay Bost, 2nd Floor Fondren Library West.

AUXILIARY SERVICES

Computer Services: Bradfield Computer Center

Hours: Mainframe access - weekdays 24 hours
The microlab and consultant's office are open M-Th 8am-12am, Fri 8am-5pm, Sat closed, and Sun 12noon-8pm.
Phone: 768-3369

The Bradfield Computer Center Microlab has IBM Personal Computers, T.I. Professional Computers, and Apple Macintosh Personal Computers available to all faculty and staff with valid SMU ID cards.

The Learning Enhancement Center

308 Clements Hall - Academic Skills - 768-6725
Maximize learning effectiveness through regularly scheduled, non-credit classes called ORACLE—optimum reading, attention, comprehension, and learning efficiency. In addition to reading rate, comprehension, and vocabulary, topics include the lifelong "learning to learn" skill of concentration, memory/retrieval techniques, preparation for standardized tests, and time management. Diagnostic testing is followed by individualized instruction and directed practice, including extensive computer use.

209 Ownby - Tutorial Service (by referral only) - 768-3648

In cooperation with the Office of Housing and Residence Life, the LEC offers free drop-in tutoring in selected subjects every weekday evening in McElvaney Cafeteria.

Student Tutorial Service

301 Hughes-Trigg Student Center (Activities Center)
768-4599

The Tutorial Service coordinates low-cost tutoring for introductory and/or intermediate courses in most subject areas. Students wishing to apply for tutorial help should complete and submit a request form. The service will provide the names of tutors in the requested subject area. The student will then

make arrangements with one of the tutors regarding time and place for tutorial help. In addition, students proficient in any course offered at SMU may apply to be a tutor for the service.

Advising Center

First Floor Clements Hall

Hours: Mon-Fri 8:30am-12 noon, and 1pm-5pm

Students may arrange individual advising conferences by signing in on their advisor's schedule sheet posted on his or her door. Advisors welcome unscheduled visits as well, particularly during non-peak periods of the semester.

Administrative/Office Staff

Dr. O.T. Hargrave Associate Dean	109 Clements Hall	768-3259
Mrs. Betty Odum Assistant to the Dean	108 Clements Hall	768-2094
Mrs. Lynn Walters Assistant to the Dean	108 Clements Hall	768-2308
Mrs. Bonnie Schmidt Assistant to the Dean	109 Clements Hall	768-3259
Mrs. Terry McDonell Pre-Department Office	109 Clements Hall	768-2291
Ms. Brenda Payne Departmental Office	108 Clements Hall	768-2298
Mrs. Margo Baker Assistant to the Dean	109 Clements Hall	768-3625

Academic Advisors

Mrs. Barbara Fontaine-White	111 Clements Hall	768-2309
Dr. Rick Halperin	121 Clements Hall	768-3284
Ms. Franne McFall	115 Clements Hall	768-3415
Mrs. Shelley Lloyd	110 Clements Hall	768-4142
Ms. Rebecca Marin	113 Clements Hall	768-2305
Mr. William McIntyer	117 Clements Hall	768-2310
Dr. Leo Pucacco	127 Clements Hall	768-4143
Ms. Vivian Thompson	125 Clements Hall	768-2302
Dr. Pat Webb	123 Clements Hall	768-2299
Ms. Susan Dadres	129 Clements Hall	768-4081

ANNUAL SMU EVENTS

While SMU Spirit and Tradition have gone hand-in-hand for years, the return of football to campus has added excitement and stirred up Mustang spirit and pride all over the nation. Events to look forward to include:

Rotunda Passage The official opening of classes is also the first tradition of the year. Administrators, professors, and students march in academic regalia through Dallas Hall, symbolic of a new school year. First year students will begin their SMU experience with this event on August 29, 1993.

Hilltop '93. This festive, outdoor, pre-game pep rally and carnival begins two hours before each home football game on Cockrell Beach, west of Ownby Stadium. Come and join the students, faculty, administrators, and alumni of SMU enjoy football on campus and watch the "Mustang Spirit March," featuring the Mustang Band, SMU pom pon squad, cheerleaders, and others. Sponsored by numerous student organizations in conjunction with the SMU Athletic Department, Hilltop '93 is scheduled for September 4, Oct. 9, and November 6.

Parents' Weekend. Sponsored by the SMU Student Foundation, this event encourages parents to visit students. It will be held October 8-9 and is highlighted by the Parents' Weekend Talent Show.

Homecoming. This is the weekend SMU alumni flock back to their alma mater from all over the globe. Highlights include the Homecoming parade preceding the football game, and Pigskin Revue, a variety show tradition since 1933. Homecoming is sponsored by the Student Foundation, the Alumni Association, and the Mustang Band. It will be held the week of November 6.

Celebration of Lights. SMU's Christmas celebration is sponsored by the Student Foundation on December 5, 1993. The evening comes to a dramatic finale after the reading of the Christmas Story by President Pye as the main quad is lit up in lights.

Sing Song. This annual all-University singing and dancing group competition is sponsored by Program Council and is scheduled in the spring semester. Watch campus groups "battle-it-out" against one another for a year of bragging rights.

Spring Fest '94. Finally, spring arrives and SMU takes advantage of the season each year. Not only is the school year almost over, but our mascot, Peruna (the 7th one) celebrates his birthday. It will be held at Cockrell Field in late spring, and features contests, games, a volleyball tournament, and lots more fun.

Graduation. The year's final tradition occurs on May 21, 1994. Highlights of graduation weekend contain the presentation of diplomas, and the conferring of degrees. It will easily be one of the most memorable weekends of your life.

INTERCOLLEGIATE SPORTS

SMU offers 15 intercollegiate sports. Students are encouraged to attend events. For schedule information, call the sports information office at 768-2883. For ticket information, call 768-2902. The *Daily Campus* and *Dallas Morning News* generally print a daily schedule of SMU home athletic events. The following list the 15 intercollegiate sports at SMU and where they compete for their home events.

Men's and Women's Basketball - Moody Coliseum

Men's and Women's Cross Country - Norbuck Park (Northwest Hwy and Buckner Blvd.)

Football - Ownby Stadium, Cotton Bowl (Fair Park)

Men's Golf - Stonebridge Country Club (McKinney, TX)

Women's Golf - Lakewood Country Club (Gaston Ave. and Abrams)

Men's and Women's Soccer - Ownby Stadium

Men's and Women's Swimming and Diving - Perkins Natatorium

Men's and Women's Tennis - Haggard Tennis Stadium

Men's and Women's Track and Field - Morrison Bell Track Stadium

Distribution of Student Tickets for SMU Athletic Events

All full-time students are entitled to receive one ticket for each regular season home athletic contest. A valid student ID must be presented in order to receive your ticket.

Tickets for home football games may be picked up the week of the game at the ticket office in Moody Coliseum, Monday to Friday, between 8:30am and 5:00pm. Tickets for home football games also may be picked up at the main desk in the Hughes-Trigg Student Center between the hours of 11:00am and 2:00pm.

On Saturday of football games at Ownby Stadium, student tickets may be picked up at the northeast and northwest entrances of the stadium, beginning 90 minutes before kickoff. Students are encouraged to pick up their tickets earlier in the week to avoid lines at the game. **FOR THE HOME OPENER AGAINST ARKANSAS IN THE COTTON BOWL ON SEPTEMBER 4, ALL STUDENT TICKETS MUST BE PICKED UP AT MOODY COLISEUM OR AT HUGHES-TRIGG BEFORE THE DAY OF THE GAME.**

Tickets for basketball, soccer, and swimming may only be picked up the day of the game at the gate. There is no charge for golf, tennis, or track and field.

You may purchase one guest ticket, at a reduced price, that will allow that person to sit with you in the student section for football and men's basketball games.

STUDENT ORGANIZATIONS

Student organizations are sanctioned by the Student Senate and are eligible for funding from student activity fees. Listed organizations which are not sanctioned by the Student Senate are noted by an asterisk following the name of the organization.

ACADEMIC ORGANIZATIONS

ACCOUNTING CLUB

The purpose of the Accounting Club shall be to provide information and activities of interest to members and other students of accounting. The club will also act as a forum for exchange between professionals, faculty, and students.

ADVERTISING CLUB

The Advertising Club is affiliated with the American Advertising Federation. It provides and promotes learning opportunities and fellowship for students interested in advertising. They meet bi-monthly on Thursdays.

ALPHA EPSILON DELTA/HEALTH PROFESSIONS SOCIETY

This organization offers those students interested in any health field as an occupation to come together and discuss common issues. They meet once a month on Wednesday.

ALPHA KAPPA PSI

Activities include both speakers and social events that work to bring business students closer together. They meet weekly.

AMERICAN SOCIETY OF MECHANICAL ENGINEERING

This society is dedicated to the advancement of technology through mechanical engineering. Activities include hosting distinguished speakers, touring engineering companies, and entering the Mini Baja competition. They meet on Thursday, bi-monthly.

ANTHROPOLOGY CLUB

This club works as a forum through which students and faculty interested in Anthropology and Archeology can share ideas and information and provides distinguished scholars for members. They meet the second Monday of each month.

ASSOCIATION FOR COMPUTING MACHINERY*

CHEMISTRY SOCIETY

This society promotes the study of chemistry and fellowship among chemistry students and faculty. They meet on Wednesday, once a month.

DEBATE AND FORENSICS SOCIETY

Seeks to develop the communication and research skills of its members through competition in tournaments throughout the country. They meet weekly.

DELTA SIGMA PI

This is a professional business fraternity organized to foster the study of business in universities, encourage scholarship, social activity and the association of students for their mutual advancement by research and practice. They meet weekly on Tuesday.

ECONOMICS CLUB

This club was formed to expand student-faculty relations within the economics department and present students with career ideas and opportunities within the field of economics. Meetings are Friday, bi-monthly.

FRENCH CLUB

Encourages students to gain a deeper appreciation of the French language and culture; it aids in the study of French Culture and brings the language out of the classroom and into a more practical application. They participate in several functions throughout the year such as International Week. They meet every other Thursday at 5:30pm.

GEOLOGY CLUB

Acquaints undergraduates and graduates with research in the different branches of geological sciences. There are talks and slide shows on their research; trips to conventions; and occasional field trips to areas of geological interest. They meet once a month.

GERMAN CLUB

Helps to foster a greater awareness and understanding of the German culture and language.

GRADUATE ECONOMICS CLUB

Provides a closer social and academic interaction between students and faculty. They meet Friday, bi-monthly.

HISTORY CLUB

Is an organization of SMU students and faculty interested in all aspects of the history of civilizations. The club sponsors monthly events — lectures, symposia, panel discussions — on a wide variety of subjects. Meetings are weekly on Wednesday.

HONOR COUNCIL

The Council implements the honor code by promoting academic integrity and holding hearings for alleged honor violations. Meetings are on Friday, weekly. 692-4404 (#317 Hughes-Trigg)

INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS

This group encourages development and provides continuing education through its own programs, as well as cooperative programs with industry, educational institutions and other organizations. They meet the first Tuesday of each month.

INTERNATIONAL RELATIONS CLUB

This organization's goal is to further the understanding of the entire SMU Community towards the world beyond America's borders. Economic, social, political and military dynamics that affect life in our interdependent world are studied by a variety of means. Model U.N., the Al Jazira diplomatic crisis simulation and several different programs enable members to make significant contributions toward the organization. They meet monthly.

ITALIAN CLUB

This club promotes a better understanding of the Italian language, civilizations, and thought. Meetings are weekly on Thursday.

MANAGEMENT CLUB*

This club focuses on business relationships and management and strives to make business students more aware of the importance of management in the business world today.

MARKETING ASSOCIATION

The Marketing Association enlightens students of careers available in marketing. Meetings are once a month on Friday.

(SMU) MEDIEVAL CLUB (Nova Mensa Rotunda)

This club promotes an understanding of the Medieval period through its history, literature, art, music, and crafts. Meetings are held every two weeks.

MUSIC THERAPY CLUB

This organization promotes the progressive development of the use of music to accomplish therapeutic aims and the advancement of service, training, education, and research in the profession. Meetings are each Tuesday.

NATIONAL SOCIETY OF BLACK ENGINEERS

This organization is dedicated to the recruitment, retention, and development of technical and professional skills of Black engineering students. Meetings are held on Monday bi-monthly.

OPERATIONS RESEARCH STUDENTS' ASSOCIATION

ORSA encourages the interest and career potential of students in operations research. Meetings are once a month on Friday.

PHI THETA KAPPA ALUMNI ASSOCIATION

POLITICAL SCIENCE SYMPOSIUM

This organization encourages the discussion of political issues and facilitates the growth of political consciousness and interests at SMU. They meet once a month.

PRESIDENTS' DEVELOPING LEADERS FOR TOMORROW

PDLT is a dynamic personal development program for first-year students who are interested in making an impact at SMU and assists emerging student leaders in becoming more aware of the skills needed for effective leadership. 692-4400

PUBLIC RELATIONS STUDENT SOCIETY OF AMERICA

PRSSA is a public relations pre-professional society that cultivates a favorable and mutually advantageous relationship between students and professional public relations practitioner. Meetings are Tuesday, bi-monthly.

RELIGIOUS STUDIES CLUB

This organization encourages a deeper understanding and appreciation of different ways in which religion can be described, organized, and practiced within a context of intellectual inquiry and religious tolerance. Meetings are Monday, bi-monthly.

SIGMA DELTA CHI

SIGMA TAU DELTA/ENGLISH CLUB

This organization attempts to promote literary awareness and fellowship among English students, faculty and members of the SMU Community. Meetings are Wednesday, bi-monthly.

SOCIETY FOR RUSSIAN STUDIES

The Society was formed in order to further the appreciation of Russian and Soviet society and culture. Meetings are monthly.

SOCIETY OF PROFESSIONAL JOURNALISTS

This organization provides information on issues facing professional and student journalists and offers opportunities for contact and discussion with professional journalists. Meetings are Tuesday, once a month.

SOCIOLOGY CLUB

SPANISH CLUB

This organization promotes the language, history, culture and traditions of the Hispanic and Spanish people. We work in conjunction with the Spanish Department to bring speakers, films and programs to the SMU campus and Dallas Community. Meetings are bi-monthly.

STUDENT ART ASSOCIATION

STUDENT MUSIC EDUCATORS' NATIONAL CONFERENCE

This organization provides opportunities for professional development for college students of music education. Meetings are 1st Monday of each month.

STUDENTS FOR ENVIRONMENTAL ACTION

This organization raises campus awareness of both local and national environmental issues and works with the Greenpeace organization. Meet each Thursday.

THETA TAU

This is a national professional Engineering fraternity. It is the largest social organization within the Engineering school. While the primary focus is on building friendships with other engineering students, they also participate in service projects and professional development programs. Rush and pledgship is each semester. Meetings are each week.

WOMEN IN BUSINESS

WOMEN IN COMMUNICATIONS, INC.

WICI is open to all students, male and female, interested in any field of communications. WICI also has over 11,000 national members that provide students with professional contacts after graduation. They meet the third Wednesday of each month.

HONORARY ORGANIZATIONS

ALPHA IOTA DELTA

Honorary for those who major in the Management Information Sciences. They meet four times each year.

ALPHA LAMBDA DELTA

This is a national society that honors academic excellence during a student's first year in college. They meet three times each year.

BETA ALPHA PSI

This national honorary is for qualified accounting majors. Meetings are Tuesday, bi-monthly.

BETA BETA BETA

Tri-Beta sponsors speakers and programs aimed at students who are interested in the biological sciences. Meetings are bi-monthly on Wednesday.

BETA GAMMA SIGMA*

BETA TAU EPSILON

CHI EPSILON

DELTA PHI ALPHA (German)

This honorary is for all qualified German majors. They meet each week on Tuesday.

ETA KAPPA NU

This honorary is for all qualified electrical engineering majors. Meetings are once a month on Thursday.

GOLDEN KEY NATIONAL HONOR SOCIETY

This honor society is open to all qualified upperclass students of any major. Meetings are once a month on Thursday.

KAPPA DELTA PI*

KAPPA MU EPSILON*

KAPPA TAU ALPHA*

MORTAR BOARD

This honor society is open to all qualified upperclass students of any major. Meetings are once a month on Thursday.

ORDER OF OMEGA*

This honor society is for all qualified members of the Greek Community. Meetings are monthly.

PHI ALPHA DELTA/PRE-LAW FRATERNITY

This group offers an opportunity to broaden exposure to the law profession, schools, study, and practice. They meet once a month on Thursday.

PHI BETA KAPPA*

This honor society is open to Juniors who have a 3.75 cumulative average, and seniors who have a 3.5 cumulative GPA, as well as other outstanding qualities.

PHI CHI THETA

PHI LAMBDA UPSILON

This honor society is open to all qualified chemistry majors.

PI TAU SIGMA

This honorary is a National Mechanical Engineering honorary fraternity. The SMU chapter hosted the National convention in 1965. They meet 4 times each year.

SIGMA DELTA PI

This honorary is open to all qualified Spanish majors.

TAU BETA PI

This honorary is open to all qualified engineering majors. Meetings are monthly.

CAMPUS PROGRAMMING ORGANIZATIONS

FIRST YEAR COUNCIL

JUNIOR CLASS COUNCIL

This organization is designed to unify the Junior Class and to begin planning for senior year and graduation. Activities include planning mixers and working on determining and implementing fundraising ideas for the class gift.

KSMU

This organization plans, funds, and operates SMU's campus radio station. Any student can participate as a DJ. Meetings are monthly, Thursdays. 768-5769(#309 Hughes-Trigg)

LEADERSHIP CONSULTANT COUNCIL

This organization gives the opportunity to students to improve the quality of organizational life for leaders and members through increased leadership and effectiveness. Members develop and practice skills in designing, facilitating and evaluating leadership learning experiences that can be applied in the workplace and community upon graduation. They meet bi-monthly. 768-4400

METRO MUSTANGS

This organization is to help commuting students create a sense of unity, promote school spirit, and provide a means by which they may take part in the University experience. They meet in February, once a month.

MUSTANG LINK

This organization works with the Office of Admissions in the recruitment of high school students interested in SMU. Programs include campus tours, overnight hosting, calls-to-congratulate, and Mustang Days. Meetings are each Wednesday.

PROGRAM COUNCIL

The SMU Program Council serves as an organization which provides the SMU community with diversified social, educational and cultural programming. The organization sponsors various social events including, a yearly all-school party, comedians, films, college bowl tournaments and an on-campus student night club called Charlie's. PC also has been responsible

for providing such programs as photo contests, major stage productions, and an annual literary festival. 768-4400

SOPHOMORE CLASS COUNCIL

STUDENT FOUNDATION

Through its seven committees, the Foundation provides the opportunity for students to get involved in almost every aspect of the University, in leadership, programming, personal development, and friendships. They meet each Thursday. 768-4414

STUDENTS OVER TRADITIONAL AGE (SOTA)

This group is for all students who are 23 or older. It offers support and encouragement for SMU's non-traditional students and meets for lunch every Tuesday and Wednesday. It helps students socialize and make new friends. If you are of age, you're a member. Come on over! 768- 4792

RESIDENCE HALL ASSOCIATION

This group is comprised of all the dorm officers from each of the campus residence halls. It programs social events, as well as establishes dormitory policy. Meetings are on Wednesday, bi-monthly. 768-2221

WOMEN'S INTEREST NETWORK

This group represents women to the University and to the Community, identifies the needs of women students and takes appropriate action, develops leadership in women and presents programs designed to meet the concerns of any student at SMU interested in the changing roles of men and women. They meet weekly. 768-HRWC

GOVERNING BOARDS

BUSINESS SCHOOL CAUCUS

The primary voice of the Cox School of Business' undergraduates. Some activities include a Career Day for companies interested in hiring SMU students, a monthly newsletter, and social events for students and faculty. Meetings are each Wednesday.

DEDMAN COLLEGE GRADUATE STUDENT ASSEMBLY*

This assembly appropriates Dedman college student activity fees and considers issues and policies that affect graduate students. Meetings are on Friday, bi-monthly.

GRADUATE COUNCIL*

This council provides a forum for Graduate students to discuss issues relevant to Graduate Student life. The Council consists of 12 members, 2 from each

school. Special projects include Festival of Trees and Graduate Student Outreach Program. They meet bi-monthly. 768- 4400

INTERFRATERNITY COUNCIL

IFC is an organization made up of representatives from every fraternity on campus and is the coordinating and administrative body of the 12 National Interfraternity Conference fraternities at SMU. The IFC sets fraternity policies and organizes and implements the rush program. They meet on Thursday, bi-monthly. 768-4432 (301 Hughes-Trigg)

MBA STUDENT COUNCIL*

The MBA Student Council acts as the governing body for graduate students of the Edwin L. Cox School of Business.

MEADOWS GRADUATE ARTS COUNCIL*

This council acts as the governing board for the graduate students in Meadows School of the Arts.

NATIONAL PAN-HELLENIC COUNCIL

NPHC is the governing body for the eight historically African-American fraternities and sororities. With community service and philanthropy as their main thrust, NPHC groups have worked independently to support both local and national causes. They meet each Wednesday. 768- 4433

PANHELLENIC COUNCIL

The Panhellenic Council is an organization consisting of an executive board of twelve officers, and one delegate from each of the nine member sororities and has many functions, all of which center around fostering strong communications within the sorority system, as well as with the faculty, the administration, the IFC and the NPHC. Meetings are each Thursday. 768-4432

PERKINS STUDENTS' ASSOCIATION*

The PSA acts as the governing board for graduate students in Perkins' School of Theology. Meetings are on Friday, bi-monthly.

SEAS GRADUATE COUNCIL*

This group acts as the governing board for graduate students in the School of Engineering and Applied Sciences.

SENIOR CLASS COUNCIL

This Council serves as the unifying body for the entire SMU senior class. The Council strives to bring the senior class together through programming and social activities, and organizes the fund raising effort for a class gift to the University. They meet every week.

STUDENT BAR ASSOCIATION*

The SBA plans activities designed to promote the academic, professional, and social well being of the law students at SMU. Meetings are bi-monthly. 768-2618

STUDENT ENGINEERS JOINT COUNCIL

SEJC serves as the governing body and programming body of the Engineering School. It organizes EXPO and the Engineering Awards Banquet. Members are elected school-wide. Meetings are as needed.

STUDENT MEDIA COMPANY*

This independent body governs student publications such as *The Daily Campus*, *The Rotunda* (Yearbook), and the Hilltop Video Annual. The staff for the publications are composed of students who serve in capacities ranging from editors to designers to writers to photographers. They meet weekly 314 Hughes-Trigg 768-4550

INTER-CULTURAL ORGANIZATIONS

ASSOCIATION OF BLACK STUDENTS

ABS helps make the community aware of the African-American culture and people. Governed by an executive committee, five subcommittees; worship and spirituality; Adopt-a School; Issues and Grievances; Senior Citizens; Community Service, and provides programming and entertainment for SMU and surrounding Communities including Black Film Festival, Kwanzaa celebration, Nationally respected black community leaders like the daughters of Malcolm X, Nikki Giovanni, Angela Davis, and more. They meet every other Wednesday at 5:30pm.

ASSOCIATION OF IRANIAN STUDENTS

CHINESE STUDENT ASSOCIATION

The Chinese Student Association facilitates the exchange of culture between Chinese and American students at SMU. Meet once a month.

COLLEGE HISPANIC AMERICAN STUDENTS

This group aspires to promote the self-development and the self-determination of Hispanics and serve as a support group for the Hispanic student population of the SMU Community. CHAS embraces the diversities of all Hispanic-American cultures to preserve the richness of heritage and pride. Activities include the Hispanic Issues Forum, Cultural trips in and outside Dallas and participate in Cultural Week. They meet every other Friday at 6:00 pm.

EAST ASIAN STUDENT ASSOCIATION (EASA)

This group educates the SMU Community of the East Asian culture, and gathers the interests of SMU East Asians and those who are interested in the East Asian culture. Activities include leadership programs with Asian children of the Vietnamese Mutual Assistance Association (VMAA), Chinese New Year Celebration, Asian Film Festival, International Week, and Intercultural events. They meet Thursdays, bi-weekly.

FRIENDSHIP ASSOCIATION OF STUDENTS FROM THE PEOPLE'S REPUBLIC OF CHINA

This organization promotes friendship and addresses concerns of the students at SMU from the People's Republic of China. They meet the last Friday of each month.

INDIAN STUDENT ASSOCIATION

This organization is open to anyone interested in the culture of India. We promote cultural awareness by organizing events on campus throughout the year. They meet each Wednesday.

JAPAN CLUB

This is an intercultural organization which promotes the exchange of culture between Japanese and American students. Meetings are Monday/Wednesday, bi-monthly.

KOREAN STUDENTS' ASSOCIATION

This organization unites all Korean students and offers them the opportunity to share common experiences, communicate with other organizations at SMU and in the Dallas area and solicit prospective students to SMU. Activities include International festival, Korean New Year party and Korean Thanksgiving party. Meetings are monthly.

NATIVE AMERICAN INDIAN INTER-TRIBAL STUDENT COUNCIL

This group creates a forum that enable native American Indian students to share the rich and diverse traditions and heritage of their respective tribes with other Native American students and increases awareness and appreciation of their culture on the campus and in the Community. Meetings are Wednesday, bi-monthly.

ORGANIZATION OF INTERNATIONAL STUDENTS

This organization is for those who want to meet people of different cultures. It draws together international students from all over into a common forum, brings in non-international students, does intercultural programming. Meetings are weekly.

TURKISH STUDENT ASSOCIATION

This group promotes Turkish culture and heritage, understanding and cooperation within the SMU Community and assists in solving various community and personal problems among Turkish students, welcomes and assists students arriving from Turkey. Meetings are on Wednesday, bi-monthly.

POLITICAL ORGANIZATIONS

COLLEGE REPUBLICANS

This group recruits members for the Republican Party. It is the official auxiliary of the Republican Party on the SMU Campus. The CRs also serve to educate the student body on issues confronting Texas, the U.S. and SMU. Members take an active role in campaigns (both on a local and national scale). Meetings are on Wednesday, bi-monthly.

YOUNG DEMOCRATS

Offers an opportunity for students to become involved in policies and activities of the Democratic Party. The SMU branch of the Democratic Party hosts many speakers, initiates voter registrations, and helps create an awareness of contemporary social issues. Meetings are Thursday.

RELIGIOUS ORGANIZATIONS

BAHA'I COLLEGE CLUB

This club aims to promote the ideals of the Baha'i Church, which are camaraderie of humanity and equality for all. Meetings are each Friday, 352-0318

BAPTIST STUDENT UNION

If you are looking for Christian growth and fellowship or simply wondering what Christianity is all about, then check out the BSU. The BSU is a family of University students who gather for Bible study, worship times, prayer groups, retreats, and fellowships. The BSU encourages involvement in local churches and every student is welcome regardless of denominational preference.

40 Members, Jimmy Hodge is the full-time BSU Director

3220 Daniel, 361-0952

Weekly meetings every Tuesday and Thursday during the day the building is open for students to use from 9-5pm. Come by the building or call.

CAMPUS CRUSADE FOR CHRIST

We are an interdenominational Christian movement, so no matter what religious background you have (or even if you do not have one!), you will fit right in. Providing students with unique opportunities to grow in their

relationships with Jesus Christ and to develop skills in Christian leadership, evangelism, and discipleship. We have College Life meetings, small group Bible studies, fall and spring break retreats, a Christmas conference, and summer mission projects in the States and overseas. 827-8172 for more information. Meetings on Thursday nights at 7:00 pm in the Hughes-Trigg Student Center.

CAMPUS MINISTRY COUNCIL*

The Campus Ministry Council is composed of representatives from all chartered religious organizations at SMU who wish to share in a ministry to the campus as a whole.

CANTERBURY HOUSE*

Canterbury House is many things: chapel, student center, meeting place and personal oasis. It is where Episcopal (known in other realms as Anglican) students, faculty and friends gather for worship, study, recreation, spiritual growth, fellowship, ministry and service. Call us for a current calendar of events. Or, come by. You can find Canterbury House at 3308 Daniel. St. Alban's chapel is open days and evenings, as is our solarium. Office hours are 9:00 until noon weekdays. 363-2911

CATHOLIC CAMPUS MINISTRY

The Catholic Campus Ministry provides a worshipping community for Catholic students on the SMU Campus, as well as offering opportunities for fellowship, faith-study, retreats and service projects. Meet each Sunday, #316 Hughes-Trigg 692-4504

CHRISTIAN SCIENCE ORGANIZATION*

The Christian Science Organization holds weekly inspirational meetings that focus on how a better understanding of God, through the Bible, can help to solve problems in every day life. Meet each Monday.

FELLOWSHIP OF CHRISTIAN ATHLETES

They meet each Thursday, 768-3557

HIGHLAND PARK PRESBYTERIAN CHURCH COLLEGE MINISTRY*

University Christian Fellowship is the college ministry of HP Presbyterian Church. It is a Biblically-based ministry and is active on the SMU campus. Meets each Sunday at 11:00am, 3821 University, 526-7457

JEWISH STUDENTS ASSOCIATION

This organization provides opportunities for Jewish students to participate in religious and social events on campus and is advised by the University Rabbi, Nancy Kasten. Activities include hosting speakers, celebrating religious holidays, as well as a variety of social events. Meetings are on Wednesday, bi-monthly. 316 Hughes-Trigg Student Center 768-4505

THE KNIGHTS OF COLUMBUS*

A 110 year old Catholic Fraternal organization based on the ideas of Charity, Unity, Fraternity, and Patriotism. Membership is open to all Catholic men 18 years of age or older. For more information contact: Michael Shef, 891-9453 or Father Mike Duca, 768-4504.

MARANATHA

MUSLIM STUDENT ASSOCIATION

This group gathers Muslim students and helps them in establishing their religious acts together. They hold social, cultural, and religious activities at SMU, according to Islamic faith, arrange prayers and Islamic festivals and promotes good relations between Muslims and non-Muslims, and provides times for members to discuss their problems, mutual interests, and future proposed projects. Speakers are invited to give lectures about religious matters. They welcome all students at SMU to meetings in an effort to represent the Islamic faith and rules. Meet each Friday.

PONIES FOR CHRIST

This organization provides opportunities for Christian fellowship and service activities for Church of Christ students and other interested parties.

UNITED METHODIST CAMPUS MINISTRY

This group is sponsored by the United Methodist Church. This is a group where you can make new friends while growing spiritually. The weekly program includes Hardcore B.S. (Bible Study). This is a time where we all gather for fellowship, fun, and song while learning about some part of the Bible. We are involved in community outreach and have random social events throughout the year. This organization is dedicated to raising up a new generation of leaders committed to the Christian faith as a way of life, justice in our world, and excellence in all endeavors. Drop by and meet Greg Ligon, our UMCM Director. Meetings are Thursday each week, 8:30 - 9:30pm.

#316 Hughes-Trigg Student Center, 768-4506

VOICES OF INSPIRATION - GOSPEL CHOIR

This organization provides practice and performances of spiritual music, engaging in campus and community service. Meetings are each Sunday.

SERVICE ORGANIZATIONS

ALPHA PHI OMEGA

APO is a National co-ed service fraternity founded on the principles of the Boy Scouts of America. Programs include Service to the Nation, the Youth of the World, our community, and our campus. APO strongly upholds the principles of Leadership and Friendship with opportunities abounding for both. Everyone welcome. Meetings are each Tuesday at 6:00pm.

CAMPUS Y

Campus Y is a National Student YWCA composed of a diverse group of women and men who are concerned with issues of human rights and social justice and works in the struggle for peace, justice, freedom and dignity for all people. They sponsor a mentor program involving SMU students with college bound Junior High students in the Dallas area, and are involved in other service projects throughout the school year, including an annual Halloween party for St. Phillips Community School, SMU Service Day and Peruna's Birthday activities, and voter registration. Meetings are Monday, bi-monthly. 768-4575

FRIENDS TO FRIENDS

M.O.V.E.

M.O.V.E. is the chartered student organization committed to providing volunteer opportunities for the members of the SMU Community. Tutor a child, adopt a grandparent, serve lunch to homeless people, visit children in a hospital, deliver meals to home-bound residents, or take part in special service events such as the campus wide Community Service Day or Alternative Spring Break trips. Meetings are Friday, bi-monthly. 768-4403

PHILOSOPHY CLUB

This club stimulates dialogue and mutual learning, and brings together persons of different disciplines to address social, ethical, religious, psychological and other issues. Meetings are Thursday, bi-weekly.

STUDENT TUTORIAL SERVICE

The Tutorial Service coordinates low-cost tutoring with qualified student tutors for introductory and/or intermediate courses in most subject areas. Students wishing to apply for tutorial help should complete and submit a request form and we will provide the names of tutors in the requested subject area. The student will then make arrangements with one of the tutors regarding time and place for tutorial help. Students proficient in any course offered at SMU may apply to be a tutor for the service. 768-4599

SPECIAL INTEREST ORGANIZATIONS

ALPHA PSI LAMBDA

Alpha Psi Lambda is the only Latino Coed fraternity in the country. Alpha Psi Lambda is dedicated to serving the SMU community and fostering Latino awareness in its members, the SMU campus and the Greek system. Alpha Psi Lambda is open to anyone interested in a fraternity concerned about Latino needs, men and women.

AMATEUR RADIO CLUB

This club presents a forum for all students interested in radio operations to discuss common issues, as well as use University equipment to communicate with other students from all around the world. They meet the first Monday of each month.

AMNESTY INTERNATIONAL

Amnesty International is an independent worldwide movement working impartially for the global protection of human rights. It works specifically for the release of prisoners of conscience, fair and prompt trials for all political prisoners, and an end to torture and executions in all cases. They meet Wednesdays, 5:30pm, every other week. 692-3284

BLACK LAW STUDENTS ASSOCIATION*

DUCKS UNLIMITED

This group focuses on Wetland Conservation; developing, preserving, restoring and maintaining waterfowl and their habitat on the North American continent and strives to develop an interest in the objectives and goals of Ducks Unlimited, Inc. at the local level and provide a means for communicating within the organization.

SMU FILMMAKERS ASSOCIATION

This organization provides a creative outlet for film students seriously considering a career in the film industry and will participate in all facets of independent short film making. Meetings are Tuesday, twice a month.

GAY, LESBIAN, AND BISEXUAL STUDENT ORGANIZATION

This organization has educational programs to inform SMU about issues of gay, lesbian and bisexual concepts and addresses misconceptions and alleviates related pressures. Meetings are each Wednesday.

MAM'SELLES AND ESCORTS

This is a modeling club which sponsors and participates in fashion shows for student events. The members are chosen based on appearance, enthusiasm, time commitments, and personality, no experience necessary. A member should reflect a well-rounded individual capable of representing the organization and SMU with pride. Meetings are each Tuesday.



SONIDOS DE MARIACHI UNIVERSITARIO

The purpose of this organization is to promote Mexican and Latin American folk music through the performing arts.

SMU BALLET FOLKLORICO

The purpose of this organization is to promote Hispanic performing arts to the campus.

SPORTS CLUBS

SPORTS CLUB ASSOCIATION*

This club made up of representatives from all the chartered sports clubs. The purpose of the club is to assist and encourage student leadership and to help improve the quality and promotion of the SMU Sports Clubs.

BASEBALL CLUB

This club competes in the fall and spring and practices approximately three times a week.

CYCLING CLUB

FENCING CLUB

This club meets twice a week and splits practices between the Dedman Center and the Dallas Fencing Club facilities.

ICE HOCKEY CLUB

This club's season begins in late fall and have practices and play most games at North Dallas Ice arena.

INTRAMURALS*

Variety of competitive sports and recreational activities. Men and Women's independent, men and women's open., fraternity, sorority, and graduate, faculty and staff. 768-3367, 768-3366 Dedman Center Information

LACROSSE CLUB

This group practices fall and spring on Tuesdays-Thursdays and play their home games on the Intramural Fields.

RACQUETBALL CLUB

This group practices twice a week on the Dedman Center courts.

ROWING CLUB

This club practices at Bachman Lake and on the stationary rowers at the Dedman Center. Meets on MWF afternoons. Regattas in Atlanta, Austin, and Topeka.

RUGBY CLUB

This club has an A and B team and practices on Tuesday and Thursday night on the Intramural Fields.

SAILING CLUB

This group has a large variety of boats and practices at White Rock Lake.

MEN'S VOLLEYBALL CLUB

This club practices on Tuesdays and Thursdays on court #3 in the Dedman Center.

WOMEN'S VOLLEYBALL TEAM

This group practices on Tuesdays and Thursdays on Court #3 in the Dedman Center.

WRESTLING CLUB

This club practices on Wednesdays and Thursdays in the mat room in the Dedman Center.

For Sports Club Office and Information call: 768-3362

FRATERNITIES

Alpha Phi Alpha
Alpha Tau Omega
Beta Theta Pi
Kappa Alpha
Kappa Alpha Psi
Kappa Sigma
Lambda Chi Alpha
Omega Psi Phi
Phi Delta Theta
Phi Gamma Delta
Phi Kappa Psi
Pi Kappa Alpha
Sigma Alpha Epsilon
Sigma Chi
Sigma Phi Epsilon

SORORITIES

Alpha Delta Pi
Alpha Kappa Alpha
Chi Omega
Delta Delta Delta
Delta Gamma
Delta Sigma Theta
Gamma Phi Beta
Kappa Alpha Theta
Kappa Kappa Gamma
Pi Beta Phi
Zeta Tau Alpha

SMU STUDENT GOVERNMENT

The SMU student body is represented in the university and to the outside community by the Student Senate and its officers. The Student Senate's powers and authority are established by the Student Body Constitution.

The function of the Student Senate is to govern the student body and represent the students of SMU in university decisions. The university has given the Student Senate the responsibility of allocating the student activity fee, adopting and enforcing the Student Code, and chartering student organizations.

The student body officers consist of a president, vice president, and secretary. These officers are elected by a majority vote of the student body.

The Student Senate consists of 24 senators elected from each school of the university in addition to ten special interest senators, and the student body officers. Senators from each school are elected in March. In addition, first-year students elect first-year student representatives in September.

The ten at-large senators ensure that the interests of various student populations are addressed. Special interest senator seats include the Academic Senator, International Senator, African-American Senator, Hispanic Senator, Asian-American Senator, Society of Adult Students Senator, IFC Senator, Panhellenic Senator, National Pan-Hellenic Senator, and the Gender Issues Senator. The representatives ensure that all students have access to student government.

The committees of the SMU Student Senate are composed of students and student senators who have the responsibility of certain areas that affect student life. Any student may apply for a committee position in the student government office during September. All students are encouraged to apply for any ten of the eleven standing senate committees. All applicants are interviewed by the Student Senate Membership Committee, and recommendations are made to the student body president for appointments. The Student Senate has several standing and ad hoc committees including:

Appropriations: allocates more than \$400,000 of the student activities fees to the various student organizations chartered under the Student Senate.

Communications: makes the student body aware of the Senate and its actions plus helps communications within the Senate.

Endowment: raises and distributes funds through scholarships.

Executive: charged with reviewing the internal control and operations of the Senate. It is made up of the executive officers, the finance chair, three at-large senators elected by the entire body of the student senate, and two at-large chairs elected from an assembly of all senate chairs.

Finance: coordinates with the student body comptroller on all financial records of the Senate and is in charge of all financial records of the Senate and student organizations.

Intercultural Affairs Committee: increases student awareness of intercultural issues on campus and in the community.

Student Issues: offers students an outlet for complaints and concerns.

Organizations: recommends to the Senate the recognition of student organizations and establishes a minimum standard of operation.

Scholarship: responsible for developing, interviewing, and awarding scholarships from the student endowment fund. It also works in conjunction with the finance committee for the SMU Endowment Foundation to provide strategy for further student scholarships.

Membership: recommends to the student body president qualified individuals for Senate committees, university committees, and vacant Senate seats. It also coordinates and conducts all student body elections.

1993-1994 Student Senate

President: Derrick Bolton

Vice-President: Ryan Turner

Secretary: Jennifer Harris

Comptroller: Holly Wilmot

Ad Director: Paige Wadley

Academic Senator

Michael Perrine

Meadows School Senators

Justin Doran

Jennifer Hazlewood

Sergio Ortiz

Colleen Smith

Asian-American Senator

Jay Lee

African-American Senator

Lilo Burren

Business Senator

Katawana Burch

Jeff Gay

Mike Sanders

Jacqueline To

Jane Theobald

Dedman Senators

Grant Dixon

Farheen Hussain

Kris Jensen

Steven Kinel

Laura Laux

Mark Plunkett

J. Quitman Stephens

Engineering Senators

Scott Singleton

Gregory Woo

Gender Issues Senator

Wehthnah Tucker

SOTA Senator

Hispanic Senator

Chay Flores

IFC Senator

Wayne Stacy

International Senator

Gouri Thiagarajan

Law School Senators

David Medders

Paul Esquivel

Dallas Addison

Nat'l PanHellenic Senator

Shonn Evans

Panhellenic Senator

Liz Mitchell

Theology Senator

Appropriation Chair

Todd Jones

Ray Henger Vice Chair

Communications Chair

Finance Chair

Liz Homing

Environment Chair

Conrad Crawford

Organizations Chair

Norby Witt

Student Issues Chair

Membership Chair

Jennifer Pike

Scholarship Chair

Jennifer Yelton

DALLAS AND SMU

Southern Methodist University is located among the beautiful homes and landscapes of University Park and Highland Park. The two cities speak well of themselves in their names. There are many parks open to the community.

A different kind of experience can be found in downtown Dallas. The constantly growing city is always offering new and original things to its citizens. At the West End Market Place, not only is there an abundance of shops full of Texas paraphernalia and food, there is *Dallas Alley* below the shopping. *The Boiler Room*, *Alley Cats*, and *Gator's* are frequented night spots.

Sports is always a topic of conversation in Dallas. The Texas Rangers baseball team plays at Arlington Stadium across from Six Flags. The Dallas Cowboys have their home at Texas Stadium. The Mavericks basketball team plays at Reunion Arena. Reunion Arena is also home for the Dallas Texans arena football team played in the summer.

Dallas night life is second to none. The streets are jammed and restaurants fill up quickly. Drive down Greenville or McKinney Avenue and most likely you will find a restaurant, club, or bar for everyone's taste.

ART GALLERIES NEAR SMU

The Meadows Museum (Meadows School of the Arts at SMU). The Meadows Museum offers, throughout the year, a varied sequence of special exhibitions, symposia, and concerts coordinated with the teaching functions of The Meadows School of the Arts. Call 768-2516 for more information.

The Dallas Museum of Art (1717 N. Harwood Street) is located in the heart of the arts district. The Dallas Museum of Art includes pre-Columbian, old masterpieces, modern American and oceanic pieces, as well as a few surprises. Admission is free. Call 922-1220 for more information.

Hughes - Trigg Art Gallery (Hughes-Trigg Student Center). Student art exhibits. Call 768-4439.

OTHER ARTS IN THE DALLAS AREA

The Meadows School of the Arts provides a wide variety of music, dance and theatre programs throughout the year. Contact the Box Office at 768-2787.

The Dallas Symphony housed at the beautiful Morton Meyerson Symphony Center in the Arts District in Downtown Dallas. Tickets are available at the Meyerson or by calling 692-0203.

RECREATION IN AND AROUND DALLAS

Six Flags Over Texas..... I-30 at Highway 360, 817-640-8900
Dallas Zoo..... 621 E. Clarendon Dr., 946-5154
Dallas Cowboys Football..... Texas Stadium, 579-4800
Dallas Mavericks Basketball... Reunion Arena, 658-7068
Texas Ranger Baseball..... Arlington Stadium, 817-273-5100
Wet-N- Wild..... 1800 E. Lamar Blvd, 817-265-3013

BICYCLE AND JOGGING TRAILS

Bachman Lake (3.08 miles)..... 3500 W. NW Highway
Crawford Park (2.13 miles)..... 8700 Elam
Willow Creek Park (0.63)..... 1900 Jupiter
White Rock Lake (8.02 miles)..... 1500 Plano Parkway
to Channel Isle

For more information or maps call the Plano Parks and Recreation Department

RESTAURANT GUIDE

Listed below is a small sample of the restaurants that are found around SMU. Check here if you are looking for something new and different.

Ball's Hamburgers..... Snider Plaza, 373-1717
Jack's Burger House..... 6913 Hillcrest, 361-0370
Snuffer's..... 3526 Greenville Ave, 826-6850
La Madeleine..... Park Cities Plaza, 696-6960
Mustang Donuts..... 6601 Hillcrest, 363-4878
Sweet Affections..... Hughes-Trigg Center, 692-4441
Peggy Sue's..... Snider Plaza, 987-9188
Bubba's..... 6617 Hillcrest, 373-6527
General Joe's Chopstix... 3018 Mockingbird, 637-3159
Hao's..... 6912 Snider Plaza, 361-7970
Jason's..... 5400 Mockingbird, 821-7021
Kuby's..... Snider Plaza, 363-2231
New York Subway..... 3411 Asbury, 533-1070
Subway..... 6402 E. Mockingbird, 826-9898
Campisi's Egyptian..... 5610 E. Mockingbird, 827-0355
ZuZu's..... 6423 Hillcrest, 521-4456

Fast Food Around SMU

Arby's..... 6363 Greenville, 363-9836
Burger King..... 3020 Mockingbird, 357-3020
Jack in the Box..... 6355 Mockingbird, 826-7320
McDonald's..... 5960 Greenville, 369-6256
Taco Bell..... 5502 Mockingbird, 821-5751
Taco Cabana..... 5502 Mockingbird, 821-5751
Wendy's..... 6011 Greenville, 369-4588

Pizza Shops that Deliver

Domino's Pizza..... 691-7511
Mr. Gatti's Pizza..... 526-8826
Piggie Pie Pizza..... 821-6465
Pizza Hut..... 369-6899

HOUSING AND RESIDENCE LIFE

SMU Residential Living

The goal of Housing and Residence Life at SMU is to place students in the living situation that best suits individual needs. The department strives, through assignments, staff, and programming, to develop residence hall communities in which all students learn and have fun.

The SMU residence hall system is comprised of 17 halls housing approximately 2,300 undergraduate and graduate students. As a student, you may choose to live in a variety of communities depending upon your interests, classification, and gender.

The Residence Staff

As an SMU student, you will be faced with new and exciting challenges. Not only will academics become more important, but you will also need to learn to live in a community of students with diverse backgrounds, life-styles, and interests. The office of Housing and Residence Life is here to support you in meeting these challenges. The office provides both professional and para-professional staff.

Area Desk McElvaney - 768-2247

Resident Assistants

RA's are carefully selected and trained undergraduate students responsible for helping their floor develop into a well-rounded community. Because your RA will live in the same building, he/she will be able to talk to you about problems or questions you might have. RA's also guide their floors in planning programs and activities which are both educational and fun.

Hall Directors

Hall directors are extensively trained graduate students responsible for the education and community development activities of the hall in which they live. They supervise the RA's, work with both staff and students in planning programs, and they enforce policies and community standards. Hall directors are particularly helpful to the students in academic, social, and personal matters. They represent a wealth of information on what the university has to offer.

Learning Enhancement Assistants

Learning Enhancement Assistants are trained graduate students responsible for monitoring residents academic progress. They work with the staff to assess residents academic needs and are liaisons to academic assistance offices. Learning Enhancement Assistants are available for in hall tutoring on an appointment basis.



Area Managers

Area managers are full time staff members responsible for the coordination of residence halls' physical facilities. They work with staff and interact with residents on a daily basis in an effort to preserve and improve the physical conditions of the halls.

Area Directors

Area Directors are full-time, professional, live-in staff members responsible for overseeing the activities of several residence halls on campus. They directly supervise the residences, and guide staff and students in programming activities.

Residence Hall Assn. (RHA)

The RHA serves as an umbrella organization for student government within the residence halls. There are a multitude of opportunities for involvement and leadership beginning with individual floor government to hall executive officers.

Faculty Associates (FA)

FA's are faculty members who voluntarily participate in out-of-class programs with residence hall students. Through their participation in floor and hall activities, FA's provide SMU students with an opportunity to become acquainted with faculty members in an informal setting.

Residence Education

The residential program at SMU is based upon a philosophy of integrated living and learning. This program provides a framework in which students can explore new ideas and integrate knowledge gained in the classroom with knowledge gained by living with a diverse group.

UNIVERSITY SERVICES

HUGHES-TRIGG STUDENT CENTER

The Hughes-Trigg Student Center, opened in October 1987, is the centerpiece for student activity at SMU. The donors, Charles and Katherine Hughes-Trigg, met and fell in love, as legend has it, on the site of the building.

The center features a two-story glass ceiling atrium at its center; a 500 seat auditorium for theater, films and speakers; a ballroom for dinners up to 500; a 100-seat student leadership forum; and eleven meeting rooms.

In addition, there is an art gallery, music library, gameroom, commuter lounge, and outdoor recreation center.

The Student Center is governed by a twelve-member board that is composed of students, faculty, alumni and staff. This board is the policy making body for the Center and oversees the various service areas. Each of these service areas provides employment and development opportunities for over sixty students.

The Mane Course, located on the lower level of the student center, is the place to go for quick and appetizing food. Whether it's Mexican, something from the deli, salads with a variety of condiments, a slice of homemade pizza, or a delicious hot-off-the-grill hamburger, there's something on the menu for you. The 200-seat Varsity dining area is highlighted by an antique coffee and nonalcoholic bar at its entrance.

The Market, on the first floor of Hughes-Trigg, offers an expanded variety of convenience store items. While you're there, visit "Sweet Affections" to satisfy that urge for something sweet—cookies, ice cream, candy.

Located on the upper level, Hughes-Trigg is also the home for the offices of the Dean of Students, Chaplain, Student Activities, Student Media, Intercultural Education, International offices, and Pony Express.

SMU Post Office

768-4450

The post office, located on the main floor, handles U.S. and campus mail plus box rentals and renewals. Both Federal Express and UPS services are offered and stamps are available upon request. An overnight express mailbox is also provided.

Main Desk

768-4444

Have a question? The Main Desk will answer any questions concerning the location of offices, phone numbers and current events. Checks can be cashed here with a valid SMU ID card and driver's license. The Main Desk sells tickets for Program Council events as well as General Cinema, United Artist and AMC theaters, Six Flags, Wet 'n Wild, State Fair, and Scarborough Fair. Laser and copy cards are also available from the Main Desk.



Music Browsing

768-4414

Located next to the Main Desk and across from the Art Gallery, the Music Browsing library offers a wide selection of music for purchase or to check out. CDs and portable CD players are available to check out and listen to in the Music Browsing Lounge. An assortment of periodicals also are available for check out with an SMU ID.

Sidepocket Game Room

768-4408

The Sidepocket, located on the main floor of Hughes-Trigg, offers the opportunity to play pool, table tennis, board games, air hockey, and a wide selection of video games.

The Outdoor Recreation Center is located inside the Side Pocket Game Room and can meet all of your camping needs. Equipment rental, trip planning, and maps or brochures are all part of a complete package.

American Express Travel Services

768-4028

The travel center can provide you with airline reservations, reservations for cruises, and plans for spring break. The travel center is located on the main floor.

Willy's Hair Salon

368-0921

If you need a hair cut in the latest styles or even a shave, come to Willy's Hair Salon on the main floor.

The Student Activity Center

768-4400

The Student Activities Center, on the third floor of Hughes-Trigg, houses the Program Council, Panhellenic/IFC/NPHC, Student Foundation, Student Tutorial Service, and the student government offices.

Student Media Company, Inc.

768-4555

For those interested in print or video media, Student Media Company offers a variety of outlets in each field. The company publishes The Daily Campus, Rotunda yearbook, Espejo literary magazine, Hilltop video annual, and the SMU Faculty and Staff Directory.

UMPHREY LEE BUILDING

Department of Economics

Room 301

768-4335

Center for Communication Arts

Room 202

768-3607

Dining Services/Catering/Conference Services

Room 101

768-2367/2368/2617

Bookstore

Main Level

768-2435

DEDMAN CENTER FOR LIFETIME SPORTS

The Dedman Center for Lifetime Sports is the hub for recreational and fitness activity on the SMU campus. Completed in 1976, and recently renovated, it is here that all members of the SMU community can compete with both themselves and others to reach new heights, and/or relieve the stress of everyday life. The facility includes three basketball courts which can be converted into volleyball and badminton courts. Six racquetball/handball/wallyball courts are available. Equipment including racquets, goggles, temporary lockers, basketballs, volleyballs, soccer balls, footballs, and towels may be checked out for use with an ID card from the Control Room. The Weight Room offers a computerized weight training program to help one make the best use of the free weights, Cybex, Universal and Nautilus equipment. Stairmasters, LifeSteps, LifeCycles, VersaClimber, Concept II Rowers, and a LifeRower are located here and throughout the facility. The Wellness Center, offering computerized lifestyle assessments through the Wellness Department, is also located on the main floor. Upstairs, the Studio houses daily aerobics classes, and the tartan-surfaced track provides indoor jogging/walking opportunities. The Multipurpose Room and Seminar Room house the Wellness classes and may be reserved by student groups for practices and meetings. Located in the basement are the men's and women's locker rooms. Showers, hairdryers, and permanent lockers (assigned through the Control Room) are available here.

For information and court reservations call: 768-3374

For room and outdoor field reservations: 768-3368

SECURITY

Department of Public Safety-DPS

Patterson Hall

911 - Emergency only

768-2487 - Service Desk

Campus security provides a 24-hour escort service as well as patrols of the entire campus. In addition to the patrols, there are a number of emergency telephones located in strategic locations around the campus that link the caller to the DPS office instantly. Speakers are also available for lectures on crime prevention and personal safety.

REGISTRATION AND ACADEMIC RECORDS

Confidentiality of Education Records and Directory Information

The Family Education Rights and Privacy Act of 1974 is a federal law that grants students the right to inspect, to obtain copies, to challenge and to a degree control the release of information contained in his or her educational records. Guidelines are available to students in the Office of the Dean of Student Life.

In general, no personally identifiable information from a student's education record will be disclosed to a third party without consent from the student. Several exceptions may be made including: (1) information defined by SMU as Directory Information may be released unless the student requests that it be withheld; and (2) information may be released to parents of an undergraduate student whose current school of record is Dedman College I or II, Cox School of Business, Meadows School of the Arts, or the School of Engineering and Applied Science unless the student or parent provides a written statement to the University Registrar that the student is independent (not a financial dependent as defined by the Internal Revenue Service Code) and that information is not to be released. The written declaration of independent status provided to the Registrar by any student may be released to the student's parents. All graduate, professional, and special studies students are considered independent of their parents unless the student or parent provides a written statement to the University Registrar that the student is dependent. Parents of students enrolled in Dedman College I will be mailed a Grade Report. Any questions should be directed to the Records Section of the Registrar's Office.

The following Directory Information may be given out without the student's consent: Name, local and permanent addresses, local telephone, date of birth, academic program (school of record, degree objectives, majors, minors and anticipated date of graduation), classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, previous educational agency/institution attended, number of hours enrolled for a current or past semester.

Students have the right to limit and restrict the release of this information. To do so, notify the Office of the University Registrar, Room 110, Perkins Administration Building.

Student File Number

A student's SMU identification number is the student's Social Security number. The number should be furnished on all forms when requested as it is the primary means for identifying the student's academic records and transactions related to the records. Student's who do not want to have their Social Security number used as their SMU identification number will be assigned a nine-digit number by the Registrar.

Stop Enrollment/Administrative Withdrawal

Insufficient or improper information given by the student on any admission or registration form; or academic deficiencies, disciplinary actions, and financial obligations to the University, can constitute cause for the student to be determined ineligible to register or to be administratively withdrawn.

Transfer Courses from Other Institutions

Once students have matriculated at SMU, they are limited to no more than 15 hours for transfer to SMU from accredited colleges and universities. Any course to be transferred must have the prior approval of the chairperson of the department at SMU that normally offers the course, the adviser, and the student's dean. These approvals must be obtained by students prior to taking any such courses. Permission may be denied for educational reasons.

Petitions to attend another college or university during the summer must be completed and approved in advance to ensure that proper credit is awarded. Petition forms are available in the Undergraduate offices. Students are responsible for making sure that a transcript of transfer work is sent to the SMU University Registrar following the completion of the work to be transferred.

Name Change

Students who have a change in name after their last registration at SMU or change from the name submitted on their application for admission must provide a copy of the legal document or a notarized affidavit which substantiates the student's legal name. Registration or records services for the student under a name different from the last enrollment cannot be accomplished without the above documents. All grade reports, transcripts, and diplomas are issued only under the person's legal name as recorded in the Office of the Registrar.

Change of Address

Students who have a change in their permanent address should change their address at the time they register or check-in. If students want to list a second parent address in the student information system in addition to the



parent address listed on their Student Information Update form or make any other changes, please complete an address update form at the University Registrar's counter in the foyer of Perkins Administration Building and deposit the form in the drop box at the counter. A change in billing address should be reported to the Cashier.

Transcript Service

Official transcripts and certifications of student academic records are issued by the Registrar for all students of the university. Transcripts can be requested from the Registrar in person, by mail or by telephone. Transcripts will be ready 24-48 hours after the request has been received. All requests must include: (1) Your full name as you were last enrolled; (2) Your SMU ID number; (3) Your date of birth; (4) The last semester you attended SMU; and/ or (5) Any special instructions.

Transcripts should be requested by the individual student in writing with his or her personal signature. No partial or incomplete transcripts including only certain courses or grades are issued. *Transcripts cannot be released unless the student has satisfied all financial and other obligations to the University.*

SMU is permitted, but not required, to disclose to parents of a student information contained in the education records of the student if the student is a dependent as defined in the Internal Revenue Code. Parents of an undergraduate student whose current school of record is Dedman College I or II, School of Business, School of the Arts, or School of Engineering and Applied Science may be provided a transcript and other academic information unless the student has provided a written statement to the Registrar that the student is independent and that this information is not to be released.

To request a transcript in person:

Complete the Transcript Request form, which may be obtained from the self-serve counter outside of 110 Perkins Administration, after the fee of \$5 per transcript has been paid to the Cashier's Office, the form may be deposited in a box located at the self-service counter.

To request a transcript by mail:

Send a written request, listing the above information, and a payment of \$5 per transcript to: Office of the Registrar, Southern Methodist University, P. O. Box 276, Dallas, TX, 75275

To request a transcript by telephone:

Transcripts may be ordered by calling the Registrar' Office at 692-2045. The \$7 per transcript fee must be charged to Mastercard or VISA.

To request a transcript on a "rush basis":

Transcripts may be ordered on a "rush basis" for an extra \$5 fee and will be available within one hour after the request has been received.

To request a transcript by FAX:

FAX your written request to University Registrar, (214)768-2507. The \$7 per transcript fee must be charged to a Master Card or VISA.

Mandatory Declaration of Major

Students officially declare their major when they have made a firm choice and when they have met the specific program entrance requirements for their intended school and department. For most students, the declaration of the major occurs in the sophomore year. Students are required to qualify for and to declare a major no later than upon completion of 75 semester hours, including credit by examination and transfer credits, in order to continue their studies at SMU.

Change of Academic Program

Undergraduate students who desire to change their academic program—that is, transfer from one school to another within the University, change their degree objective, change their major, or change their minor—should first apply to the dean of the school in which they are currently enrolled. A student who wishes to transfer from the Office of Special Studies to a degree-granting school must meet all standard University admission requirements. Students can change their academic program at any time during a semester. The program change is effective the date received and processed. However, changes must be made at least two weeks prior to registration for a semester for the change to be effective for that registration.

Concurrent Degree Programs

Students can simultaneously earn two degrees from two schools of the University with approval of the academic dean of each school. Since the requirements for each degree must be met, students should meet with advisers in both schools at an early date to prepare a proposed plan of study and to complete the processing of all necessary forms.

Schedule Changes

The deadline for adding courses, dropping courses without grade record, and changing sections for each enrollment period is listed in the University Calendar. Schedule-change forms are initiated in the office of the student's academic dean or adviser and must be completed for all courses added or dropped and for all section changes. A student may drop a course with a grade of WP (withdrawal passing) through approximately midsemester. The specific deadline is listed in the University Calendar. After the deadline date, the student may not drop a class. *All schedule changes must be processed within the deadline date specified in the University Calendar. Schedule changes are not complete for official University record purposes unless finalized in the Office of the Registrar.*

Withdrawal from the University

A student who wishes to withdraw (resign) from the University before the end of a semester or session must so notify, in writing, the dean of the school

in which the student is enrolled. The student will be advised concerning withdrawal procedures applicable to his or her situation.

After clearance has been obtained from the academic dean's, the Cashier's, and the Registrar's offices, the student will be withdrawn from the University. The grade of WP is recorded in each course. Discontinuance of class attendance or notification to instructors does not constitute an official withdrawal.

The registration of students who withdraw on or before the seventh day of regular classes as listed in the University Calendar will be canceled. Courses and grades are not recorded for canceled registration.

Refunds are based on the refund schedule listed in the Financial Information Bulletin and are determined by the effective date of the withdrawal.

Medical withdrawals provide a daily pro rata refund of tuition and fees, and have conditions that must be met prior to reenrollment at SMU. Medical withdrawals must be authorized by the Medical Director, Psychiatric Director, Counseling and Testing Director, or Vice President for Student Affairs.

Audit Enrollment (Course Visitor)

Students wishing to audit (visit) a course, whether or not concurrently enrolled for regular course work, are required to process an audit enrollment request form. Forms are available in the offices of the Registrar and academic deans.

1. Classroom recitation and participation are restricted. No grade is assigned and no credit is recorded. No laboratory privileges are included.
2. If credit is desired, the course must be registered for and repeated as a regular course and tuition must be paid.
3. The student's name does not appear on class rosters or grade sheets.
4. Regular admission and registration procedures are not conducted for auditors.
5. The \$214 per course audit fee is non-refundable. Undergraduate students taking 12 or more hours may audit one three hour course at no charge.

Enrollment for No-Credit

Enrollment for "no-credit" is accomplished in the conventional manner of registration, with regular admission and registration procedures being required. The student pays the regular tuition and fees, participates in class activities, is listed on class rolls, and receives the grade of NC upon completion of the course work. The student must indicate in writing no later than the twelfth day of classes (fourth day in summer terms) that he or she wishes to take a course for No-Credit. Permission of the instructor or department is required for this type of enrollment. This enrollment is different from *audit* enrollments, for which no enrollment or grade is recorded.

Probation, Suspension, and Dismissal

Failure to meet established minimum acceptable standards of academic or disciplinary performance can result in probation, suspension, or dismissal. Information regarding the specific academic requirements of the individual schools may be found in the section for each school. Information regarding disciplinary action may be found in the "University Life" section of this bulletin.

A student on probation is considered in "good standing" for certification purposes and is eligible to register. No entry is made on the permanent academic record.

Suspension is an involuntary separation of the student from the SMU school of record. The suspension is for a set period of time. "Academic Suspension" is permanently recorded on the student's permanent record. The student is not in good standing in the suspending school and is not eligible to register in the suspending school during the suspension period.

For the specific academic progress standards refer to pp61-63 of the Undergraduate Catalog.

Class Attendance

Regular class attendance is required. The instructor of each class announces at the beginning of the course policies regarding the effect of class attendance on the student's standing in the course. These policies may include dropping a student from the course for nonattendance after a certain number of absences. All reasons for absence should be submitted at once to the instructor.

The satisfactory explanation of absence does not relieve a student from responsibility for the work of the course during his or her absences. A student who misses an announced test, examination, or laboratory period in a regular course of study and has the permission of the instructor may be given an opportunity to make up the work at the instructor's convenience. The instructor determines in all instances the extent to which absences and tardiness affect each student's grade.

Students may be dropped by a course instructor or academic dean for nonattendance or tardiness with a grade of WP until the calendar deadline to drop. After the deadline, students must remain enrolled in the course. Dedman students who miss two successive class meetings during the official add-drop period at the beginning of each semester are subject to being dropped from the class. To avoid this possibility, students should contact the instructor or the department concerned immediately following such a series of absences.

A student who has a passing grade in a course at the time of the final examination but misses the examination and satisfies the dean that the absence was unavoidable may secure from the dean permission to take the examination at a time convenient for the instructor.

All special lectures, field trips, and other activities that conflict with the student's regular classes and that an instructor or coach either advises or requires students to attend must be approved in advance by each student's

academic dean, and a list of all the students affected shall be sent in advance, through the dean's office, to the instructor concerned.

Notice of Special Topic

Students who enroll in special topic courses such as Directed Research, Private Study, Director Readings, etc. may request to have the subject of their course note on their transcripts. Such request should be made on a Notice of Special Topic form which can be obtained from the instructor and must be submitted to the Office of the University Registrar before the last day of instructions for the semester.

Classification of Students

First year	0-29 semester hours earned.
Sophomore	30-59 semester hours earned.
Junior	60-89 semester hours earned.
Senior	90 or more semester hours earned.
Non-Degree	Not a candidate for a degree.
Graduates	Enrolled in a graduate program.

Semester Hour Loads

The unit of measure for the valuation of courses is the semester hour; i.e. one lecture hour or three laboratory hours per week for a semester of approximately 16 weeks (including final examinations).

Undergraduates need approval of the dean to enroll for less than 12 or more than 17 semester hours. A student is not permitted to register for more than 17 semester hours, excluding physical education, unless the average grade for the preceding semester was at least B. During the semester in which a student is to graduate, however, a senior may register for as many as 19 semester hours, excluding physical education, even though he or she did not maintain a B average the preceding semester. Regardless of the status of a student, credit will not be allowed for more than 20 semester hours in any one semester, not including required physical education.

For undergraduates, a full-time load in the Fall or Spring semesters and in the Summer Session is 12 hours. Persons who register for fewer than these minimum hours are designated part-time students. The normal undergraduate registration for each of the regular semesters is 15 semester hours. An undergraduate student enrolled in an Engineering Co-op course is considered full-time.

For graduates, a full-time load in the Fall or Spring semesters and in the Summer Session is 9 hours. Persons who register for fewer than these minimum hours are designated part-time students. A graduate student enrolled in an Engineering Co-op course is considered full time.

A graduate student working on the completion of a thesis, dissertation or performance recital requirement on a full-time basis; enrolled in an internship program; enrolled as a third-year theatre major working on the completion of

required production projects; or having an instructor appointment as part of a teaching fellowship, but not enrolled for the required number of hours, may be certified as full time if the student is enrolled for 6049 or 8049 or in other special situations recognized by the academic dean and Provost as full time.

1993-94 Grading Policy

The grade of a student in any course is determined by the instructor of the course. The following grades are authorized for recording on the student's official undergraduate academic record maintained in the Office of the Registrar.

GRADES	DESCRIPTION	GRADE-POINTS PER SEMESTER HOUR
A	Excellent Scholarship	4.00
A-	Excellent Scholarship	3.70
B+	Good Scholarship	3.30
B	Good Scholarship	3.00
B-	Good Scholarship	2.70
C+	Fair Scholarship	2.30
C	Fair Scholarship	2.00
C-	Fair Scholarship	1.70
D+	Poor Scholarship	1.30
D	Poor Scholarship	1.00
D-	Poor Scholarship	0.70
F	Failure	0.00
P, CR	Pass, Credit	*
I	Incomplete	*
NC	No Credit Received	*
WP	Withdraw	*
X	No Grade Received in Registrar's Office	*

*Grades not included in grade-point average.

A student may receive a grade of incomplete (*I*) in a course if passing work has been done but for some justifiable reason, acceptable to the instructor, the student has been unable to complete the full requirements of the course. Before an *I* is given the instructor should stipulate in writing to the student the requirements and completion date that are to be met. The maximum period of time allowed to clear the Incomplete grade for an undergraduate course is 12 months. If the Incomplete grade is not cleared by the date set by the instructor or by the end of the 12 months deadline, the *I* may be changed to an *F* or to another grade specified by the instructor. The grade of *I* is not given in lieu of an *F*, *WP*, or other grade, each of which is prescribed for other specific circumstances. If the student's work is incomplete and the quality has not been passing then an *F* will be given. The grade of *I* does not authorize a student to attend the course during a later semester. If a student must repeat any portion of the course he or she must sign up as an auditor for the course. Graduation candidates must clear all Incompletes in courses required for graduation by the

deadline in the Official University Calendar. Failure to do so can result in removal from the degree candidacy list.

A failure is graded *F*. After such a grade, credit may be obtained only by repeating the course.

The grade of *D* represents below average expectations. Students receiving a *D* in a course which is a prerequisite to another course should consult with their adviser about repeating the course so they will be adequately prepared for work in the following course.

The grade of *WP* cannot be recorded unless completion of official drop or withdrawal process has occurred during the semester of enrollment. Only the grade of *WP* may be recorded if the student has officially dropped courses from the schedule or withdrawn (resigned) from the University. The grade of *WP* may not be revoked or changed to another grade, as the act of officially dropping/withdrawing is irrevocable.

A copy of the student's grade report is mailed by the Office of the Registrar to the student at his or her permanent address. A copy of the grade report for students in Dedman College I is mailed to the parents at the parent address, except for students who have provided a written statement to the Registrar not to send the grade report.

Pass/Fail Option

Students may take one course per semester on a pass/fail basis. The maximum total credits with a grade of pass which may count toward a degree is 12 hours.

A student must indicate intention to take a course pass/fail no later than the twelfth day of classes (the fourth day in summer terms) by filing a form which is available in the office of the dean. A failed course cannot be repeated on a pass/fail basis, except for those courses designated as pass/fail only courses.

Students should consult with their adviser before declaring the Pass/Fail option for any course, as some courses may not be taken Pass/Fail. In general, elective courses may be taken on a pass/fail basis. Courses required in fulfillment of the Common Educational Experience (CEE) may not be taken pass/fail. Most courses in the academic major and optional minor are also excluded, but in some programs courses may be taken pass fail after the minimum program requirements have been met. (There may be other courses required to meet certain professional accreditation standards or entrance requirements, such as teacher accreditation and preprofessional studies, that may not be taken pass/fail by a particular student. The departments or advisers concerned with these requirements will make these exclusions known to the students.)

Business students may elect the Pass/Fail option in business elective courses only after the satisfactory completion the previous semester of 48 hours of business courses on a regular letter grade basis and of all requirements in the Student's major.

Under the pass/fail option, pass (P) grades are A, B, and C (including C-); failure (F) grades are D and F. The grade of P is not calculated in the grade point average, although the credit hours are included in the total number of hours earned. The grade F is calculated in the grade point average.

Changes of Grades

Grade changes for legitimate reasons, including change of the grade of I, are initiated by the course instructor and authorized by the student's academic dean. No grade will be changed after 12 months or after the student's graduation, except as follows: the grade of HV will be changed to F three years after graduation; a grade successfully appealed will be changed, provided written notice of appeal is given within six months following graduation; and in extenuating circumstances authorized by the academic dean and approved by the Registrar.

Grades for Repeated Courses

Students will be allowed to repeat courses according to the following rules. Both the original grade and the repeated grade will be on the student's permanent academic record. Both grades will be included in the calculation of the grade-point average and in the determination of academic probation, suspension, honors, and graduation.

The courses a student can repeat are determined by the school of record:

DEDMAN COLLEGE AND EVENING SCHOOL: Students can repeat only courses in which the original grade was a D or F.

EDWIN L. COX SCHOOL OF BUSINESS, MEADOWS SCHOOL OF THE ARTS, AND SCHOOL OF ENGINEERING AND APPLIED SCIENCE: Students can repeat courses in which the original grade was a C-, D or F. Such courses can be repeated only once.

Academic Petitions and Waivers

Petitions and/or requests for waivers concerning general education requirements, graduation requirements, and the evaluation of transfer work should be submitted to the Office of the Dean.

Petitions and/or requests for waivers concerning a major or a minor should be submitted to the appropriate department chair or program coordinator/director for consideration.

Appeal of Grades

A student who feels that an assigned grade is other than the grade earned must first discuss the matter with the course instructor to determine if the discrepancy is caused by error or misunderstanding.

If the complaint is not satisfactorily answered by the instructor, and the student feels that an error has not been corrected or that the assigned grade was capriciously or unfairly determined, the student may appeal the decision

to the chair of the department in which the course is offered (or, in cases pertaining to non-departmental courses, to a faculty agent designated by the dean of the school). After discussing the matter with the student, the chair (or faculty agent) will consult with the course instructor, and the instructor will then report a decision to the student.

A student who still is convinced that a complaint has not received a fair determination may appeal the decision to the total faculty or to the dean of the school in which the course is located. The dean will proceed as deemed appropriate, but the final authority in the determination of a grade must rest with the course instructor. (From Faculty Senate, November 4, 1981.)

Interpretation of Course Numbers

Each SMU course has a four-digit course number. The first number indicates the general level of the course: 1--first year; 2--sophomore; 3--junior; 4--senior; 5--senior or graduate; 6, 7, 8, 9--graduate. The second digit specifies the number of credit-hours ("0" for this digit denotes no credit, one-half hour of credit, or 10-15 hours of credit; for theology courses, a "1" denotes one or one and one-half hours of credit.) The third and fourth digit are used to make the course number unique within the department.

Graduation

Students must file an Application for Candidacy to Graduate form with their academic dean during the semester at the end of which they will have completed all degree requirements. Applications should be filed by the deadline date in the University Calendar. A fee of \$10.00 will be charged for late applications. Applications cannot be accepted after the graduation date.

Commencement Participation

Students may march in the procession in the University Commencement if they have met graduation requirements or if they have no more than six hours remaining for graduation, they are in good standing, they have a clear plan for completing the six hours by the end of the ensuing summer session, and they have filed a petition for graduation at the end of that summer session. Students satisfying these requirements must file a petition in order to participate. These students may participate in departmental or school ceremonies if the department or school permits such participation and if the department or school then clearly indicates in the ceremonies that these students are candidates for August graduation.

Honors

There are three classes of graduation honors; *summa cum laude*, requiring a minimum G. P. A. of 3.90; *magna cum laude*, requiring a minimum G. P. A. of 3.70; and *cum laude*, requiring a minimum G. P. A. of 3.50. Departmental Distinction also may be awarded in Dedman College and the

Meadows School of the Arts.

EDWIN L. COX SCHOOL OF BUSINESS: Three G. P. A.s will be compiled for earning the B.B.A. degree with honors: that for all academic work attempted (including that which is transferable by course content), that for academic work attempted at SMU, and that for SMU business course work attempted. Honors designation will be based on the lowest of the three averages.

DEDMAN COLLEGE AND MEADOWS SCHOOL OF THE ARTS: Graduation honors will be based upon a student's total academic program. All academic work attempted at other colleges or universities that is equivalent to SMU work will be included in the calculation of the G.P.A. For students who have transferred to SMU, two G.P.A.s will be calculated: that for all work attempted, and that for work completed at SMU. Honors will be based on the lower of the two averages.

Through the successful completion of special program of study in the major department, a student may be awarded departmental distinction regardless of eligibility for graduation honors. The program of study normally will be undertaken in both the junior and senior years. This award is conferred by the major department on the basis of certain criteria prescribed by the department, but all programs include the minimum requirements of independent reading and research beyond the regular departmental requirements for a degree and the completion of a senior paper or research report. Further information may be obtained from the individual departments.

SCHOOL OF ENGINEERING AND APPLIED SCIENCE AND EVENING SCHOOL: Graduation honors will be based upon a student's total academic program. All academic work attempted at other colleges or universities that is equivalent to SMU work will be included in the calculation of the G.P.A. For students who have transferred to SMU, two G.P.A.s will be calculated: that for all work attempted, and that for work completed at SMU. Honors will be based on the lower of the two averages.

Limitation of Availability of Degree Plans

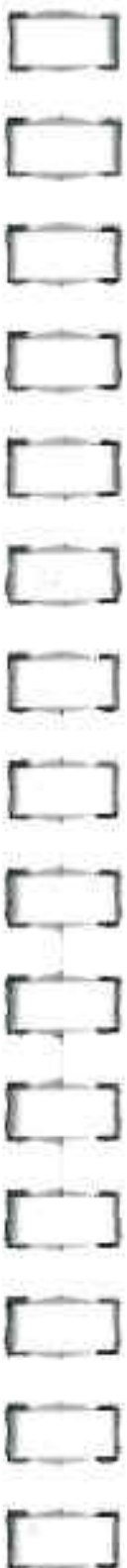
A student who has been readmitted to the university following an absence of more than three years will be expected to meet all current requirements for graduation.

Cable Television Programming

All television programs using SMU equipment and facilities will be copyright by SMU. A complete statement of all policies governing cable television programming at the University is available from the dean's office.

Financial Information

A Financial Information Bulletin regarding tuition, fees, and room and board charges is available in the Cashier's Office.



Payment of Account

Checks for tuition, fees, room and board, and other charges should be made payable to Southern Methodist University in the exact amount of the charges. A returned check of insufficient funds will constitute nonpayment of account and may result in withdrawal from the university. A \$15 charge will be made each time a check is dishonored. Information on loans may be obtained from the Office of Financial Aid at least 90 days prior to payment date. If proceeds from state and federal loans are to be used to pay a student account, the check must be at the Cashier's Office for distribution by the payment due date.

Room and Board

The housing agreement is made for both Fall and Spring semesters or both five-week summer terms. Should a student move from a Residence Hall at any time, the remainder of the rent for the semester will be due. For more information, read the housing agreement form or consult the Office of Housing.

Tuition and Fees

Cashier's office
768-2084

A student who officially withdraws, is withdrawn or is cancelled from the university, is allowed a refund of tuition and fees. Refunds will be determined by an approved schedule. Contact the Cashier's Office for details.

DIVISION OF STUDENT AFFAIRS

Dr. James E. Caswell, Vice President for Student Affairs
203 Perkins Administration Building 768-2821

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

The Division of Student Affairs 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 which students feel is critical to student success inside and outside of the classroom. The many programs and services which are sponsored by The Division of Student Affairs 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 experience.

Some of the offices and services provided by The Division of Student Affairs are listed below:

Dean of Student Life Office

Dean of Student Life
Dr. Patricia Terrell
Room 302, Hughes Trigg Student Center
768-4564

The Dean of Student Life Office is a coordinating office for a number of the other services and programs listed in this section. The Dean's Office is a resource to consult when you want general information and assistance or if you simply don't know where else to go.

Specific things the Dean's Office provides include: maintenance of student records, coordination of honor and judicial board activities, information and coordination of activities and services designed to meet the needs of students with disabilities, planning and implementation of orientation, and support to students wanting to get more involved in campus life.

The Department of Intercultural Education & Minority Student Affairs

318 Hughes-Trigg Student Center
768-4580

The major thrust of this office is to provide comprehensive and meaningful educational, social, personal, and cultural programs for African-American, Asian-American, Hispanic-American, and Native-American students and intercultural education for all SMU students. The department provides cultural and intercultural counseling and conflict mediation.

The Intercultural Resource Center serves as the focal point of cultural and intercultural programming for African-American, Hispanic, Native, and Asian-American students. Additionally, numerous classes, clubs and organizations sponsor activities in this facility.

International Office

Room 320, Hughes- Trigg Center
768-4475

The International Office provides and coordinates services to international students, researchers, visiting scholars, exchange visitors and international faculty. It serves as liaison between the international community and U.S. Immigration and Naturalization Service (INS) officials, foreign government bodies and key University departments and programs.

Assistance is provided in areas of document preparation, acculturation, housing, health insurance and social life, as well as with information and referral to off-campus services. Programmatic activities, in coordination with the Organization of International Students, the International Women's Group and the Friendship Program are scheduled throughout the year.

The goal of the office is to facilitate the initial adjustment process and to contribute to the general welfare of each international person, while he/she is at SMU.

Commuter Lounge

Hughes-Trigg Student Center
768-4534

"Metro Mustangs", the commuter student association at SMU, is located at the commuter lounge in the Hughes- Trigg Student Center. Metro Mustangs is a service and social organization designed to create a sense of unity, promote school spirit, and provide opportunities for commuter students to take part in the SMU experience. The Commuter Lounge has lockers for rental, a refrigerator, microwave, and study carrels for commuter students to use.

Student Assistance for Alcohol and Drug Abuse

2nd Floor, Memorial Health Center
768-4021

The Center for Alcohol Education exists to help SMU students who are struggling with an alcohol or drug problem. The office provides free and confidential help to all who call, in a safe and non-judgmental environment. We handle assessments, interventions, referrals and on-going support. The office also serves as an information center and speaker's bureau for organizations seeking the facts about alcoholism and drug abuse.

Services for Students with Disabilities

2nd Floor, Memorial Health Center
768-4021

The Office of Services for Students with Disabilities provides individual attention and support for students needing assistance with any aspect of their campus experience such as testing for disabilities, academic accommodations, or questions about accessibility. All students with disabilities are encouraged to contact Ann Slack to assess their unique needs and to identify resources available to them on campus.

Intramural Sports

Dedman Center for Lifetime Sports
768-3367

Intramurals offers leagues, tournaments, and meets including over 20 sports during the school year. These sports include flag football, basketball, softball, soccer, volleyball, golf, swimming, bowling, and others. Point standings are kept throughout the school year for Fraternities, Sororities, and Men's and Women's Independent organizations. T-shirts and other awards go to the overall champions. The sports are supervised, officiated and played predominantly by students, although faculty and staff are also eligible. Students with a knowledge of sports or an interest in leadership opportunities should inquire about employment with this exciting program.

Sports Club

Dedman Center for Lifetime Sports
768-3367

SMU provides its students with a variety of Club sports all under the direction of the Club Sports Association. For a complete listing of sports and information about their season consult the Student Organizations Section of the *Peruna Express*.

Wellness Program

Dedman Center for Lifetime Sports
768-2193

The Student Wellness Program is a comprehensive health and fitness program. Students participating in the program will have the opportunity to improve their physical and mental well-being through identification of health risk factors. Components of the program include a personalized wellness profile, life-style evaluation, physical fitness programs and personal counseling on nutrition, weight management and stress management. The goal of the Student Wellness Program is to touch all elements of life which contribute to happiness and well-being while at SMU and in the future.

Health Services

Memorial Health Center
Outpatient Medical Clinic
M-F 8:30am-5pm
768-2141

Mental Health Center
M-F 8:30am-5pm
768-2860

The mission of SMU Health Service is to serve as a facilitating resource for students. The goals of the Health Service include the following: (1) address students' health education needs to help prevent health problems; (2) provide comprehensive outpatient health services and programs that help students maintain peak academic performance during and after an illness or injury; and (3) promote healthy life-styles which contribute to successful academic experiences.

Primary care physicians and specialists are available Monday through Friday for first aid and physician consultation or referral. Clinical laboratory, x-ray and pharmacy services are also available during regular clinic hours. The outpatient clinic is staffed by full-time physicians, registered nurses, medical technologists and pharmacists. Consulting gynecologists, orthopedist, and dentist are available by appointment during the Fall and Spring semester.

Students who pay the appropriate fees and receive validated identification cards are eligible for treatment for both physical and mental health concerns. Like outpatient physical health concerns, students bring questions and problems to the Mental Health Clinic for confidential counseling. Appointments may be made

directly by calling or visiting the Mental Health Clinic. Evaluation and brief psychotherapy are available to individuals, couples or groups. Referrals to private psychiatrists or other therapists will be made in cases requiring long-term treatment. The clinic is closed during long term student holidays; however, there is a 24 hour answering service for emergencies.

Counseling and Testing

2nd floor Memorial Health Center
768-2211

During the years at SMU, students often feel the pressures of living in a university setting. Questions may arise regarding academic performance, identity, relationships and career choices. The Counseling Center provides counseling services to all SMU students. The goal of the center is to help students identify, assess, cope with and/or ameliorate concerns which may interfere with academic, social, career and emotional growth and development. It is the philosophy of the center that the great majority of these concerns can be dealt with most effectively through active, time-limited counseling and skill enhancement programs. Counseling services are available for the following concerns: personal-social-emotional adjustments, choosing a major, career/life planning, pre-marital and marital decisions, value clarification, reduction of test anxiety, relationships with peers and family, and general decision making.

Career Planning Center

100 Fincher Building
768-2266

The major emphasis of The Career Center is to assist graduating SMU students and alumni in making career decisions and in locating full-time employment. The center coordinates interviewing schedules for recruiters from business, industry, government agencies, and graduate schools (approximately 2,000 interviews annually. Full-time, permanent job listings are also posted in the center, as well as part-time and summer employment listings).

Experienced career counselors are available in the center to assist students and alumni on an individual basis. Additionally, the center offers a complement of workshops that cover career decision-making, interviewing techniques, and resume preparation. ACCESS (Alumni Career Contacts) is database of more than 1000 who have volunteered to talk with students about career related issues.

The center maintains a library with reference material on career and graduate schools. A computerized guidance program connects students with occupations that match their skills, interests and values. Employee literature, annual reports, and employer directories are also available for student use.

Human Resource/Women's Center (H.R.W.C.)

3116 Fondren Drive
768-4792

The Human Resource/Women's Center provides a unique blend of programmatic and counseling services enabling students to address personal concerns and translate them into action. The Center houses four student organizations: Students Over Traditional Age (SOTA); the Campus YWCA; the Women's Interest Network (WIN); and the SMU Gay, Lesbian, and Bisexual Student Organization (GLBSO). The Center also offers programs and services directed to the special needs of women: the 28 year-old SMU Women's Symposium on the Education of Women for Social and Political Leadership; personal counseling; and an extensive library on issues related to women, racism, and leadership.

SMU Volunteers

307 Hughes-Trigg Student Center
768-4403

The Office of SMU Volunteers provides SMU students with the opportunity to make a difference in the lives of others and enhance their education by volunteering in the Dallas community and beyond. Students can volunteer on a consistent basis or for a one time only service project. Student organizations Alpha Phi Omega Service Fraternity (APO) and the Mobilization of Volunteer Efforts (MOVE) as well as the Alternative Spring Break program and Habitat for Humanity are all service groups students can be a part of through SMU Volunteers.

Housing and Residence Life

101 Boaz Hall
768-2407

The role of the Office of Housing and Residence Life is to provide a supportive educational and developmentally oriented community which offers students and staff opportunities to mature in areas of career, intellect, interpersonal, moral, personal, physical, aesthetic and leisure development. A number of special programs are provided to achieve this end. In addition to trained residence hall staff, there is a priority placed on faculty-student interaction outside the classroom. This often includes a faculty member paired with individual residence hall floors to provide strong informal relationships.

Some of the other special programs that have been offered include academic group living, Wellness Lifestyle floors and the International House.

Student Tutorial Service

301 Hughes- Trigg Student Center
768-4599

The Student Tutorial Service sponsored by the Student Senate is designed to offer SMU students academic support through quality peer tutoring in many introductory and/or intermediate courses.

SMU Religious Life

316 Hughes-Trigg Student Center
768-4502

The Office of the Chaplain exists to serve people of all faiths and backgrounds, and provides a broad range of services and programs for students, faculty and staff of the SMU community. The Chaplain and Assistant Chaplain are available for personal counseling to members of the university community.

The Office of the Chaplain serves as the coordinating center for all officially recognized religious organizations on campus. The Campus Ministry Council is made up of representatives for these organizations and meets regularly to communicate and cooperate regarding activities on campus. A non-denominational Protestant service is held every Sunday at 11:00am at Perkins Chapel. Catholic Mass and an African American worship service are also held every Sunday at Perkins Chapel.

HELPFUL TELEPHONE NUMBERS

Student Information	768-4444
Accounts Payable	768-2015
Advising Center	768-3259
Ambulance	768-3333
Area Coordinators	
North Quad	768-2230
South Quad	768-2247
Athletic Ticket Office	768-2902
Bookstore	
Textbooks	768-2435
Supply Department	768-3346
Computer Corner	768-4033
Career Center	768-2266
Cashier's Office	768-2084
Computer Information	768-2900
Counseling and Testing Center	768-2211
<i>The Daily Campus</i>	768-4555
Dedman Center (reservations)	768-3374
Defensive Driving Program	768-2343
Dining Services	768-2368
McElvany Dining Hall	768-2374
Umphrey Lee Dining Hall	768-2371
Menu	768-2365
Financial Aid	768-3417
Fondren Library (hours recording)	768-7378
Health Center	768-2141
Honor Council Office	768-4404
Housing and Residence Life	768-2407
McFarlin Auditorium	768-3129
Media Services	768-3199
Post Office	768-4450
President of the University	768-3300
Program Council	768-4465
Public Safety (Emergency Only)	768-3333
Public Safety Service Desk	768-2487
Registrar	768-2038
Student Activity Center	768-4400
Student Foundation	768-4414
Ticket Master	787-2000
Travel Services	768-4028
Underwood Law Library	768-3216
Writing Center	768-4253

STUDENT CODE OF CONDUCT

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. 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 of the President of the University. Having voluntarily enrolled as students at Southern Methodist University and assuming 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.

Based on the action of the Board of Trustees, the President of the University is authorized, at his/her 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 instruction 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 By-laws 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, By-laws, resolutions, policies and regulations of the University, the University Articles, By-laws, resolutions, policy or regulation in question shall be controlling.

STUDENT RIGHTS, FREEDOMS AND 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:

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 which does not disrupt the regular operation of the university.

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

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

4. The authority to allocate student activity fees for use by campus organizations shall be delegated to the Student Senate.

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.

6. All applicable local, state, and federal laws shall be upheld by the SMU community.

7. The student is bound by the Student Code and all university policies.

8. Students accused of violating institutional regulations or laws upheld by SMU retain the following rights:

a. Upon arrest by authorized University officials, students will be informed of their rights in accordance with all federal, state, and local laws.

b. Students will not be subject to any form of harassment.

c. No searches of Residence hall rooms, Greek housing, University apartments, hereinafter referred to as student living areas, properties whose tenants are students and private property will be conducted unless such an order is issued upon reasonable suspicion. Searches may be conducted of student living areas by the residence hall staff, university officials and/or the Department of Public Safety, and their entrance shall not be denied. (See Sec. II, O for Residence Hall policy.) Nothing herein shall be construed to deny the University the right at any reasonable time to conduct inspections of student living quarters to determine compliance with health and safety regulations.

d. Every student shall be granted a fair hearing before an impartial judiciary body of peers, or an administrative official, whichever is deemed by the Judicial Officer as appropriate to the offense.

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.

10. Students assuming leadership roles on campus will accept special responsibilities to uphold and support the Student Code.

11. When behavior which comes to the attention of the University is deemed in violation of or not in accordance with the Student Code, university policy, or any law upheld by SMU, the University has the right to take disciplinary and/or civil action against those involved.

12. The privacy and confidentiality of all student records shall be preserved, in accordance with the Family Educational Rights and Privacy Act of 1974 as amended.

GRIEVANCES

1. Unless otherwise specified in the Student Code, requests for changes to the Student Code are made by the Student Senate. Requests for changes may be submitted to the student body secretary to investigate.

2. The Student Issues Committee is established by the Student Senate to deal with individuals' concerns, questions or problems. The committee can be contacted through the committee chair.

I. GENERAL POLICIES

A. ALCOHOL

1. Policy

The possession and consumption of alcoholic beverages in public places on campus is prohibited. The definition of public places includes but is not limited to any outdoor area, cafeteria, lobby, hallway, lounge, study area or rest room of on campus buildings, greek housing and University properties. All members of the SMU community should at all times be cognizant of and comply with state and local liquor laws. It is unlawful in the state of Texas for any person under the age of twenty-one (21) to possess, purchase or consume alcoholic beverages, except when with either a parent or adult spouse. Possession of a fake identification card violates Texas State Laws (a class A misdemeanor) and violates University policies.

The University expects that each individual and group within the University community will obey these laws. Failure to do so subjects the offender(s) to the possibility of University judicial action and/or action by civil authorities.

Consumption or possession of alcoholic beverages by minors, regardless of location is a violation of this policy. Provision of alcohol to minors other than where the law provides (by parent or adult spouse) is also prohibited.

a. The Board of Trustees of Southern Methodist University has affirmed its conviction that abusive use of alcoholic beverages and the corresponding effects upon persons constitute one of the most serious problems in our nation.

b. In conscience and recognition of the University's heritage as an institution affiliated with the United Methodist Church, it has urged all community members to consider alcoholic beverages with responsibility, prudence, and moderation.

c. As a University community which espouses the value and worth of persons in an environment of free and open inquiry and expression, it is recognized that mature individuals must be free to follow their own conscience regarding the use of alcoholic beverages. Freedom of conscience does not imply license to violate the law or University policy. Students violating the Code should appreciate that their conduct may result in the imposition of penalties upon other students and/or student organizations.

d. All members of the SMU community are expected to maintain self-control and to uphold their dignity and that of the University at all times in all places on or off campus. Conduct should be consistent with ideals of excellence of mind, healthy bodies, and responsible social behavior, including recognition of the rights of others. Intoxication and alcohol abuse mitigate against the spirit of university and community and will not be tolerated. In recognition of this fact, the University reserves the right to initiate disciplinary action when individuals and groups neglect or abdicate their responsibility to observe the Student Code of Conduct of which this policy is a part.

2. Guidelines

Recognizing that the above policy is broadly stated and that it is not possible to foresee every contingency which would require policy interpretation, the Administration sets forth the following guidelines for implementation:

- a. The University upholds the law; it recognizes the seriousness of the problems caused by beverage alcohol, and it stresses the role of conscience and personal responsibility in dealing with those problems. Violation of the law constitutes a violation of the Code. Violations of the Code and University policy will be grounds for University disciplinary action.
- b. The University prohibits the possession and consumption of alcoholic beverages on campus, with the exception of individual residential rooms of persons the age of 21 or older. Kegs and any other similar containers are not permitted anywhere on campus. The Faculty Club and the Alumni Center will continue to operate under special policies.
- c. SMU is located within the City of University Park, Texas, which is a "dry" area. By statute, "dry area" means it is illegal to sell alcoholic beverages in University Park. In addition, transportation and/or possession of more than 24 twelve-ounce bottles of beer, or more than one quart of hard liquor is considered prima facie evidence of intent to sell, and, therefore, evidence that the law has been violated. Alcoholic beverages that are transported into a dry area may not be transported back out of the

dry area.

d. With the approval of the President or Vice President for Student Affairs, alcoholic beverages may, on exceptional occasions, be served on University property (including common areas of residence halls, fraternities, or sororities), subject to University guidelines and all applicable laws of the State of Texas and the City of University Park. Such exceptions shall be for the purpose of hosting alumni, parents, or other visitors to campus, and faculty and staff receptions related to special campus or organizational events. Measures must be in place to ensure that underage attendees are not served nor consume alcoholic beverages. The charging of any admission fee or sale of advance tickets to any on-campus activity or event is prohibited if alcohol is being served. Guidelines for conduct of such exceptional occasions will be determined from time to time as may be deemed appropriate.

e. Sponsoring organizations may not publicize on campus an off-campus event at which alcoholic beverages will be served or make tickets available for sale until the event is formally approved in writing by the Office of Student Activities. There are State laws governing events and philanthropic activities where alcohol is served or sold. Off-campus events must adhere to the following University guidelines:

- (1) For off-campus events where alcohol is served in a wet area, tickets to the event may be sold on campus only if the alcohol is sold separately at the event.
- (2) The price of the ticket may not include alcohol if the tickets are sold on campus.
- (3) Tickets for an event at which alcohol will be distributed free of charge can be sold on campus, provided the event will be held in a wet area. The Dallas Parks and Recreation Department does not permit sales on public property.
- (4) On-campus advertising of the event may not include reference, in any manner, to the sale or availability of alcohol. Off-campus event registration material is available from the Director of Student Activities in the Student Activity Center.

3. Hosting Guidelines

IN GENERAL: The following guidelines are required of all approved on-campus events where alcoholic beverages are to be served. Although the University does not sponsor or approve off-campus activities of students and/or student organizations involving alcohol, the following hosting guidelines are recommended for such events.

If it becomes apparent that these guidelines cannot be met before or during an event, the host is required to cancel the event. If the University learns that organizations or individuals are planning or have sponsored activities that violate State law or policies of the University, regardless of where held, the University may respond through administrative and/or judicial actions.

GUIDELINES:

- a. Any participant wishing to obtain an alcoholic beverage must be of legal drinking age in the State of Texas. Individuals expecting to consume alcoholic beverages are required to carry and, upon request, produce verification of age.
- b. Precautions should be taken to ensure that of-age participants are in no way providing alcoholic beverages to others not of age.
- c. Alternative beverages are to be made readily available to all participants and are to be made available in sufficient quantity as to ensure constant availability throughout the event.
- d. Food is required at all events where alcoholic beverages are available.
- e. Access to the event area shall be controlled and should be open only to members and/or guests of the sponsoring unit/organization. It is assumed that facilities such as the Dallas Hall Rotunda, foyer of Meadows School of the Arts, and lounge and public spaces of the Student Center cannot be adequately controlled to meet these standards. If the event is to exceed one hundred participants, one uniformed officer from the Department of Public Safety must be present for every one hundred participants.
- f. No promotion and/or invitation to the event may mention the availability of alcoholic beverages.
- g. All alcoholic beverages at the event must be kept in a secure, designated area controlled by event hosts or a bartender holding a certificate from a State of Texas accredited school for bartending.
- h. No guest is to be served alcoholic beverages who is determined to be at or near the point of intoxication.
- i. Alcoholic beverage consumption on campus is usually limited to wine and beer.

FAILURE TO FULFILL ANY OF THE ABOVE CONDITIONS WILL RESULT IN ADMINISTRATIVE REVIEW AND/OR REFERRAL TO CAMPUS JUDICIARY FOR INDIVIDUALS AND ORGANIZATIONS INVOLVED IN VIOLATING ANY OF THE ABOVE AGREED CONDITIONS.

B. ANIMALS/PETS

Animals/pets are not permitted in buildings on the campus, with the following exceptions: guide dogs and fish are allowed with the permission

of appropriate authority and with acquisition of suitable equipment. A guide dog is a dog specially trained and licensed to aid the visually and/or hearing impaired.

C. CAMPUS FACILITIES

1. Use of buildings

- a. A record of class time and locations is maintained in the Registrar's office.
- b. Many classes continue until 10:00 p.m. on weeknights. Officers will investigate any activities in classroom buildings after 10:00 p.m.
- c. The Office of Housing and Residence Life is programmatically responsible for all student housing, including sorority and fraternity housing. (See Sec. II for Residence Hall policy.)
- d. The Student Center Director coordinates the programs, meals, meetings and general operation of the Student Center.
- e. Arrangements at Moody Coliseum are handled through the Athletic Department during the academic year and through the Office of Conference Coordination during the summer months.
- f. The manager of McFarlin Auditorium is responsible for handling the arrangements at McFarlin Auditorium.
- g. Permission to sleep or reside in any part of any building needs prior approval.

2. Use of Grounds

Activities taking place during the academic year on the streets and grounds must be approved in the Office of Student Activities which will in turn notify the Department of Physical Plant and the Department of Public Safety. During the summer months the Office of Student Activities will approve the use of grounds by campus groups in consultation with the Office of Conference Coordination.

Specific request for the use of campus grounds which may be considered extraordinary by the University may, upon approval of the Vice President for Student Affairs, be approved at sites other than those designated below.

- a. Groups requesting the use of campus grounds must obtain a request form in the Student Activity Center. The completed form must be delivered to the Physical Plant Department at least 7 days prior to the date of the requested event. This will allow ample time to make special arrangements to accommodate the event. Once a signature is obtained from the Physical Plant, the form is presented by the requesting group for signature to the SMU Department of Public Safety. Requesting group also may be required to obtain signatures from other offices on campus dependent upon the

location requested. Activities that involve contractual agreements will be subject to all pertinent policies contained in section "o" on page 117 and therefore will require at least 30 days notice.

b. Programs or activities that require the usual set up (i.e. - staging, chairs, tables, power hook up) or advertising through small, temporary signs are subject to the following procedures.

(1). Only one event may be held in a specific location at one time. Events scheduled for the same time must be located at least 100 yards apart.

(2). Event must allow reasonable access around it and may not constrain access to any campus facility.

(3). Event must conform to the size of the location in which it is placed and must not unreasonably inconvenience members of the University community or if it becomes an obstruction to normal activity on the campus.

(4). If the event becomes disruptive of the normal operation of the University, it may be cancelled at any time before or during the event by the Director of Student Activities.

(5). A deposit may be required by the Physical Plant Department to assure compliance of all conditions applied to this event by University departments. The amount will be determined by the Physical Plant Department.

c. Events requiring construction and/or more elaborate set up are subject to the following additional procedures:

(1). Structures or events approved in this area may not block the emergency vehicle access lane.

(2). Structure must be located at least 20ft. from any existing building.

(3). Groups wishing to have events or structures on campus for more than a week must present rationale to approving officers. They will evaluate each request on its own merit and grant extended time periods when they feel the program warrants it.

(4). Groups wishing to construct a temporary structure must contact the City of University Park to inquire as to the necessity for a Building Permit. If a building permit is required, groups must purchase a Building Permit and attach a copy to the request form. If no permit is required, the group will be responsible for obtaining written documentation from the city noting such and attach same to the requested form.

(5). A certificate of flame retardancy is required for all structures constructed on campus. Information pertaining to fire proofing can be obtained through the Physical Plant

Department.

(6). Approved structures must comply with all requirements of the City - i.e. having fire extinguishers on the site, posting no smoking signs, etc.

3. Use of the University Flagpole

a. The flagpole is for the use of flying the colors of the United States. Generally, no other flag is permitted. Requests to fly other flags must be approved by the President or his/her designee.

b. The flag may be flown at half staff when a member of the University community or a public official dies, or when the President of the United States declares flags to be flown at half staff.

4. Loading of Buses on Campus

Students or student organizations loading buses on campus to transport them to events off campus must load the buses when leaving campus and unload the buses when returning to campus from the Dedman Center parking lot. Permission may be granted by the Director of Student Activities for buses to load and unload from other locations on campus. Request shall be made on the "Use of Campus Grounds" form. Alcoholic beverages may not be loaded onto buses while they are on University property.

D. 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.

E. EMERGENCY EQUIPMENT

Tampering with or misuse of fire-fighting equipment, 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 other University response as may be appropriate.

F. ELEVATOR

Tampering with elevators and/or elevator equipment such as forcing open the doors, riding outside the cab, or performing any other activity which endangers personal safety or affects the functioning of the elevator is strictly prohibited.

G. GAMBLING

Every person subject to the jurisdiction of this Code shall be responsible for compliance with all local, state, and federal laws regarding gambling. Violations of any local, state, or federal law regarding gambling may subject the person to disciplinary proceedings in the University Judicial System without regard to any proceedings in local, state, or federal courts.

H. GUESTS/VISITORS

Any visitor who is not on official business must be a guest of a university student, faculty member or staff member.

1. Guests are subject to all applicable rules and policies as are members of the University.
2. A guest must identify him/herself when called upon by a university official including residence hall staff and to identify his/her host.
3. The conduct of the guest of the University is the responsibility of the student serving as host.
4. See rules regarding Guests in Residence Halls (Section II.H).
5. The University provides parking for guests in designated areas of campus. Members of the University community or their guests may contact the SMU Department of Public Safety to obtain maps showing designated visitor parking areas. Guests are subject to the same parking regulations as members of the SMU community.

I. HARASSMENT

1. The University will not tolerate the disrespect for the rights of anyone, but will maintain the University as a forum for the free expression of ideas under the laws of the state and nation. All members of the University community are protected from harassment, including but not limited to members according to their race, ethnicity, age, gender, disability, sexual orientation and religion. Any words or acts deliberately designed to disregard the safety or rights of another, and which intimidate, degrade, demean, threaten, haze, or otherwise interfere with another person's rightful action will not be tolerated on the basis of the standards of the SMU community. Physical, psychological, verbal and/or written acts directed towards an individual or group of individuals which rises to the level of "fighting words" are prohibited and therefore subject to judicial sanction. Due to the University's commitment to freedom of speech and expression, harassment is more than mere insensitivity or offensive conduct which creates an uncomfortable situation for certain members of the community.

- a. Students with complaints of harassment should report them to the Office of the Dean of Student life or to the Affirmative Action Office.

b. Rights of the accuser of harassment:

- (1) To decide whether he or she wishes to press charges.
- (2) To have a person of his or her choice accompany him or her during the disciplinary proceedings should there be sufficient evidence to go forward with disciplinary proceedings. Such person is present for moral support and must maintain the confidentiality of the parties.
- (3) To request to have his or her living arrangements (if in campus housing) modified pending the outcome of the judicial proceedings should the accused and the accuser live near one another.
- (4) To remain present during the proceedings.
- (5) To make an "accuser's impact statement" during the sentencing stage, only after guilt or innocence has been found.
- (6) To be informed immediately of the outcome of the proceedings, yet remaining bound to the standards of confidentiality that apply to all the participants during the hearing proceedings, regardless of the outcome.
- (7) To have the nature of the alleged offense be kept confidential during the preliminary interviewing of the witnesses.

c. Rights of the accused of harassment:

- (1) To be informed about the nature of the complaint before the case proceeds to the formal hearing process, if there is sufficient evidence to go forward with disciplinary proceedings.
- (2) To have a person of his or her choice accompany him or her during the disciplinary proceedings. Such person is present as moral support and must maintain the confidentiality of the parties.
- (3) To request to have his or her living arrangements (if in campus housing) modified pending the outcome of the judicial proceedings if the accused and the accuser live near one another.
- (4) To remain present during the proceedings.
- (5) To make an "accused impact statement" during the sentencing stage, only after guilt or innocence has been found.
- (6) To be informed immediately of the outcome of the proceedings, yet remaining bound by the standards of confidentiality that apply to all participants in the hearing proceedings, regarding the outcome.
- (7) To have the nature of the alleged offense be kept confidential during the preliminary interviewing of witnesses.

2. Sexual Harassment

a. SMU prohibits sexual harassment of its students, employees, and those who seek to join the campus community in any capacity. Sexual harassment includes such behavior as unwelcome or forced sexual advances, requests for sexual favors, and other verbal, psychological, physical conduct of a sexual nature directed towards employees, students or applicants, particularly when any of the following circumstances are present:

- (1) Toleration of the conduct is an explicit or implicit term or condition of employment, admission or academic evaluation.
- (2) Submission to or rejection of such conduct is used as a basis for personnel or academic evaluation affecting the individual.
- (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.

b. Students with complaints of student to student sexual harassment should report such complaints to the Office of the Dean of Student Life.

c. Students with complaints of faculty/staff to student sexual harassment should report such complaints to the Affirmative Action Office.

d. The rights of the accuser of sexual harassment are the same as those listed for the accuser of harassment. Also as an included right:

- (1) not to have his or her sexual history discussed during the hearing.

e. The rights of the accused of sexual harassment are the same as those listed for the accused of harassment. Also as an included right:

- (1) not to have his or her sexual history discussed during the hearing.

J. HAZING

This is taken from the Texas State statutes, SCHOOLS-HAZING OFFENSE CHAPTER 1041 S.B. NO. 24. The University reserves the right to initiate disciplinary action when individuals and groups neglect or abdicate their responsibility to observe the Student Code of conduct of which this policy is a part.

AN ACT relating to offenses relating to hazing at or in connection with an educational institution; BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Sections 4.01 through 4.50, Education Code, as amended, are designated as Subchapter A, Chapter 4, Education Code, and the chapter is amended by adding a subchapter designation immediately after the chapter heading to read as follows:

SUBCHAPTER A. GENERAL PROVISIONS

SECTION 2. Chapter 4, Education Code, as amended, is amended by adding Subchapter B to read as follows:

SUBCHAPTER B. HAZING

Sec. 4.51 DEFINITIONS. In this subchapter:

- (1) "Educational institution" includes a public or private:
 - (A) high school; or
 - (B) college, university, or other postsecondary educational establishment.
- (2) "Pledge" means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization.
- (3) "Pledging" means any action or activity related to becoming a member of an organization.
- (4) "Student" means any person who: (A) is registered in or in attendance at an educational institution; (B) has been accepted for admission at the educational institution where the hazing incident occurs; or (C) intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.
- (5) "Organization" means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club or service, social, or similar group, whose members are primarily students at an educational institution.
- (6) "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 institution.

The term includes but is not limited to:

- (A) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- (B) any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(C) any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;

(D) any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;

(E) any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

PERSONAL HAZING OFFENSE.

A person commits an offense if the person:

(1) engages in hazing;

(2) solicits, encourages, directs, aids, or attempts to aid another in hazing;

(3) knowingly, or recklessly permits hazing to occur;

(4) with knowledge of the planning of a specific hazing incident involving a student in an educational institution, or first-aid knowledge in writing to the dean of an educational institution, or an official of the institution, reports a hazing incident which is a misdemeanor punishable by a fine and confinement in county jail for not more than 180 days, or

(5) reports a hazing incident which does not cause personal injury, property damage, or other loss, a misdemeanor punishable by a fine of not more than \$1,000, confinement in county jail for not more than 180 days, or

(6) reports a hazing incident which causes serious personal injury, property damage, or other loss, a misdemeanor punishable by a fine of not more than \$10,000, confinement in county jail for not more than 180 days, or

(7) reports a hazing incident which causes the death of a student, a misdemeanor punishable by a fine of not more than \$10,000, confinement in county jail for not less than one year nor more than two years, or both such fine and confinement.

J. HAZING

This is taken from the PENAL CODE, Chapter 10A, Section 95.01, which relates to the responsibility of educational institutions to enforce their policy. The text states: "The purpose of this section is to place the responsibility on the educational institution to enforce its policy. It is the duty of the educational institution to enforce its policy. The purpose of this section is to place the responsibility on the educational institution to enforce its policy. It is the duty of the educational institution to enforce its policy." 95

AN ACT relating to the enforcement of the policy of educational institutions. The purpose of this act is to place the responsibility on the educational institution to enforce its policy. It is the duty of the educational institution to enforce its policy.

county jail for not less than one year nor more than two years, or both such fine and confinement.

(e) Except when an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on community service probationers by Subdivision (1), Subsection (c), and Subsections (c), (d), (g), and (h) of Section 10 A, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

Section 4.53. ORGANIZATION HAZING OFFENSE:

(a) An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

(b) An offense under this section is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000, or if a court finds that the offense caused personal injury, property damage, or other loss, the court may sentence the organization to pay a fine of not less than \$5,000 nor more than double the amount lost or expenses incurred because of such injury, damage, or loss.

Section 4.54. CONSENT NOT A DEFENSE.

It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Section 4.55. IMMUNITY FROM PROSECUTION AVAILABLE.

In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person in bad faith or with malice is not protected by this section.

Section 4.56. OFFENSES IN ADDITION TO OTHER PENAL PROVISIONS. This subchapter does not affect or repeal any penal law of this state. Nothing in this subchapter shall limit or affect the right of an educational institution to enforce its own penalties against hazing.

Section 4.57. REPORTING BY MEDICAL AUTHORITIES.

Treatment of a student who may have been subjected to hazing activities may be reported to police or other law enforcement

K. NOISE

The following procedures will be required for any activities which have the potential for excessive noise, and activities which involve sound amplification equipment.

1. All outdoor events must be approved by the Office of Student Activities. Generally, large, outdoor events will be approved only on weekends; however, permission may be granted at other times for spirit-related activities or events that do not disturb the occupants in surrounding facilities.
2. Any outdoor event which involves sound amplification equipment must be approved by the Office of Student Activities.
3. Any noise of exterior or interior origin which 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.
4. 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.
5. Violations may be referred for judicial action.

L. OFFICIAL NOTICES

1. Students shall respond immediately to any reasonable request from any university official, who properly identifies himself/herself as such.
2. 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. If, after responding, a student feels that the authority made an unfair request, he/she may submit a formal complaint to the Student Senate Student Issues Committee and/or the Dean of Student Life.
4. 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.

M. PROTESTS AND DEMONSTRATIONS

1. Peaceful demonstrations may take place on campus provided that:
 - a. A permit is obtained from the Director of Student Activities three days prior to the demonstration to insure the rights and safety of all involved.
 - b. The normal function of the University is not disrupted.
 - c. Respect for the rights of others is maintained.
2. Students are encouraged to use the proper channels to seek audiences to express grievances. Appropriate persons and officials are encouraged to discuss the grievances of demonstrating students or chartered student organizations with the group or its representatives.
3. Visitors to the SMU campus will normally 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 protestors disrupting the campus.

Any questions or appeals of decisions regarding permits should be directed to the Vice President for Student Affairs. Please refer to section "C. Campus Facilities" for additional requirements for use of grounds.

N. SALES, DISTRIBUTIONS AND SOLICITATION

1. 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 Alumni Relations.

2. 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 purpose 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.

a. Any individual or agency that wishes to sell on the SMU campus must be sponsored by a University department or chartered student organization.

b. Any items that are illegal may not be sold.

c. 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 following policies:

(1) Sales and Solicitation in the Hughes-Trigg Student Center

(a) The offer of sales of goods and services or the distribution of materials and information that is not part of a program only may be conducted from the Crossing located on the main floor of the Hughes-Trigg Student Center. Persons wishing to sell must be sponsored by an SMU department or campus organization.

(b) Sales and distributions will be conducted only on weekdays between the hours of 10:00 a.m. and 4:00 p.m.

(c) Groups will be allowed to request booth space for up to three consecutive days, twice a semester.

(d) Commercial vendors will be charged a flat fee of \$50.00 or pay 20% of their gross sales (whichever is greater) for use of the booth.

(e) Sales in other parts of the Student Center will be conducted according to the procedures established for the facility. As a general rule, sales may only be conducted when they are part of a program.

(f) All sales and solicitation must be conducted from tables specifically designated for that purpose.

(2) Solicitation of Greek Houses Vendors are not allowed to make direct contact with the Greek houses. Vendors wishing to provide information to fraternities and sororities should submit written information to the Student Activity Center which will distribute it to the chapters. Groups interested in the product/service may invite the vendors to make presentations to their memberships.

(3) 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 the University Residence Hall Association. (See Section II, R.)

(4) Sales in Other Campus Facilities

(a) Sales of goods and services in all academic buildings is prohibited.

(b) 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.

(c) 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. Distribution of Written Material

a. Any individual or agency that wishes to distribute written material on the SMU campus must be sponsored by a university department or a campus organization.

b. Any illegal items may not be distributed.

c. Items to be distributed must be approved by the Director of Student Activities or his/her designee.

d. Distribution shall be orderly and not interfere with the rights of students or other members of the University community and must be conducted by 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.

e. Distribution in the Student Center may be done only from a reserved area. Reservations must be made through the Student Center Reservations office.

f. Distribution in residence halls must have prior approval by the Office of Housing and Residence Life. (See Section II, Q.)

4. Collections and Donations

a. Two annual solicitations for charitable purposes have been approved by the University: The United Way and Sustentation.

b. 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 Finance and Administration for non-student, off-campus requests.

5. Solicitation of Trips

a. All "official" SMU trips will be sponsored by the Mustang Club, the Alumni Association, Program Council or appropriate SMU office or department. All others are not sponsored or endorsed by SMU.

b. For any student sponsored trip, Program Council will sponsor and coordinate the trip in accordance with guidelines set by the Director of Student Activities.

c. Any question regarding the official status of SMU sponsorship or endorsement should be forwarded to the Office of Alumni Relations, the Mustang Club or The Office of Student Activities or the Office of Student Life.

6. Survey

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 the results will be used and a copy of the actual survey must be approved by the Office of Student Activities.

O. SIGNS AND POSTERS

1. All posters and signs must bear the name of the sponsoring individual, organization, or department.
2. No more than one copy of the sign or poster may be placed on each bulletin board or specified place.
3. Signs on bulletin boards may not be larger than 24 in. x 24 in.
4. Posters, flyers, notices, and messages must be posted on appropriate bulletin boards or spaces specified for that purpose.
5. Non-campus commercial type materials must be approved for posting and signed by the manager of facilities services before posting.
6. All signs related to campus organizations must be stamped in the Student Activity Center of the Hughes-Trigg Student Center.
7. Good judgment is asked to be exercised in the contents of signs.
 - a. Signs should not be in bad taste or be blatantly offensive to any group on campus as judged by the Director of Student Activities.
 - b. All signs shall not make any reference to the availability or sale of alcoholic beverages.
 - c. Content of material on clothing must comply to policies of this section.
8. Signs are not permitted on glass, brick, painted, vinyl or papered walls, or wood surfaces. Signs may be posted on bulletin boards, using fasteners appropriate to the individual board. (See Section II, Q for residence hall policies.)
9. Policies governing posting of signs in specific areas of campus are as follows:
 - a. Residence Halls (See Section II, Q for Residence Hall policy.)
 - b. Hughes-Trigg Student Center
 - (1) Signs can measure no bigger than 2' x 6' or 3' x 4'.
 - (2) Signs must have smooth, clean edges and be attached by masking tape.
 - (3) Event signs must show name of sponsoring group and be stamped by the Activity Center staff.
 - (4) Signs for the sale of goods and services are stamped at the Main Desk.

- (5) Groups are responsible for posting their own signs.
- (6) All signs will be removed by the Student Center staff every Sunday night.
- (7) Signs observed to be in violation of these policies will be removed by Student Center staff. Groups repeatedly violating sign policy will lose their privilege to post.
- (8) Signs may be posted in stairwell landing, north wall outside Post Office, and west wall outside Promenade Lounge.

c. Signs Posted Outside of Buildings

- (1) Signs or decorations may not be attached to any building exterior or tree.
 - (2) Any posting of signs or decorations outside the campus buildings must be approved by the Director of Student Activities or his/her designee. Signs may not be posted on trees, lamp posts, trash cans, windshields, signs, etc.
 - (3) If a sign or display is larger than a small, temporary one, the grounds section of the Physical Plant Department must be notified in order to provide safe and proper erection of the display.
10. Failure to comply with these rules may result in removal of signs without warning and referral of the sponsoring group to the judicial officer.

P. SMOKING RESTRICTIONS ON CAMPUS

1. Smoking is strictly prohibited in all places of formal instruction on campus, including but not limited to classrooms, laboratories, lecture halls, auditoriums, and all hallways within campus buildings, unless specific "Smoking Permitted" notices are posted in such places.
2. Smoking in dining areas shall be permitted only in designated areas. A violator of these regulations may be asked to leave the cafeteria and must do so when requested. A repeat violation shall result in a revocation of all dining hall privileges for that person. This process shall be handled by Level I Judiciary.
3. Smoking is prohibited in the Hughes-Trigg Student Center.

Q. SPEAKERS 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 regulations for time, place, and manner. These regulations are not imposed to prohibit any speaker except in the rare

circumstances when it is shown that the speaker constitutes a clear and present danger of disruption or violence. This determination is to be made by the person charged with the duty of approving the use of the location of the activity. Any questions should be presented to the Director of Student Activities.

Organizations having speakers for regularly scheduled meetings are not required to make special arrangements beyond the normal scheduling of the use of the facility.

R. WEAPONS

1. Students are prohibited from the use and possession of dangerous weapons or facsimiles of dangerous weapons on university property. These items include but are not limited to:

- a. Firearms
- b. Explosives
- c. Fireworks
- d. Dangerous weapons
- e. Incendiary Devices
- f. Cross bows
- g. Pellet guns, air guns, and/or paint guns
- h. Blow guns
- i. Stun guns
- j. Swords or other sharp blades
- k. Nunchuks
- l. Throwing stars
- m. Spear guns
- n. Tear gas (This does not include self defense sprays legally sold over the counter for personal defense.)
- o. Look-a-like facsimiles or toys

2. Student-owned sporting firearms or other weapons (including all B.B. and pellet guns) must be registered and stored through arrangements with the SMU Department of Public Safety.

3. Any violation of this policy is considered a serious offense, and will be dealt with accordingly by:

- a. SMU Department of Public Safety
- b. SMU Judiciary
- c. Office of the Dean of Student Life

4. Members duly authorized by University or other accredited law enforcement offices may carry firearms in performance of their duty.

5. If weapons or reasonable facsimile of weapons are used, pursuit and attack games including but not limited to Gotcha, Assassin, war games, and Dungeons & Dragons, are not permitted on campus.

II. POLICIES PERTAINING TO RESIDENCE HALLS

The University community establishes and maintains residence halls with the intent of enhancing student life and fostering a learning environment while housing large numbers of students. It is necessary to provide some guidelines which establish minimum expectations of the behavior of residents.

If a student fails to respond appropriately, these guidelines will be enforced via administrative action and/or judicial action (for further reference, see Judicial Code). The Office of Housing and Residence Life has the right to decide which track would be most productive. NOTE: Offenses involving multiple, simultaneous violations (as well as repeated offenses) are considered more severe infractions and usually result in a stronger response (e.g. Level II). Consult your Residence Hall staff if you have any question.

Examples of residence hall regulations, potential administrative action via the Office of Housing and Residence Life and potential judicial action via the University Judiciary follow the policies listed below. Actions at this level may include, but are not limited to these descriptions.

A. ALCOHOL

1. All provisions of the University Alcohol Policy apply in the residence halls. While not inclusive of the total University Alcohol Policy, some examples of violations of this policy are: a) public intoxication, b) underage possession of alcoholic beverages, and c) underage consumption of alcoholic beverages.

2. No kegs, beer balls or any other similar containers are allowed in residence halls.

3. The University prohibits the use of alcoholic beverages in all public places on campus. Some examples of public areas include, but are not limited to: all dining areas, stairways, bathrooms, lounges, basements, hallways, laundry rooms, computer rooms, and entrance lobbies of the residence halls.

B. BICYCLES

Students may not keep bicycles, mopeds, or motorcycles in their rooms or in the entrance areas or secured to railings at the entrance of buildings. Bicycle lockers (outside storage bins) are available for rent (on a first come, first serve basis) from the Office of Housing and Residence Life during the year.

Gasoline-powered vehicles are not permitted in residence hall at any time, and must be parked at least 15 feet from the exterior of any University building.

Sanctions may range from administrative action and warning to judicial action and cancellation of the Housing Contract.

C. BUILDING LOCK UP POLICY

The Office of Housing and Residence Life has established a policy whereby the outside doors of the residence halls are locked 24 hours daily. This policy is for the purpose of safety and security. Any student who knowingly props open a door during the hours which it is to be locked, defeats the door's locking mechanism, or otherwise takes any action to defeat the purpose of this policy will be referred for judicial proceedings and will receive a fine of \$100.00. In addition, removal from the residence hall via administrative action will be considered. Students allowing entry into a residence hall by non-residents or individuals who are not their personal guest may be subject to any or all of the above mentioned sanctions.

D. ELEVATORS

Tampering with elevators and/or elevator equipment such as forcing open the doors, riding outside the cab, or performing any other activity which endangers personal safety or affects the functioning of the elevator is strictly prohibited. A student found responsible is subject to expulsion from the University.

E. EMERGENCY EXIT POLICY

Each SMU residence hall has a number of designated Emergency Exits which are to be used for emergency purposes only. Students found using these doors for non-emergency purposes will be subject to a mandatory \$100.00 fine, and possible disciplinary action. Any student who knowingly tampers with the lock mechanism or alarm mechanism on an Emergency Exit will be subject to a \$250.00 fine and possible removal from the residence hall via administrative action.

F. ESCORT

In all undergraduate residence halls, it is necessary for a guest to be escorted by the hall resident s/he is visiting. On leaving the room, the guest must be escorted to the lobby. Residents are responsible for the actions of their guests. All participants in visitation must abide by the guest policy.

Sanctions may range from administrative action and warning to judicial action and cancellation of the Housing Contract.

G. FAILURE TO RESPOND/VERBAL ABUSE

All provisions of the Official Notices policy apply in the residence halls. Failure to respond to and/or verbal abuse of a staff member will result in additional judicial action.

Sanctions may range from Level I judicial action to Level II judicial action and cancellation of the Housing Contract.

H. GUESTS

Guests of the same sex may stay in the residence rooms with permission of both roommates and the Hall Director. Students are responsible for the actions of their guests (i.e. policy violations, vandalism, etc.) There will be no charge if the guest stays in the unoccupied bed of a resident; however, permission must also be obtained from the absent resident prior to the guest's arrival. Guests may not stay longer than three nights without special permission from the Office of Housing and Residence Life. Residents hosting a guest must accompany their guest within the Residence Hall at all times. Guests may not stay overnight in any public area of the residence halls.

I. HALL SPORTS

Any sports activities within the residence halls that could potentially cause damages to University property in the residence halls, intentional or not, are prohibited and may result in disciplinary action.

Sanctions may range from administrative action and liability for damage costs to Level II judicial action and cancellation of the Housing Contract.

J. ILLEGAL DRUGS

All incidents will be referred to Level II judicial board with sanctions ranging from removal from the residence hall community to expulsion from the University.

K. NOISE

The hours from 7:00 p.m. to 7:00 a.m. are the official minimum daily quiet hours for students living in residence halls. The hours from 10:00 p.m. to 10:00 a.m. are the official minimum weekend (Friday and Saturday) quiet hours for the students living in the residence halls. The atmosphere at these times should be conducive to sleep or study. This is to be observed by all students and their guests. Actual time frames for quiet hours may be altered by Floor Community Unit Agreement with the understanding that

each floor must have a minimum of 12 continuous hours of quiet per day. Regardless of quiet hours, any resident's ability to study or sleep on his/her residence hall floor will take precedence over other floor activities.

Sanctions may range from administrative action and warning, to judicial action and cancellation of the Housing Contract.

L. PETS

No pets are allowed in residence halls except for guide dogs and fish. Fish are allowed with the use of suitable equipment if permission is granted by the Office of Housing and Residence Life. The University will not be held responsible for damage to equipment or injury to animals.

Sanctions may range from administrative action and removal of pet to judicial action and cancellation of the Housing Contract.

M. PROPERTY DAMAGE/VANDALISM

Intentional damage to any University property in the residence halls will result in disciplinary action.

Sanctions may range from administrative action, liability for damage costs and \$100 fine; to Level II judicial action and cancellation of the Housing Contract.

N. RESIDENCE HALL COMMON AREAS/LOUNGES

Residence Hall Lounges and/or common areas may be used only by residents of that particular building and their individual guests. Group meetings may be held in common areas/lounges only if sponsored by Residence Hall staff or the Residence Hall Association.

Removal of University Furniture from room or common areas is prohibited:

Sanctions may range from administrative action and liability for damage costs, to Level II judicial action and cancellation of the Housing Contract.

O. ROOM ENTRY BY RESIDENCE HALL STAFF

While respecting privacy, the right to enter and/or inspect rooms at times convenient to its staff or authorized agents is unconditionally reserved by the University. The University also reserves the right to make repairs and redecorations at times convenient to its staff.

Some examples in which a Residence Hall staff may enter or key into individual resident rooms are upon the request of the occupant, under circumstances that lead the staff member to believe a violation of University policy has occurred, during a Fire Alarm evacuation, and when the safety and/or well-being of an individual is believed to be in question.

P. HEALTH, SAFETY, SECURITY, AND FIRE REGULATIONS

Besides being responsible for upholding all Federal, State, and local laws and regulations, students and their guests are responsible for knowing, understanding, and upholding University regulations regarding fire safety and building security. Policies pertaining to security and fire prevention may be obtained from either the SMU Department of Public Safety or the Office of Housing and Residence Life. A breach of any of the policies referred to herein, whether or not they are specifically mentioned in this code, may subject the student to judicial proceedings for disciplinary action and/or removal from the residence hall by administrative action. Throwing things from Residence Hall windows is prohibited.

Failure to Evacuate during a Fire Alarm

Sanctions may range from Level II judicial action, to Level II judicial action and cancellation of the Housing Contract.

Fireworks

Sanctions may range from Level II judicial action, to Level II judicial action and cancellation of Housing Contract.

Tampering with Fire-Safety Equipment/Fire Alarm Systems:

Sanctions may range from Level II judicial action, \$250 fine and referral to University Park Fire Marshal to Level II judicial action and suspension from the University.

Incendiary Devices (including, but not limited to, candles and incense):

Sanctions may range from Level I judicial action and liability for damage cost, to Level II judicial action and suspension from the University.

Items that violate fire and safety regulations are subject to confiscation. Upon student request and departure from the university, the item(s) may be returned. The University will use reasonable care of the items but is not responsible for the item or condition of the item upon its return.

Use of emergency exit during non-emergency situation/Use of non-designated entrances or exits from residence halls:

Sanctions may range from Level I judicial action and \$100 fine, to Level II judicial action and suspension from the University.

Q. SIGNS AND POSTERS

1. Signs are authorized by the Office of Housing and Residence Life (Boaz Hall, 1st floor, west wing).
2. Authorization is granted only when there is clear evidence of student organization sponsorship and when signs are brought in by 1:00pm Friday. Signs brought in by this designated time will be posted by 4:00pm on the following Sunday.
3. Authorization may be refused to those signs deemed inappropriate under University policies and regulations or found to be in bad taste/blatantly offensive to any group on campus.
4. Signs advertising sales or job listings will not be approved regardless of student organization sponsorship.
5. Signs may only be posted by Residence Hall staff. The maximum number of signs which can be approved and posted by the Office of Housing and Residence Life are as follows: one 8-1/2 in. x 11 in. flyer per floor (54 undergraduate floors); one 8-1/2 in. x 11 in. flyer or one 26 in. x 26 in. poster per Hall (13 undergraduate halls and 4 graduate halls.) Staff will post signs on designated bulletin boards only.
6. All signs will be posted until the event has occurred. In the case where the sign does not refer to a specific event, the organization may request their signs be posted indefinitely; however, the Office of Housing and Residence Life reserves the right to remove the sign after one week.
7. Signs which exceed the specifications outlined (see P. 4. & P. 5.) will only be approved if sponsored by the Office of Housing and Residence Life and may not exceed the size of the bulletin board. Hanging banners are prohibited by the University Park Fire Marshal.
8. Posting of any type of sign on residence hall student room doors is not allowed. Residence Hall staff may affix name tags to student doors according to the Office of Housing and Residence Life policy.
9. Failure to observe policies regarding posting in residence halls will result in SMU Student Senate's Organization Committee disciplinary action and/or denial of posting rights of one academic semester.
10. Flyers or other materials may not be slipped under student's doors, hung on doorknobs or placed in common areas of the residence halls.

R. SOLICITATION

No solicitation is allowed in the residence halls. Residence hall rooms are to be used for study and living purposes and not as a sales room, office, service area, or for storage of merchandise. This policy prohibits the solicitation of funds, clothing, books, votes, opinions, signatures, memberships, subscriptions, or the like by non-University agencies, commercial enterprises, chartered student groups, and individual students. However, University students who are running in any election conducted by the SMU

Student Senate may solicit signatures for petitions that will allow their names to appear on a ballot and to solicit votes for election to the office for which they are running, provided they have the proper identification and that they campaign within designated hours. Proper identification guidelines, hours of campaigning and other policies related to elections will be provided and enforced by the Student Senate Elections Committee. In addition to exceptions made for student elections, the Residence Hall staff and the Residence Hall Association may be provided exception from the above policy.

S. VISITATION

1. Visitation is defined as the privilege of entertaining guests of the opposite sex in one's living quarters on campus. The privilege of visitation is constrained by established visitation policies as outlined below and by the consent of the resident's roommate(s).
2. All university residence halls have visitation options which vary according to the class standing of residents within the hall. All residence hall students are responsible for participating in the process of selecting visitation hours for their residence hall community. At all times, any resident's right to study, sleep or privacy will take precedence over the privilege of visitation hours.
3. Cohabitation is a violation of the contractual agreement with regard to Housing fees paid for the use of facilities and is not permitted in University residence halls. Cohabitation shall be defined as unauthorized living in residence hall space and/or prolonged or patterned visits which extend beyond the normal understanding of visitation.
4. All university housing units must fall within the following limitations in implementing the visitation policy:
 - a. Residence halls housing a majority of first-year students:
 - (1) All incoming first-year students will receive a Residence Hall Application as part of their SMU Housing application packet. On the Residence Hall Application, students must indicate their preference for weekend visitation hours. Two options are available:
 - (a) Friday-Saturday 12noon until 2:00am
 - (b) Friday-Saturday 24 hours (Friday 12noon to Sunday 12midnight)

While all efforts are made to grant as many individual requests as possible there will be two buildings designated to have limited visitation..

- (2) Weeknight visitation hours are 12noon until midnight.
- (3) During the first two weeks of classes, residents of each floor may vote on their Floor Agreement to limit the hours of visitation listed above. Visitation within a

building must be consistent on all floors.

(4) After the first two weeks of classes, visitation may not begin until the completion of the Floor Agreement.

(5) Individual visitation violations will be referred for University judicial action.

(6) Violation of visitation policy by residents of the same living unit will result in policy review by both unit members and Hall staff and possible suspension of all visitation privileges.

(7) Permission for a variation of these hours may be granted by the Office of Housing and Residence Life for Special Living Options (i.e.; 4-Class Halls).

b. All other residence halls (other than limited visitation floors and Greek housing):

(1) Each floor in upperclass and graduate residence halls and each Greek house will determine the hours of visitation by two-thirds secret ballot of the residents. Should an upperclass floor elect 24-hour visitation plan, this implies that restrictions upon visitation are left up to the room mates themselves and are to be limited by their rights or needs.

(2) Residents in the graduate halls may elect to have an escort policy on their individual floors by a two-thirds majority.

Sanctions may range from administrative action and two week loss of visitation privileges to Level II judicial action, semester loss of visitation privileges and cancellation of the Housing Contract.

ADDENDA:

1. Any violations of the rights or well-being of others that are not listed above may receive actions from a warning to removal from the residence hall community and the SMU community.

2. Any violation of the rights or well-being of others with aggravated circumstances may receive an action of immediate removal from the SMU community.

3. Removal from the residence hall community can be:

- Transfer to another residence hall room or community.
- Referral to Level II Judiciary, if space is not available in another residence hall community.
- Removal from the residence hall community to off-campus with no refund of room rent.

4. At all times the Office of Housing and Residence Life has the right to change housing assignment in order to remedy a detrimental situation or create a more productive residential environment.

Additionally, the University reserves the right to cancel a residence hall contract in the interest of order, health, discipline, or other situations. When such action is provoked by the student, the termination will be deemed a breach of contract by the resident and monies will not be refunded. The student may request, in writing, that the Director of Housing and Residence Life review the cancellation of the residence hall contract.

5. Any resident who is removed involuntarily from the residence hall community through University Judiciary action will be banned from that community for the remainder of the academic year. In addition, any resident who is removed from the residence hall community by the Office of Housing and Residence Life will be subject to being banned from that community. Reinstatement would be at the discretion of the Director of Housing and Residence Life.

III. POLICIES PERTAINING TO CAMPUS ORGANIZATIONS

A. 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 Southern Methodist University. Open to all students and facilitated through faculty and staff resource persons, these organizations develop many opportunities for experiential learning which supplement and reinforce the classroom activities for students.

There are two types of organizations at SMU — Listed and Chartered. Neither Listed nor Chartered organizations nor their members are authorized to act or make statements on behalf of the University, the SMU Students Association or the Student Senate.

B. LISTED ORGANIZATIONS

Any campus organization can gain Listed status by contacting the Office of Student Activities and identifying a contact person for the group. The purpose of this status is to identify all groups that are functioning on campus and to centralize information and resources related to campus groups. The process of becoming Listed is simply to notify the Office of Student Activities as to the contact person for the organization.

1. Privileges of Listed Organizations:

- Be included on the Student Activity Center's directory of organizations for referrals to interested individuals.

- b. Can apply for mailbox in the Student Activity Center. Space will be assigned when available.

2. Responsibilities of Listed Organizations:

- a. Inform the Coordinator of Student Organizations as to changes in the group's leadership, contact person, or status. A group that is inactive for two consecutive years will lose Listed status.
- b. If receiving student activity fees, must maintain records and administer fees in accordance with guidelines approved by the Appropriations Committee and the Student Senate.
- c. Register all programs or events funded by student activity fees with the Associate Director of Student Activities a minimum of fourteen (14) days prior to the event.
 - (1) Changes in the function should be reported to the Coordinator of Student Organizations.
 - (2) If an event is judged to threaten the health, safety, or property of members of the SMU community, the request for scheduling will be denied until it can be referred through university judiciary.
- d. 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 office 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.
- e. Neither the Students' Association, the Student Senate, nor the University is liable for the debts incurred by a Listed organization.
- f. All equipment purchased with Students' Association funds is the property of the Students' Association upon request.

C. CHARTERED ORGANIZATIONS

Chartered status is for student organizations that want privileges other than those associated with Listed status.

A request for Chartered status of a new organization may be made to the Student Senate Organizations Committee once during an academic year. This request can be made at any time during the fall and spring semesters. The Student Senate has the authority to deny or remove Chartered status from any organization not in compliance with one or more of the stated privileges and responsibilities or any other rule set forth in this Code or established by the University. If Chartered status is ever removed from an organization through action of the Senate or the organization, all privileges granted to Chartered organizations are forfeited. Following removal of

Chartered status; however, such reapplication, is subject to all procedures outlined for new groups requesting Chartered status.

1. Process of Chartering a New Student Organization:

- a. An application for Chartered status and constitution and/or bylaws of the organization must be filed with the Student Senate Organizations Committee.
- b. The organization must be in compliance with items 'a' through 'g' under "Responsibilities of Chartered Organizations" (III.,C.,3.,a-g) at the time of application.
- c. A representative from the organization must schedule and attend an interview with the Senate Organizations Committee.
- d. At the next regularly scheduled Senate meeting following the Organizations Committee interview, the Organizations Committee will present to the Student Senate a written report on the organization seeking to become Chartered. The Senate will vote on Chartered status at the next meeting.
- e. Organizations wishing to request money during the Fall or Spring appropriations process must be Chartered prior to the stated application deadline.

2. Privileges of Chartered Organizations

- a. May include "SMU" or "Southern Methodist University" as part of the name of the organization; however, the organization may not under any circumstances use the name "SMU" or "Southern Methodist University" in such a way as to represent others that the organization is authorized to act on behalf of the University (e.g. when negotiating or signing contracts).
- b. May petition for office space in the Student Center through the Student Center Governing Board.
- c. Will be assigned a mailbox in the Student Activity Center through which all official communication with the organization will be conducted.

3. Responsibilities of Chartered Organizations:

- a. The purpose of the organization must be consistent with the goals and philosophies of Southern Methodist University.
- b. Membership must be open to all members of the SMU student body without respect to sex, sexual orientation, race, creed, disability or national origin. This applies to all groups with the exception of those organizations specifically exempted in Title IX of the Educational Amendments of 1972. Organizations may establish additional membership and academic eligibility for their organization
- c. The majority of members must be SMU students. (Majority is defined as fifty percent plus one)
- d. All persons holding office must be currently enrolled full-time students and may not be on academic probation. Each organization is expected to include within its constitution and/or bylaws additional

- academic requirements it feels are appropriate to hold office.
- c. Every Chartered organization must have an SMU faculty or staff member serving as advisor. The advisor does not have the authority to control the policy or funds of the organization.
- f. The organization's current constitution and/or bylaws must be on file with the Coordinator of Student Organizations.
- g. Religious organizations wishing to be Chartered must have a written recommendation from the Campus Ministry Council (CMC) before appearing before the Organizations Committee. Generally, CMC convenes only one meeting per month. In order to be chartered, new religious organizations must be willing to participate as a member of the CMC. (Participation is defined as attending monthly CMC meetings).
- h. Groups designated as Sports Clubs must have waivers of liability for all members on file with the Men's Intramural Coordinator before participating in any activity of the group. Due to the unique nature and activity of Sports Clubs, additional requirements may be imposed before the University will sanction their activities.
- i. Adhere to constitution, bylaws and statement of purpose of the organization. Policies of a Chartered organization must be in accordance with the Student Code and are subject to review by the Student Senate. Changes made in constitution, bylaws or statement of purpose of the organization must be submitted within two weeks to the Organizations Committee for approval by the Senate.
- j. Be represented at the Mandatory Organizations Meeting each fall and spring semester.
- k. To continue to receive any privileges once Chartered, an organization must have its current leadership roster on file with the Coordinator of Student Organizations. This is done by submitting an annual leadership update form with the Senate Organizations Committee within two weeks of changes in officers and/or advisor.
- l. If Chartered for less than four consecutive semesters (excluding summer and inter-term sessions), a representative must meet with the Senate Organizations Committee each semester for review of the organization's status.
- m. Have all funds of the organization administered in accordance with the guidelines set by the Student Senate.
- (1) Organizations receiving student activity fees
- All funds must be held in a Students' Association account and administered by the Students' Association Comptroller.
 - All appropriated student activity fee monies not encumbered at the end of the fiscal year shall revert to the Students' Association.
 - All revenue generated by the organization shall be kept in an interest-bearing Student Association "checking" account and shall be retained by the organization at the end of the fiscal year.

- If a Chartered organization disbands, all assets of the organization will revert to the Students' Association.
- Neither the Students' Association, the Student Senate nor the University is liable for the debts incurred by a Chartered organization.
- 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.

- (2) Organizations not receiving student activity fees are not required to maintain funds in a Students' Association account. The organization must, however, submit its financial records to the Students' Association Comptroller upon request.

- n. Any programs or events sponsored by a Chartered organization must be scheduled through the Student Activity Center a minimum of fourteen (14) days prior to the event.

- Changes in the function should be reported to the Coordinator of Student Organizations.
- If an event is judged to threaten the health, safety, or property of members of the SMU community, the request for scheduling will be denied until it can be referred through university judiciary.

- o. 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.

D. 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 non-student organizations, be sponsored by an SMU academic or administrative department and be determined by the Vice President for Student Affairs as having 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, a sufficiently similar academic or programmatic purpose as the sponsoring academic or administrative department. 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 Student's Association Comptroller

before the end of the fiscal year.

1. Process for Requesting and Administering Funds

a. Chartered Organizations:

(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 all organizational funds deposited in a Students' Association account and administered by the Students' Association Comptroller.

(2) Funds allocated through the appropriations process are governed by policies that restrict the use of those funds. Groups are expected to spend their appropriated funds in accordance with the way in which the funds were allocated. All expenditures must be credited to the line item designated for that type of expenditure. Groups will not be allowed to transfer money allocated in one line item to cover expenditures incurred in another line item without specific approval by the Student Senate. Groups found using appropriated funds for expenditures not specifically approved in their budget will be subject to disciplinary action and will jeopardize their funding in the future.

b. Non-Chartered Individuals and Groups:

(1) Individuals or groups that are not Chartered and have been cleared through the Office for the Vice President of Student Affairs, may request funding from the Student Senate provided they receive approval to apply for funding from the Senate Appropriations Committee. This application to request funds will include the justification for why the request should be considered and outline the proposed method for administering the funds. If the application to request funds is accepted, the group or individual may submit a budget application within the time line and procedures established by the Student Senate. Allocations to individuals and non-Chartered groups will be subject to guidelines approved by the Student Senate.

(2) All student activity fees must be held in a Student's Association account. If a non-Chartered group wishes to administer its appropriated funds in a manner other than through the Students' Association, they must submit a proposal outlining how the funds will be administered. If the request is granted, the organization will be responsible for accounting for all expenditure of funds and providing the Students' Association Comptroller with documentation on all financial transactions at the end of the fiscal year. Non-Chartered groups are expected to spend their funds in accordance with the way the funds were allocated during the budget process. Any deviation from the approved budget requires approval from the Student Senate.

IV. SOCIAL FRATERNITIES AND SORORITIES

Fraternities and sororities derive their recognition through their invitation from the University President to establish a chapter on the SMU campus. It is the continuation of that invitation which legitimizes their existence at SMU, and which enables them to utilize University property to house their members and enables the University to establish rules and regulations to govern that housing. In addition, fraternities and sororities draw their rights and privileges from the Student Senate through the chartered status of the Interfraternity, the Panhellenic, and the Pan-Hellenic Councils. Specific regulations regarding rush and greek system policies are established and supervised by those councils. These policies shall be in accordance with the policies of the Student Code as set forth by the Student Senate and the University. Questions regarding greek system policies should be directed to the Interfraternity Council for men's groups or the Panhellenic Council for women's groups, and the Pan-Hellenic Council.

A. RUSH

1. Rush is defined as any contact between Greek affiliated and non-affiliated students, the intent of which is to pledge or solicit affiliation of the non-greek student to a particular fraternity or sorority.

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

b. The University allows contact between greek affiliated and non-affiliated students, but prohibits first year student pledging during the student's first semester on campus.

2. Eligibility for Pledging

Students interested in pledging a fraternity or sorority must have successfully completed 12 semester hours in a college or university in their last semester in college preceding the pledging period and have earned a cumulative grade point average of 2.25 or above from that college or university.

3. Formal and Open Rush

a. Formal rush will be held the week before classes of the Spring semester.

b. Structured open rush 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 rush period. However, students who meet the eligibility requirements may pledge at anytime an invitation to membership is extended by a group.

4. Exceptions to the eligibility requirements for rush and pledging may be made to the Vice President for Student Affairs through the Coordinator of Greek Affairs.

B. EXPANSION OF THE GREEK SYSTEM

Procedure for expansion of the Greek system at SMU shall be specified in the Greek System Expansion Policy. Any questions regarding expansion should be directed to the Coordinator of Greek Affairs.

C. POLICIES PERTAINING TO GREEK HOUSING

1. Room and Board Payment

Any student signing a residence contract or a sub-lease to live in Greek housing understands and agrees that the student's University records, including diploma and transcript, and the right to be readmitted to SMU may be withheld if the student is in arrears in bed rent or board payment.

2. Alcohol

See "Alcohol Policy", Section I.A.

3. Bicycles and Motorcycles

See "Bicycles", Section II.B.

4. Pets

No pets are allowed in the Greek Houses except guide dogs and fish. Fish are allowed with the use of suitable equipment. The University will not be held responsible for damage to equipment or injury to fish.

5. Fire and Safety Regulations

Each chapter President is responsible for informing members living in their chapter house of the Greek Fire and Safety Manual and all procedures contained in the manual are to be followed by members who live in each Greek House. Of special note, each chapter in the Greek housing system must hold a fire drill within the first month of classes during each long semester. (Fall & Spring)

6. Visitation

Visitation hours are to be decided upon by each house. Cohabitation is not permitted in any of the Greek Houses. Greek groups who are hosting guests or visitors for more than five (5) days should notify the Coordinator of Greek Affairs. Non-students may not live in greek housing without the written consent of the University, requested through the Vice President for Student Affairs.

V. POLICIES PERTAINING TO STUDENT GROUPS AND ORGANIZATIONS

A. A student group or organization is any group as defined by section III and IV of this Code as well as any organization approved by the President of S.M.U.

B. Student groups and organizations may be charged with violations of the Code.

C. A student organization may be held accountable when violations of the Code by those associated with the organization have received the tacit or overt consent or encouragement of the organization or of the organization's leaders, officers, or spokespersons.

D. A student organization may be directed by the Vice President for Student Affairs or a designee to take appropriate action designed to prevent or end violations of this Code by the organization. Failure of the organization to make reasonable efforts to comply with the Vice President or his/her designee's directive shall be considered a violation of the Code.

E. Sanctions for group or organization misconduct may include revocation or denial of recognition or registrations, as well as other appropriate sanctions as indicated under Disciplinary Sanctions, page 137.

THE UNIVERSITY JUDICIAL CODE

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 of students at SMU.

SECTION ONE

I. 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 the student's values and goals are not consistent with those of the university, the privilege of attendance can be terminated.

The judiciary at SMU is a community judicial system established to provide a fair disciplinary procedure for the 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 balance between the rights of the accused and those of the University community as a whole.

Because of the nature of SMU, the emphasis is on learning and behavioral change. For the same reasons, the judiciary is not an adversarial system of antagonists striving to best one another. It is more in the nature of a community seeking to learn if error has occurred and if so, deciding how best to act so in the future there will be less error. Its watchwords are: serious in purpose, considerate in process, appropriate in response.

II. JUDICIAL CODE

Members of the University Judiciary pledge themselves to the following code:

To insure that the policies of the University are maintained by conducting a fair hearing of violations of rules and policies of the University;

To provide an appropriate response and, as needed, penalize persons found responsible for violations of university regulations and policies;

To maintain an impartiality about the matter and/or person under consideration, and when unable to do so, readily withdraw from the consideration of that matter;

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

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

To participate in training sessions and meetings of the Judicial Council; which would normally include a fall training session and ongoing in-service programs.

To adhere to all provisions of the 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 from a recommendation of the Judicial Coordinator.

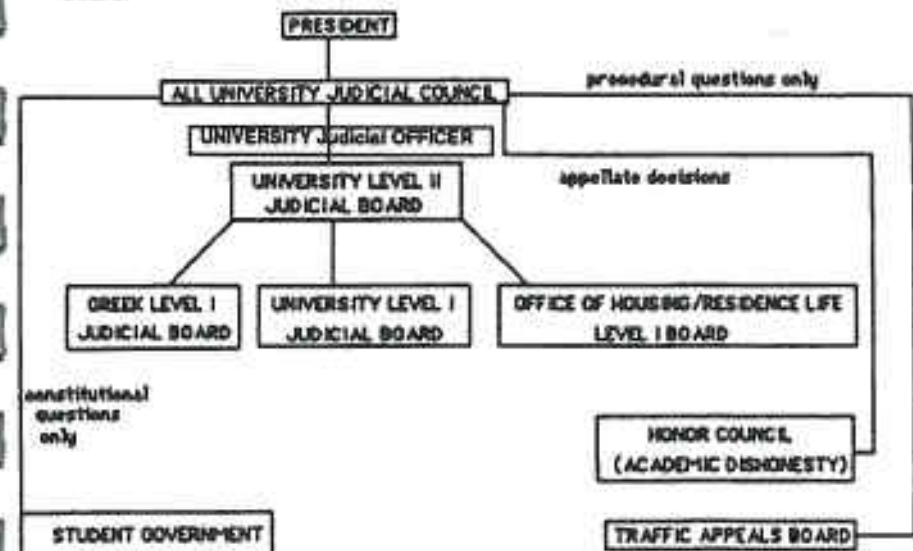
Members who may have been approached by other persons in an attempt to influence a judicial decision shall report such activity to the chair of the Judicial Council and the Dean of Student Life.

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

SECTION TWO

I. 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. See II, The Organization and Responsibilities of the Judiciary for actual make up of each board.



II. THE ORGANIZATION AND RESPONSIBILITIES OF THE JUDICIARY

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 persons, wherever in these procedures the Vice President for Student Affairs is designated by the University Judicial Council. This person or persons is referred to as a University Judicial Officer.

Selection of Hearing Board Members

The selection of members and the procedures to be used are the responsibility of the University Judicial Council who shall insure an equal opportunity to all candidates and establish and maintain criteria appropriate to the positions and boards for which persons are being considered.

Level I Hearing Boards

There are four places in which a Level I hearing or its equivalent may occur.

(1) The University Hearing Boards

Three students comprise a Level I Hearing Board. A Level I Board handles incidents originating within its jurisdiction as assigned by the Office of Student Life. The University Judicial Boards shall appoint, each year, undergraduate students to serve as student judiciary members. At least one of these students shall be designated as permanent chairperson for the Level I Board. These students shall be listed alphabetically by surnames on two lists, one for the chairperson(s), the other for the remaining students. The first two on the students' list, along with the first person on the chairpersons' list, will constitute the hearing board for the first case assigned. The next case assigned to Level I will receive a board composed of the next two students on the student list and the next chairperson listed, and so on in rotation as each new case is assigned.

At the discretion of a University Judicial Officer or when the Level I Boards are not in session, the case may be heard administratively.

Appeals from a University Level I hearing go to the University Level II Board.

(2) Office of Residence Life Judicial Boards

Three to five students comprise a Level I Residence Life Hearing Board. A Level I Residence Life Board handles incidents originating in the residence halls or involving undergraduate residential students. The Office of Residence Life shall appoint, each year, undergraduate students to serve as student judiciary members. At least one of these students shall be designated as permanent chairperson for the board. Selection of members to serve on the boards will be the same as for the University Level I Boards.

At the discretion of a University Judicial Officer or when the Residence Life Boards are not in session, the respective area coordinators may hear alleged violations via an administrative judicial hearing.

Appeals from a Residence Life Hearing go to the University Level II Judicial Board.

(3) The Greek Judicial Board

The Greek Judicial Board is a joint board composed of representatives from the Interfraternity Council (IFC), the Panhellenic Association, and the National Pan Hellenic Council (NPHC). Each spring, member chapters may nominate up to three of their own active members for consideration as members of the Greek Judicial Board. One representative of each member organization is selected by an interviewing group comprised of University judicial board members, the IFC, Panhellenic and NPHC Vice Presidents, and the University Judicial Coordinator.

Greek Judicial Board members are listed alphabetically by surname on two lists, one for the fraternities and one for the sororities. The first two students on the fraternity list and the first two students on the sorority list along with a chairperson from the University judicial boards will constitute a board to hear the first case assigned. The next case assigned will receive a board comprised of the next chairperson, the next two fraternity representatives, and the next two sorority representatives, and so on in rotation as each new case is assigned.

At the discretion of a University Judicial Officer or when the Greek Judicial Board is not in session, the case may be heard administratively.

The Greek Judicial Board hears cases of alleged violations of the Student Code by member groups of their respective bodies (IFC, Panhellenic, NPHC). Student Code violations by individual members of Greek groups are referred to University Level I or II Boards as appropriate.

Appeals from a Greek Judicial Board hearing go to the University Level II Judicial Board.

(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 members, four students, and one administrator to serve each year. A hearing can be held by 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 on 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.

University Level II Hearing Boards

Level II Boards are comprised of three students, one faculty, and one administrator. A Level II hearing boards shall act as an appeal board for cases from Level I and as a hearing board for new cases assigned to them. Such cases

are usually of broader or greater concern than cases referred to Level I Boards.

The University Judicial Council shall appoint a minimum of 15 students (a minimum of three shall be designated as permanent chairpersons for Level II Boards), a minimum of three faculty members and a minimum of three representatives from the administration to serve on this joint board. Members of the University Level II Judicial Board Pool will be appointed to serve on a hearing board on a rotational basis, whenever possible. Every attempt will be made to ensure that members of the Pool will reflect the full diversity of the University. Members of the University Level II Judicial Board Pool will receive training in, but not limited to, judicial policies and procedures, judicial hearing board members' responsibilities and ethical considerations, questioning techniques, and other relevant information as determined by the Dean of Student Life.

At the discretion of a University Judicial Officer or when the Level II Boards are not in session, the case may be heard administratively.

Appeals from a Level II hearing go to the University Judicial Council.

Graduate Hearing Boards

The School of Law and the School of Engineering and Applied Science shall appoint each year, hearing boards, as may be necessary and appropriate, composed of administrators, faculty and graduate students, to hear cases involving graduate students 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.

The rosters of the persons appointed to these boards shall be sent to the University Judicial Council during the first month of the academic year.

As with all other hearing boards, the result of a graduate hearing board may be appealed to the University Judicial Council.

Alternate dispute resolution

Before assignment of the case to one of the several hearing boards described in section two, a Judicial Officer may recommend Alternate Dispute Resolution. Alternate Dispute Resolution is available to mediate cases between disputants when both parties and the University are in agreement. For more information on ADR, contact the Dean of Student Life Office.

THE UNIVERSITY JUDICIAL COUNCIL (UJC)

The Judicial Council, as the basic unit responsible for judicial action in response to student disciplinary problems, is accountable to the President of the University. This Council shall be composed of two administrators, two faculty (of whom at least one shall be from the School of Law), three students (ideally two undergraduates and one graduate student) and two student alternates. Student alternates may participate in all regularly scheduled meetings but do not have voting rights or right to serve in a Level III Appellate hearing unless as a designated substitute for one of the three student members who is

unable to serve. The chairperson of the Judicial Council shall be elected by the Judicial Council from the faculty and administrative members serving on the Judicial Council. A vice-chairperson of the Judicial Council shall be elected by the Judicial Council.

1. Selection of student members: Selection of student members shall be accomplished in the spring of the year and appointment shall be for the succeeding academic year. Student members may, with agreement of the other council members, be appointed to succeed themselves. Students shall be limited to three consecutive one year terms. Members may not simultaneously serve on any other judicial body or in student government as an officer or Student Senator.

The chairperson of the University Judicial Council and the Office of Student Life will initiate contact with the Student Senate. The Senate will have seven working days to nominate up to five candidates to be interviewed by the Judicial Council. The Judicial Council will also nominate up to five candidates. The Judicial Council and two representatives from the Student Senate will interview all candidates and send its recommendations to the President of the University. The President will appoint.

2. Selection of faculty members:

The chairperson of the Judicial Council and the Office of Student Life will initiate contact with the Faculty Senate. The Faculty Senate will have seven working days to nominate three candidates. The Judicial Council may also nominate candidates. The Judicial Council and two members of the Faculty Senate will interview all candidates and send recommendations to the President of the University. The President will appoint.

Faculty appointments are for three years and shall be staggered so that members are being appointed in different years.

3. Selection of administrator members:

The chairperson of the Judicial Council and the Office of Student Life will initiate contact with the Vice President for Student Affairs. The Vice President will nominate three candidates to be interviewed. The Council will send its recommendations, including the nominations from the Vice President for Student Affairs, to the President of the University. The President will appoint.

Administrator appointments are for three years and shall be staggered so that members are being appointed in different years.

Replacement of members leaving early will be for the balance of the term.

Faculty and administrator appointments may serve for more than one 3-year term. Terms may not be consecutive. Exceptions to the above may be granted by the President of the University.

THE UNIVERSITY JUDICIAL COUNCIL HAS FOUR BASIC RESPONSIBILITIES

1. **Administrative Body of the Judiciary:** As such, it is responsible for the establishment and maintenance of the judicial hearing boards and the operating procedures of the judicial system. Decisions regarding the administration of the Judicial System are made by a majority of members present at UJC meetings.

2. **Level Three Appellate Board:** The members of such an appellate board are drawn from the University Judicial Council. All members (7) may serve at any hearing, but an official quorum for a disciplinary appeal consists of a minimum of four members which include at least one student, one faculty member, and one administrator. An official quorum for an Honor Council appeal consists of a minimum of four members which include at least two faculty members, one student, and one administrator.

This board convenes solely as an appeal board to consider appeals referred from Honor Council Hearing Boards, Level II and Serious Offense Judicial Boards, and Traffic Appeals Boards.

Appeals of Traffic Appeals Board decisions shall be limited to questions about procedure or policy of the Traffic Appeals Board. Questions of fact shall be resolved by the Traffic Appeals Board and are not subject to appeal.

3. **Student Government Constitution:** Constitutional questions concerning the Student Government may be resolved by the Judicial Council. Such questions must be brought as a written petition to the Council for consideration. If the Council agrees to hear the question, it will meet as a Level III Board at which both sides will be represented and a binding decision will be rendered. Petition for such a hearing may originate from any student government officer or senator or by referendum of the student body.

4. **Special Investigative Authority:** The University Judicial Council has the power to name a Special Investigative Committee in cases in which an alleged offense presents a highly volatile context: e.g. group tensions, sex discrimination or an inter-racial situation. The powers of the Special Investigative Committee shall be defined at the time of its appointment by the University Judicial Council. Both the students who bring a charge and those accused shall submit to the Vice President for Student Affairs two names of persons within the SMU community, who are not involved in the incident, to serve on the Special Investigative Committee. The office of the Vice President for Student Affairs shall appoint a fifth member to the Committee and shall select one of the five as chairperson. The Special Investigative Committee will act in an advisory capacity to the appropriate judiciary hearing board to which the case is assigned. Any of the parties involved may petition the University Judicial Council for the establishment of a Special Investigative Committee and the Council shall determine its necessity.

SECTION THREE

I. BASIC PROCEDURES

Interviewing/Investigation: A written formal complaint may be filed with the University through the Dean of Student Life Office. Nonetheless, without a formal written complaint, the University, in its discretion, may proceed with the student judicial process as outlined herein. A University Judicial Officer will investigate alleged Student Code violations whether they occur on or off campus and interview participants/witnesses as necessary. Failure to cooperate with the investigation (e.g. failure to meet and/or speak with the Judicial Officer) will require the Officer to make a decision on assignment of the case without the benefit of the accused's or witnesses' testimony. In addition, a student who refuses to schedule an appointment with a judicial officer when requested to do so or who fails to keep an appointment with a judicial officer may be charged with "Failure to Respond", a violation of the Student Code.

Assignment of Case: If a University Judicial Officer determines that it is probable that a rule has been violated, he/she shall assign cases to one of the several hearing boards described in section two.

As a general policy, cases assigned to Level I Boards fit one or more of the following criteria: (1) the alleged offense is of narrow impact and/or first offense, (2) the alleged offense related to rules established by residence halls or student organizations, or (3) the alleged offense, although major, is appropriate for one of the Level I hearing boards.

As a general policy, cases assigned to one of the Level II hearing boards fit one or more of the following criteria: (1) the alleged offense is major, (2) the alleged offense has resulted in a substantial interference with the proceedings of the University, (3) the offenses are unacceptably repeated, or (4) the alleged offense caused an unacceptable infringement upon the personal or property rights of others.

The University reserves the right to consider all violations of its student code in its judiciary as well as referring them to off-campus authorities. The University recognizes that some violations may be handled concurrently by the University and the criminal court system, including but not limited to felonies and misdemeanors. The University Judicial System is separate and distinct from the criminal court system; it only determines violations of its student code and imposes sanctions within the University community. As such, a concurrent action by both systems does not constitute double jeopardy.

These criteria serve as guidelines, and the judgment of the Vice President for Student Affairs is the final determinant as to the University's response to any student behavior.

Cases of academic dishonesty and traffic citations are assigned to their respective boards of jurisdiction.

Notice of Violation: Every effort will be made to comply with the time requirements outlined herein. However, the University community recognizes

that due to time constraints within the academic calendar, there may be some variation from time to time. A University Judicial Officer shall give notice in writing to the student of the complaint against the student. Such notice shall include: a short plain statement of the conduct alleged to have been in violation of the regulations including the time, place, and date of the occurrence(s), and a reference to those pages of the Student Code of Conduct which set forth the regulation the accused is alleged to have violated; the time and place of hearing, and the particular hearing board to which the case is assigned. Notice shall be given to the student a minimum of 72 hours prior to the hearing. This delay may be waived by the mutual agreement of the accused and a University Judicial Officer.

Exchange of Witness List: A minimum of 72 hours prior to the hearing, the accused will be given a list of those witnesses whose testimony will be presented in person or by summation through a University Judicial Officer and a brief summary of the anticipated testimony. The accused shall present to a University Judicial Officer a list of witnesses including a brief summary of the testimony that it is anticipated they will give and a copy of all documents to be submitted to the Board a minimum of 60 hours prior to the hearing. However, additional witnesses may be called by the hearing board in its discretion. The University will attempt to notify all witnesses, in writing, of the time, place, and date of the hearing and shall notify members of the student community that failure to appear as a witness may result in a charge against them of "Failure to Respond."

Plea of Responsible: A student may choose to plead responsible to the offense at any level, e. g., Level I, Level II. Serious Offense, with which he/she has been charged. In this case, the student may be offered a plea bargain agreement by a University Judicial Officer, at the option of the Officer, if the student and the Officer can agree on the appropriate sanction(s). The scheduling of a hearing shall not be held in abeyance pending culmination of the plea bargain agreement. In accepting a plea bargain agreement, the accused student waives her/his right to a hearing. A plea bargain agreement may not be appealed. All such agreements reached will be reviewed at the end of each semester by the University Judicial Council.

Administrative Hearings: A University Judicial Officer may choose to hold an "Administrative Hearing" in lieu of a board hearing at any time. Decisions reached in administrative hearings may be appealed in the same manner as board hearings.

Action Pending a Judicial Hearing: If a behavior or activity endangers the safety of the student, a group, or others, a University Judicial Officer may impose such sanctions as he/she may deem appropriate pending a judicial hearing.

III. THE FOLLOWING VIOLATIONS HAVE BEEN ESTABLISHED AND DEFINED BY SMU JUDICIARY:

II. SERIOUS OFFENSES-STUDENT JUDICIAL PROCEDURES

Southern Methodist University is a community of trust whose very existence depends on adherence to standards of conduct set by its members. The University Student Judicial System is designed to be thorough and effective while affording those due process procedures which ensure fairness for all. It is a system which works well in the majority of cases. However, it is recognized that some student judicial cases are so complex and/or require certain levels of knowledge by the judicial hearing board available only through specialized training, therefore, separate and distinct procedures are required consistent with fundamental rules of fairness for the treatment of both the Complainant and the Accused.

The Vice President for Student Affairs may assign cases that involve alleged conduct posing a threat of physical or serious psychological harm to the Serious Offense Judicial Board. Sexual misconduct and/or sexual assault cases will be assigned to the Serious Offense Judicial Board. Charges of sexual harassment may be assigned to a Serious Offense Judicial Board or to a Level II Judicial Board, depending upon the nature of the harassment alleged, based upon consultation with the complainant and the recommendation of a Judicial Officer. (See definition of Sexual Misconduct and/or Sexual Assault, p. 135 of the Student Handbook.) Cases assigned to the Serious Offense Judicial Board will follow the procedures prescribed below.

Serious Offense Judicial Board Pool

A Serious Offense Judicial Board Pool, consisting of a minimum of five each from the faculty, staff, and student body (junior, senior, or graduate standing), will be appointed by the President, chosen from a list of recommendations by the President of the Faculty Senate, Vice President for Student Affairs, and the President of Students' Association, respectively. A minimum of three additional members of the Serious Offense Judicial Board Pool will be chosen by the President of the University, from the faculty of the SMU School of Law. On a rotating basis, one of the law faculty will serve as Chair of each hearing board and one will serve on the Investigating Committee.

Every attempt will be made to ensure that members of the Pool will reflect the full diversity of the University. Members of the Serious Offense Judicial Board Pool will rotate between appointment to investigate or hear cases, and will constitute the six-member Serious Offense Judicial Hearing Board in each serious case. The Serious Offense Judicial Board Pool will receive special training in, but not limited to, investigative techniques, sexual assault and acquaintance rape education, victimization, and values clarification, as well as general training received by University Judicial Boards (See *Judicial Board Training Manual Table of Contents*, 1991). In no case may a member of the Pool serve on either the Investigating Committee or the Judicial Board without completion of the prescribed training program.

Preliminary Interviewing/Investigation

The Complainant will make a first appointment with a University Judicial Officer to file informal charges. During this meeting, a University Judicial Officer will explain the University Student Judicial System and, if the Complainant alleges sexual misconduct/sexual assault, refer the Complainant to a counselor in the Human Resource/Women's Center for advice, counseling and information on all available procedural options and alternatives. If, following those meetings, the Complainant wishes to proceed with formal charges, a second appointment is made with a University Judicial Officer, at which time such charges may be filed. (A second appointment to file formal charges of sexual misconduct and/or sexual assault may not be needed if the Complainant has been referred by the Human Resource/Women's Center to the Dean of Student Life Office.)

A University Judicial Officer will immediately notify the Accused of the charge alleged. A University Judicial Officer will explain the University Student Judicial System and, if the charge alleged is sexual misconduct/sexual assault, refer the Accused to a counselor in the Counseling and Testing Center.

A University Judicial Officer will conduct, with all due urgency, a preliminary investigation of the charge alleged, whether it occurred on or off campus. Such investigation may include consultation with the Department of Public Safety.

The Accused has the right to remain silent and to make a statement regarding her/his reason for choosing to remain silent. Failure to cooperate with the investigation (e.g. failure to meet and/or speak with a University Judicial Officer) will require the Judicial Officer to make a decision on assignment of the case without the benefit of the Accused's testimony.

If a University Judicial Officer determines that it is probable that a violation defined by the SMU Judiciary and/or the Student Code of Conduct has occurred, s/he shall make a recommendation to the Vice President for Student Affairs on assignment of the case. Upon receipt of the Vice President's decision, the Dean of Student Life Office will notify the Complainant and the Accused, in writing, that the complaint has either been assigned to a Student Judicial Hearing Board or to a Serious Offense Investigating Committee. If a case is assigned to the Serious Offense procedures, the following will occur.

A. INVESTIGATION

The Chair of the University Judicial Council will choose three persons who will constitute the Investigating Committee. The Committee will include one faculty member from the Law School and one administrator, both chosen from the Serious Offense Judicial Board Pool, and the University Judicial Officer, appointed by the Dean of Student Life, who will serve as Chair of the Investigating Committee. Committee members will be selected on a rotational basis whenever possible. Committee members will represent a cross section of the diversity of the University.

This Committee will normally have 10 working days after their appointment to investigate the case and submit a confidential written report to the Dean of Student Life. Every effort will be made to comply with the time requirements outlined herein. However, the University community recognizes that due to time constraints within the academic calendar, there may be some variation from time to time. The Committee will have broad latitude in gathering evidence and may interview participants/witnesses as necessary. They may also request the assistance of the Department of Public Safety as needed. The confidential Investigative Report will include a statement of the charge, which is a short, plain statement of conduct alleged to have been in violation of the regulations including the time, place, and date of the occurrence(s). In addition, reference will be made to the exact regulation and those pages of the Student Handbook which set forth the regulation defined by the SMU Judiciary and/or the Student Code of Conduct, the Accused is alleged to have violated. The Report will include a brief summary of the statements of all people interviewed and all relevant documents.

If there is sufficient evidence to go forward, the confidential Report, with the amended charges, if appropriate, will be sent by the Dean of Student Life Office, via overnight mail or hand delivery, to the Complainant, the Accused, and the Chair of the Hearing Board within 24 hours after it has been completed. The Complainant and the Accused will have 72 hours after receipt of the confidential Report to forward written comments to the Dean of Student Life Office, which will attach them to the confidential Report for review by the Serious Offense Judicial Hearing Board. A copy of the confidential Investigative Report, including the attachments, will be available to all members of the Hearing Board as soon as possible after their receipt by the Dean of Student Life Office, but no later than 48 hours in advance of the hearing. The report will stay in, and must be read in, the Dean of Student Life Office.

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 4 school days, and no later than 7 school days, after their comments are received by the University Judicial Coordinator. The Dean of Student Life Office shall notify the Complainant and the Accused of the date, time, and place of the pre-hearing briefing and the hearing. A minimum of 96 hours prior to the hearing, the Complainant and the Accused will deliver to the Dean of Student Life Office 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 pre-hearing 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 list of witness(es) to be called and documents to be submitted to the Hearing Board. Once the hearing begins, the hearing board may call persons named in the confidential Investigative Report, as well as additional witnesses, in its discretion.

B. THE HEARING

The Chair of the University Judicial Council will select six Hearing Board members, three students, one faculty, and one staff from the Serious Offense Judicial Board Pool, and the Chair, chosen from the three SMU Law School Faculty appointed by the President, to the Serious Offense Judicial Board Pool. Members will be selected based on a rotational basis, whenever possible. The Complainant and the Accused may challenge any member of the hearing board on grounds of prejudice. In closed session, the board, by majority vote (excluding the member being challenged) may remove a board member. If a member is excluded, an alternate member of the Serious Offense Judicial Board Pool will be appointed by the Chair of the University Judicial Council.

The Chair will conduct the hearing utilizing broad powers to conduct a full and fair hearing including calling witnesses, and questioning and ordering the witnesses. The hearing Chair will make final decisions regarding questions of procedural issues and admissibility of evidence in compliance with generally accepted administrative judicial procedures. The Chair will also have completed the specialized training outlined herein that all Serious Offense Judicial Board Pool members have completed. No one may serve as Chair if s/he has not completed this training.

The Chair is a non-voting 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 the chair and four board members. Should the Chair withdraw from the proceedings for any reason, a new Chair will be appointed.

A University Judicial Officer must be present in the hearing, and will function as the official record-keeper of the hearing, as well as a resource person for the hearing board.

The procedures for the hearing will include, but are not limited to:

1. The Complainant and the Accused may be present at the hearing, plus their parents and one member from the SMU community. The hearing shall be closed to all others, except that the President of the University will have the authority to permit attendance of one or more University observers at any time during the course of the hearing.
2. The hearing Chair shall conduct the hearing through questioning, in a manner 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 witness. The chairperson of the hearing board, at his/ her discretion may require that questions for cross examination be submitted to him/her who will then direct the question to the witness(es).
4. Hearing board members will be advised that the complaint being presented is very serious in nature, one which may well be repugnant to them. Nevertheless, members of the hearing board must hear the evidence objectively and dispassionately. Any hearing board member who in good conscience cannot

comply with this mandate must remove her/himself from participation in the hearing. Hearing board members are reminded that neither the Accused nor the Complainant is represented by an attorney at the hearing and that basic rules of legal evidence do not apply. A hearing board member may vote "responsible" of the alleged offense only with the conviction that responsibility has been shown by the preponderance of the evidence.

5. Each party in the case will have the right to an opening and a closing statement. The Complainant may give the first opening statement. The Accused may give the last closing statement. The Complainant and the Accused may include a statement of the impact of the alleged assault or misconduct, or the allegation thereof as a part of a closing statement.

6. 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, responsibility or non responsibility, and if responsible, impose sanctions. The board will reconvene after their decision has been written, to announce and submit their decision to the Complainant and the Accused.

7. The sanctions for cases handled through the Serious Offense Judicial Case Procedures shall parallel the sanctions found in the University Judicial System, pgs. 137-40 of the Peruna Express.

A. Irresponsible Conduct

An individual or group's behavior is deemed irresponsible and unacceptable to the student community. The individual and/or group is subject to all of the possible penalties. When the actions of two or more members of an organization are brought before a Judicial Board, such actions are also a reflection of the organization's failure to provide the leadership and atmosphere that promotes student growth and development. Repeated examples (one or more) of an organization's failure shall constitute Irresponsible Conduct or Irresponsible Conduct with Aggravating Circumstances and the organization may be charged and, if found responsible, subject to all possible penalties. Effective corrective action on the part of the organization shall be viewed as the fulfillment of leadership responsibility.

B. Irresponsible Conduct With Aggravating Circumstances

An individual or group's behavior is not only irresponsible, but intensely so, and involves significant infringements on the personal or property right of others. (A repeated violation of any Student Code/University policy as well as failure to complete judicial sanctions as assigned may be an aggravating circumstance.) Any of the penalties can be imposed.

C. Dishonesty

An individual or group's action, or omission of actions, are intended to mislead, defraud, or deprive University officials, Judicial Boards, students, faculty, or members of the community at large of rights to information, accuracy of record, or property. Some of the examples of dishonesty are: forgery, falsification of records, lying, falsification of checks, money order,

etc., theft, unauthorized entry to university facilities, counterfeiting of university documents, permits, or other official material of the University, and falsification and/or manipulation of computer data. The individual or group is subject to all the possible penalties. Violations in this category may be heard by the Honor Council or by a Level II Judiciary, at the discretion of the Dean of Student Life Office.

A fake identification card represents falsification of identification and is a violation of Texas State Laws (a Class C misdemeanor) and University policies.

D. Academic Dishonesty

See the section on HONOR COUNCIL.

E. Assault and/or Intimidation

An individual or group's behavior is a harm or threat to the physical, mental, or social well-being of another person or group of persons. Examples of such behavior include but are not limited to: written or oral threats, threatening gestures or intimidating postures, harassment in public places; harassing telephone calls; destruction of personal property; prejudicial discussion of a person with other people; fighting or "roughing up", or assault in any form. The individual or group is subject to all the possible penalties.

F. Sexual Misconduct and/or Sexual Assault

Offenses include the actual or attempted intentional, or knowingly touching of an unconsenting person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them) or forcing an unconsenting person to touch another's intimate parts, rape, forcible sodomy, forcible oral copulation, 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 an acquaintance, and must be committed either by force, threat, or intimidation, or otherwise without consent.

Person with complaints of sexual misconduct and/or sexual assault allegedly committed by students, whether it occurred on or off campus, should report such complaints to the Office of the Dean of Student Life.

Rights of the complainants alleging sexual misconduct and/or sexual assault include:

1. To be informed of all alternatives and options by a counselor in the Human Resource/Women's Center.
2. To decide whether he or she wishes to press charges through the Student Judicial System.
3. To have parents and a member of the SMU community accompany him or her during the student judicial proceedings. Such persons are for moral support and have the same responsibilities as described for rights of the accused to have companions. (see University Judicial System, Conduct of the Hearing, page 140.)
4. To challenge any member of the Student Judicial Board on grounds of prejudice.

5. To request to have his or her living arrangements (if in campus housing) modified pending the outcome of the student judicial proceedings if the accused lives close to the victim.
6. To remain present during the proceedings.
7. Not to have his or her sexual history discussed during the hearing. However, evidence of a recent sexual relationship between the accused and the accuser may be considered if the accused asserts consent as a defense.
8. To be informed of the hearing board's decision within three working days following the hearing.

Rights of those accused of sexual misconduct and/or sexual assault:

1. To be informed of the accusation and all alternatives and options by a counselor in the Counseling and Testing Center.
2. To remain silent, before, during, and after the hearing and to make a statement explaining the reasons for remaining silent.
3. To have parents and a member of the SMU community accompany him or her during the student judicial proceedings. Such persons are for moral support and have the same responsibilities as described for rights of the accused to have companions. (see University Judicial System, Conduct of the Hearing, page 140.)
4. To challenge any member of the Student Judicial 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 victim.

ALL OF THE ABOVE VIOLATIONS ARE RELATED TO BOTH "GENERAL POLICIES" AND "RESIDENCE HALL POLICIES" DESCRIBED ON PAGES 85 AND 105. REVIEW THOSE PAGES FOR EXPLANATION.

IV. DISCIPLINARY SANCTIONS

The following sanctions may be implemented individually or in any combination by the Hearing Boards.

A. Disciplinary Dismissal (Expulsion):

An individual or group will be separated from the University on a

permanent basis. An individual's dismissal will be permanently recorded on his/her academic transcript. Before this penalty is enforced the President of the University will review it. A student expelled from the University may not enter campus grounds for any reason without the express written permission of the Dean of Student Life Office. A student expelled from the University will not receive a refund of any monies paid, including tuition, fees, room and board.

B. Suspension:

An individual or group will be dismissed from the University for an assigned time period, and under the conditions deemed necessary by the judiciary. Before this penalty is enforced, the accused student or student group may request the University Judicial Council to review it. Requests must be submitted in writing via the Appeal process (See Appeals, page 144) A student suspended from the University may not enter campus grounds for any reason during the period of her/his suspension without the express written permission of the Dean of Student Life Office. A student suspended from the University will not receive a refund of any monies paid, including tuition, fees, room and board. In addition, no academic credit earned at any other institution may be transferred back to SMU.

A disciplinary suspension and its effective dates are recorded on a student's academic transcript. The notation remains for the time the student is enrolled in the University and is removed three years after graduation. If the student leaves the University before graduation, the notation is removed three years after the anticipated date of graduation from the University.

C. Cancellation of the Housing Contract:

A student removed from the Residence Halls for an assigned time period or expelled from the Residence Halls on a permanent basis may not enter any Residence Hall without the express written permission of the Office of Housing and Residence Life. A student who is reassigned to a Residence Hall due to disciplinary action may only enter the newly assigned Residence Hall. The reassigned student may not enter any other Residence Hall without the express written permission of the Office of Housing and Residence Life. If the student's Housing Contract is still in force at the time of the suspension or expulsion, no refund of the Housing Deposit or Fee will be made.

D. Fine:

An individual will be fined any amount not exceeding \$250. An organization can be fined any amount commensurate with the severity of the offense.

E. 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.

F. Restitution:

An individual or group will be required to pay for damages to the person or institution for property that they destroy.

G. Creative Discipline:

The objective of this penalty is education and rehabilitation. Discipline selected will be commensurate with the offense.

H. Judicial Reprimand:

The individual or group will be given formal notice by the judiciary that they have violated the Student Code/University Policy. If the individual or group is found guilty of a further offense, that case will be considered more seriously.

I. Disciplinary Violation (DV) Transcript Record:

If 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.

J. 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 a Level II or SOJB judicial violation, the Dean of Student Life Office will automatically inform the parents, in writing, of the violation and sanctions. The Dean of Student Life Office will ask the Director of Student Activities to notify a group's national organization or the appropriate University authorizing body of the group's involvement in the policy violation.

K. Suspension of Privilege:

An individual or group will lose privileges that allow them to participate in specific activities, use specific facilities, or exercise specific privileges.

ALCOHOL POLICY VIOLATIONS AND SANCTIONS

Any violation of the alcohol policy will subject the student to the following minimum disciplinary sanctions:

First Offense

1. The student will be referred to the Office of Alcohol and Drug Abuse Prevention. Duration of the relationship with the office is at the discretion of the counselor.
- *2. A fine will be assessed. Students may perform community service as assigned by the Office of Alcohol and Drug Abuse Prevention in lieu of the fine.

Second and Third Offenses

1. The student will be referred to the Office of Alcohol and Drug Abuse Prevention. Duration of the relationship with this office is at the discretion of the counselor.
- *2. A fine will be assessed. Students may perform community service as assigned by the Office of Alcohol and Drug Abuse Prevention in lieu of the fine.
- **3. Community service hours will be assigned by the Office of Student Life.
4. A student must notify his/her parent(s) of the violation. A parent needs to call or write the University Judicial Coordinator to confirm his/her understanding of the incident that precipitated the violation and the resulting consequences.

In all offenses, depending upon the surrounding circumstances, additional sanctions may be assigned as determined in a judicial hearing.

*Fines in the 1992-93 school year were \$35 for first offense, \$65 for second offense, and \$125 for third offense. The fines are established by the Dean of Student Life in consultation with the President of the Students' Association.

**Community service hours in the 1991-92 school year were 12 hours for the second offense and 24 hours for the third offense.

V. PROBATED PENALTIES

An individual or group's penalty may be probated (not enforced). Probated terms, i.e., conditions of the probation and its duration, will be set by the hearing board which imposed the sanction. If a succeeding hearing board finds the student responsible for violating the terms of probation during the period set up by the preceding hearing board, the probation must be lifted and the previously imposed probated sanction enforced. In addition, further penalties may be imposed. In no case may a student have more than one probated sanction.

VI. CONDUCT OF THE HEARING

Quorum-Level One and Two

All 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 a full board can be convened. These requirements may be waived upon agreement of all parties. If a hearing board member, once the hearing has commenced, should need to withdraw for a period of no less than 30 days, the hearing shall recess until all members can be present. If a hearing board member, once the hearing has commenced, 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, or 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 guilty vote.

Quorum - Level II Appellate Board

Three members of the Level II Judicial Board (a chairperson and two members) shall be present throughout the hearing. Only members who have been present throughout the hearing may vote and all determinations shall be by majority vote. A failure to vote shall be treated as a not guilty vote.

Quorum-Level III Appellate Board

At least four members, including at least one student, one faculty member, and one administrator, shall be present throughout a disciplinary hearing. At least four members, including at least two faculty members, one student, and one administrator shall be present through an Honor Council hearing. Only members who have been present throughout the hearing may vote and all determinations shall be by majority vote. A failure to vote shall be treated as a not guilty vote. On the question of guilt or innocence, a tie vote shall be treated as vote to acquit.

Disqualification

Any member of a hearing board, upon considering any challenges from the accused concerning his/her impartiality, 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.

Commencement

No hearing shall begin until at least 72 hours have elapsed from the day of service of notice on 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. Such notice is not required to be sent certified or registered mail.

Decorum

The chairperson of the 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.

Attendance at Hearings

All judicial hearings shall be closed and private. Only members of the hearing board, judicial members-in-training, the accused, University administrators 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.

Joinder and Severance

In hearings involving more than one accused student, a University Judicial Officer, at his or her discretion, may permit the hearings concerning each student to be conducted separately.

Representation by an Attorney

The accused may not be represented by an attorney at any hearing.

Presence at the Hearing-Confrontation of Witnesses

The complainant and the accused and a University Judicial Officer shall have the privilege of presenting witnesses, subject to the right of cross examination. The chairperson of the hearing board, at his/her discretion may require that questions for cross examination be submitted to him/her who will then direct the question to the witness(es).

Presentation of Evidence

Ordinarily, the complainant shall proceed first with his/her case followed by the presentation of the accused. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the hearing board at the discretion of the chairperson.

Rules of Evidence and Burden of Proof

Legal rules of evidence do not apply to hearings, and a hearing board shall have discretion with respect to admissibility of testimony and documents.

Upon a hearing of the charges, the Office of Student Life has the burden of going forward with the evidence and the burden of proving the charges by a preponderance of evidence--that it is more likely than not that the accused violated the Student Code of Conduct.

Extension Time

The chairperson of the hearing board may, at his/her discretion, grant extensions of time, at any point in time, as may be reasonably necessary to permit the accused student sufficient time to prepare his/her defense. The chairperson may also in his/her discretion grant an extension to the complainant and accused student, at any point in time, so that additional evidence may be made available to the hearing board. If after the hearing has commenced the hearing board discovers the need for more preparation or more time to hear testimony, the chairperson shall recess the hearing to a later time. The hearing board may then direct any further investigation for its proper disposition of the

Inability to obtain witnesses shall not be justification for undue delay in commencing a hearing.

Procedural Issues

The chairperson of the hearing board will resolve within his/her discretion any procedural issues raised.

Change in Allegations

Any change in the allegation against a student shall be regarded as a new complaint subject to the process for handling complaints in the first instance.

Findings

The hearing board shall conduct its discussions in executive session and deliver its written findings to the Dean of Student Life Office which shall inform the accused and the complainant of the board's decision as soon as feasible. The hearing board's decision will be presented in writing and will include responsibility or non responsibility, and if responsible, impose sanctions. If found not responsible, the accused may not be retried for the same incident at any further date.

Reporting of Proceedings

Any publication from within the University (including The Daily Campus and other publications by students) related to a judicial hearing must abide by the following guidelines:

1. No publication of any individual report or summary of activity will carry personal names or other personally identifying details.
2. Nothing will be published about any judicial hearing until the final official disposition or appeal is resolved.
3. Should the accused and/or responsible party (parties) "go public" regarding a hearing, this action will free the University comment on any such statements and/or the matter being discussed.

SECTION FOUR

I. 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 Student Life shall contain all information; data, correspondence, findings and records of official action concerning student discipline.

1. A judiciary case will remain on student's record until erased three years after graduation. If the student leaves the University before graduation, the notation is removed three years after the anticipated date of graduation from the University.
2. If a case originates at Level I and involves a Level I offense, the information will stay within the University community.

3. If a case originates at Level II and involves a Level II offense, the case will remain a part of the student's record until destroyed. This information is used to answer recommendation forms where questions related to disciplinary action are asked.

The information will be released to requesting agencies in compliance with the Buckley Amendment (The Family Education Rights and Privacy Act of 1974 as amended).

II. APPEALS

An accused who has been found responsible shall have the right to request an appellate review. Such written request must be received in the Dean of Student Life Office within 72 hours of the student's receipt of the written decision of the original hearing board. A quorum of the University Judicial Council, which has participated in the training provided to all University Judicial Board Pool members, shall sit as the appellate body. In no case may a member of the University Judicial Council sit to hear the appeal if s/he 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 which 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;
5. Evidence of offense sufficient, but sanction unreasonably harsh.

Only in a case of clear miscarriage of justice shall an appeal be granted. The appellate body shall base its decision to accept or deny the appeal based solely on the student's written request for an appellate review, and the written findings of fact developed by the University Judicial Officer in consultation with the hearing chairperson, and the decision of the original hearing board. The standard of proff is responsible by a preponderance of the evidence.

If the accused student is appealing a Level II hearing board decision on the basis of "Clearly erroneous findings of fact," the appellate board will have the following additional information for consideration:

- a. **Fact Statement:** A statement of the facts that were presented at the original hearing will be prepared by a Judicial Officer, who may consult with the Chairperson of the original hearing board to do so.
- b. **Disputed Fact Statement:** The Fact Statement will be made available for review to the accused and the complainant in the Office of Student Life. At that time either or both may prepare a Disputed Fact Statement setting forth any facts which he or she believes were omitted from the Fact Statement. A Judicial Officer

may participate in preparation of the Disputed Fact Statement(s) and may request the participation of the Chairperson of the original hearing board.

The Fact Statement will be signed by the Judicial Officer, the accused and the complainant. The Disputed Fact Statement(s) will be signed by the Judicial Officer and the student preparing it. The Dean of Student Life Office will forward the Fact Statement and any Disputed Fact Statement(s) to the appropriate appellate body with copies to both sides of the appeal.

When the parties' statements are concluded, the appeals board will deliberate in closed session and render its decision in writing, as did the original hearing board.

Optional Presentation

If the University Judicial Council accepts the appeal, and the original hearing was held by a Serious Offense Judicial Hearing Board, the Complainant and the Accused will be allowed to present an oral statement to the appeals board. If the original hearing was held by a Level II Judicial Hearing Board, the Complainant and the Accused may be allowed to present an oral statement to the appeals board. The amount of time allowed for each statement will be determined by the University Judicial Council.

Determination of Appeal

The University Judicial Council may dismiss the case because there were such procedural irregularities 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. 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.

The University Judicial Council serves as a board of final appeal for appeals originating from Level II and Serious Offense Judicial Hearing boards.

Appeal of Level I Hearing

All cases heard by Level I hearing boards may be appealed by the accused to Level II. A representative appellate body of Level II members will include a Level II Chairperson and two Level II Board members. Said members are to be chosen in the same manner as described in the procedure for constituting a Level II Hearing Board. A Level II Appellate Board serves as a board of final appeal for appeals of Level I boards.

Traffic Appeals Board

The Traffic Appeals Board will hear cases involving appeal of citations from the Traffic and Safety Office. Appeals must be made to the Chair of the Board, through the Traffic and Safety Office, within 15 days after issuance of the citation. This is the only appeal granted concerning disputes of fact with the citation.

Appeal of Level II Hearing

All cases heard by Level II hearing boards may be appealed by the accused student or student organization to the University Judicial Council. All

appeals are reviewed for determination by at least a quorum of Judicial Council members. The University Judicial Council serves as a board of final appeal for appeals originating from Level II boards.

Appeal of Serious Offense Judicial Board Hearing

All cases heard by Serious Offense Judicial Boards may be appealed by the accused student or student organization to the University Judicial Council. All appeals are reviewed for determination by at least a quorum of Judicial Council members. The University Judicial Council serves as a board of final appeal for appeals originating from Serious Offense Judicial Hearing Boards.

Appeal of Honor Council Hearings

All requests for appeal of the hearing board's decision shall be submitted to the All 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 All University Judicial Council. For this purpose, a quorum of the All University Judicial 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.

The All University Judicial Council may dismiss the case due to such procedural irregularities as will forever deny the student a fair hearing, or 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.

III. 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 board, and the chair of the University Judicial Council, may order a case to be reheard. The rehearing will be at the same level as the original hearing. After such a rehearing, the accused shall be entitled to the same rights of appeal as in any case.

THE HONOR COUNCIL OF SOUTHERN METHODIST UNIVERSITY

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



The Constitution of The Honor Council of Southern Methodist University

PREAMBLE AND DEFINITIONS

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

Cheating

Intentionally¹ using or attempting to use unauthorized materials, information, or study aids in any academic exercise.²

Fabrication

Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.³

¹Labeling 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.

²The 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.

³For 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.

Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another to violate any provision of the Honor Code.⁴

Plagiarism⁵

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

Impeding Honor Council Investigation

Impeding the investigation of the Council, lying to the Council, or in any way failing to cooperate with the Council.

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 ten percent of the student body. Passage shall require a majority vote of the Student Senate, the Faculty Senate, and the approval of the Provost and the Dean of Student Life.

⁴For 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."

⁵The University subscribes to the statement on plagiarism which appears on page six of William Watt's *An American Rhetoric* (1955):

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 shall be composed of thirty-one members apportioned in the following manner:

- (a) Four first year students
- (b) Five Sophomore students
- (c) Six Junior students
- (d) Seven Senior students
- (e) Four graduate students from schools under the Council's jurisdiction
- (f) Five members nominated by the Faculty Senate and appointed by the Provost.⁴

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 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.

ARTICLE III - PREHEARING PROCEDURES

Section 1: Faculty Disposition of a Suspected Honor Violation

A faculty member who suspects that a student has committed an act of academic dishonesty may take either or both of the following courses of action:

⁴The Provost will select faculty members designated in advance by the Faculty Senate. Although selection may be made on a case by case rotation basis, the Provost should retain discretion to make selections which will insure representation of appropriate academic disciplines, as necessary in each case.

(a) determine to handle the situation privately with the student, in which case these procedures should be followed:

- (i) the faculty member shall inform the student of the alleged misconduct and, after discussing it with him or her, determine guilt or innocence;
- (ii) the faculty member shall inform the student of the sanctions for a determination of guilt, which may be as severe as a failing grade in the course;
- (iii) the faculty member shall determine whether to notify the Dean of Student Life of the action taken using the form designated for this purpose and available from the Honor Council. Faculty members are encouraged to use this reporting mechanism, as it serves two purposes: first, it enables the University to track the number and severity of honor code violations; second, it preserves a record of a particular student's violation of the honor code in the event the student is charged with other alleged violations in the future.

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

Section 2: Notification of Student and Pre-hearing Procedures

- (a) A person who suspects an Honor Code violation shall notify the President of the Honor Council (hereafter referred to as "the President") of the alleged act in writing on the standard form established for that purpose. (The form is appended as Exhibit B)
- (b) The President or the President's designee shall immediately hand deliver or send by certified mail⁷ written notice of charges to the accused student, and shall also send the written notice of charges to the Dean of Students.
- (c) The 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 with a copy to the Dean of Student Life at least three days before the hearing.
- (d) The President shall request the Registrar to place a hold on the accused's transcript until the case has reached a final disposition.

⁷Certified mail will be considered delivered to the student if it is sent to the most recent address provided by the student to the Registrar, even if delivery is refused or the letter is unclaimed.



(c) The President shall convene a Hearing Board, composed of four students and one faculty member, within a reasonable period of time but no earlier than ten days⁴ after the accused student receives notice of the allegation.

Section 3: Advising the Accused Student

(a) The Vice President of the Honor Council or his/her designate (hereafter referred to as "the Vice President") shall serve as liaison to the accused student. The 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 to attend this meeting. At the meeting, the Vice President will insure 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) The President or his/her designee shall act as the non-voting presiding officer of the hearing.
- (b) 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.
- (c) Hearings will be closed to the public, except for the accused student's parents, the community support person accompanying the accused student, and Honor Council members in training. The accused student may request an open hearing which may be held at the discretion of the President. Open hearings will waive all rights to confidentiality.

⁴"Ten days" shall be counted as class days. Exam days, holidays, and summer vacation days are not included. Hearing boards ordinarily will not convene during these times.

(d) Any person, including the accused student, who disrupts a hearing or who fails to adhere to the rulings of the President may be excluded from the proceeding.

(e) All proceedings are confidential.*Violations of the policy on confidentiality will result in a board member's removal from the Council as well as subject the board member to possible judicial action.

(f) In accusations involving more than one student, the President will determine whether separate hearings will be held. If a single hearing is held, the accused students may be asked to testify with the other(s) out of the hearing room. Guilt or innocence and penalties will be assigned separately.

(g) If the accused withdraws from school pending a hearing, the Honor Council retains jurisdiction to render a finding of guilt and apply sanctions.

Section 2: Hearing Procedures.

(a) A hearing board will be comprised of four students and one faculty Honor Council members. For a hearing to commence, the complainant or a statement by him or her, and the investigator must be present. The accused does not have to be present for the case to proceed. Training for hearing board members will be jointly planned and implemented by the faculty advisor and the Dean of Student Life.

(b) Prospective witnesses, other than the complainant and the accused student, shall be excluded from the hearing during the testimony of other witnesses.

(c) Formal rules of evidence shall not be applicable in the hearing. Unduly repetitious or irrelevant evidence may be excluded. Circumstantial evidence and hearsay are admissible.

(d) Accused students shall be accorded an opportunity to question the complainant and those witnesses who testify for the complainant at the hearing.

(e) In like manner, the complainant shall be accorded an opportunity to question the accused student and those witnesses who testify for the accused student at the hearing.

(f) The burden of proof shall be upon the complainant, who must establish the guilt of the accused student by clear and convincing evidence.

*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.

(g) All parties, the witnesses, the investigator, and the public shall be excluded during panel deliberations. Honor Council members in training, if any, will be allowed to stay for deliberations but may not contribute to the discussion of the board.

(h) A four out of five vote is necessary for a verdict of guilty to enter. Any vote short of the requirement will exonerate the accused and the board will dismiss the charge.

(i) If the accused is found guilty of 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, below).

(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.

ARTICLE V — PENALTIES

Section 1: The recommended minimum penalty for a violation of the Honor Code shall be an Honor Violation (HV) and a probated 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 responsibility for a Level II judicial offense. 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.

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 offensive;

- (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;

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 All 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 All University Judicial Council. For this purpose, a quorum of the All University Judicial Council shall be two faculty, 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 All University Judicial Council may dismiss the case due to such procedural irregularities as will forever deny the student a fair hearing, or 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.

ARTICLE VII - RECORDS

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

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

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

