

## **STUDENT HANDBOOK 2009-2010**

### **Inside Front Cover:**

#### ***Points of View: A Perspective on Student Affairs, 1987***

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### **Assumptions and Beliefs**

Student affairs professionals share some assumptions and beliefs that shape their work. These assumptions and beliefs guide their responses to new issues, changing times, circumstances, and recurring events. The following list is not exhaustive, nor will all student affairs staff agree that each guides their work to the same degree; the higher education community is too diverse for that to be the case. Yet, these ideas have remained remarkably unchanged over time and have successfully applied to different collegiate settings.

No one of these assumptions and beliefs is unique to student affairs. Indeed, they are held by many others in higher education. It is the combination of these assumptions and beliefs that is distinctive. Together, they define the special contributions made by student affairs.

### **The Academic Mission of the Institution is Preeminent**

Colleges and universities organize their primary activities around the academic experience: the curriculum, the library, the classroom, and the laboratory. The work of student affairs should not compete with, and cannot substitute for that academic experience. As a partner in the educational enterprise, student affairs enhances and supports the academic mission.

### **Each Student is Unique**

Students are individuals. No two come to college with the same expectations, abilities, life experiences, or motives. Therefore, students will not approach college with equal skill and sophistication, nor will they make equally good choices about the opportunities encountered there.

### **Each Person Has Worth and Dignity**

It is imperative that students learn to recognize, understand and celebrate human differences. Colleges can, and indeed must, help their students become open to the differences that surround them: race, religion, age, gender, culture, physical ability, language, nationality, sexual preference, and life style. These matters are

learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.

### **Bigotry Cannot Be Tolerated**

Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. So long as bigotry in any form exists in the larger society, it will be an issue on the college campus. There must be a commitment by the institution to create conditions where bigotry is forthrightly confronted.

### **Feelings Affect Thinking and Learning**

Although students are in college to acquire knowledge through the use of their intellect, they feel as well as think. Students are whole persons. How they feel affects how well they think. While students are maturing intellectually, they are also developing physically, psychologically, socially, aesthetically, ethically, sexually, and spiritually. This is true regardless of age. Helping students understand and attend to these aspects of their lives can enhance their academic experiences.

### **Student Involvement Enhances Learning**

Learning is not a passive process. Students learn most effectively when they are actively engaged with their work in the classroom and in student life.

### **Personal Circumstances Affect Learning**

Physical disability, financial hardship, family circumstances, medical and psychological problems, and inadequate academic skills are examples of situations which often affect learning. Whenever possible, colleges and universities should assist students when such circumstances interfere with learning.

### **Out-of-Class Environments Affect Learning**

Out-of-class social and physical environments are rarely neutral; they help or detract from students' social and intellectual development. Interactions between students and their environments shape attitudes, readiness to learn, and the quality of the college experience.

### **A Supportive and Friendly Community Life Helps Students Learn**

A campus is usually a collection of small communities such as schools, departments, residences, teams, clubs, and service, religious, social, and peer groups. Healthy communities are settings where students learn to work together, make and keep friends, care about the welfares of others, balance freedom and

responsibility, and appreciate human differences. Communities are of high quality when they encourage friendships, intimacy, and intelligent risk taking, and allow values to be freely shared and examined.

### **The Freedom to Doubt and Question Must be Guaranteed**

Students need to be encouraged and free to explore ideas, test values and assumptions in experience, face dilemmas of doubt and perplexity, question their society, criticize and be criticized. Hence the doctrines of academic freedom and of free speech that are central to the classroom must extend to other areas of campus life. Colleges and universities must protect and encourage ideological exploration and avoid policies or practices that bind the inquiring minds and spirits of students, faculty, and staff.

### **Effective Citizenship Should be Taught**

A democracy requires the informed involvement of citizens. Citizenship is complex; thus, students benefit from a practical as well as an academic understanding of civic responsibilities. Active participation in institutional governance, community service, and collective management of their own affairs contributes significantly to students' understanding and appreciation of civic responsibilities.

### **Students are Responsible for Their Own Lives**

Students learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support. (pp. 11-14)

## **PART I: Forward**

### **A. General Policy**

A university, like any community, must have regulations and/or standards by which its members abide and procedures by which its organization functions. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Student Handbook and the *Code of Student Conduct* contained within are intended to serve these purposes in the interest of all segments of Texas Tech University.

The university has a responsibility to maintain order within the university community and to discipline those who violate its standards, rules, and/or policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules and/or policies set forth in this Student Handbook, the Undergraduate Catalog and other official university publications, as well as the Texas Education Code. Student organizations also agree to follow all these standards, rules, and/or policies. The university or its representative may amend this document at anytime without notice. (See updates at [www.deanofstudents.ttu.edu](http://www.deanofstudents.ttu.edu))

### **B. Disciplinary Authority**

The authority to enact and enforce regulations of the university is vested in the Board of Regents. The responsibility for enforcing the regulations and imposing penalties is delegated to the Chancellor and/or President of the university and any university officials the President designates. The Office of the Senior Vice President for Student Affairs & Enrollment Management is the principal agency for the administration of student discipline and the Student Judicial Programs office shall implement the student discipline procedures. All references to the Chancellor and/or President of the university, the Senior Vice President for Student Affairs & Enrollment Management, Associate Vice President for Student Affairs & Dean of Students or the Director of the Student Judicial Programs shall be interpreted to include persons designated to act on behalf of these officials.

### **C. Policy on Nondiscrimination**

1. The university brings together, in common pursuit of its educational goals, persons of many backgrounds and experiences. The university is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability and the equal opportunity and access to facilities shall be available to all.

2. Nondiscrimination is observed in the admission, housing and education of students and in policies governing discipline, extracurricular life and activities.

#### **D. University Name, Document and Records**

The use by any person or organization of the university's name in connection with any program or activity, without the prior written permission of the Office of the Vice Chancellor for Institutional Advancement, or any unauthorized use of university documents, records or seal is prohibited.

#### **E. Schools of Law, Medicine, Nursing and Allied Health**

1. Students enrolled in, and student organizations registered with, the Texas Tech University School of Law are subject to the university *Code of Student Conduct*, in all matters not covered in the Honor Code of the School of Law. Questions concerning the respective jurisdiction of the *Code of Student Conduct* and the Honor Code of the School of Law will be resolved by the Senior Vice President for Student Affairs & Enrollment Management and the Dean of the School of Law.
2. Students enrolled in the Schools of Medicine, Allied Health Sciences, Nursing, Pharmacy, Graduate School of Biomedical Sciences, and organizations registered with the Texas Tech University Health Sciences Center are subject to the TTUHSC Student Handbook/Code of Professional and Academic Conduct, [www.ttuhscc.edu/studentservices/doc/handbook.pdf](http://www.ttuhscc.edu/studentservices/doc/handbook.pdf).

#### **F. Definitions**

1. The term "university" means Texas Tech University and Texas Tech University Health Sciences Center.
2. The term "student" includes all persons taking courses at the university, Either full time or part time, pursuing undergraduate, graduate or professional studies and/or those who attend postsecondary educational institutions other than Texas Tech University and who reside in university residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered "students".
3. The term "university official" includes any person employed by Texas Tech University or Texas Tech University Health Sciences Center while performing assigned administrative or professional responsibilities.
4. The term "member of the university community" includes any person who is a student, faculty or staff member, university official or any person employed by the university or campus visitors.

5. The term “university premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the university (including adjacent streets and sidewalks).
6. The term “student organization” means any number of students who have complied with the formal requirements for university registration.
7. The term “representative” means a university official authorized on a case-by-case basis by the Director of the Student Judicial Programs and/or the Director of University Student Housing to investigate and resolve alleged violations of the *Code of Student Conduct* and the Residence Halls Standards of Student Behavior.
8. The term “discipline body” means any university official or group of Officials authorized by the Director of the Student Judicial Programs to determine whether a student has violated the *Code of Student Conduct* and to recommend imposition of sanctions, conditions and/or restrictions.
9. The terms “shall” and “will” are used in the imperative sense and the term “may” is used in the permissive sense.
10. The term “policy” is defined as the written regulations, standards and/or rules of the university as found in, but not limited to, the Student Handbook, F.Y.R.E. Calendar and Handbook, Honor Code of the School of Law, School of Nursing Student Handbook, School of Medicine Student Handbook, School of Allied Health Handbooks and the Graduate/Undergraduate Catalogs.
11. The term “administrative hold” refers to the indicator placed on a student’s official record preventing registration and/or the issuance of a transcript until the student meets the requirements of the university office placing the indicator as described in the Undergraduate/Graduate Catalogs.
12. The term “religious holy day” means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Vernon’s Texas Codes Annotated, Tax Code.
13. The term “disciplinary good standing” is defined as a student not currently on disciplinary probation or any level of disciplinary suspension/expulsion who has fulfilled in a timely manner, if any, sanctions, conditions, and/or restrictions imposed.
14. The term “sponsorship and/or co-sponsorship” is defined as minimally including, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.

## **PART II: Rights and Responsibilities of Students in the Academic Community**

### **A. Citizenship**

As members of the academic community, university students enjoy the privileges and share the obligations of the larger community of which the university is a part. Students are entitled to the privileges which accrue to them by virtue of this membership. These privileges carry with them the obligations of responsible citizenship. Students shall conform to university regulations. Students should recognize that citizenship also includes contributing deliberately to strengthening the educational community, improving learning for themselves and their classmates and promoting excellence within the above context. Freedom of discussion, inquiry and expression is protected and nurtured in the classroom as the safeguard of the freedom to learn. Students are expected to exercise their freedom to learn in a manner consistent with the maintenance of good order. Responsibility for good order in the classroom is vested in the instructor and responsibility for maintaining order elsewhere is set forth in the *Code of Student Conduct* and is vested with members of the University community.

### **B. Academic Integrity**

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.

#### **1. *Instructor Responsibilities***

The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. In cases of convincing evidence of or admitted academic dishonesty or plagiarism, an instructor should take appropriate action as described below. Before taking such action, however, the instructor should attempt to discuss the matter with the student. If cheating is suspected on a final exam, the instructor should submit a grade **X** until a reasonable attempt can be made to contact the student, preferably within one month after the end of the semester.

#### **2. *Instructor Sanctions***

When a faculty member determines according to the *Student Handbook* that academic dishonesty has occurred and assigns a grade of **F** for a course, the grade of **F** will stand as a final grade, not withstanding a subsequent withdrawal from the course by the student. A faculty member shall notify the registrar of the intention to assign a grade of **F** for the course, in addition to notifications of the department chairperson and the student's academic dean. The student will have the right to appeal the receipt of a failing grade in a course through the

established grade appeal procedure, as outlined in OP 34.03. Student Grade Appeals. The student may not appeal a failing grade given for a class assignment.

3. *Repeated Academic Misconduct*

In cases of repeated violations, either the instructor (through his or her department chair and/or academic dean) or the academic dean may refer the case to the Director of Judicial Programs for further disciplinary proceeding.

4. *Referrals to the Student Judicial Programs*

A student referred to the Director of Student Judicial Programs for alleged violations of academic misconduct is entitled to all substantive and procedural guarantees provided in the *Code of Student Conduct*. Law students are subject to discipline procedures as described in the Honor Code of the School of Law

5. *Disposition by the Director of Student Judicial Programs*

A written report of any disciplinary action taken by the Director of the Student Judicial Programs will be sent to the appropriate academic dean and to the student.

Note: Student Judicial Programs serves as a clearinghouse of Academic Integrity violations. Please direct all referrals for Academic Integrity violations to Student Judicial Programs, through the respective department chairperson and academic dean.

### **C. Disruption, Obstruction and Personal Safety at University Activities or Functions**

University officials have the responsibility for maintaining law and order on university-owned or university-controlled property and at university-sponsored events. Examples of actions for which disciplinary action may be taken under the provisions of the *Code of Student Conduct* include, but are not limited to:

1. Disruption or obstruction of teaching, research, administration, meetings or any activity on university premises (reference Part VII and Part IX of the Student Handbook).
2. The obstruction of access to, or egress from, any university-owned or university-controlled facility.
3. Conduct that threatens the safety of any individual or group.

### **D. Affiliation**

The Student Government Association is the official organization representing students. Students may identify with off-campus programs and activities as individuals, but not as representatives of the university.

### **E. Student Publications**

*The Daily Toreador* student newspaper and *La Ventana* yearbook. are free of arbitrary and capricious censorship and advance copy approval. They are expected to be operated and published within the canons of responsible journalism and policies as established by the university Student Publications Committee.

#### **F. Student Identification**

1. The student identification card is the property of the university. Furthermore:
  - a. Students shall not allow their student identification to be used by other persons.
  - b. Students shall not alter their student identification in any way.
2. On request, students must present their student identification to any member of the university faculty, staff, administration or police.
3. A student must pay a replacement charge for lost, stolen or damaged student identification cards.

#### **G. Solicitation and Advertisement**

Solicitation and sales on university premises or in university-owned or University-controlled buildings are prohibited without prior written approval from the Outdoor Events Coordinating Committee. The distribution of advertising leaflets or handbills or the use of sound trucks and equipment to promote sales on university premises is also prohibited without prior written approval from the Outdoor Events Coordinating Committee. The solicitation and sales policy is set forth in Part VIII of the Student Handbook.

#### **H. Financial Responsibility**

Students must meet all financial responsibilities due to the university. The writing of checks on accounts with insufficient funds, the nonpayment or delinquent payment of outstanding loans and failure to meet any other financial obligations to the university are considered a lack of financial responsibility. Financial irresponsibility can subject the student to additional fees, fines, suspension of check writing and cashing privileges, denial of registration, withholding of grades and transcripts and possible adjudication under the *Code of Student Conduct*. Generally, failure to meet financial obligations to the university may result in:

1. Cancellation of the student's registration if tuition and registration fees are not paid by the dates provided by Student Business Services or if a returned check given in payment of tuition and fees is not redeemed by that time.
2. Possible criminal prosecution for writing insufficient fund checks and for failure to pick up a returned check.
3. A hold preventing future registration placed on a student's academic records.

4. A hold on the sending of official university transcripts until the obligation is paid.

Students should understand that consequences may result from not resolving one's financial obligations to the university. The university may report individual student financial problems to a credit agency or a collection agent. Before registering or requesting a transcript, students may check on the presence of holds by accessing their records at [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) under their MYTECH Account.

#### **I. Religious Holy Day Absences**

According to the University Catalog, regarding notification to faculty, a student may be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused for this purpose may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused. According to OP 34.19, a student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.

#### **J. Illness and Emergency Notification**

The Center for Campus Life can assist in notifying the campus community of student illnesses, immediate family deaths and/or student death. Generally, in cases of student illness or immediate family deaths, the notification to the appropriate campus community members occur when a student is absent from class for four (4) consecutive days with appropriate verification. It is always the Student's responsibility for missed class assignments and/or course work during their absence. The student is encouraged to contact the faculty member immediately regarding the absences and to provide verification afterwards.

In addition, the Center for Campus Life will only provide notification to the appropriate campus community members if the student makes the request and provides appropriate documentation within two (2) weeks of the absence. In regards to absences during the week of final exams, the Center for Campus Life will assist with notification; however, due to the nature of final exams, the student should be aware that communication by the Center for Campus Life to the faculty members regarding absences may be limited. All notification is provided as a courtesy. The notification from the Center for Campus Life does not excuse a student from class, assignments, and/or any other course requirements. See also the University Catalog for more information regarding class attendance and reporting illness.

**K. Student Absence due to Sponsorship of Student Activities and Off-Campus Trips**

According to the University Catalog, faculty, department chairpersons, directors, or others responsible for a student representing the university on officially approved trips should notify the student's instructors of the departure and return schedules in advance of the trip. The instructor so notified must not penalize the student, although the student is responsible for material missed. Students absent because of university business must be given the same privileges as other students (e.g., if other students are given the choice of dropping one of four tests, then students with excused absences must be given the same privilege).

According to OP 34.06, students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip.

## **PART III: Housing Requirements**

The Texas Tech residence hall system includes a variety of living options and provides convenient and affordable housing for approximately 6,000 students. Special interest housing (Honors, Intensive Study, Substance-Free, Freshman Interest Groups, and Learning Communities) provides students with the opportunity to live with others of similar interests. The Carpenter/Wells Complex, which is arranged in three-bedroom townhouses or four-bedroom flats, offers private bedrooms in an apartment setting. Murray Hall offers suite-style accommodations. Most suites include four private bedrooms, a common living area, and shared bathrooms. Priority for assignment to Carpenter/Wells Complex and Murray Hall will be given to students of sophomore or above classification. Gordon Hall, a suite-style residence, is designated as the Honors College residence hall.

Ethernet computer connections are provided in each room. Other services include basic cable television service, coin-operated laundry and vending machines, and desk services.

An experienced and trained staff of Residence Life Coordinators and Community Advisors manages each residence hall. Residence hall offices provide assistance to residents with concerns, including maintenance requests, room and roommate assignments, and resource information.

The interests of students living on campus are promoted through the Residence Halls Association and individual hall governments. Each hall government sponsors social, cultural, educational, and recreational activities.

### **A. Freshman Residency Policy**

In support of the Strategic Plan of Texas Tech University, the university requires students to live in the university residence halls if there are vacancies. Institutional research suggests that students who live on campus are significantly more inclined to remain in college and achieve higher GPAs in comparison to students living off campus. Therefore, the university requires all students having fewer than 30 hours of academic credit (not including credit by exam or dual credit) prior to the semester of enrollment, to live in the university residence halls. The residency requirements apply to all students registered for six or more credit hours (three or more credit hours during a summer session). Compliance with the university housing policy is a condition of enrollment, as set forth in the *Student Handbook* and the academic catalog and approved by the Board of Regents. Registration for

classes may be delayed pending verification of compliance with the university housing policy. All newly admitted students must either apply for on-campus housing or complete a request for exemption to the residence hall policy.

## **B. Residency Exemption**

Requests for exemptions from the freshman residency requirement must be submitted to the office of University Student Housing no later than May 1 for fall or summer enrollment and November 1 for spring enrollment. Because of unforeseen changes in a student's circumstances such as illness or other personal reasons, some petitions are considered after the above dates. Unless it is clearly established that illness or personal reasons were not known prior to the above dates and necessitate a student's living off campus, students should not expect to be relieved of their residence hall contract. Students are encouraged to discuss such developments with the office of University Student Housing in Doak Hall. Subject to verification and authorization by University Student Housing, students who meet one or more of the following criteria may be given permission to live off campus:

1. A student is residing and continues to reside in the established primary residence of her/his parents (or legal guardian) if it is within a 60-mile radius of Texas Tech University. The parents must have established their primary Lubbock-area residency at least six months prior to the request for an exemption. In order for the exemption request to be considered, legal guardianship must have been established by a court of law at least one year prior to the request.
2. A student presents sufficient evidence of an extreme financial hardship condition based on guidelines similar to those required for financial aid.
3. A student is married or has dependent children living with the student.
4. A student is 21 years of age or over on or before the first day of classes of the initial semester of enrollment.
5. A student has successfully completed 30 or more semester hours of academic credit prior to the student's enrollment or re-enrollment. Credit earned by exam (Advanced Placement, CLEP, ACT, and SAT) and hours received from concurrent high school credit are not considered.
6. A student is awarded a university scholarship/sponsorship that is managed by a university department or college and includes the equivalence of the current academic school year's room, board, tuition, fees, and textbooks (as estimated by the Student Financial

Aid Office). Upon prior approval from the managing department or college, the student may request to be exempted from living on campus. The managing department or college must provide verification in writing to University Student Housing prior to the student's enrollment and/or re-enrollment to the university.

7. A student is enrolled in the Graduate School or Law School.
8. A student has served in active military service, as verified by a discharge certificate (DD214).
9. A student presents sufficient evidence of an extreme medical condition, as documented by his/her treating physician for which on-campus accommodations cannot be made until a student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls.

In conjunction with the university's support of academic integrity, evidence of deliberate falsification of information, data, or any materials submitted, or providing false or erroneous information in connection with an application for exemption from the freshman residency requirement will be grounds for disciplinary action. Such action may include, but is not limited to, revocation of a previously approved exemption, restitution of up to a semester's room and board fees, or probation, as determined by Student Judicial Programs and in accordance with the *Code of Student Conduct* at Texas Tech University.

### **C. Residence Hall Contract Releases**

Students sign a Residence Hall Contract for the summer session, the academic year (fall and spring semesters), or 12 months (fall, spring and both summer sessions). Any student wishing to move from the residence halls should consult the Residence Hall Contract for the provisions applicable to cancellation of the contract. Authorization for exemption from the freshman residency requirement does not relieve the student of contractual obligations that may have been assumed with the university for housing in the residence halls.

## **PART IV: Student Records**

### **A. General Policy**

Policies and procedures concerning student records are based on respect for the privacy of the individual. To minimize the risk of improper disclosure, academic records are maintained separately from disciplinary records. (During the time of disciplinary suspension or expulsion, the notice is placed in the student's permanent file.) The conditions for access to each are set forth in the Student Handbook and complies with federal and state statutes and with registered student organization guidelines. The procedures set forth below apply to all persons formerly or currently enrolled at Texas Tech University.

### **B. Address of Record**

Students must maintain an accurate permanent address with the Office of the Registrar. The address is used for official notifications including billing and notification of official university requirements. Students should maintain a current local address and telephone number that is used by university officials, and/or student organizations and the campus community.

### **C. Student Access to Educational Records**

All current and former students of the university have the right to access their educational records as provided by law.

1. Students may obtain copies of records relating to themselves at their expense. The reproduction charge shall not exceed the actual cost to the university.
2. The university will respond to all requests for explanations and interpretations of records or information, if the response does not violate the Family Educational Rights and Privacy Act of 1974, as amended.
3. A student may waive the right of access to confidential letters of recommendation in the areas of admissions, job placement and receipt of awards. A student seeking employment through the University Career Services may sign a waiver.
4. Personally identifiable information such as rank in class, personal conduct, grade point average, academic progress, etc., shall not be released to non-authorized personnel without the consent of the student.

### **D. Records Not Accessible to Students**

The following are records not accessible to students:

1. Instructional, supervisory and administrative personnel records and the student's educational personnel records in the sole possession of the author and not revealed to any person other than a substitute

(i.e. grade books, notes of observation and notes for recollection purposes).

2. Employment records of a university employee who is not a student.
3. Medical records are maintained for students visiting Student Health Services. Information contained in the medical record is completely confidential and will not be released to another person or institution without written permission of the student, unless otherwise authorized by law. Medical records are kept on file indefinitely at the Student Wellness Center at the corner of Main and Flint, Lubbock, Texas 79430. Students needing to request a copy of their medical records may contact Student Health Services at (806) 743-2860. While not considered "education" records under the Family Educational Rights and Privacy Act of 1974, as amended, the mentioned statute still allows the patient, in most instances, access to his/her records. The general rule of confidentiality contains an exception when the patient or someone authorized to act on his/her behalf submits a written consent. Consent must be in writing and signed by the patient (or a parent or legal guardian if the patient is a minor). A physician shall furnish copies of medical records requested in accordance with the consent provided, except if the physician determines that access to the information would be harmful to the physical, mental or emotional health of the patient.
4. Medical and/or psychological information submitted to Student Disability Services for the purpose of determining eligibility and services are not releasable. Students may obtain the original information from the source.

#### **E. Authorized Non-student Access to Student Records**

Educational records (or personally identifiable information within a record) may be released without the written consent of the students to:

1. Officials, faculty and staff employed by the university if they have a legitimate educational interest.
2. Officials of other educational institutions in which the student intends to enroll or seeks to enroll if the student is notified of what is being released and given a copy if desired.
3. Authorized representatives of the Comptroller General of the United States, the Secretary of Education and administrative heads of educational agencies or state educational authorities.
4. Individuals needing this information in connection with a student application for, or receipt of, financial aid.
5. Federal, state and local officials to whom laws (in effect on or before Nov.19, 1984) require information to be reported.
6. Organizations such as Educational Testing Service administering predictive tests, student aid programs and improving instruction. The organizations must not show the personally identifiable information to outsiders and the information must be destroyed

when no longer needed for audit, evaluation or compliance with federal requirements.

7. Accrediting organizations.
8. Parents who certify a student is carried as a dependent for federal income tax purposes. This certification must be ascertained by the university office concerned.
9. Appropriate persons, if necessary, to protect the health or safety of the student or other persons.
10. Individuals requiring such information by means of a judicial order or any lawfully issued subpoena, on condition that the student may be notified by the university of all such orders and subpoenas in advance of compliance.

#### **F. Students' Rights to Challenge Records**

Students have the right to challenge records and information directly relating to them. This section does not include procedures for students challenging individual grades. Grade appeal procedures are described in the Student Handbook, Part V, Section A. The challenge is limited to inaccurate, misleading or otherwise inappropriate records and information. The procedures set forth below shall be followed for an appropriate challenge.

1. Any student wishing to challenge records or information directly relating to him or her must notify the individual responsible for maintaining the records. The notice must be in writing and specifically identify the item challenged and the basis for the custodian of the challenged records.
2. All initial meetings will be informal and participants will include: the custodian of the challenged records or information, the student and the author (if appropriate) of the material.
3. If any of the participants (record custodian, student or author) are not satisfied with the results of the informal meeting, a formal hearing will be conducted under the following procedures:
  - a. The hearing will be conducted within seven university working days following the request for the hearing.
  - b. The hearing will be conducted by an institutional official or other party who does not have direct interest in the outcome of the hearing appointed by the Senior Vice President for Student Affairs & Enrollment Management.
  - c. The student may present evidence relevant to the content of the educational records to demonstrate how they are inaccurate, misleading or otherwise in violation of the privacy rights of the student. The hearing also provides an opportunity for correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained in the records and for insertion into the records a written

explanation by the student requesting the content of the challenged records.

- d. A written decision must be delivered in writing to all interested parties within seven university working days after the conclusion of the hearing.

### **G. Release of Student Directory Information**

The following student information is considered Texas Tech University Directory Information:

- a. Student Name
- b. Permanent and Local Addresses
- c. Telephone Numbers
- d. Date and Place of Birth
- e. Classification
- f. Major Field of Study
- g. Dates of Attendance
- h. Degrees, Awards, and Honors Received
- i. Specific Enrollment Status
  1. Full-time, Part-time, Half-time
  2. Undergraduate, Graduate, Law
- j. Participation in Officially Recognized Sports and Activities
- k. Previous Institution Attended

This information will be released by various campus offices periodically, or on request, unless the student stipulates that directory information (as defined above) be withheld. Students may request that directory information be withheld in writing in West Hall, room 103, or by restricting personal directory information at [www.Raiderlink.ttu.edu](http://www.Raiderlink.ttu.edu) on the MyTech account. Students should select the Directory Profile link located under Personal Information and uncheck the box next to their name. .

The publication known as the Texas Tech Campus Directory is one type of printed periodical containing data classified as “directory information.” To restrict directory information from appearing in the printed directory, students must go to Raiderlink and restrict directory information **prior** to the 12<sup>th</sup> class day in the fall term. Restricted directory information will remain restricted until the student unrestricts the information.

### **H. Destruction of Records**

The university constantly reviews the “educational records” it maintains and periodically destroys certain records. The university will not destroy records if prohibited by state or federal law. The student’s basic scholastic record is kept and maintained permanently in the Office of the Registrar. Disciplinary records are maintained for at least seven years in the Student Judicial Programs office. Student Disability Services records are maintained for three years after the last date of enrollment.

## **I. Letters of Recommendation**

1. Students may review recommendations used in application for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives, in writing, the privilege of examination.
2. Appropriate forms are available in the University Career Services for students using this service for future employment purposes. These forms are designed to provide the student with several options concerning the use and confidentiality of future letters of reference and recommendation.
3. Under the Family Educational Rights and Privacy Act 1974, as amended, the student does not have access to confidential letters and statements of recommendation which were placed in the educational records before January. 1, 1975, if the letters or statements are used for purposes for which they were specifically intended.

## **J. Medical Records**

Medical records are maintained for students seen by a Student Health Services provider. Information contained in the medical record is completely confidential and will not be released to another person or institution without written permission of the student unless otherwise authorized by law. Students needing to request a copy of their medical records may contact Student Health Services at (806) 743-2860.

## **PART V: Student Grievance Procedures**

### **A. General Grievance Policy**

Prior to filing a formal grievance, students are encouraged to attempt to resolve the concern directly with the individuals involved or informally with the assistance of the Ombuds for students. Students will find that most situations can be effectively addressed in this manner. In general, students wishing to review the action of an individual or department should direct their questions to the persons responsible for the individual or department. Procedures for handling specific concerns are outlined below.

1. *Personal Records*

Guidelines governing student access to personal records and the procedures for challenging information in these records are contained in the student records policy that is detailed in the Student Handbook Part IV.

2. *Disciplinary Action*

The university disciplinary appeals process is outlined in the Student Handbook Part IX, Section E. Procedures relating to the School of Law are contained in the Honor Code of the School of Law. Procedures relating to the School of Medicine, School of Nursing and the School of Allied Health are contained in the School of Medicine Student Handbooks, School of Nursing Student Handbook, and the School of Allied Health Student Handbooks.

3. *Employment*

A student wishing to pursue a grievance concerning employment with the university and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Office of Equal Employment Opportunity in accordance with the grievance procedures outlined in the university Operating Policy 70.10. The procedures manual may be reviewed in the Office of Equal Employment Opportunity.

4. *Grades*

The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance. A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. The complete student grade appeal policy and procedure is listed in Texas Tech University Operating Policy 34.03. A copy of the grade appeal procedures may be obtained from any academic college dean's office or from the Office of the Provost. Also, refer to the Student Handbook Part II, Section B, Academic Integrity.

5. *Students with Disabilities*

Students with grievances related to discrimination on the basis of a disability may contact the Associate Vice President for Student Affairs & External Relations. Students with concerns which arise out of their employment with the university should refer to No. 3 on Employment. Any student seeking remedy on the basis of disability must register as a disabled student with Student Disability Services and must provide all required documentation of disability.

6. *Race, Religion, National Origin, Age Discrimination*

Grievances related to discrimination on the basis of race, religion, national origin, age or sexual orientation should be pursued through regular administrative channels. Academic matters are to be handled in the academic administrative structure culminating in review by the Provost. Nonacademic student matters should be directed to the Associate Vice President for Student Affairs & Dean of Students and be reviewed in conjunction with the Vice President for Institutional Diversity & Community Engagement.

7. *Sex Discrimination*

Discrimination on the basis of sex in student programs and activities or employment is prohibited under Title IX of the Higher Education Amendment of 1972, Title VII of the Civil Rights Act and the Texas Human Rights Act. Complaints concerning the violation of these acts should be directed to the Associate Vice President for Student Affairs & Dean of Students and be reviewed in conjunction with the Managing Director of the Office of Equal Employment Opportunity (EEO).

8. *Sexual Harassment*

Student concerns about sexual harassment which include faculty, staff or students should be directed to the Associate Vice President for Student Affairs & Dean of Students and reviewed in conjunction with the Managing Director of the Office of Equal Employment Opportunity (EEO), in accordance with university Operating Policy 10.09 regarding sexual harassment. Also, refer to the Student Handbook Part IX, Section B, 7d.

9. *Traffic and Parking Citations*

Students may appeal a campus parking citation in writing either online at [www.parking.ttu.edu](http://www.parking.ttu.edu), by email at [parking@ttu.edu](mailto:parking@ttu.edu) or by US Mail to 2903 -4<sup>th</sup> Street, Room 145; Lubbock TX 79410. University Parking Services regulations and a description of the three-tiered appeals process as described in the Traffic and Parking Rules and Regulations available online or in person from the Texas Tech Police Department or at University Parking Services..

10. *Graduate School Requirements*

Graduate students may appeal the results of comprehensive or final examinations for a degree, allegedly excessive requirements by an advisor or committee or other activities relating strictly to

graduate education under procedures established by, and available in, the Graduate School Dean's Office.

#### **A. General Grievance Procedures**

A general procedure for a grievance filed in the Associate Vice President for Student Affairs & Dean of Students shall be as noted below. The general procedures set forth do not apply to applicants for employment or applicants for admission to the university.

1. Any student wishing to file a grievance based on discrimination shall notify the Associate Vice President for Student Affairs & Dean of Students of that complaint in writing.
  - i. The written notice should state specifically in what way the student was discriminated against, by whom and on what date or dates, giving the name address and telephone number of the student and, if possible, of any other persons allegedly involved either as witnesses or participants. The student should also state specifically what remedy the student seeks.
  - ii. The written grievance must be signed by the student, hereinafter referred to as the complainant, and filed within 30 university working days of the alleged discrimination. Determination as to whether complaints filed after this deadline will be considered is done on a case-by-case basis.
2. The appointed staff member in the Associate Vice President for Student Affairs & Dean of Students follows the requirements of due process consistent with these procedures. In any complaint proceeding, all parties shall have the right to:
  - a. Be notified of the alleged discrimination, specific acts involved and remedy sought.
  - b. Know the source of the complaint.
  - c. Be accompanied by an advisor for advisory purposes only at any proceeding.
3. An investigation, as may be appropriate, shall follow the filing of a grievance. In most instances, the investigation shall be conducted by a staff member in the Associate Vice President for Student Affairs & Dean of Students Office in conjunction with other appropriate administrators as outlined above. These rules contemplate informal but thorough investigations, affording all involved parties an opportunity to submit evidence relevant to the grievance. The investigation process generally is completed within 30 university working days from when the written allegation is filed.
4. A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the investigator and a copy forwarded to the complainant.

5. The investigator shall maintain all files and records relating to the grievances filed for one calendar year.
6. The complainant may, in writing, request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 5 university working days to the Senior Vice President for Student Affairs & Enrollment Management.
7. The Senior Vice President for Student Affairs & Enrollment Management will review the grievance resolution and notify the complainant of the resulting determination in writing within 15 university working days.
8. Final determination rests with the Senior Vice President for Student Affairs & Enrollment Management unless specifically noted elsewhere.
9. The right of a student to a prompt and equitable resolution of the complaint so filed shall not be impaired by the student's pursuit of other remedies, such as the filing of a complaint with the responsible federal department or agency.

## **PART VI: Registration of Student Organizations**

### **A. Categories and Definitions**

#### **1. *Registered Student Organizations***

A registered student organization is a group (president, treasurer and a minimum of three members, excluding officers) comprised of at least five students enrolled at Texas Tech University who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations and standards of the university and/or federal, state and/or local statutes. Generally, student groups broadly fall under one of the following categories: Academic/Professional, Honorary, International, Social Fraternities/Sororities, Graduate, Multicultural, Religious, Residence Hall, Service, Spirit, Recreational, Law School and Special Interest. All student organization registration is administered by Student Union & Activities.

#### **2. *Sports Clubs***

Recreational Sports is responsible for the oversight of the Texas Tech Sports Club program. This program exists to promote and develop interest in sports. Sports club members learn new skills, engage in competition and enjoy the recreational and social fellowship of sport. A group seeking sports club status must first be a registered student organization, subject to the rules and regulations of the university. Following the organization registration process, a group should request a meeting with Recreational Sports to initiate the application process for sports club affiliation. After obtaining Sports Club status, groups must also comply with the guidelines of Recreational Sports.

#### **3. *Social Fraternities/Sororities***

The Center for Campus Life is responsible for the oversight of Texas Tech Social Fraternities and Sororities. A group seeking social fraternity or sorority status must first be recognized by one of the four governing councils for social fraternities and sororities: Interfraternity Council, InterGreek Council, National Pan-Hellenic Council, and Panhellenic Council. If the Center for Campus Life deems that the student organization's actions or activities are detrimental to the educational purposes of the university or not in accordance to the current Student Handbook, the registration of the student organization may be temporarily suspended in accordance with Part VI: Registration of Student Organizations, Section I.

### **B. Conditions for Registration of New and Reforming Student Organizations**

1. Membership in a student organization shall be open only to students enrolled at Texas Tech University without regard to race,

religion, sex, disability or national origin; except in cases of designated fraternal organizations which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. All student organizations registering as a social fraternity or social sorority must show proof of their Title IX exemption by attaching to their registration application a letter from their national affiliate with their IRS 501 C number. Student organizations filing for registration as a social fraternity or social sorority should also obtain concurrent membership from the umbrella governing organization and/or board (Interfraternity Council, Inter-Greek Council, National Pan-Hellenic Council, Panhellenic Council).

2. Faculty and staff may hold associate memberships to the extent allowed by the student organization's constitution.
3. The organization shall not duplicate the purposes and functions of a previously or currently registered student organization unless the need for duplication is substantiated with Student Union & Activities.
4. All funds allocated to a registered student organization from university-controlled sources must be maintained in a university account. Additional resources acquired by fundraising may be kept in an off-campus organizational account.
5. The student organization shall show initiative in effectively meeting its stated goals and be lawful and peaceful in its activities. Student Union & Activities is available to assist in organizational development.
6. The student organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/associate members should not be granted voting privileges nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at Texas Tech University.
7. Registered student organizations shall not use the name, logotype or symbols of the university as part of its name or in its publications. In addition, the organization shall not advertise or promote functions or activities in a manner that suggest sponsorship by the university. Registered student organizations are permitted to use the word "Tech" as a part of their names or to use the complete statement "a registered student organization at Texas Tech University." Approval of the use of logos or symbols protected by Texas Tech University is under the discretion of the Athletic Department External Operations, Texas Tech University.
8. Solicitation is prohibited on campus by registered student organizations that may abridge any contractual agreements of Texas Tech University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives

or materials in the Student Union & Activities. Any student organization wishing to solicit on campus must follow the policies and procedures listed in the current Student Handbook, Part VIII.

9. All registered student organization resources must be used to advance and support the organization's purpose, identified goals, and/or mission.
10. Must comply with university rules, standards, and policies.
11. Student organization registration does not imply university approval of either the organization or its functions or activities.

### **C. Registration of New and Reforming Student Organization\**

1. New and/or reforming student organizations that desire the benefits of a registered student organization must attend a Student Organization Registration Seminar (the seminars are scheduled weekly throughout the spring re-registration period) and/or make an individual appointment with the Student Union & Activities staff to discuss the policy regulating the registration of student organizations.
2. After attending the seminar or individual appointment and reviewing the policy regulating student organization registration, students who are still interested in reorganizing or forming an organization and are in a position to meet the requirements of registered student organizations, should complete an online registration packet. Please go to Student Organization page on the Student Union & Activities website at [www.studentorgs.ttu.edu](http://www.studentorgs.ttu.edu) and you will be guided through the process of completing the registration process online.
  - a. Student organizations will need to assign a representative from their organization to use their eRaider user account to access the database. Also, when those responsibilities change, organizations need to be sure to change the user access from the existing to the newly designated representative. If, for any reason, this transition becomes difficult, please discuss it with the Student Union & Activities staff.
  - b. To validate the online process, student organizations must:
    - i. List of Officers (must have president and treasurer).
    - ii. List of membership, must have a minimum of three members (signatures required) in addition to a president and treasurer (total minimum organization size of five).
    - iii. List a member of the organization as the Student Organization Advisory Congress (SOAC) representative for Undergraduate Organizations or Graduate Student Organization Advisory Congress (GSOAC) representative for Graduate Organizations (Either an officer or a general member may be listed.).

- iv. Submit updated copy of local constitution and by-laws and constitution and by-laws of any other local, state or national affiliate organization. (If applicable) Please sign and date all constitutions.
  - v. New student organizations registering as a single-sex, social fraternity or social sorority must show proof of their Title IX exemption. Upon filing their registration application, groups must attach a letter from their national affiliate with their IRS 501C (Internal Revenue Code) tax exemption number from the Internal Revenue Service. This is the mechanism the government uses to verify single-sex exemption.
  - vi. Provide a signature, title, campus address, telephone number and e-mail address of a full-time Texas Tech University faculty or staff member indicating their willingness to serve as the organization's advisor.
  - vii. Sign an agreement to comply with all university standards, rules and/or policies as well as all federal, state, and/or local laws.
  - viii. Submit the signed signature page(s) to complete the registration process. These forms can also be faxed, mailed, or delivered to Student Union & Activities.
3. A student organization may file the "intent to form" a registered student organization application with Student Union & Activities staff administering student organizations. This is a temporary status, which lasts for 90 days and allows the non-registered group the privileges of university facilities and publicity venues common to registered student organizations. The 90-day time period should be used to recruit new members, develop a constitution and by-laws and obtain a permanent full-time faculty/staff advisor.
4. Before the "intent to form" expiration deadline, students still interested in permanent status should complete a registration packet, including a copy of all required constitutions, and schedule a meeting with the Student Union & Activities staff to discuss finalizing their status as a registered student organization. Extensions of the "intent" status are possible under extenuating circumstances and requests should be addressed to the Student Union & Activities. Although re-registration of current groups occurs during the spring, this does not mean that new or reforming groups have to wait until the spring to complete the process.
5. The completed registration application must be received by Student Union & Activities annually by mid-April (date to be announced annually).

## **D. Benefits**

### **1. *Registered Student Organizations***

Benefits include: free space reservations in the Student Union, free mailbox in the Student Union, organization information published online, posting on campus, use of university logo (with permission of Athletics Department External Operations), leadership training, ready references and access to Involvement Center, opportunity for free cubicle space through Student Union & Activities, and free webpage through Academic Computing Services. Registered student organizations may apply for funding through the Student Government Association (SGA) each year provided they are registered as a student organization with the Student Union & Activities prior to the application deadline for reviewing registered student organization funding.

### **2. *Sports Clubs***

Sports clubs are entitled to all of the benefits of a registered student organization. In addition, each club receives administrative and financial support from Recreational Sports. In addition, each club receives administrative and financial support from Recreational Sports. However, since the Sports Club program receives its funding from the Student Recreation Fee, organizations that affiliate with Recreational Sports are not eligible for SGA funding. Sports Clubs not affiliating with Recreational Sports are not eligible for SGA funding.

## **E. Faculty or Staff Advisor**

1. Each registered student organization shall have a full-time university faculty or staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance of organizational meetings and functions is encouraged to facilitate incorporating the advisor into the organization's program planning and decision-making. The advisor should certify the organization's expenditures by co-signing all checks or vouchers. Most importantly, the advisor must oversee adherence to university standards, rules and/or policies as well as the organization's constitution and by-laws.
2. Registered student organizations may have additional advisors, i.e. coaches (typical of sports clubs) or alumni advisors, to the extent permitted by their constitution and/or by-laws; however, one advisor must be a full-time Texas Tech University faculty or staff member as required and identified in the registration packet.
3. Any individual who is a secondary advisor or coach who is not affiliated with the university or is not a full-time Texas Tech employee should also be included when filling out the registration

application, complete with names, addresses, telephone numbers and emails.

4. Registered student organizations have 10 university business days to notify the Student Union & Activities with the name, address, telephone number and email of any new or replacement full-time university faculty or staff member appointed as their advisor. Failure to do so may result in suspended privileges.
5. Certain student organizations do not choose their advisor(s); rather, they are assigned a full-time faculty or staff person by the department to oversee the administration of those areas, groups and resources.
6. Established full-time university faculty or staff members, who reduce employment hours below full-time status and maintain an office on-campus, may continue to function as the "Primary" advisor of a student organization with the approval of Student Union & Activities.

#### **F. Prerequisites for Maintaining Registration**

To maintain its active status throughout the academic year, a registered student organization must meet or submit the following criteria to the Student Union & Activities.

1. File a list of its current officers and SOAC/GSOAC representative within 10 university business days from the day of elections and file notification of subsequent changes when such occur.
2. File a list of its current advisors within 10 university business days of the acceptance of the full-time faculty or staff advisor to the position. Notification of advisor changes should also be made within 10 university business days.
3. Submit all changes in documents on file relating to the organization (i.e., revisions to constitution, changes in statement of purpose, procedures for handling organization funds or membership requirements). Registered student organizations shall be responsible for updating any revisions to their local and affiliate constitutions with Student Union & Activities within 10 business days of any changes. Should an organizational dispute occur that involves university intervention, registered student organizations are bound by the constitution and by-laws on file with Student Union & Activities.
4. Conduct its affairs in a lawful manner as a collaborative entity, in accordance with the constitution and by-laws it has on file, and applicable policies, rules, regulations and standards of the university and/or federal, state, and/or local statutes.
5. Registered Student Organizations are required to function (on and off campus) within established guidelines including, but not limited to, University Operating Policies and Procedures.

6. Solicitation on campus by registered student organizations may not abridge any contractual agreements of Texas Tech University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials with the Student Union & Activities staff.
7. Ensure off-campus individuals or organizations whose appearance on campus is sponsored by the organization observe all applicable policies, rules, regulations and standards of the university.
8. In accordance with Texas Education Code, Section 51.9361, all registered student organizations are required to attend training sessions on the topic of risk management as it relates to individuals, organization functions, and/or activities. Social fraternities and sororities and Sports Clubs are required to attend the Clay R. Warren Memorial Risk Management Retreat annually. Student Union & Activities and/or other designated departments may require other student organizations to attend the Clay R. Warren Memorial Risk Management Retreat in order to fulfill this requirement. Student organizations not required to attend will participate in an alternative risk management training opportunity identified by Student Union & Activities.
9. Student Union & Activities and/or the Student Judicial Programs may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the Student Handbook.

#### **G. Temporary Suspension and Denial of Registration**

1. A student organization will not be officially registered with the Student Union & Activities if it is determined that the organization's actions or activities are detrimental to the educational purposes of the university or not in accordance to the Student Handbook. The registration of a student organization may be temporarily suspended while an investigation is pending involving an alleged violation of registered student organization policies and procedures as outlined in the Student Handbook. The registered student organization will be afforded all due process guidelines as described in the Student Handbook. The president of the student organization may file an appeal in writing to the Managing Director of Student Union & Activities within five university business days from the date of the "temporary suspension" notification letter. If the director upholds the decision, the president of the student organization may appeal in writing within five university business days to the Associate Vice President for Student Affairs & Dean of Students. The decision of the Associate Vice President for Student Affairs & Dean of Students shall be final.
2. The president and advisor of the student organization shall be notified of a decision to deny registration in writing by the Student

Union & Activities. The president of the applying organization may wish to schedule a meeting with the Associate/Assistant Director of Student Union & Activities to discuss the denial. If, following the meeting, the group wishes to file an appeal, the president must do so in writing to Student Union & Activities within five university business days from the date of the “denial” notification letter. If the Director upholds the decision to deny registration, the president of the applying organization may appeal in writing within five university business days to the Associate Vice President for Student Affairs & Dean of Students. The decision of the Associate Vice President for Student Affairs & Dean of Students shall be final.

## **PART VII: Use of University Space, Facilities and Amplification Equipment**

### **A. General Policy**

With the exception of free expression activities outlined below, the space and facilities of the university are intended primarily for the support of the instructional programs of the institution. Second priority is given to programs sponsored and conducted by university academic and administrative departments or organizations affiliated with those departments. Beyond these two priorities, use of campus space and facilities is encouraged for activities that have as their purpose service or benefit to the Texas Tech University community, and that are sponsored by registered student organizations. University buildings, grounds or property may not be used by individuals or organizations not connected with the university, with the exception of the use of Forum Areas for free expression as set forth in Section F below or as otherwise permitted under Texas Tech University or Texas Tech University System policies. An individual who is not a student, faculty, or staff member may attend functions or activities held on university property, but to be eligible for the use of campus facilities, the function or activity must be sponsored by and affiliated with a university department or registered student organization. Sponsorship and/or co-sponsorship minimally include, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations. A department, student or registered student organization may not reserve space or facilities on campus and permit it to be used by a non-registered organization or off-campus group or person. Except as otherwise permitted under Texas Tech University or Texas Tech University System policies, non-registered organizations or off-campus groups or persons not sponsored by a department or registered organization will not be permitted to reserve space on campus. State law requires that university facilities and property be used only for state purposes and not for private gain.

### **B. Reservation Requirements**

Reservations must be made for the use of buildings and grounds under the control of the university. Requests for reservations will be granted according to the priorities of the designated area. Requests must be made to the appropriate office. Requests from registered student organizations must be signed by the organization's president and full-time faculty/staff advisor. Requests from individuals must be signed by the person applying for the use of the space or facilities.

### **C. Use of Facilities by Student Organizations**

1. Student organizations must be registered to use university facilities or grounds.

2. A student organization that has petitioned Student Union & Activities for registration status may hold up to three meetings in the Student Union pending action on the petition. These meetings must be held within a 25 calendar-day time period from the date the petitioning organization filed its intent to register. Other campus facilities or space may not be reserved by “petitioning” student organizations.

#### **D. Procedure and Priorities for Designated Facilities**

##### **1. *Student Union***

Priority for use of space in the Student Union is given to programs and activities which are conducted by the various departments within the Division of Student Affairs & Enrollment Management. Secondary priority is given to registered student organizations and university departments. Reservations must be made in the Student Union Office Room 203.

##### **2. *Academic Buildings***

- a. Any registered student organization may request the use of space in academic buildings for specific purposes. These purposes may include, but are not limited to, regular meetings of honorary or professional organizations, lectures, seminars or workshops and special programs and functions. The space must be reserved through the Academic Support and Facilities Resources Office. Recurring space assignments may be made for one semester only. All space assignments are made on the basis of use consistent with the purposes of the university and of available space. Space assignments will not be made during final examination periods. Academic use by departments and colleges has priority over other uses and organizational assignments may be changed or canceled if conflicts with regular academic programs develop.

- b. Academic space will be assigned on a limited basis if:
  - 1) Suitable space is not available in the Student Union.
  - 2) The intended use is in keeping with the educational purposes of the university.
  - 3) The intended use does not conflict with the use by academic programs or academic organizations.
  - 4) The intended use does not conflict with normal security and maintenance schedules.

##### **3. *Residence Halls***

Regularly enrolled students who live in the residence halls and participate in the residence hall governments have first priority for all residence hall facilities. Facilities may also be provided for individuals or groups whose activities are sponsored by, or affiliated with, University Student Housing. University departments or

registered student organizations may use residence hall facilities during the summer, or at times when space is available, for workshops, institutes, short courses and conferences. However, space availability is limited, and requests for the use of residence hall space must be made to the Director of University Student Housing.

4. *Intercollegiate Athletic Facilities*

The Jones/AT&T Stadium Athletic Complex, R.P. Fuller Track Stadium, Dan Law Field, McLeod Tennis Center, Rocky Johnson Field, John Walker Soccer and other athletic fields are owned and maintained by the university for the primary use and benefit of the intercollegiate and intramural athletic programs of the university, of allied non-university athletic activities consistent with such programs and of official academic events of the university. The use of these facilities shall be limited to these purposes unless otherwise authorized by the Intercollegiate Athletics Office. Requests for use of all intercollegiate athletic facilities must be made to the Intercollegiate Athletics Office.

5. *Recreational Facilities*

The Robert H. Ewalt Recreational Center, Aquatic Center, recreation fields, tennis courts, handball courts and basketball courts are intended primarily for student recreational and instructional use on an organized group and individual basis. Recreational Sports is responsible for scheduling the use of these facilities.

6. *United Spirit Arena*

The United Spirit Arena is a 15,000-seat multi-purpose facility and is host to a variety of entertainment and athletic events, including Texas Tech University basketball and volleyball, commencement ceremonies, concerts and numerous meeting room events. Facilities available for lease within the United Spirit Arena include the four meeting rooms in the City Bank Conference Center, the Arena Food Court, the arena concourse, the arena floor and the arena bowl area. Registered student organizations receive rental discount for the City Bank Conference Center meeting rooms. Texas Tech University Commencement, Health Sciences Center Commencement, Texas Tech basketball and volleyball games and major arena events, such as concerts, have priority in booking the United Spirit Arena. Space in the United Spirit Arena is reserved through the Arena Management Office.

## **E. Use of Campus Grounds**

1. Selected grounds area (other than those described above) are available for activities that are sponsored and approved by university departments, registered student organizations or individual faculty, students and employees. Academic use by

departments and colleges has priority and assignments may be changed or canceled if conflicts with regular academic programs develop.

2. Students or registered student organizations desiring to use campus grounds must register for grounds use in Student Union & Activities (Student Union Room 203). Faculty, staff, or departments of the university desiring to use campus grounds must register for grounds use in the Academic Support and Facilities Resources Office (Room 246 Administration Building). In accordance with the university's Operating Policy 61.02 regarding Use of University Grounds, Facilities and Amplification, each use must be approved in writing by the Outdoor Events Coordinating Committee (OECC). Requests must be submitted at least six university working days before the intended use. Recurring use assignments shall not be permitted.
3. The Student Union & Activities and the Academic Support and Facility Research will coordinate all grounds use applications and shall grant only grounds use requests that are consistent with applicable university regulations and local, state and federal law.
4. A permit granting grounds use shall specify the boundaries of the area to be used, the date for which the use is approved, the time at which the proposed activity may begin, the time at which the reservation for the use expires and any special provisions concerning the use of the space. No request will be approved for activities occurring during individual study days and/or final examination period.
5. Students or registered organizations using a designated area are subject to the following requirements:
  - a. Use of amplification equipment must comply with Section H of these regulations.
  - b. A structure may not be erected on campus grounds without prior written approval that will include arrangements for cleaning up after the event.
  - c. If any expenses will be incurred in the course of an event, the sponsor or co-sponsor will be required to supply a university account number before the activity can be approved by the Outdoor Events Coordinating Committee.
6. Violations of these campus grounds use regulations are subject to the disciplinary sanctions, conditions and/or restrictions and procedures out lined in the *Code of Student Conduct*.
7. Students or registered student organizations desiring grounds use may be required to provide evidence of appropriate liability insurance in accordance with recommendations from the General Counsel's Office, Risk Management Office, other university departments or others as necessary prior to approval from the Outdoor Events Coordinating Committee.

8. Participants in, and/or sponsors for, events may be required to sign a “Hold Harmless” release.
9. The sponsor should contact the Environmental Health and Safety Department to make necessary arrangements for any event that includes concessions or a mobile concession stand. In order for any person, vendor, organization to operate a temporary food service or mobile unit on Texas Tech property, the Environmental Health and Safety Department must issue a valid Temporary Food Service Permit.
10. The sponsor should contact the University Parking Services Department to make necessary parking arrangements for the event.

#### **F. Freedom of Expression Activities and Forum Areas**

The open exchange of information, opinions, and ideas between students is an essential element of the campus experience. These policies are intended to protect the interests of all students as well as other members of the university community. These policies presume that students are generally free to engage in freedom of expression activities in those outdoor areas of campus that are common and accessible to all students (such as park-like areas and sidewalks) without the need of prior approval of the university.

Although the Texas Tech University campus is generally an open campus for purposes of student freedom of expression activities, students are encouraged, and persons and groups not affiliated with the university are required, to use the Forum Areas of the campus for freedom of expression activities.

1. The following are the Forum Areas as currently defined at Texas Tech University. Each location is marked with a plaque that reads, “Forum Area,” and may be used on a first-come, first-serve basis.
  - a. Southwest Collections – the outdoor gazebo and concrete octagon surrounding it located immediately east of the Southwest Collections building close to the corner of 15<sup>th</sup> Street and Boston Avenue.
  - b. Engineering Key – the northern 1/3 of the grassy area of the Engineering Key from the diagonal sidewalk going north to the flowerbed and bound by the street curbs on the east and west sides.
  - c. Student Union – northeast corner (15<sup>th</sup> Street and Akron Avenue).
  - d. Student Union/Library Plaza – the southern 1/3 of the plaza between the Student Union and Library described as follows: From the southwest raised flowerbed in front of the Library on the west to the black brick border of the flowerbeds on the east; and from the black brick border that stretches from

- the Library steps to the flowerbed outside the Student Union west entrance on the north to the bollards on the south end.
- e. Jerry S. Rawls College of Business Administration – the western half of the courtyard between the College of Business Administration building and the Architecture building as described by the midway sidewalk on the east to the inside of the Flint Avenue sidewalk on the west and the sidewalks on the north and south sides.
  - f. Urbanovsky Amphitheater – the Urbanovsky Amphitheater bound on the west by the second semicircular sidewalk, on the east by the inside of the sidewalk bordering Flint Avenue, and by the north and south sidewalks.
2. Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:
    - a. The location selected for the activity is inadequate for the purpose for which it will be used (either too close to buildings, not big enough for the event, etc.);
    - b. The activity substantially interferes with either vehicular or pedestrian traffic;
    - c. The activity blocks the ingress or egress to buildings;
    - d. The space is not available due to prior reservation;
    - e. The activity conflicts with a previously planned university activity;
    - f. The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university;
    - g. The activity presents an unreasonable danger to the health or safety of the applicant or other individuals;
    - h. The activity is prohibited by local, state, or federal law; or
    - i. The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on campus.
  3. Students engaged in freedom of expression activities may be subject to discipline under the Code of Student Conduct for the following actions:
    - a. Activities that are illegal.
    - b. Activities that deny the rights of other students, faculty and staff of the university.
    - c. Activities that substantially obstruct or restrict the free movement of persons on any part of the university campus, including the free entry or exit from university facilities.
    - d. Activities that deny the use of office or other facilities to the students, faculty, staff or guests of the university.
    - e. Activities that threaten or endanger the health or safety of any person on the university campus.

- f. Activities that include the use of obscenities, libelous statements, or “fighting words,” as defined by law.
  - g. Activities that result in damage to or destruction of university property;
  - h. Activities that attempt to prevent a university event or other lawful assembly by the threat or use of force or violence.
4. Signs, banners, posters, and other displays used for freedom of expression activities must be handheld and must remain in the hands of individuals engaged in the expressive activities at all times.

### **G. Appeals of Ground Use Request Denials**

Students of registered student organizations whose requests for the use of campus grounds or non-academic space are denied, may appeal to the Managing Director of Student Union & Activities as follows:

1. A written appeal describing the objections to the denial presented to the Managing Director of Student Union & Activities must be filed no later than five university working days after the receipt of notice of the denial from the Outdoor Events Coordinating Committee.
2. The Managing Director of Student Union & Activities will convey the appeal decision, in writing, to the student or registered student organization and to the Outdoor Events Coordinating Committee within a reasonable time from the receipt of the written appeal.

### **H. Use of Amplification Equipment**

1. *Use of Amplification Equipment for Freedom of Expression Activities*
  - a. Use of Amplification Equipment in Forum Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities within the designated Forum Areas from 8:00am to 5:00pm Monday through Friday.
  - b. Use of Amplification Equipment in All Other Outdoor Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities in all other outdoor areas of the campus from 2:00pm to 5:00pm Monday through Friday.
  - c. Use of amplification equipment is subject to all rules concerning the time, place, and manner of freedom of expression activities and Forum Areas as set forth in Section F of this policy.
  - d. Only handheld amplification devices are permitted.
  - e. No amplification of sound is permitted during the week prior to or the week of final exams.

- f. The volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
- g. Use of amplification equipment shall not create a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university community.

## 2. *Other Use of Amplification Equipment*

The use of loudspeakers, any other type of amplification equipment (e.g. Portable stereo devices, portable studios, etc.), or amplified musical instruments on university grounds by students and/or registered student organizations for any purpose other than expressive activities as set forth in Section H(1) above is by permission only.

- a. Applications from individuals, departments, and organizations for permission to use amplification equipment must be made on the Grounds Use and Solicitation Request form provided by Student Union & Activities and Academic Support and Facilities Resources.
- b. Applications must be submitted at least six university working days before the intended use.
- c. The Outdoor Events Coordinating Committee and the Director of Academic Support & Facilities Resources may prescribe rules concerning scheduling, maximum sound levels, location and direction of speakers, and other rules to facilitate the use of amplified sound to mediate any conflict with university functions, classes in session, examinations, other nearby activities, and the campus environment.
- d. The use of amplification equipment for solicitation purposes must conform to all campus grounds use provisions, as well as policies governing solicitation and commercial activities.
- e. The use of such equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours without written permission from Academic Support and Facilities Resources.
- f. Sound equipment must not be disruptive, and the volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
- g. Special events such as dances, pep rallies, ceremonies, or recreational activities that include the use of bands or amplification equipment may be held in approved locations only with prior approval of Student Union & Activities and/or academic Support and Facilities resources.
- h. Outdoor dances utilizing sound amplification devices may be held only on Friday and Saturday nights, and must

terminate by 1:00am. Bands may use their own equipment as such dates.

3. *Academic Use*

- a. The appropriate use of loudspeakers for official university activities inside academic buildings, or on the campus as a part of the academic instructional program, is determined and approved by the Office of the Provost.
- b. Permission for use of the victory bells or carillon bells in the towers of the Administration Building must be requested through the Office of the Provost at least one university working day before time of intended use. Use of the bells must not interfere with the normal functions and programs of the university. See OP 30.21.

## **PART VIII: Solicitations, Advertisements and Printed Materials**

### **A. General Policy**

The primary mission of the university is education. The university is responsible for promoting and protecting the intellectual and cultural growth and development of the institution and the members of its community. Therefore, solicitations or advertisements and sales, displays or distribution of publications on the campus are not permitted, except as provided below or as provided by law.

### **B. Definitions**

1. Solicitation includes, but is not limited to requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets or offering other comparable materials and privileges in person or by handbills, posters or similar materials to promote sales.
2. Advertisements are the displays of any items that have, as an integral part of their design, the identification of a consumer product or service.
3. Printed materials are publications, handbills, posters, leaflets and other written matter intended for public distribution, sale or display on campus.

### **C. Solicitations**

1. *Jurisdiction:*
  - a. All solicitation requests should be directed to the Outdoor Events Coordinating Committee for review. Complete the Grounds Use/Solicitation Request form at [www.sub.ttu.edu](http://www.sub.ttu.edu) and return to Student Union & Activities. Requests must be submitted at least six university working days before intended use.
  - b. All regulations pertaining to on-campus solicitations by students and registered organizations shall be administered by the Director of Student Union & Activities.
  - c. All regulations pertaining to on-campus solicitations by university departments and staff shall be administered by the Senior Vice President of Administration and Finance.
  - d. All regulations pertaining to on-campus solicitations by academic departments and faculty shall be administered by the Provost and Senior Vice President of Academic Affairs.
  - e. Solicitation of all gifts, donations, and non-contractual grants from private philanthropic sources (e.g., individuals, foundations, and corporations) are administered by the Vice Chancellor of Institutional Advancement and in accordance with OP 02.02.

2. Solicitations by registered student organizations and students are prohibited on Texas Tech University grounds and facilities except for:
  - a. Activities supporting the educational mission of the institution;
  - b. Promotion of organizational activities consistent with organization mission;
  - c. Recruitment of members or membership drives;
  - d. Accepting donations on behalf of altruistic or charitable projects;
  - e. Scholarship and/or fundraising projects in support of organization mission.
3. The regulating offices may grant special permission for solicitation purposes or places not listed above in exceptional circumstances. Permission will not be granted for any activity which promotes the use of alcoholic beverages, infers sponsorship by Texas Tech University or violates any federal, state and/or local laws and/or University policies.
4. In order to solicit in University buildings, authorization is required via the Outdoor Events Coordinating Committee and appropriate building manager.
5. Registered student organizations may use the university's registered marks when used in connection with a student organization activity, provided items are acquired from a licensed vendor. A *Royalty Waiver Form for Registered Student Organizations*, must be completed, signed by an authorized representative and advisor of the organization, and returned to the Office of Intercollegiate Athletics External Operations. Along with the royalty waiver form, a sample or drawing needs to be provided showing how the university's registered marks are to be used before production of the merchandise can proceed. For additional information on licensing and use of Texas Tech University registered names, logos and trademarks, refer to OP 54.03 or contact the Office of Intercollegiate Athletics External Operations.
6. Requests for permission to solicit are granted for a specified period. To be eligible to solicit, an individual must present current student identification and *submit* Grounds Use/Solicitation request form to Student Union & Activities. A permit to solicit may be revoked if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
7. Decisions by the Outdoor Events Coordinating Committee rejecting or revoking permission of students or registered student organizations to solicit may be appealed to the Managing Director of Student Union & Activities.
  - a. A written appeal describing the objections to the denial to the Managing Director of Student Union & Activities must

be filed no later than five university working days after receipt of notice of denial from the Outdoor Events Coordinating Committee.

- b. The Managing Director of Student Union & Activities will convey the appeal decision, in writing, to the student or registered student organization and to the Outdoor Events Coordinating Committee within five university working days from the receipt of the written appeal.
- c. The student or registered student organization may not appeal beyond the Managing Director of Student Union & Activities.

## **B. Advertisements**

1. Advertisements by commercial organizations, either as groups or through student representatives, are not allowed on the campus unless they advertise specific registered student organization functions. This implies sponsorship and/or co-sponsorship, which minimally includes, but is not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.
2. Individuals and commercial organizations attempting to display or distribute unauthorized materials on campus, or use campus facilities for such activity, will be removed from the campus by the Texas Tech Police and will be subject to appropriate legal action.
3. Advertisement is not permitted on the exterior side of residence hall room doors or within public areas of the residence halls.
4. Amplification equipment may not be used to advertise or promote sales in conjunction with any approved solicitation activity unless authorized in advance by the Outdoor Events Coordinating Committee.

## **C. Printed Materials**

### *1. General Policies*

The following policies apply to the display and distribution of printed materials in all areas of the university campus:

- a. Only individuals affiliated with the university (i.e. students or student organizations) may distribute handbills, leaflets or any other type of printed materials, except as provided by law
- b. Students and registered student organizations do not need prior approval concerning the content or distribution of materials such as leaflets and handbills; however, students may be required to provide student identification upon request;
- c. Solicitation and Advertising materials must conform with the provisions state in Section B and C above;

- d. Student election campaign literature must conform to the procedures outlined in the Student Election Code of the Student Government Association;
- e. Use of the Texas Tech campus that results in the need to utilize University personnel for litter collection, crowd control, repair/replacement of university property, etc., may necessitate repayment to the university by the responsible party;
- f. Printed materials may not be placed on vehicles parked in University parking lots or on vehicles in motion without permission of the vehicle owners;
- g. Printed materials such as handbills and leaflets may not be distributed within University buildings;
- h. Printed materials shall not violate any local, state, or federal law; Printed materials shall not include the use of obscenities, libelous statements, or "fighting word" as defined by law.
- i. Printed materials shall not include the use of obscenities, libelous statements, or "fighting words," as defined by law;

## 2. *Use of Bulletin Boards*

Posters, signs, and announcements may be displayed only on university announcement bulletin boards designated specifically for use by students and registered student organizations. The university announcement bulletin boards may be used only by students, registered student organizations, and university departments. Bulletin boards will be cleared periodically. A list of designated university announcement bulletin boards is maintained in Student Union & Activities.

- a. Posters, signs and announcements shall not exceed a maximum size of 18" x 24";
- b. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs, or promote unauthorized sponsorship by Texas Tech University;
- c. Posters, signs, and announcements shall not violate any local, state or federal law;
- d. Bulletin boards belonging to academic and administrative Departments are for official university use only. Posters, signs, and announcements may not be displayed without consent of the appropriate department; and
- e. Posters, announcements, banners, cards or other campaign material for any individuals seeking student government office may be posted in accordance with the rules and regulations of the Student Government Association.
- f. Registered student organizations and university departments are allowed to hang banners within the Student Union at the discretion of the Managing Director of Student Union &

Activities. A list of requirements regarding the banner is available in Student Union & Activities.”

**D. Violations**

A student or registered student organization violating regulations governing solicitations, advertising, and printed materials is subject to the disciplinary sanctions, conditions, and/or restrictions outlined in the *Code of Student Conduct*.

## **PART IX: Code of Student Conduct**

The *Code of Student Conduct* at Texas Tech University is administered through Student Judicial Programs and is based on promoting education and a tradition of excellence regarding student behavior. The goal of the *Code of Student Conduct* is that acceptable standards of behavior are communicated to, understood, and upheld by the students of Texas Tech University.

Student Judicial Programs encourages and facilitates a university environment where students and registered student organizations take responsibility for their actions. Through a well-defined student judicial process and the *Code of Student Conduct*, Student Judicial Programs educates students about their rights and responsibilities as members of the Texas Tech University community. In addition, Student Judicial Programs promotes the importance of holistic development, self-worth, mutual respect, and how we, as members of the university community, interact with each other on a daily basis. Questions of interpretation regarding the *Code of Student Conduct* should be referred to Student Judicial Programs. The *Code of Student Conduct* is reviewed every year by the *Code of Student Conduct* Review Committee in conjunction with Student Judicial Programs, the Associate Vice President for Student Affairs & Dean of Students, and the Senior Vice President for Student Affairs & Enrollment Management. Definitions for terms used throughout the *Code of Student Conduct* are outlined in Part I of the Student Handbook.

### **A. General Policy**

Freedom of discussion, inquiry and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood. Accordingly, the university community has developed standards of behavior pertaining to students and to registered student organizations. Students and registered student organizations (hereafter referred to only as students) are subject to judicial action according to the provisions of the *Code of Student Conduct* and/or the Student Handbook. Student conduct on or off university premises is subject to university judicial jurisdiction. The university may enforce its own judicial policies and procedures when a student's conduct directly, seriously or adversely impairs, interferes with or disrupts the overall mission, programs or other functions of the university. University judicial proceedings may be instituted against a student alleged to have violated the *Code of Student Conduct* and/or the Student Handbook. Proceedings under the *Code of Student Conduct* may be carried out prior to, independent of, concurrent with or following civil or criminal proceedings. The proceedings are conducted in a manner which ensures that substantial justice is done and is not restricted by the rules of evidence governing criminal and civil proceedings. The Office of the Senior Vice President for Student Affairs & Enrollment Management, in conjunction with the Associate Vice President for Student Affairs & Dean of Students, Student Judicial Programs and University Student Housing respects the rights and responsibilities of students and shall consider each violation of

university policy and each violation of federal, state and/or local law on a “case-by-case” basis and shall further attempt to initially use educational options and subsequent intervention and/or prevention options to assist students.

## **B. Misconduct**

Any student(s) found to have committed the following misconduct while defined as a student is subject to disciplinary sanction(s), condition(s) and/or restriction(s). For definitions, please refer to the Student Handbook, Part IX, Section D, Disciplinary Sanctions, Conditions and/or Restrictions. Misconduct or prohibited behavior includes, but is not limited to:

### **1. *Alcoholic Beverages***

- a.** Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages, except as expressly permitted by university policy and federal, state, and/or local law.
- b.** Being under the influence of alcohol and/or intoxication as defined by federal, state, and/or local law.

### **2. *Narcotics or Drugs***

- a.** Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by federal, state, and/or local law.
- b.** Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/or local law.
- c.** Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical compound or other controlled substance, except as permitted by federal, state, and/or local law.

### **3. *Academic Dishonesty***

“Academic dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor(s) or the attempt to commit such an act).

#### **a. “Cheating” includes, but is not limited to;**

1. Copying from another student’s test paper or devices.
2. Using unauthorized materials or devices during a test or other assignment.
3. Failing to comply with instructions given by the person administering the test.
4. Possession of materials during a test which are not authorized by the person administering the test, such as class notes, textbooks, or other unauthorized aids.
5. Possessing, using, buying, stealing, transporting, selling or soliciting in whole or part items including, but not limited to, the contents of an unadministered test, test

- key, homework solution, or computer program/ software. Possession, at any time, of current or previous test materials without the instructor's permission.
6. Collaborating with, seeking aid, or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority.
  7. Discussing the contents of an examination with another student who has taken or will take the examination without authority.
  8. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, or complete any course-related assignment; including but not limited to, signing in/registering attendance for another student without permission from the instructor.
  9. Paying or offering to pay money, other valuables, obtaining by any means, or coercing another person to obtain items including, but not limited to, an unadministered test, test key, homework solution or computer program/software, or information about an unadministered test, test key, homework solution or computer program.
  10. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
  11. Taking, keeping, misplacing, damaging or altering the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
- b. "Plagiarism" includes, but is not limited to;  
The appropriation of, buying, receiving as a gift or obtaining by any means, material that is attributable in whole, or in part, to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.
- c. "Collusion" includes, but is not limited to;
1. The unauthorized collaboration with another person in preparing academic assignments offered for credit.
  2. Collaboration with another person to commit a violation of any section of the rules on academic dishonesty.
- d. "Falsifying academic records" includes, but is not limited to;
1. Altering or assisting in the altering of any official record of the university and/or submitting false information.
  2. Omitting requested information that is required for, or related to, any academic record of the university.
- Academic records include, but are not limited to;

applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. *A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.*

- e. "Misrepresenting facts" to the university or an agent of the university includes, but is not limited to;
  - 1. Providing false grades, resumes, or other academic information.
  - 2. Providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment to obtain an academic or financial benefit for oneself or another individual.
  - 3. Providing false or misleading information in an effort to injure another student academically or financially.

NOTE: See Academic Integrity information at

<http://www.depts.ttu.edu/studentjudicialprograms/IntegrityMatters>.

#### 4. *Firearms, Weapons and Explosives*

- a. Use or possession of any items used as weapons, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, bb guns, knives, or explosive or noxious materials on university premises except as expressly permitted by federal, state, and/or local law.

NOTE: See University Student Housing Policies and Procedures for specific approved devices allowed in the residence halls.

#### 5. *Flammable Materials/Arson*

- a. Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire, except as expressly permitted by university officials, such as the Outdoor Events Coordinating Committee.
- b. Attempting to ignite and/or the action of igniting university and/or personal property on fire either by intent or through reckless behavior which results, or foreseeably results, in damage of university premises.

#### 6. *Theft, Damage or Unauthorized Use*

- a. Attempted or actual theft of property or services of the university, other university students, other members of the university community, or campus visitors.
- b. Possession of property known to be stolen or belonging to another person without the owner's permission.

- c. Attempted or actual damage to property owned or leased by the university, by university students, members of the university community, or campus visitors.
- d. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, eRaider account information and/or personal check, or other unauthorized use of personal property or information of another.
- e. Alteration, forgery or misrepresentation of any form of identification.
- f. Possession or use of any form of false identification.

**7. *Actions Against Members of the University Community***

- a. Conduct which threatens or endangers the health or safety of self or others, including, but not limited to, acts such as physical assault, physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
- b. Intentional or reckless conduct which endangers the health or safety of self or others.
- c. Behavior that disrupts the normal operation of the university, including its students, faculty and/or staff.
- d. Sexual misconduct that involves:
  - 1. Deliberate touching of another's sexual parts without consent.
  - 2. Deliberate sexual invasion of another without consent.
  - 3. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury.
  - 4. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's (I) academic pursuits, (II) university employment, (III) participation in activities sponsored by the university or organizations, groups related to the university, or (IV) opportunities to benefit from other aspects of university life.
  - 5. Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization.
  - 6. Actions involving free expression activities are covered in Part VII, Section F.

**8. *Gambling, Wagering, Gaming and/or Bookmaking***

- a. Gambling, wagering, gaming or bookmaking as defined by federal, state, and/or local laws is prohibited on university premises or by using university equipment or services.

9. *Hazing*

Hazing is any intentional, knowing or reckless act, directed against a student by one person acting alone or by more than one person occurring on or off university premises that endangers the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding. Hazing includes, but is not limited to:

- a. Any type of physical brutality, such as whipping, beating, using 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, or calisthenics that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student.
- c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a student.
- d. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation or that adversely affects the mental health or dignity of a student or that discourages a student from entering or remaining enrolled at this 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 above.
- e. Any activity in which a person engages in hazing; solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to Student Judicial Programs.
- f. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.

NOTE: See Texas Education Code, Sections 37.151-37.155 and Section 51.936 at <http://tlo2.tlc.state.tx.us/statutes/edtoc.html>.

**10. *False Alarms or Terroristic Threats***

- a. Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers, filing false police reports, improperly possessing, tampering with or destroying fire equipment or emergency signs on university premises.

**11. *Financial Irresponsibility***

- a. Failure to meet financial obligations owed to the university, or components owned or operated by the university, including, but not limited to, the writing of checks from accounts with insufficient funds.

**12. *Unauthorized Entry, Possession or Use***

- a. Unauthorized entry into or use of university premises or equipment including another student's room.
- b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, University Identification Card or access code for use in university premises or equipment.
- c. Unauthorized use of the university name, logotype, registered marks or symbols of the university; however, registered student organizations are permitted to use the word "Tech" as a part of their organizational names or to use the complete statement "a registered student organization at Texas Tech University."
- d. Unauthorized use of the university name to advertise or promote events or activities in a manner which suggests sponsorship and/or recognition by the university.

**13. *University Parking Services***

- a. Violation of university traffic and parking regulations.
- b. Obstruction of the free flow of vehicular and/or pedestrian traffic on university premises.

NOTE: See University Parking Services at <http://www.depts.ttu.edu/studentjudicialprograms/KnowtheCode.htm>.

**14. *Department of University Student Housing Regulations***

- a. Violation of rules that govern behavior in the campus residence and/or dining halls as stated in the F.Y.R.E. Handbook and/or other notifications or publications provided by University Student Housing.

NOTE: See University Student Housing Policies at <http://www.depts.ttu.edu/studentjudicialprograms/KnowtheCode.htm>.

**15. *Student Recreation and Aquatic Center Regulations***

- a. Violation of rules that govern behavior in the Student Recreation Center and Aquatic Center.

NOTE: See Student Recreation and Aquatic Center Regulations at <http://www.depts.ttu.edu/studentjudicialprograms/KnowtheCode.htm>.

**16. *Failure to Comply***

- a. Failure to comply with the reasonable directives or requests of a university official acting in the performance of his/her duties.
- b. Failure to present student identification on request or identify oneself to any university official acting in the performance of his/her duties.

**17. *Abuse, Misuse or Theft of University Computer Data, Programs, Time, Computer or Network Equipment***

- a. Unauthorized use of computing and/or networking resources including, but not limited to, private information and passwords.
- b. Use of computing and/or networking resources for unauthorized or nonacademic purposes including, but not limited to, illegal access and/or illegal activity.
- c. Unauthorized attempted or actual accessing, copying, transporting or installing programs, records, data, or software belonging to the university, another user, or another entity.
- d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to university computing and/or networking resources, compromising the privacy of another user or disrupting the intended use of computing or network resources.
- e. Attempted or actual use of the university's computing and/or networking resources for personal, political, or financial gain.
- f. Access, creation, storage, or transmission of material deemed offensive, indecent, or obscene other than for official academic purposes.
- g. Attempted or actual destruction, disruption or modification of programs, records or data belonging to or subscribed to by the university or another user or destruction of the integrity of computer based information.
- h. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the university's computing and/or networking systems; or through such actions, causing a waste of such resources (i.e. people, capacity, computer).
- i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails to parties with whom

you have no existing business, professional or personal acquaintance).

- j. Use of computing and/or network resources to engage in activity that may harass, threaten, or abuse others.
- k. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.
- l. All other prohibited activities detailed in the Information Technology Security Policies.

NOTE: See Information Technology Security Policies at <http://www.infotech.ttu.edu/security>.

18. *Providing False Information or Misuse of Records*

- a. Knowingly furnishing false information to the university, to a university official in the performance of his/her duties, or to an affiliate of the university, either verbally or through forgery, alteration or misuse of any document, record or instrument of identification.

19. *Skateboards, Rollerblades, Scooters, Bicycles or Similar Devices*

- a. Use of skateboards, rollerblades, scooters, bicycles or other similar devices in university buildings or on university premises in such a manner as to constitute a safety hazard or cause damage to university or personal property.

NOTE: Refer to University Parking Services at <http://www.depts.ttu.edu/studentjudicialprograms/KnowtheCode.htm>.

20. *Violation of Published University Policies, Rules or Regulations*

- a. Violation of any published university policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of University Operating Policies and Procedures and Texas Tech Regents Rules.

21. *Violation of Federal, State and/or Local Law*

- a. Misconduct which constitutes a violation of any provisions of federal, state and/or local laws.

22. *Abuse of the Discipline System*

- a. Failure of a student to respond to a notification to appear before a Judicial Officer during any stage of a disciplinary proceeding. Failure to comply with or respond to a notice issued as part of a disciplinary procedure and/or failure to appear will not prevent a Judicial Officer from proceeding with disciplinary action.
- b. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d. Filing an allegation known to be without merit or cause.

- e. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.
- f. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.
- g. Harm, threat of harm or intimidation either verbally, physically or written, of a member of a disciplinary body prior to, during and/or after disciplinary proceedings.
- h. Influencing or attempting to influence another person to commit an abuse of the discipline system.
- i. Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook.
- j. Failure to comply with the sanction(s), condition(s), and/or restriction(s) imposed under the *Code of Student Conduct* or the Student Handbook by a Judicial Officer.

### **C. Disciplinary Procedures**

To file an alleged *Code of Student Conduct* violation, including an incident report from the University Student Housing, the Texas Tech Police Department, any other law enforcement agency or member of the university community, against a student, individuals may meet with a university official and shall deliver a written allegation describing the action or behavior to Student Judicial Programs. The written allegation should be received by Student Judicial Programs within twenty university working days of the alleged incident to initiate disciplinary procedures. Filings that are submitted after more than twenty university working days to Student Judicial Programs should be accompanied with a justification for the delay and will be accepted on a "case by case" basis.

#### **1. General Procedure**

A Judicial Officer will inquire, gather and review information about the reported student misconduct and will evaluate the accuracy, credibility, and sufficiency of this information. If it is determined that this information is insufficient to warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question. A Judicial Officer will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

- a. When a written allegation is filed, the student named in the allegation will be notified in writing and asked to appear before a Judicial Officer. Through this written notification, a Judicial Officer will assign a specified date and time (outside the student's academic schedule) for the student to meet with the Judicial Officer, unless another date and time is otherwise requested by the student. Written notification will be delivered to the student's last known official, local address as provided by the student to the Registrar's Office or by a registered student organization to the Center for Campus Life and/or Student Union and

Activities. Failure of a student to receive First Class US Mail or Campus Mail does not prevent the disciplinary process from proceeding. If mailed, notification is to be mailed in First Class US Mail or Campus Mail.

NOTE: Students are advised to keep their most current local address, permanent address, and email address and local telephone number updated in the student records system at <http://raiderlink.ttu.edu/> .

- b. In any disciplinary proceeding, the student has the right to:
1. Notification of the alleged misconduct.
  2. Know the source of the allegation(s).
  3. Know the specific alleged violation(s).
  4. Know the sanctions, conditions and/or restrictions that may be imposed because of the alleged misconduct.
  5. Be accompanied by an advisor at any student judicial proceeding (for advisory purposes only, not for representation).
    1. Advisors. All students involved in student judicial proceedings may be assisted by advisors they choose, at their own expense. The advisor must be a member of the university community or family member. However, if a student accused of alleged misconduct is also the subject of a pending criminal investigation, indictment or charge arising out of the same circumstances, he or she may be allowed to have an attorney serve as his or her advisor, at his or her own expense, to participate in the same manner as any other advisor. If an advisor for the accused student is an attorney, an attorney from the Office of General Counsel may attend the hearing on behalf of the university. The complainant and/or the student accused of alleged misconduct is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearing unless authorized by a hearing officer. Students should select an advisor whose schedule allows attendance at the scheduled date and time for the hearing, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of a hearing officer upon written request five (5) university working days in advance of the scheduled hearing date.
  6. Refrain from making any statement relevant to the allegation(s).
  7. Know that any statements made by the student can be used during the proceeding.
- c. After the student has been advised of the allegation(s), the student shall indicate whether an administrative or the University Discipline Committee hearing is preferred. However, a Judicial Officer has the authority in all cases to designate whether an administrative or the

University Discipline Committee hearing will be held notwithstanding the student's request.

- d. After notice has been given to the student, the university may proceed to conduct either an administrative or a discipline committee hearing and deliver a decision or recommendation respectively. The administrative or the University Discipline Committee may be held and a decision or recommendation made, regardless of whether the student responds, fails to respond, attends the hearing or fails to attend the hearing. Should an absence of the student occur, a Judicial Officer or the University Discipline Committee may consider the information and render an administrative decision or the University Discipline Committee recommendation. Notice is deemed to have been given when written notification is placed in U.S. Mail or campus mail no less than eight university working days prior to the hearing or personally delivered at any time prior to the hearing. The written notification is given when the notice is addressed to the student's last known official, local address as provided by the student to the Registrar's Office or registered student organization to the Center for Campus Life and/or Student Union & Activities.

## 2. Administrative Hearing

- a. The administrative hearing process will be completed in a timely manner based upon the specific circumstances of each case.
- b. After making a determination, a Judicial Officer will provide written notification to the student of the decision and, if any, the sanction(s), condition(s), and/or restriction(s) to be imposed.
- c. The student may utilize the disciplinary appeal procedures in Section E, Disciplinary Appeals Procedure.

## 3. University Discipline Committee Hearing

- a. A "Notification of Violation and Pending Disciplinary Hearing" will be delivered in person or sent to the student's last known official, local address as provided by the student or registered student organization to the Registrar's Office, the Center for Campus Life, and/or Student Union and Activities. If mailed, notification is to be mailed by US Mail or campus mail. Failure of a student to receive this mail does not prevent the University Discipline Committee from proceeding.
- b. A Judicial Officer and the student will inform each other of documents to be introduced, witnesses to be examined, and the anticipated testimony of the witnesses. Information and/or supporting materials may not be considered unless the student and the university's representative have been advised of the source and content at least five university working days in advance of the committee hearing.
- c. The University Discipline Committee, Judicial Officers and the student will have a reasonable opportunity to question witnesses. Hearing proceedings, excluding the deliberations of the University Discipline Committee, will be recorded by the university. The confidential hearing will be closed unless the student requests to a Judicial Officer, in writing,

within five university working days from the date of the “Notification of Violation and Pending Disciplinary Hearing” that the hearing be open to the public. The University Discipline Committee chair is responsible for conducting an orderly hearing. Prospective witnesses will be excluded from the hearing room until they are given the opportunity to present their information, knowledge, and/or perception of the alleged incident. The chair may deny admission into, or remove from, the hearing anyone due to space limitations or disruptive behavior.

- d. Following the hearing, the University Discipline Committee will recommend to the Director for Student Judicial Programs in writing whether the student is responsible for the alleged violation(s).
  1. If the recommendation is that the student is not responsible for the alleged violation(s), the Director for Student Judicial Programs will be notified in writing of the recommendation by the University Discipline Committee chair. The Director for Student Judicial Programs will review the recommendation and either accept the recommendation or decide that the accused student is responsible and assign sanctions, conditions and/or restrictions. The Director of Student Judicial Programs will notify the student in writing of the disciplinary decision within five university working days.
  2. If the University Discipline Committee recommends that the student is responsible for the alleged violation(s), the Director of Student Judicial Programs will be notified in writing of the recommendation by the University Discipline Committee chair. In addition, the University Discipline Committee will recommend disciplinary sanction(s), condition(s) and/or restriction(s) and the University Discipline Committee chair will notify the Director for Student Judicial Programs in writing. The Director for Student Judicial Programs will review the recommendation and, if necessary, amend the sanction(s), condition(s) and/or restriction(s), if any, to be imposed and notify the student in writing via U.S. Mail or campus mail of the final disciplinary decision within five university working days.
- e. The student may utilize the disciplinary appeal procedures in Section E, Disciplinary Appeals Procedure.
- f. In addition to other possible sanctions, conditions and/or restrictions, and in the event that a student fails to respond to written notification, an administrative flag may be placed on the student records to prevent further registration and transcript receipt. The administrative flag will remain until such time as the Judicial Officer receives an appropriate response.
- g. All records concerning a student related to the disciplinary process will remain on file in Student Judicial Programs for a minimum of seven years from the date the case is completed through an administrative or discipline committee hearing and/or disciplinary appeal procedures.

Records pertaining to registered student organizations will remain on file for a minimum of seven years.

4. Immediate Temporary Suspension

If in the judgment of the Senior Vice President for Student Affairs & Enrollment Management, the Associate Vice President for Student Affairs & Dean of Students, or on recommendation of a Judicial Officer the physical or emotional well-being of a student or other students or members of the university community could be endangered or if the presence of the student would seriously disrupt the normal operations of the university, a student may be temporarily suspended pending completion of disciplinary procedures. The Senior Vice President for Student Affairs & Enrollment Management, the Associate Vice President for Student Affairs & Dean of Students, or designee will notify the Director of Student Judicial Programs to initiate appropriate disciplinary procedures within five university working days from the date of temporary suspension. During the invocation of immediate temporary suspension, the student may no longer attend classes, use university services and/or resources, and may not be on campus until the disciplinary proceedings have been resolved. Any instances whereby the student should need to return to campus should be coordinated through the Student Judicial Programs office and the Texas Tech Police Department.

**D. Disciplinary Sanctions, Conditions and/or Restrictions**

A Judicial Officer may impose sanctions, conditions and/or restrictions as a result of an administrative hearing. Additionally, the University Discipline Committee may recommend sanctions, conditions and/or restrictions to the Director of Student Judicial Programs as a result of a University Discipline Committee hearing. Through the administrative hearing or University Discipline Committee hearing, the following educational sanctions, conditions and/or restrictions may be assessed when a student is found responsible for misconduct. Potential sanctions, conditions and/or restrictions are not limited to those listed below; items below serve to demonstrate typical student outcomes. Implementation of the disciplinary sanction(s), condition(s) and/or restriction(s) will not begin until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted. Exceptions are made only in cases for which, in the judgment of the Senior Vice President for Student Affairs & Enrollment Management or the Associate Vice President for Student Affairs & Dean of Students, the physical or emotional well-being of the student, other students or other members of the university community may be endangered. In the case of a student organization, a copy of the notification may be sent to the organization's advisor(s) and international or national organization headquarters.

1. Sanctions are defined as the primary outcome of the alleged violation. If found responsible, the range of sanctions includes the following outcomes:
  - a. Disciplinary Reprimand:

The disciplinary reprimand is an official written notification via US Mail or campus mail to the student that the action in question was misconduct.

b. Disciplinary Probation:

Disciplinary probation is a period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with university policies, rules, and/or standards and any other requirement stipulated for the probationary period. Further instances of misconduct under the *Code of Student Conduct* and/or Student Handbook during this period may result in additional sanctions, conditions and/or restrictions.

c. Deferred Disciplinary Suspension:

Deferred disciplinary suspension is a period of time where a disciplinary suspension may be deferred for a period of observation and review, but in no case will the deferred suspension be less than the remainder of the semester. Additional misconduct or failure to comply with university policies, rules and/or standards and any other requirement stipulated for the probationary period may result in additional sanctions, conditions, and/or restrictions.

d. Time-Limited Disciplinary Suspension:

Time-limited disciplinary suspension is a period of time in which a student may not attend class or participate in university related activities as the student is withdrawn and separated from the university for a specified time period. The status of disciplinary suspension will be shown on the student's academic record, including the transcript or student organization's registration, during the period of disciplinary suspension. During disciplinary suspension of a registered student organization, the registration and privileges of the organization are suspended. Upon written request by the student to the University Registrar or by the registered student organization's representative to the Center for Campus Life and/or Student Union & Activities, the notation of disciplinary suspension will be removed from the transcript or registration upon readmission or the completion of the disciplinary suspension period. Notification of disciplinary suspension of a student will indicate the date on which the disciplinary suspension begins, the earliest date, if any, upon which the application for student readmission or student organization re-registration will be considered. The Judicial Officer may deny a student's or student organization's request for readmission or registration, respectively, if the student's or student organization's misconduct during a period of disciplinary suspension would have warranted additional disciplinary action. Similarly, if the student has failed to satisfy any sanctions, conditions and/or restrictions that have

been imposed prior to application for readmission or registration, the Judicial Officer may deny readmission to a student or deny registration to a student organization. On denial of a student's readmission or of a student organization's re-registration, the Associate Vice President for Student Affairs & Dean of Students will set a date when another application for readmission or registration may again be made. A student may appeal denial of readmission or re-registration in accordance with the disciplinary appeals process. (See Section E, Disciplinary Appeals Procedure.)

e. Disciplinary Expulsion:

Disciplinary expulsion occurs when the student is permanently withdrawn and separated from the university. The status of expulsion will be shown on the student's academic record, including the transcript or student organization's registration. These sanctions may be accompanied by conditions and/or restrictions.

2. A condition is defined as a secondary component of a disciplinary sanction. A condition is usually an educational or personal element that is to occur in conjunction with the assigned sanction. Some examples of conditions include, but are not limited to:
  - a. Personal and/or academic counseling.
  - b. Discretionary educational conditions and/or programs of educational service to the university and/or community.
  - c. Residence hall relocation and/or contract review/cancellation of residence hall contract and/or use of dining facilities.
  - d. Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement.
  - e. Monetary assessment owed to the university.
  - f. Completion of an alcohol or drug education program.
  - g. Referral to the Raider Assistance Program for assessment.
3. A restriction is defined as a secondary component of a disciplinary sanction. A restriction is usually an educational component that is to occur in conjunction with the sanction and will usually be time specific. Some examples of restrictions include, but are not limited to:
  - a. Revocation of parking privileges.
  - b. Denial of eligibility for holding office in registered student organizations.
  - c. Denial of participation in extracurricular activities.
  - d. Prohibited access to university facilities and/or prohibited direct or indirect contact with members of the university community.
  - e. Loss of privileges on a temporary or permanent basis.
  - f. Withdrawal of university funding (Student Government Association, departmental, Student Services Fees, etc.)

4. Violations of the alcohol, narcotics or drugs policy (Sections B.1. or B.2.) may result in notification to the parents/guardians of dependent students under the age of 21.

NOTE: See Parent Notification Policy at  
<http://www.depts.ttu.edu/studentjudicialprograms>.

## **E. Disciplinary Appeal Procedures**

### **1. Appeal Process**

Any student who has received sanctions, conditions, and/or restrictions may appeal the disciplinary decision made by a Judicial Officer. Students may also appeal a decision denying readmission to the university or re-registration of a student organization. Failure to file a written request for an appeal within eight university working days from the date of the decision letter will render the original decision final and conclusive.

### **2. Grounds for Appeal**

#### **a. Appeals must be based on:**

1. Issues of substantive or procedural errors which were prejudicial and which were committed during the disciplinary process.
2. Newly discovered relevant information that was not available at the administrative or committee hearing.

#### **b. The specific questions to be addressed on appeal are:**

1. Were the procedures of the *Code of Student Conduct* followed?
2. If a procedural error was committed, were the rights of the student or student organization materially violated so as to effectively deny the student or student organization a fair hearing?
3. Was the hearing conducted in a way that permitted the student or student organization's student representative adequate notice and the opportunity to present information?
4. Would the newly discovered information presented at the hearing be sufficient to change the decision?

### **3. Notification of Appeal**

The appeal must be made in writing in sufficient detail to inform the Judicial Officer or the University Discipline Appeals Committee of the grounds for appeal. The appeal is not intended to afford a rehearing of the case. This process serves to review the written content and validity of the appeal submitted by the student, the record of the case and decision making procedures. The student may choose to appeal a hearing outcome to either a Judicial Appeals Officer or the University Discipline Appeals Committee.

### **4. Administrative or University Discipline Committee Hearing Appeal Procedures**

The student desiring to appeal an administrative or committee hearing decision has eight university working days from date of the decision letter

to prepare and submit a written appeal to the Judicial Appeals Officer indicating whether an Administrative or University Discipline Committee hearing is desired. The Judicial Appeals Officer or the University Discipline Appeals Committee will review materials relevant to the case in the written appeal. The Judicial Appeals Officer or University Discipline Appeals Committee may:

- a. Find that the written appeal submitted is not sufficient to establish grounds for appeal and affirm the decision.
- b. Find that no substantive and/or procedural error has occurred and affirm the decision.
- c. Find that the relevant new materials and written appeal submitted were sufficient to establish that based on the preponderance of evidence, the alleged misconduct had not occurred. The decision may be amended by the Judicial Appeals Officer or the University Discipline Appeals Committee who may refer the matter for a new hearing.
- d. Find substantive and/or procedural errors that effectively denied the student or student organization due process. In this event, the decision may be amended by the Judicial Appeals Officer or the University Discipline Appeals Committee who will refer the matter for a new hearing.
- e. In cases where a student is seeking readmittance or a student organization is seeking re-registration, the Judicial Appeals Officer or the University Discipline Appeals Committee may affirm the decision or recommend that the student be readmitted or the organization be re-registered.

5. Final Decision

The student will be notified of the final disciplinary decision. If referred to a Judicial Appeals Officer, the decision of a Judicial Appeals Officer is final. If referred to the University Discipline Appeals Committee, the chair will communicate in writing the committee's recommendation to the Associate Vice President for Student Affairs & Dean of Students. After reviewing the recommendation, the Director of Student Judicial Programs and/or the Associate Vice President for Student Affairs & Dean of Students will determine the final disciplinary decision. In both instances, the Director of Student Judicial Programs and/or the Associate Vice President for Student Affairs & Dean of Students will provide written notice of the final disciplinary decision to the student within five university working days via U.S. Mail.

**F. Withdrawal of Consent**

1. Grounds for Removal

- a. The Judicial Officer or another university agent acting in accordance with his or her duties may recommend to the Associate Vice President for Student Affairs & Dean of Students or the Senior Vice President for Student Affairs & Enrollment Management that in

accordance with the Texas Education Code the student have his/her consent to be in attendance at the university withdrawn if in the judgment of the Judicial Officer, the Associate Vice President for Student Affairs & Dean of Students or the Senior Vice President for Student Affairs & Enrollment Management it is determined that:

1. The student has willfully disrupted the orderly operation of the premises, or
2. The student's presence on the campus or facility will constitute a substantial and material threat to the orderly operation of the premises.

b. If the Associate Vice President for Student Affairs & Dean of Students or Senior Vice President for Student Affairs & Enrollment Management concurs with the Judicial Officer's recommendation, permission for the student to be on university premises will be withdrawn. This Withdrawal of Consent will not be longer than fourteen (14) days and a hearing must be held within these fourteen days to determine the student's status at the university. Permission to be on university premises must be coordinated through the Associate Vice President for Student Affairs & Dean of Students and the Texas Tech Police Department. The Director of Student Judicial Programs will notify all parties of the final decision in writing via U.S. Mail within five university working days of the hearing.

## 2. Registration Flag Following Withdrawal of Consent

When a student is withdrawn under this section, an administrative hold will be placed on the student's readmission to the university. This administrative hold will remain on the student's records until the student is readmitted.

NOTE: See Texas Education Code, Sections 51.233-51.244 at <http://www.capitol.state.tx.us/statutes/ed.toc.htm>.

## **G. Readmission Procedures and Appeals**

1. A student who has had an administrative hold placed on his or her records under this section must request readmission from the Director of Student Judicial Programs at least three weeks prior to any Texas Tech University Office of Admissions application deadlines for the semester or summer session in which the student wishes to re-enroll. The student may be required by the Director for Student Judicial Programs to submit evidence in writing supportive of his or her present ability to function properly and effectively in the university community. The university will evaluate the student's request and supporting documentation with primary consideration given to satisfying all conditions specified at the time of suspension or withdrawal. If approval is granted by the Director for Student Judicial Programs for the removal of the administrative hold, the student must then complete the regular university readmission procedures.

2. If approval for readmission is denied by the Director for Student Judicial Programs, the student may appeal that decision to the Associate Vice President for Student Affairs & Dean of Students. The appeal to the Associate Vice President for Student Affairs & Dean of Students must be made, in writing, within five university working days from the date the student is notified in writing by the Judicial Officer that the student's request has been denied.
3. The Associate Vice President for Student Affairs & Dean of Students, upon receiving an appeal request, shall review the denial decision made by the Director for Student Judicial Programs. The review meeting should be held within five university working days from the date that the Associate Vice President for Student Affairs & Dean of Students receives the appeal request. The meeting will be conducted by the Associate Vice President for Student Affairs & Dean of Students or designee. Following the meeting, the Associate Vice President for Student Affairs & Dean of Students will either sustain the decision made by the Director for Student Judicial Programs or reverse the decision and allow the student to seek reenrollment at the university. The Associate Vice President for Student Affairs & Dean of Students will notify all parties of this decision in writing via U.S. Mail within five university working days of the meeting.

#### **H. Code of Student Conduct University Committees**

1. University Discipline Committee
  - a. Committee Composition

The University Discipline Committee will conduct disciplinary hearings in referred cases. The Committee will be composed of five full-time faculty members, five full-time students and five full-time staff members and will be recognized as a University Committee. Each member will be appointed for a single one-year term by the Director for Student Judicial Programs. Committee members may be re-appointed for consecutive one-year terms.
  - b. Committee Appointments

University Discipline Committee appointments will be made as follows:

    1. The chair will be appointed by the Director for Student Judicial Programs and will be a member of the faculty or staff. Five full-time student members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Student Government Association.
    2. Five full-time faculty members will be appointed by the Director for Student Judicial Programs who will invite a recommendation by the President of the Faculty Senate.

3. Five full-time staff members will be appointed by the Director for Student Judicial Programs who will invite a recommendation by the President of the Staff Senate.

c. Committee Resource Person

A Judicial Officer, or designee, will serve as a non-voting resource person for the committee as well as being responsible for recording the hearing.

d. Committee Meetings

Student Judicial Programs will establish meeting dates and times during which cases will be heard and will also provide for scheduling special meetings as needed. Committee hearings will be conducted by a subgroup of the fifteen (15) committee members.

e. Committee Quorum

A quorum for the committee consists of four members, provided that at least one member is present from each of the three representative categories.

f. Committee Deliberation

When deliberating a case, the committee will meet in closed session with only voting members and the resource person present.

g. Committee Removals

The Director for Student Judicial Programs may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

h. Additional Committee Sections and/or Members

The Director for Student Judicial Programs or designee may appoint additional sections and/or members of the University Discipline Committee to expedite the orderly disposition of cases and/or to aid in the administration of disciplinary action within the university. The additional sections and/or members of the University Discipline Committee will have the same composition of membership, the same duties and the same authority as the original University Discipline Committee, and additional sections will be alphabetically designated. Each section will function as a separate and independent unit in helping dispose of the caseload in the university disciplinary process. Cases will be assigned by the Director of Student Judicial Programs.

i. Committee Orientation

Members of the University Discipline Committee will be required to participate in an orientation facilitated by Student Judicial Programs prior to serving as a member of any committee hearing.

2. University Discipline Appeals Committee

a. Committee Composition

The University Discipline Appeals Committee will conduct disciplinary appeal hearings in requested cases. The Committee will be composed of three full-time faculty members, three full-time students and three full-time staff members and will be recognized as a University Committee. Each member will be appointed for a single one-year term by the Director for Student Judicial Programs. Committee members may be re-appointed for consecutive one-year terms.

b. Committee Appointments

University Discipline Appeals Committee appointments will be made as follows:

1. The chair will be appointed by the Director for Student Judicial Programs and will be a member of the faculty or staff.
2. Three full-time student members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Student Government Association.
3. Three full-time faculty members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Faculty Senate.
4. Three full-time staff members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Staff Senate.

c. Committee Resource Person

A Judicial Officer, or designee, will serve as a non-voting resource person for the committee.

d. Committee Deliberation

When deliberating a case, the committee will meet in closed session with only voting members and the resource person present.

e. Committee Removals

The Director for Student Judicial Programs may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

f. Committee Meetings

Student Judicial Programs will establish meeting dates and times during which cases will be reviewed and will provide for scheduling special meetings as needed. Appeals hearings will be conducted by a subgroup of the nine members from the committee.

g. Committee Quorum

A quorum for the committee is four members, provided that at least one member is present from each of the three representative categories.

h. Additional Committee Sections and/or Members

The Director for Student Judicial Programs may appoint additional sections and/or members of the University Discipline Appeals Committee to expedite the orderly disposition of cases and/or to aid in the administration of disciplinary action within the university. The additional sections and/or members of the University Discipline Appeals Committee will have the same composition of membership, the same duties and the same authority as the original University Discipline Appeals Committee, and the additional sections will be alphabetically designated. Each section will function as a separate and independent unit in helping dispose of the appeal caseload in the university disciplinary process. Cases will be assigned by the Director of Student Judicial Programs.

i. Committee Orientation

Members of the University Discipline Appeals Committee will be required to participate in an orientation facilitated by Student Judicial Programs prior to serving as a member of any disciplinary appeal committee hearing.

3. *Code of Student Conduct* Review Committee

a. Committee Composition

The *Code of Student Conduct* Review Committee will conduct an annual review of the *Code of Student Conduct* and make recommendations to the Senior Vice President for Student Affairs & Enrollment Management regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the *Code of Student Conduct*.

b. Committee Appointment

1. The chair will be appointed by the Director for Student Judicial Programs and will be a full-time member of the faculty or staff.
2. The *Code of Student Conduct* Review Committee will consist of three full-time faculty members, two full-time staff members, two full-time undergraduate students and one full-time graduate student.
3. Two full-time undergraduate student members and one full-time graduate student member will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Student Government Association.
4. Three full-time faculty members will be appointed by the Director for Student Judicial

Programs who will invite a recommendation by the President of the Faculty Senate.

5. Two full-time staff members will be appointed by the Director for Student Judicial Programs who will invite a recommendation by the President of the Staff Senate.

c. Committee Resource Person

A Judicial Officer, or designee, will serve as a resource person for the committee and record changes.

d. Committee Removals

The Director for Student Judicial Programs may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

e. Committee Meetings

Student Judicial Programs will establish meeting dates and times during which the *Code of Student Conduct* will be reviewed and will provide for scheduling special meetings as needed.

f. Committee Quorum

A quorum for the committee is four members.

g. Additional Committee Sections and/or Members

The Director for Student Judicial Programs may appoint additional sections and/or members of the *Code of Student Conduct* Review Committee to expedite the review process of the code. The additional sections and/or members of the *Code of Student Conduct* Review Committee will have the same composition of membership, the same duties and the same authority as the original *Code of Student Conduct* Review Committee, and the additional sections will be alphabetically designated.

h. *Code of Student Conduct* Committee Orientation

Members of the *Code of Student Conduct* Committee will be required to participate in an orientation facilitated by Student Judicial Programs prior to review of the *Code of Student Conduct*.

Student Handbook

Approved by the Board of Regents on May 7/8, 2009

Effective Monday, May 11, 2009

## **PART X: Campus Resources**

### **ACADEMIC CONCERNS**

#### ***Academic Deans' Offices***

#### **College of Agricultural Sciences & Natural Resources**

108 Goddard

Range & Wildlife & Fisheries Mgmt.

Building

(806) 742-2808

#### **College of Architecture**

1005 Architecture Building

(806) 742-3136

#### **College of Arts & Sciences**

102 Holden Hall

(806) 742-3831

#### **Jerry S. Rawls College of Business Administration**

201 Business Administration Building

(806) 742-3171

#### **College of Education**

110-D Education Building

(806) 742-1998

#### **College of Engineering**

Engineering Center Suite 100

(806) 742-3451

#### **Graduate School**

02 Holden Hall

(806) 742-2781

#### **Honors College**

103 McClellan Hall

(806) 742-1828

#### **College of Human Sciences**

142 Human Sciences Building

(806) 742-3031

#### **Law School**

122-C Law Building

(806) 742-3793

#### **College of Mass Communications**

102 Mass Communications

(806) 742-3385

#### **College of Outreach & Distance Education**

605 Indiana Avenue (adjacent to the International Cultural Center)

(806) 742-7200

#### **College of Visual & Performing Arts**

218 Administration Building

(806) 742-0700

#### **Office of the Provost**

104 Administration Building  
(806) 742-2184

**ACADEMIC OPERATIONS & SUPPORT**

**Advising Center at Texas Tech**

79 Holden Hall  
742-2189

**IS 1100 Freshman Seminar**

742-6500 ext246

**PASS/Learning Center**

205 West Hall  
(806) 742-3664

**ACTIVITIES**

**Tech Activities Board**

**Student Union Building**

203 Student Union  
(806) 742-4702

**Student Organizations**

**Student Union Building**

203 Student Union  
(806) 742-3636

**ADMISSIONS**

**Undergraduate Recruitment & Admissions**

129 West Hall  
(806) 742-1480

**Graduate Admissions**

03 Holden Hall  
(806) 742-2787

**ALCOHOL EDUCATION**

**Student Health Services** 103 Student Wellness Center

(806) 743-2848

**Raider Assistance Program**

Student Wellness Center  
(806) 743-2866 ext 296

**ALUMNI**

**Texas Tech Alumni Association**

Merket Alumni Center  
(17th Street & University Avenue)  
(806) 742-3641

**BILLING (tuition and fees)**

**Student Financial Center**

301 West Hall  
(806) 742-3272

**BOARD OF REGENTS**

202 Administration Building  
(806) 742-2161

**BOOKSTORE**

**Barnes & Noble Bookstore**

Student Union (West side)

(806) 742-3816

***BUS INFORMATION***

**Student Government Association**

302 Student Union

(806) 742-3631

***CAMPUS LIFE***

**Center for Campus Life**

201 Student Union

(806) 742-5433

**STUDENT UNION & ACTIVITIES**

**203 Student Union**

(806) 742-3636

***CAMPUS SAFETY***

**Texas Tech Police Department**

(Campus Crimes Officer)

(806) 742-3931

***CHANCELLOR'S OFFICE***

124 Administration Building

(806) 742-0012

***COMPUTER ACCESS***

**Advanced Technology Learning Center—ATLC**

Library Basement and Student Union Basement

(806) 742-1650

***COMPUTERS AND SUPPLIES***

**Texas Technology Store**

105 Student Union

(806) 744-2130

***COPY FACILITIES***

**Copy Tech**

Flint & Main

(806) 742-2321

***COUNSELING***

**University Career Services** Wiggins Complex (southeast side)

(806) 742-2210

**Degree Requirements**

(see Academic Concerns)

**Financial**

**Student Financial Center**

310 West Hall

(806) 742-3681

**Red To Black**

244 Human Sciences

(806) 742-9781

**Legal/Mediation**

**Student Legal Services**

307 Student Union  
(806) 742-3289

**Mediation****Ombuds Office**

238 Student Union  
(806) 742-4791

**Student Counseling Center Reception****Personal and Academic/Career**

201 Student Wellness Center  
(806) 742-3674

**Student Disability Services**

335 West Hall  
(806) 742-2405

***CULTURAL STUDENT PROGRAMS*****International Affairs**

601 N. Indiana Ave.  
(806) 742-2974

**Office of Institutional Diversity & Community Engagement**

162 Administration Building  
(806) 742-7025

***DEAN OF STUDENTS***

Associate Vice President for Student Affairs & Dean of Students  
201AA Student Union  
(806) 742-2984

***DROPPING A COURSE*****Office of the Registrar**

103 West Hall  
(806) 742-3661

***DROPPING ALL COURSES*****Academic Withdrawal****Office of the Registrar**

103 West Hall  
(806) 742-3661

***EMERGENCY***

On-Campus 9-911  
Off-Campus 911

***EMPLOYMENT*****After Graduation****Career Center**

Wiggins Complex (southeast side)  
(806) 742-2210

**College Work Study****Financial Aid Office**

310 West Hall  
(806) 742-3721

**Part-time on/off campus**

**Financial Aid Office**

310 West Hall

(806) 742-3690x225

**Summer Employment**

**Career Center**

Wiggins Complex (southeast side)

150 Wiggins

(806) 742-2210

***ENROLLMENT SERVICES***

**Undergraduate Recruitment & Admissions**

129 West Hall

(806) 742-1480

**Student Financial Aid**

310 West Hall

(806) 742-3681

***FACULTY SENATE***

301 Administration Building

(806) 742-3656

***FAMILY WEEKEND***

**Texas Tech Association of Parents**

**Parent & Family Relations Relations**

244 West Hall

(806) 742-3630

1-888-888-7409

[www.parent.ttu.edu](http://www.parent.ttu.edu)

[parent@ttu.edu](mailto:parent@ttu.edu)

***FINANCIAL AID***

**Student Financial Aid**

310 West Hall

(806) 742-3681

***FRATERNITIES***

**Interfraternity Council**

Student Union, Second Floor

(806) 742-2205

**Inter-Greek Council**

Student Union, Second Floor

(806)742-5433

**National Pan-Hellenic Council**

Student Union, Second Floor

(806) 742-2403

***GROUPS USE REQUESTS***

**Student Union & Activities**

203 Student Union

(806) 742-3636

***HANDICAP PARKING***

**University Parking Services**

Administrative Support Center  
2903 4th Street  
(806) 742-3811

***HARASSMENT – STUDENTS*****Associate Vice President for Student Affairs & Dean of Students**

201AA Student Union  
742-2984

**Office of Institutional Diversity & Community Engagement**

162 Administration Building  
(806) 742-7025

**Ombuds Office**

238 Student Union  
(806) 742-4791

***HARASSMENT – FACULTY/STAFF*****Equal Employment Opportunity Office**

323 Administration Building  
(806) 742-3627

**Ombuds Office**

238 Student Union  
742-4722

***HEALTH CONCERNS*****Student Health Services**

103 Student Wellness Center  
(806) 743-2848 (appointments)  
(806) 743-2860 (other issues)

***HOMECOMING*****Tech Activities Board**

203 Student Union  
(806) 742-4708

***HONORS COURSES*****Honors College**

103 McClellan Hall  
(806) 742-1828

***HOUSING (ON CAMPUS)*****University Student Housing**

108 Doak Hall  
(806) 742-2661

***HOUSING (OFF CAMPUS)*****Student Government Association**

302 Student Union  
(806) 742-3631

***INFORMATION*****Student Union Information Center**

Student Union  
Outside Barnes & Noble

(806) 742-1344

**ID INFORMATION**

**Student ID Office**

104 Student Union

(806) 742-1457

**INFORMATION (Directory)**

**TTU Campus Operator**

Off-Campus (806) 742-2011

On-Campus 0

**INSURANCE (Health)**

**Ombuds Office**

238 Student Union

(806) 742-4791

**Student Health Services**

103 Student Wellness Center

(806) 743-2848 (appointments)

(806) 743-2860 (other issues)

**INTERNATIONAL STUDENTS**

**International Cultural Center**

601 Indiana Ave.

(806) 742-2974

**LANDMARK ARTS**

105 Art Building

(806) 742-1947

**LIBRARY**

**Texas Tech Library Hours**

(806) 742-2551

**Information**

(806) 742-2265

**Southwest Collection**

(Next to Texas Tech Library (north side))

(806) 742-3749

**LOST AND FOUND**

**Texas Tech Police Department**

2901 4th Street

(806) 742-3931

**MATH PLACEMENT**

**Mathematics Department**

201 Math Building

(806) 742-2566

**MOTORIST ASSISTANCE**

**University Parking Services**

Administrative Support Center

2903 4<sup>th</sup> Street

(806) 742-3811 ext. 257

**MUSEUM**

**TTU Museum Information**

102 Museum (4th Street and Indiana Avenue)  
(806) 742-2490

**NEWSPAPER****The Daily Toreador**

211-F Student Media Building  
(806) 742-3393

**OMBUDS OFFICE**

237 Student Union  
(806) 742-4791

**ORIENTATION****Center for Campus Life****201 Student Union**

**(806) 742-5433**

**PARENTS****Parent & Family Relations**

244 West Hall  
(806) 742-3630  
1-888-888-7409

**PARKING****University Parking Services**

Administrative Support Center  
2903 4th Street, Rm 145  
(806) 742-PARK (7275)

**PAYING****Student Financial Services**

301 West Hall  
(806) 742-3272

**POLICE****Texas Tech Police Department**

2901 4th Street  
(806) 742-3931

**PRESIDENT'S OFFICE**

150 Administration Building  
(806) 742-2121

**RADIO STATION****KOHM-FM Radio**

(806) 742-3100

**RECREATION****Recreational Sports**

202 Student Rec Center  
(806) 742-3351

**REGISTRATION****Office of the Registrar**

103 West Hall

(806) 742-3661

***ROAD HELP***

**Parent & Family Relations**

244 West Hall

(806) 742-3630

1-888-888-7409

***ROTC***

**Air Force**

303 Business Administration Bldg.

(806) 742-2141

**Army**

303 Business Administration Bldg.

(806) 742-2141

***SCHOLARSHIPS***

**Scholarship Office**

305 West Hall

(806) 742-3144

***SHUTTLE VAN***

**Student Government Association**

302 Student Union

(806) 742-NITE

***SOLICITATION REQUESTS***

**Student Union & Activities**

203 Student Union

(806)742-3636

***SORORITIES***

**Panhellenic Council**

Student Union, Second Floor

(806) 742-2403

**Inter-Greek Council**

Student Union, Second Floor

(806) 742-5433

**National Pan-Hellenic Council**

Student Union, Second Floor

(806) 742-5433

***STAFF SENATE***

(806) 742-7555

***STUDENT GOVERNMENT ASSOCIATION***

302 Student Union

(806) 742-3631

***STUDENT ORGANIZATIONS***

**Student Union & Activities**

203 Student Union

(806) 742-3636

***STUDENT AFFAIRS & ENROLLMENT MANAGEMENT***

**Associate Vice President for Student Affairs & Dean of Students**

201AA Student Union

(806) 742-2984

**Associate Vice President for Student Affairs & External Relations** 211

Student Wellness Center

(806) 742-2691

**Athletic Academic Services**

18th Street and Hartford

William J. Davis Dining Hall

(806) 742-0150

**Barnes & Noble Bookstore**

005 & 112 Student Union

(806) 742-3816

**Center for Campus Life**

201 Student Union

(806) 742-5433

**Hospitality Services**

114 Doak Hall

(806) 742-2661

**Ombuds Office**

238 Student Union

(806) 742-4791

**Parent & Family Relations**

244 West Hall

(806) 742-3630

**PostTECH**

103 Student Union

(806) 742-3666

**Recreational Sports**

202 Student Recreation Center

(806) 742-3351

**Registrar's Office**

103 West Hall

(806) 742-3661

**Senior Associate Vice President for Student Affairs & Enrollment**

**Management**

131 West Hall (806) 742-1452 **Senior Vice President for Student Affairs &**

**Enrollment Management**

167 Administration Building

(806) 742-4360

**Sodexo**

United Spirit Arena – Basement

(806) 742-7362

**Student Counseling Center**

201 Student Wellness Center

(806) 742-3674

**Student Disability Services**

335 West Hall  
(806) 742-2405

**Student Financial Aid**

310 West Hall  
(806) 742-3681

**Student Government Association**

302 Student Union  
(806) 742-3631

**Student Health Services**

103 Student Wellness Center  
(806) 743-2848

**Student ID Office – Raider Card**

104 Student Union  
(806) 742-1457

**Student Judicial Programs**

020 Student Union  
(806) 742-1714

**Student Legal Services**

307 Student Union  
(806) 742-3289

**Student Media**

103 Student Media Building  
(806) 742-3388

**Student Union & Activities**

203 Student Union  
(806) 742-3636

**TECHniques Center**

250 West Hall  
(806) 742-1822

**Undergraduate Recruitment & Admissions**

129 West Hall  
(806) 742-1480

**United Spirit Arena**

19th & Indiana  
(806) 742-7362

**University Career Services**

Wiggins Complex (southeast side)  
(806) 742-2210

**University Student Housing**

108 Doak Hall  
(806) 742-2661

**Upward Bound**

313 Administration Building  
(806) 742-3616

**STUDY SKILLS**

**P.A.S.S./Learning Center**

205 West Hall  
(806) 742-3664

**TECHniques CENTER**

250 West Hall  
(806) 742-1822

**Texas Success Initiative (TSI)**

116 West Hall  
742-1183x248

**THEATER**

University Theater  
18th & Boston, (southwest of Library)  
(806) 742-3601

**TICKETS -ATHLETIC**

Jones AT&T Stadium (North End)  
(806) 742-Tech (8324)

**TICKETS –ENTERTAINMENT**

**Student Union Ticket Booth**  
**Basement/Escondido Theater**

Student Union  
(806) 742-3610

**University Theatre**

18th & Boston (southwest of Library)  
(806) 742-3601

**School of Music**

101 Music Building  
(806) 742-2270, Ext. 295

**TRANSCRIPTS**

**Office of the Registrar**

103 West Hall  
(806) 742-3661

**TUTORS**

**P.A.S.S./Learning Center**

205 West Hall  
(806) 742-3664

**TV STATION**

**KTXT-TV Station**

(806) 742-2209

**VETERAN SERVICES**

**Veteran Services**

115 West Hall  
(806) 742-3661x237

**WITHDRAWING**

**Office of the Registrar**

103 West Hall  
(806) 742-3661

***XL***

**Strategies for Learning**

56 Holden Hall

(806) 742-3928

***YEARBOOK***

**La Ventana**

209 Student Media Building

(806) 742-3383

Additional Page to Include Student Emergency Contact Information Form:



TEXAS TECH UNIVERSITY  
**Student Affairs &  
Enrollment Management**  
Associate Vice President and Dean of Students

**Student Emergency  
Contact Information**

TEXAS TECH UNIVERSITY values the safety and security of its students. In order to maintain communication with students and families during times of crisis and emergency, it is each student's responsibility to regularly update emergency contact information and accurate permanent address, local address and telephone number. Please take a few minutes to provide this information on the form below. **Please Print.**

Student Name \_\_\_\_\_  
(First, Middle, Last) Social Security # \_\_\_\_\_

Campus/Local Address \_\_\_\_\_

Campus/Local Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Permanent Address, State, Zip \_\_\_\_\_ Permanent Phone ( ) \_\_\_\_\_

Updated emergency contact information is crucial in order to communicate with families, significant others, or next of kin during times of student crisis, accidents, and emergencies. Please consider who is most appropriate to act as your emergency contact in these situations.

Emergency Contact Name/s \_\_\_\_\_

Relationship to Student \_\_\_\_\_ Home Telephone ( ) \_\_\_\_\_

Work Telephone ( ) \_\_\_\_\_ Cell Telephone ( ) \_\_\_\_\_

Address, State, Zip \_\_\_\_\_

Thank you for updating your student contact information. Your contact information will be updated with the Office of the Registrar. It is your responsibility to update this contact information regularly at

**[www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) and click on the MyTech tab**

Please return to:  
Associate Vice President and Dean of Students | 201AA Student Union  
Box 45022 | Lubbock, Texas 79409-5022 | 806.742.2984



**TEXAS TECH UNIVERSITY  
STATEMENT OF ETHICAL PRINCIPLES  
“DO THE RIGHT THING”**

**Texas Tech University is committed to the values of mutual respect; cooperation and communication; creativity and innovation, community service and leadership; pursuit of excellence; public accountability; and diversity.** 2005 Texas Tech University Strategic Plan

Texas Tech University is committed to being an ethical institution. In recognition of the rights and inherent dignity of all members of the Texas Tech University community, the university is committed to supporting the following principles and to protecting those rights guaranteed by the Constitution, the laws of the United States and the State of Texas, and the policies adopted by the Board of Regents. As members of the Texas Tech community, faculty, students, staff, administration, and all stakeholders accept responsibility for abiding by and promoting the ethical principles of the university described below. Although legal behavior and ethical behavior overlap in many areas, they are quite distinct from each other. While we follow legal requirements, an ethical institution goes beyond them to achieve the following values.

**MUTUAL RESPECT**

Texas Tech University is committed to an open and diverse society. Each member of the Texas Tech community has the right to be treated with **respect** and dignity. This right imposes a duty not to infringe upon the rights or personal values of others. Professional relationships among all members of the Texas Tech community deserve attention so that they are not exploited for base motives or personal gain.

**COOPERATION AND COMMUNICATION**

Texas Tech University is committed to the promotion of professional relationships and open channels of **communication** among all individuals. The university will publish and disseminate in a timely manner its values, policies, procedures, and regulations, as well as any other information that is necessary to protect and educate all members of our community. We encourage and provide opportunities for the free and open exchange of ideas both inside and outside the classroom. While the free expression of views in orderly ways is encouraged, personal vilification of individuals has no place in the university environment.

**CREATIVITY AND INNOVATION**

Texas Tech University is committed to ethical institutional programs that meet the teaching, research, and service objectives of each discipline and department, to policies that are consistent with those objectives, and to a working and learning environment that encourages active participation. Such exemplary environments often challenge existing worldviews, requiring trust in the process of discovery

and the acceptance of uncertainty and ambiguity within ethical parameters. The university supports all its members in life-long learning—a process that is both challenging and rewarding—and encourages **creative** and **innovative** means to achieve this goal through both opportunities and incentives.

### **COMMUNITY SERVICE AND LEADERSHIP**

Texas Tech University is committed to ethical **leadership** practices at all levels and to our tradition of **community service**, both within the university community and in our relationships with the greater community. We strive for exemplary professional and **community service** through research, creative works, and service programs that extend beyond the university environment. We strive to provide excellent service in a caring and friendly environment, and encourage such involvement in the community by all faculty, students, staff, and administration.

### **PURSUIT OF EXCELLENCE**

Texas Tech University is committed to achieving **excellence** in all aspects of our community. We expect this in the expertise and performance of our faculty, staff, and administration, as well as the continuing education of our students. A high standard of professionalism, including opportunities for professional contact and continuous growth, is expected of our faculty, students, staff, and administrators. The university is committed to academic integrity and to the effective and just implementation of a system designed to preserve and protect it. The university intends to be a model of **excellence**, following best practices in its professional work, displaying the highest standards in its scholarly work, and offering venues to showcase national and international examples of achievement.

### **PUBLIC ACCOUNTABILITY**

Texas Tech University is committed to transparency in governance, personal responsibility, and both individual and organizational integrity. Being responsible requires us to be thoughtful stewards of our resources—**accountable** and respectful to ourselves, to each other, and to the publics we serve. A sense of institutional and public responsibility requires careful reflection on one's ethical obligations and the duty to respect commitments and expectations by acknowledging the context and considering the consequences, both intended and unintended, of any course of action. We promptly and openly identify and disclose conflicts of interest on the part of faculty, staff, students, administration, and the institution as a whole, and we take appropriate steps to either eliminate such conflicts or ensure that they do not compromise our procedures and values. When we make promises, we must keep those promises. We strive to do what is honest and ethical even if no one is watching us or compelling us to “do the right thing.”

### **DIVERSITY**

Texas Tech University is committed to the inherent dignity of all individuals and the celebration of **diversity**. We foster an environment of mutual respect, appreciation, and tolerance for differing values, beliefs, and backgrounds. We encourage the application of ethical practices and policies that ensure that all are welcome on the campus and are extended all of the privileges of academic life. We value the cultural and intellectual **diversity** of our university because it enriches our lives and the community as a whole, promoting access, equity, and excellence.

*Submitted by the Steering Committee of Texas Tech University Ethics Initiative and Adopted by the Board of Regents March 6, 2008*

Additional Page to Include 2009-2010 Academic Calendar:

<b>2009-2010 Academic Calendar</b>				
	<b>FALL '09</b>	<b>SPRING '10</b>	<b>SUMMER I '10</b>	<b>SUMMER II '10</b>
Residence Halls Open for Occupancy	Aug. 23	Jan. 10	May 31	July 5
Registration for New Students	Aug. 25-26	Jan. 12	June 1	July 6
Final Day to Register or Withdraw Without Penalty	Aug. 26	Jan. 12	June 1	July 6
<b>Classes Begin</b>	<b>Aug. 27</b>	<b>Jan. 13</b>	<b>June 2</b>	<b>July 7</b>
Final Day to Declare Pass/Fail Intentions	Nov. 2	March 24	June 22	July 27
Advance Registration for Next Term	Nov. 9-24	April 5-20		
Open Registration Begins	Nov. 25	April 21		
No Exams Except Makeup or Scheduled Lab Exams	Dec. 3-9	April 28-May 4		
Last Day of Classes	Dec. 9	May 4	July 1	Aug. 4
Individual Study Day	Dec. 10	May 5		
Final Examinations	Dec. 11-16	May 6-11	July 2-3	Aug. 5-6
<b>Semester/Term Ends</b>	<b>Dec. 16</b>	<b>May 11</b>	<b>July 3</b>	<b>Aug. 6</b>
Residence Halls Close (with exceptions*)	Dec. 17	May 12	July 4	Aug. 7
Commencement†	Dec. 18-19	May 14-15		Aug. 7
<b>PAYMENTS AND REFUNDS**</b>				
Final Day to Make Full Payment or Payment Arrangements for pre-registration	Aug. 21	Jan. 8	May 28	July 2
Final Day to Drop a Course and Receive a Refund (not applicable to students dropping to 0 hours)	Sept. 14	Jan. 29	June 7	July 12
Final Day to Withdraw and Receive Partial Refund	Sept. 24	Feb. 10		
<b>ADD/DROP (changes in schedule), WITHDRAWAL (dropping all courses)</b>				
Student-Initiated Add on the Web	Aug. 27-Sept. 1	Jan. 13-19	June 2-3	July 7-8
Student-Initiated Drop on the Web	Aug. 27-Sept. 14	Jan. 13-29	June 2-7	July 7-12
Final Day to Drop a Course	Nov. 2	March 24	June 22	July 27
Final Day to Transfer Between Colleges	Nov. 25	April 21	June 22	July 27
Final Day to Withdraw from the University	Dec. 4	April 29	June 29	Aug. 2
<b>DEADLINES RELATED TO GRADUATION</b>				
Graduate School—Final Day to File Statement of Intent to Graduate	Sept. 17	Jan. 29	June 14	
Graduate School—Final Day to File Defense Notification	Oct. 7	March 3	June 9	
Final Day to Order Invitations/Academic Regalia at Bookstore	Oct. 26	March 10	June 18	
Graduate School—Final Day to Defend Thesis/Dissertation	Oct. 28	March 25	July 1	
Graduate School—Final Day to Pay Thesis/Dissertation Fee	Oct. 28	March 25	July 1	
Graduate School—Final Day to Submit Final Defense Reports	Oct. 29	March 26	July 2	
Graduate School—Final Day to Submit Final Draft of Thesis/Dissertation	Nov. 11	April 2		July 6
Graduate School—Final Day to Remove Grades of I or CR	Nov. 20	April 16		July 12
Graduate School—Final Day for Master's Candidates to Submit Comprehensive Exam Reports	Nov. 20	April 21		July 8
Graduate School—Final Day to Submit Final Corrected PDF of Thesis/Dissertation	Nov. 30	April 28		July 27
Final Day for Undergraduate Degree Candidates to Remove I and PR Grades, Complete Final Exams for Correspondence	Dec. 4	April 30	June 29	Aug. 2
<b>HOLIDAYS AND VACATION DAYS</b>				
Labor Day Holiday	Sept. 7			
Student holiday (does not apply to School of Law)	Oct. 12-13			
Thanksgiving Vacation	Nov. 25-29			
Martin Luther King Jr. Day		Jan. 18		
Spring Vacation		March 13-21		
No Classes		April 5		
<b>INTERSESSION, WINTERSESSION AT JUNCTION</b>				
WinterSession Classes at Junction Center Campus	Dec. 26-Jan. 9			
Interession Classes at Junction Center Campus			May 12-27	
<b>FACULTY-RELATED INFORMATION</b>				
Faculty on Duty	Aug. 24	Jan. 11	June 1	July 6
Mid-Semester Grades Due Via Web for Faculty	Oct. 26	March 10		
Web for Faculty Available for Grading	Dec. 11	May 6		
Grades Due for Graduating Students Via Web for Faculty	Dec. 17	May 12		
Final Grades Due Via Web for Faculty	Dec. 21	May 17	July 8	Aug. 11

\* See detailed chronological calendar at [www.depts.ttu.edu/officialpublications/calendar.html](http://www.depts.ttu.edu/officialpublications/calendar.html)  
\*\* See Finance section of catalog for details of payment arrangements, dates, and refunds  
† Schedule of commencement ceremonies to be announced.