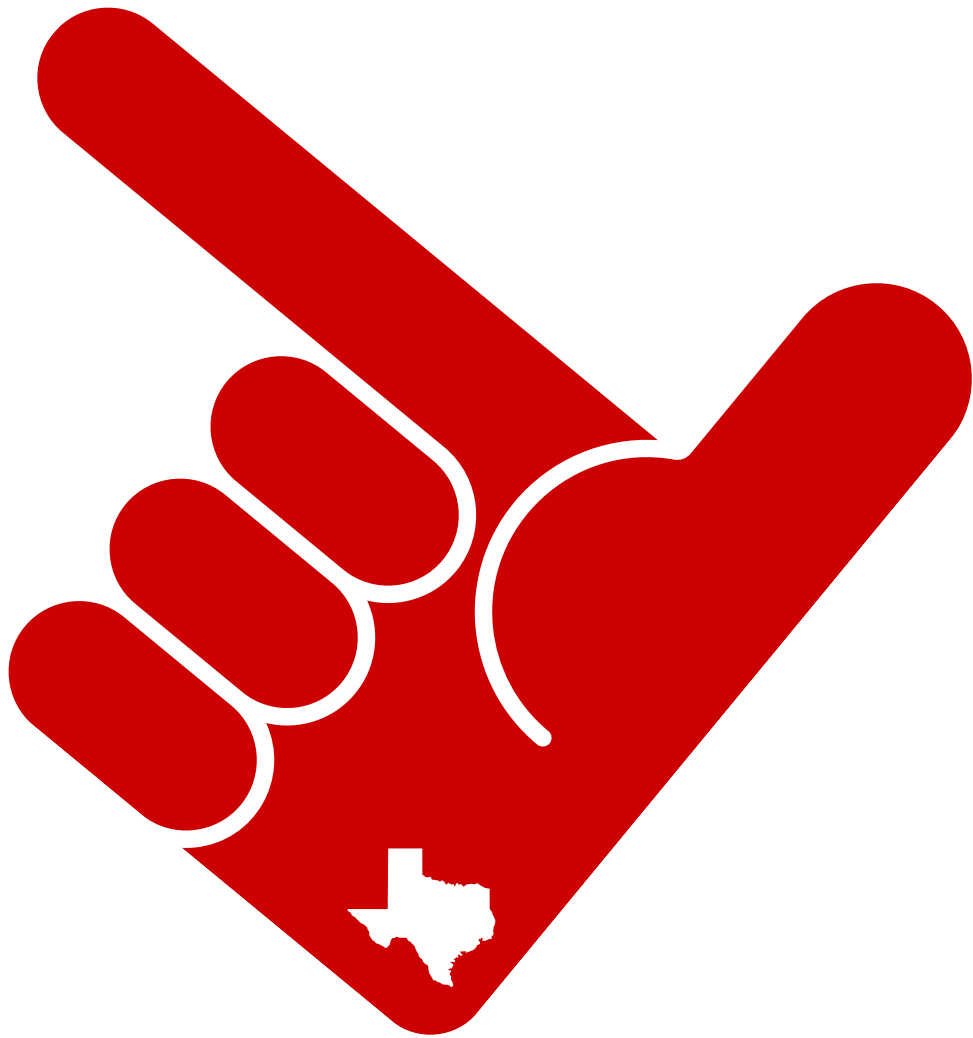


# RED FOLDER

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STUDENTS OF CONCERN



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FACULTY & STAFF SUPPORT RESOURCES  
UPDATED 2023

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# ACADEMIC CALENDAR

2023-2024 Academic Calendar				
	FALL 2023	SPRING 2024	SUMMER I 2024	SUMMER II 2024
Residence Halls Open for Occupancy	Aug. 13	Jan. 7	May 26	June 30
<b>Classes Begin</b>	<b>Aug. 24</b>	<b>Jan. 10</b>	<b>May 28</b>	<b>July 1</b>
Last Day to Withdraw Without Financial Penalty	Sept. 11	Jan. 26	May 31	July 5
Advance Registration Begins	Nov. 6	April 8		
Open Registration Begins	Nov. 20	April 22		
Last Day to Declare Pass/Fail Intentions	Nov. 20	April 22	June 25	July 29
No Exams Except Makeup or Scheduled Lab Exams	Nov. 30–Dec. 6	April 24–May 1		
Last Day of Classes	Dec. 5	April 30	June 27	July 31
Individual Study Day	Dec. 6	May 1		
Final Examinations	Dec. 7–12	May 2–7	June 28–29	Aug. 1–2
<b>Semester/Term Ends</b>	<b>Dec. 12</b>	<b>May 7</b>	<b>June 29</b>	<b>Aug. 2</b>
Residence Halls Close (with exceptions*)	Dec. 13	May 8	June 30	Aug. 3
Commencement†	Dec. 15–16	May 10–11		Aug. 3
<b>PAYMENTS AND REFUNDS‡</b>				
95% Payment of Mandatory Tuition and Fees or Enrollment in a Payment Plan Due	Aug. 21	Jan. 5	May 22	June 26
Last Day to Drop a Course and Have Charges Removed (students who drop to zero hours are considered to be a withdrawal)	Sept. 11	Jan. 26	May 31	July 5
Last Day to Withdraw and Receive Partial Financial Credit	Sept. 21	Feb. 7	June 4 (Full Summer only)	
<b>ADD/DROP (changes in schedule), WITHDRAWAL (dropping all courses)</b>				
Last Day to Add a Course	Aug. 29	Jan. 16	May 29	July 2
Last Day to Drop a Course Without Academic Penalty	Sept. 11	Jan. 26	May 31	July 5
Last Day to Change Major/Transfer Between Colleges	Sept. 11	Jan. 26	May 31	July 5
Last Day to Drop a Course With Academic Penalty (counts against drop limit)	Nov. 20	April 22	June 25	July 29
Last Day to Withdraw from the University	Nov. 20	April 22	June 25	July 29
<b>DEADLINES RELATED TO GRADUATION</b>				
Graduate School—Last Day to File Application to Graduate	Sept. 8	Feb. 2	June 7	
Graduate School—Last Day to Submit Defense Notification	Sept. 27	Feb. 14	May 31	
Last Day to Order Invitations/Academic Regalia at Bookstore	Oct. 25	March 20	May 31	
Graduate School—Master's Non-Thesis Comp; Last Day to Defend Thesis/Dissertation	Oct. 27	March 29	June 25	
Graduate School—Last Day to Submit Final PDF of Thesis/Dissertation, Oral Defense and Thesis-Dissertation Approval Form	Nov. 3	April 5		July 1
Graduate School—Last Day to Post Recital Program	Nov. 3	April 5		July 5
Graduate School—Last Day to Remove Grades of I, PR or CR	Nov. 13	April 12		July 5
Graduate School—Comprehensive Eval Reports Due	Nov. 13	April 19		July 5
Graduate School—Last Day to Submit Interdisciplinary Portfolio Reports	Nov. 13	April 19		July 5
Graduate School—Last Day to Pay Thesis/Dissertation Fee	Nov. 13	April 19		July 5
Last Day for Undergraduate Degree Candidates to Remove I and PR Grades	Dec. 1	April 26	June 25	July 29
<b>HOLIDAYS AND VACATION DAYS</b>				
Labor Day Holiday	Sept. 4			
Thanksgiving Vacation	Nov. 22–Nov. 26			
MLK Day		January 15		
Spring Vacation		March 9–17		
No Classes		April 1		
Juneteenth			June 19	
Independence Day				July 4
<b>INTERSESSION</b>				
Fall Intercession	August 7–20 (Grades Due August 25)			
Winter Intercession		Dec. 13–23, Jan. 2–6 (Grades Due January 11)		
May Intercession			May 9–25 (Grades Due May 30)	
<b>FACULTY-RELATED INFORMATION</b>				
Faculty on Duty	Aug. 21	Jan. 8	May 28	July 1
Mid-Semester Grades Due Via Raiderlink (5 p.m.)	Oct. 26	March 20		
Raiderlink Available for Grading	Dec. 4	April 29	June 26	July 30
Grades Due for Graduating Students Via Raiderlink (noon)	Dec. 13	May 8		
Final Grades Due Via Raiderlink (5 p.m.)	Dec. 18	May 13	July 1	Aug. 5

\* See detailed chronological calendar at [www.depts.ttu.edu/officialpublications/calendar/index.php](http://www.depts.ttu.edu/officialpublications/calendar/index.php) for explanation of exceptions.

† Schedule of commencement ceremonies can be found at [www.depts.ttu.edu/provost/commencement/index.php](http://www.depts.ttu.edu/provost/commencement/index.php).

‡ See [www.depts.ttu.edu/studentbusinessservices](http://www.depts.ttu.edu/studentbusinessservices) for details of payment arrangements, dates, and refunds.

# RAIDERS REPORT

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## *ABOUT*

Raiders Report is an initiative dedicated to the well-being of students and promotion of a community that cares about each of its members. Through Raiders report, you are able to submit reports for the following concerns/situations:

- Academic Integrity
- Student of Concern
- Student Complaint Form
- Extended Absence Verification Request
- Title IX/Sexual Misconduct
- Hazing Incident
- General Student Conduct
- Student Organization Misconduct
- Pregnancy & Parenting



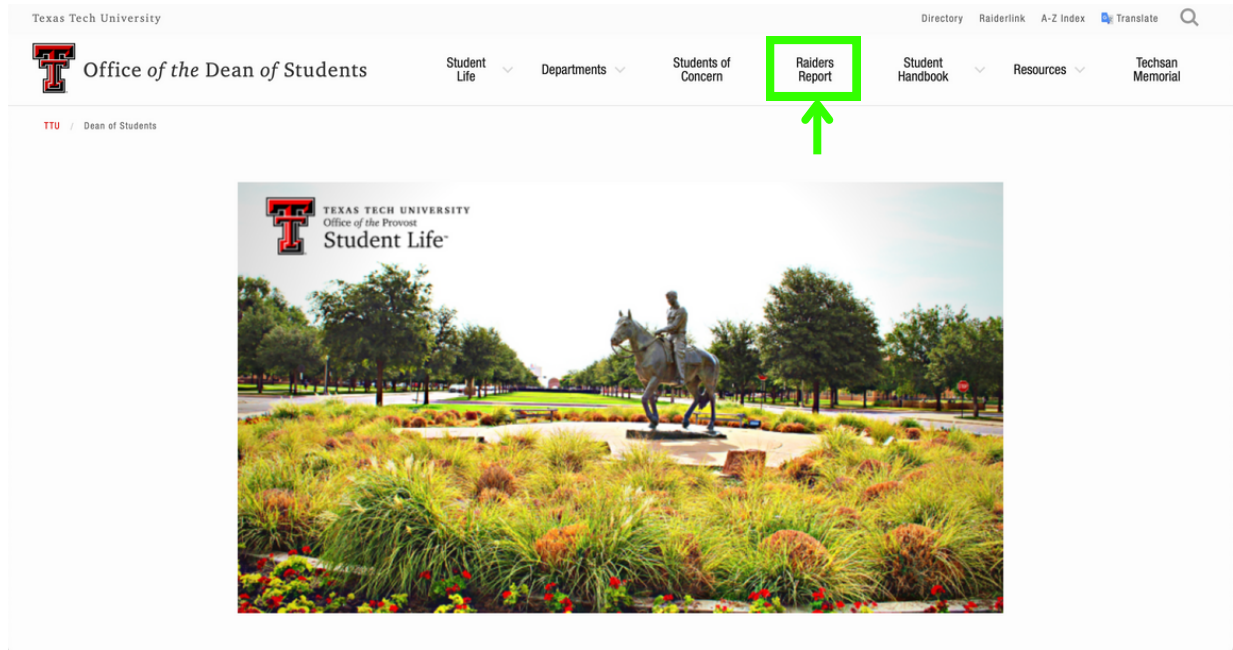
# RAIDERS

## REPORT

# RAIDERS REPORT - CONT.

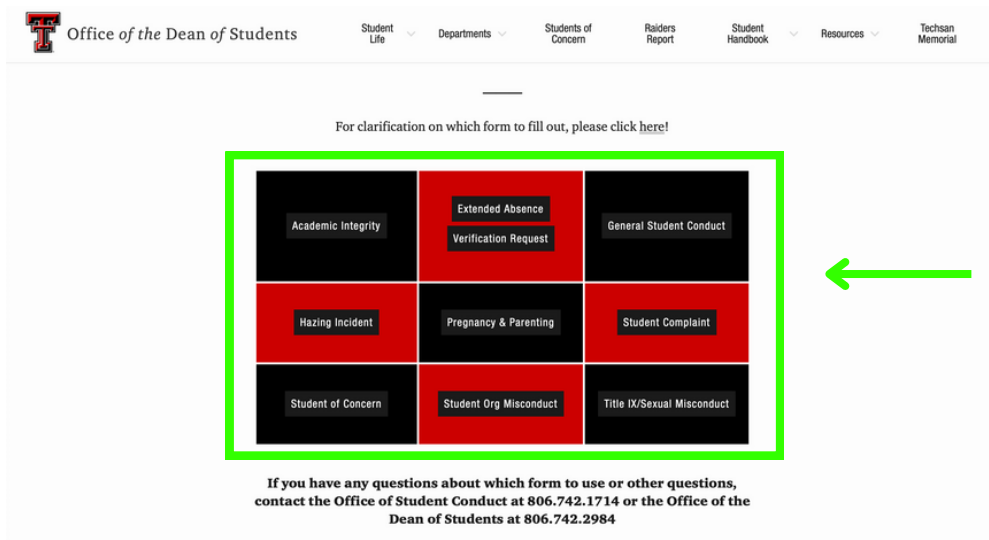
## WHERE TO SUBMIT A REPORT

All reports can be submitted online through the Office of the Dean of Students webpage or by using this [link](#)



## HOW TO SUBMIT A REPORT

Once you find the Raiders Report landing page, select the form that most closely matches the situation.



# TITLE IX MANDATORY REPORTER GUIDE

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## ***WHO IS A MANDATORY REPORTER?***

Any individual employed by Texas Tech University, including all faculty, staff and student employees are mandatory reporters

## ***WHEN TO FILE A REPORT***

You **MUST** file a report to Title IX if you witness or receive information in the course and scope of your employment about a student or employee involved in the following:

- Sexual Harassment
- Sexual Assault
- Domestic/Dating Violence
- Pregnancy
- Sexual Exploitation
- Discrimination
- Stalking
- Parenting

***\*IF YOU FAIL TO SUBMIT A REPORT IN A TIMELY MANNER, PER SENATE BILL 212, YOU WILL BE SUBJECT TO MANDATORY TERMINATION AND POTENTIAL CRIMINAL AND CIVIL PENALTIES.\****

# TITLE IX MANDATORY REPORTER GUIDE

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## *EXAMPLES:*

The following examples could be situations you encounter that meet the requirements for mandatory reporting.

- A student tells you in "confidence" that they were sexually assaulted over Christmas break
- A student complains that members of their cohort often make negative statements toward women and people of color
- You hear a rumor that an administrator regularly makes disparaging comments about employees and students who receive disability accommodations
- A student is concerned because a faculty member will not allow them to make up an exam they missed for the birth of her child
- You notice a bruise on a student's arm, and they inform you that their partner hit them
- A faculty member tells you that a former student is stalking them on social media
- A student tells you they missed class due to their partner not allowing them to leave their apartment
- A student comes to you and informs you that they have recently become pregnant
- A graduate student informs you that their young child is ill and will need academic accommodations while caring for their child

# MANDATORY REPORTER - FAQ

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## *FREQUENTLY ASKED QUESTIONS*

**1. Should I still fill out a report if I witness an incident even if I am unable to obtain the student's name or information?**

- a. Yes, because the information you provide could be supplemental to information we have already received.
- b. If someone directly reports to you, you need to ask for their name so we can reach them

**2. What if a student or employee discloses an incident to me while off duty?**

- a. You are only required by law to report incidents that you witness or are made aware of in your scope of work: while on duty or a student or employee report to you specifically because you are a university employee
- b. This can be a tough line to navigate. Call the Title IX office if clarification is needed. We can always be contacted directly for immediate resources

**3. After I submitted an initial report, I find out more information about the incident. What should I do?**

- a. If you believe the information provides new and relevant details about the incident, please email or call the Title IX office instead of filling out an additional report



# TYPES OF BEHAVIORS AND SUGGESTED ACTIONS/REFERRALS

## MILD BEHAVIORS

- Causing discomfort or annoyance
- Poor Academic Performance
- Standing in personal space
- Texting or on phone
- Talking loud
- Interrupting
- Talking off topic
- Disrespectful/Rude



## ACTION

Determine a time to talk individually with the student to address the behavior(s)

During the conversation:

- Communicate clearly
- Reestablish expectations
- Provide resource referrals as appropriate



## PRIMARY RESOURCES

- Supervisor
- Department Chair

## DISRUPTIVE BEHAVIORS

- Disruption of educational process
- Violation of rules
- Vague/Indirect threats
- Substance misuse or abuse
- Refusing to leave or cooperate
- Destruction of property
- Not complying with instruction
- Escalating mild behaviors



## ACTION

Communicate expectations early & clearly via the syllabus & student code of conduct

Additional Possible Actions:

- Document what occurred
- Submit online report via Student Conduct website
  - [www.depts.ttu.edu/studentconduct](http://www.depts.ttu.edu/studentconduct)



## PRIMARY RESOURCE

- Office of Student Conduct
  - 806.742.1714
  - [studentconduct@ttu.edu](mailto:studentconduct@ttu.edu)

## BEHAVIORS OF DISTRESS

- Emotionally troubled
- Crying
- Sleeping in class
- Changes in hygiene
- Depressed or anxious
- Not adapting well
- Observed self-injurious behaviors (cutting, burning, eating disorder, etc.)



## ACTION

- Determine a time to talk individually with the student
- Assess the situation
- Offer resources
- Submit an online [Student of Concern report](http://www.ttu.edu.studentsofconcern)
  - [www.ttu.edu.studentsofconcern](http://www.ttu.edu.studentsofconcern)



## PRIMARY RESOURCES

- Student Counseling Center
  - 806.742.3674
  - [scc@ttu.edu](mailto:scc@ttu.edu)
- Office of the Dean of Students
  - 806.742.2984
  - [deanofstudents@ttu.edu](mailto:deanofstudents@ttu.edu)

# TYPES OF BEHAVIORS AND SUGGESTED ACTIONS/REFERRALS

<u>VIOLENT BEHAVIORS</u>	<u>ACTION</u>	<u>PRIMARY RESOURCES</u>
<ul style="list-style-type: none"><li>• Threat to self or others</li><li>• Violent or aggressive behavior</li><li>• Mention of weapons or violence to solve problems</li><li>• Deficient in skills to regulate emotion/behavior</li><li>• Writings/Online posting that convey intention to harm self or others</li><li>• Unable to care for self</li><li>• Profoundly disturbed</li><li>• Detached view of reality</li></ul>	<p><i>If in immediate danger:</i></p> <ul style="list-style-type: none"><li>• Call 911</li><li>• Address the immediate concern by protecting self &amp; others by clearing or locking down location</li></ul> <p><i>If not in immediate danger:</i></p> <ul style="list-style-type: none"><li>• Assist student in seeking help</li><li>• Document what occurred</li><li>• Report situation to police</li><li>• Submit an online <u>Student of Concern report</u><ul style="list-style-type: none"><li>◦ <a href="http://www.ttu.edu/studentsofconcern">www.ttu.edu/studentsofconcern</a></li></ul></li></ul>	<ul style="list-style-type: none"><li>• Texas Tech Police Department<ul style="list-style-type: none"><li>◦ 806.742.3931</li></ul></li><li>• Office of the Dean of Students<ul style="list-style-type: none"><li>◦ 806.742.2984</li></ul></li></ul>

**IF A STUDENT IS IN AN EMERGENCY, CALL 911 IMMEDIATELY!**

**FOR NON-EMERGENCY POLICE ASSISTANCE, CONTACT TEXAS TECH POLICE AT 806.742.3931**

# ENCOUNTERING STUDENTS IN DISTRESS

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## *INDICATORS OF CRISIS*

If you encounter a student in distress, please complete a Student of Concern report or reach out to the Student Counseling Center on campus. The following are possible indicators of a student who is in distress or a personal crisis:

- Missed Assignments
- Decline in work quality
- Drop in grades
- Repeated absences from class
- Negative change in classroom performance
- Verbal aggressiveness
- Continual seeking of special accommodations (extensions, postponed, etc.)
- Work that indicates extremes of hopelessness, social isolation, rage or despair
- Unprovoked anger or hostility
- Out-of-control hygiene, or lack there of
- Exaggerated personality traits (withdrawn, more animated)
- Direct statements indicating distress, family problems, or other difficulties
- Any written note or verbal statement indicating suicidality or "finality"
- Self-injury or self-destructive behavior
- Verbal or written threats of harm to others
- Direct statements indicating distress, family problems or other difficulties
- Tearfulness

**IF A STUDENT IS IN AN EMERGENCY, CALL 911 IMMEDIATELY!**

**FOR NON-EMERGENCY POLICE ASSISTANCE, CONTACT TEXAS TECH  
POLICE AT 806.742.3931**

# ENCOUNTERING STUDENTS IN DISTRESS

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## *ENCOUNTER*

Faculty teaching in the classroom often have the first opportunity to observe if a student is in some kind of personal distress or crisis. As such, you may be in the position to be the first to extend a "helping hand" to a troubled student. These suggestions are intended to guide you in extending that helping hand.

As an instructor, you may become aware of students' anxiety, depression, loneliness, marital and family adjustment situations, sexual concerns, feelings of low self-worth, career dilemma or other situations that are causing the student to be personally distressed or in a troubled mental state.

While this distress results from the student's personal situation, the effects of a troubled personal life sometimes becomes evident in the classroom. It may affect the student's ability to succeed in the classroom as well as impact other student's around them.

The Student Counseling Center (SCC) on campus is always an available resource to students. You may refer a student to the SCC if necessary.

**IF A STUDENT IS IN AN EMERGENCY, CALL 911 IMMEDIATELY!**

**FOR NON-EMERGENCY POLICE ASSISTANCE, CONTACT TEXAS TECH  
POLICE AT 806.742.3931**

# ENCOUNTERING STUDENTS IN DISTRESS - STUDENT COUNSELING CENTER RESOURCES

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## *CONSULT*

The Student Counseling Center (SCC) has counselors available on campus to consult with to determine how you can help a student in need. As a consultant, the SCC is here to help you determine the best course of action for addressing your concern.

We accomplish this by discussing with you your concerns and brainstorming ways in which you can help. You are not required to reach out to seemingly troubled students, this is your choice. If the troubled students behavior is impacting their ability or other student's ability to learn, you may want to consider visiting with your academic dean for classroom management.

**Here are a few reasons why faculty and staff consult with the SCC staff:**

- Get ideas for how to suggest to someone that they should seek counseling or assistance
- Become aware of services and resources available to help with concerns
- Learn how to refer a student to the SCC
- Request that we meet with students who are dealing with a difficult situation
- Get ideas about how to prevent a negative situation from starting or escalating

# ENCOUNTERING STUDENTS IN DISTRESS - STUDENT COUNSELING CENTER RESOURCES

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## *APPROACHING TO HELP*

When you first approach a student to help, follow these tips:

1. Try to talk to the student in a private location
2. Mention that you are concerned and cite a specific reason for the concern
3. Give the student time to talk about their situation
4. Actively listen
5. Use a calm voice with the student
6. Ask if the student would like to talk with a Student Counseling Center (SCC) counselor who has expertise in assisting students
7. Mention that counseling is without fee and is confidential (Unless a student indicates intention to harm themselves or others)
8. If a student would like to talk with a counselor, offer to walk the student to the SCC for walk-in hours (12:30pm - 3:30pm)

When you have an interaction with a distressed or troubled student, report this to your Associate Dean and complete the [Student of Concern form](#) through the Office of the Dean of Students website

**IF A STUDENT IS IN AN EMERGENCY, CALL 911 IMMEDIATELY!**

**FOR NON-EMERGENCY POLICE ASSISTANCE, CONTACT TEXAS TECH  
POLICE AT 806.742.3931**

# OFFICE OF THE DEAN OF STUDENTS

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## ***WHEN TO SUBMIT A REFERRAL***

The Office of the Dean of Students takes referrals for the following situations and SOC.

- Alcohol/Substance Abuse
- Classroom and Other Behavioral Issues
- Displays Paranoia or Distrust
- Emergency Detentions
- Extreme or Sudden Changes in Behavior
- Identifies Any Type of Weapon
- Student Death
- Student and Family Crisis
- Students in Distress
- Suicidal Ideation
- Suicide Attempts
- Threatening Behavior

**PREGNANCY AND PARENTING RELATED MATTERS REPORT TO THE OFFICE FOR STUDENT CIVIL RIGHTS AND SEXUAL MISCONDUCT:**

**ALFARIS@TTU.EDU OR CALL 806.742.7233**

## ***HOW TO SUBMIT A REFERRAL***

There are two ways to submit a referral:

1. Submit a report online through the Raiders Report system or use this [link](#)
2. Call the Office of the Dean of Students at 806.742.2984

**IF A STUDENT IS IN AN EMERGENCY, CALL 911 IMMEDIATELY!**

**FOR NON-EMERGENCY POLICE ASSISTANCE, CONTACT TEXAS TECH  
POLICE AT 806.742.3931**

# RESOURCES BY TOPIC

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This following information includes common topics or situations that you may encounter with students and resources to provide them broken down by topic.

## ***ABSENCES OF A WEEK OR MORE***

### **1. Office of the Dean of Students | 806.742.2984 | SUB - STE 203**

- a. Available to discuss situations where students miss a week or more of consecutive days

### **2. Associate Academic Dean of the Student's College**

- a. For absences less than one week, faculty may work directly with the student
- b. Associate Academic Deans are available for consultation on absences less than one week

## ***ACADEMIC ACCOMODATIONS***

### **1. Student Disability Services | 806.742.2405 | Weeks Hall - 130**

- a. Coordinates accommodations and resources for registered disabled students

### **2. Office for Student Civil Rights and Sexual Misconduct | 806.742.7233 | SUB 232**

- a. Coordinates accommodation and resources for students who are pregnant or parenting or for students who have experienced a Title IX related incident



# RESOURCES BY TOPIC - CONT.

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## *ACADEMIC INTEGRITY*

- **Office of Student Conduct | 806.742.1714 | Student Wellness - 211**
  - Investigates incidents and adjudicates Code of Student Conduct violations

## *ACADEMIC PERFORMANCE*

- **Raider Success Hub | Online**
  - An online portal available to all students to connect with their student success team comprised of academic advisors, success specialist and career advisors

## *FINANCIAL CONCERNS*

- **Raider Relief | 806.742.2011 | [raiderrelief@ttu.edu](mailto:raiderrelief@ttu.edu)**
  - The Raider Relief Advocacy and Resource Center is being developed to support the needs of students and connect them with the most essential resources required to achieve academic goals as a Texas Tech University student.
    - Resources include but are not limited to: food, housing, financial education, and basic living supplies (clothing, kitchen essentials, toiletries, etc.)