TTU CODE OF STUDENT CONDUCT

The TTU Code of Student Conduct outlines standards of behavior pertaining to students and to student organizations at www.ttu.edu/studenthandbook.

Where does it apply?

- Anytime you are on campus
- At any university sponsored event
- Any off-campus event when it affects a substantial number of students
- Any off-campus event that presents a danger or threat to the health or safety of other students

Who does it apply to?

- Texas Tech Students
- Texas Tech Registered Student Organizations

Common Organization Violations – please see reverse side and the Texas Tech University Student Code of Conduct code for details.

What Constitutes an Organizational Event?
When a violation occurs, both individuals and organizations can be held responsible. As a chapter, it is your responsibility to ensure all members are responsive to misconduct that occurs anywhere members are present. If a member violates a university or state law standard and the organization looks the other way or doesn't intervene and take corrective action, the organization is more likely to be found responsible.

When trying to decide if an organization is responsible, the university will look at:

- Number of individuals involved (not just members)
- Number of members in the chapter that knew about the behavior
- Context, location, and environment where behavior occurred
- Is the activity considered a part of the organization's accepted practices?
- Did the organization's atmosphere accept/ignore/condone/conceal the activity?
- Would the setting be perceived as an organizational event by a reasonable observer?

BYSTANDER RESPONSIBILITY

Any event/activity/interaction that violates the standards and policies of the university or makes you feel uncomfortable or ashamed should compel you to DO SOMETHING. When you notice something going on, prepare yourself to intervene directly or indirectly (see below). This applies to members of your chapter and the community at large.

Direct:

- Emergency response: You take over the event and responsibility
- Non-Emergency response: You speak with the person directly

Indirect:

- Emergency response: You request that someone else take responsibility as the primary helper (police, university, HQ, advisor)
- Non-Emergency response: Talk to another person who you feel could be helpful or give guidance and direction – group member, counselor, administrator, professional.

If the university determines that you or your organization knew about an activity or witnessed the event and you neglected to intervene or report, you can be held individually and organizationally responsible. Even if you do not act immediately, don't ignore the situation. Just because you don't act right then doesn't mean you can't do it later. It is also important that you follow up with those involved to help educate them on why the behavior was unsafe. It is encouraged that you report intervention efforts to the Campus Life staff, in order to prevent any confusion, should the event be reported by another party later.

PARTNERSHIP & REPORTING OPTIONS

In an effort to encourage students to take accountability measures into their own hands, we strongly encourage student leaders to self-report any violations or incidents to the Campus Life staff. Our process allows for a partnership between the organization and/or national organization and Campus Life staff. We strive to keep a collaborative partnership with all those involved.

When do we involve advisors?

- Individual or low level offenses
- Violations with little or no physical danger involved

When do we involve national organizations?

- Organizational mid to high level offenses
- A reoccurring concern that indicates organizational climate of concern
- When the response of the chapter is not compliant or timely
- When there is an immediate danger to members or others
- When the organization is already sanctioned by the university

Why should you consider self-reporting?

When an organization is able to quickly identify a concern, address it, and report it, it becomes much easier to avoid the negative consequences of a policy violation. The university, organization, and national organization are then able to collect all necessary information at one time, hold individuals accountable, and provide education so the issue does not reoccur. These potential partnerships allow us to minimize the negative consequences associated with a formal conduct process. Should an incident go unreported by the organization and come to the university's attention from a third-party the process can become lengthy, more complex and incur higher penalties. In other words, self-reporting allows the university to work collaboratively with the organization to address the situation. This often leads to lesser sanctioning for misconduct.

Pre-report

A pre-report would take place if you became aware of a violation that might occur. You would then intervene and inform involved members of the standard and/or policy about to be broken and potential consequences for the chapter. If you are not confident they will take your advice and may proceed anyway, we encourage you to report the intervention efforts ahead of the incident. Campus Life staff will be able to provide additional intervention support at that time and should the event occur, we will be able to hold the individuals accountable for acting against advice. *Has the highest likelihood of reducing conduct outcomes/findings.*

Post Report/Response

As an officer, if a violation occurs without your prior knowledge, you are able to report it to Campus Life staff as soon as it comes to your attention. Some violations will come to the attention of the organization and the university simutanulously. If the response from the chapter is prompt and cooperative, the Campus Life staff is able to consider the partnership as organizationally initiated. This level of response is also observed any time a national organization becomes aware of an incident, conducts an investigation, and then provides the university with the findings of their investigation. *Likely able to reduce conduct outcomes/findings.*

Complainant Report

If the university is notified of an incident involving an organization from a third party seeking action (a member, new member, parent, concerned citizen, TTUPD, public record), an informal process may still take place. However, the complainant will be involved in the collection of information and finding a resolution. A complainant can also refuse to participate in an informal resolution partnership. *While still considered a partnered effort because the organization can take immediate responsibility – this level of reporting could result in outcomes/findings similar to those on the sanction matrix.*

Temporary Suspension – If the violation in question concerns the safety of other students in any way, or if the organization does not move forward with coordinating with Campus Life or university officials, the organization may be immediately Temporarily Suspended. If a national HQ issues a notification of suspension of activity, the university will follow suite and issue the same.

INVESTIGATION & RESOLUTION

Organizations have two options when responding to possible violations of policy; Informal Resolution and the Formal Student Conduct Process. Both processes are inclusive of the Rights and Responsibilities offered to individual students.

Informal Resolution
Information will be collected in partnership with the organization, Campus Life Staff, a trained investigator/student conduct officer, any law enforcement involved, national headquarters, and complainant (if applicable).

Once all of the information is collected and it is determined which violations have been made on behalf of the organization, the organization has the option to resolve the issue informally. The organization has to agree on which violations they are responsible for and that they agree to all sanctions, conditions and restrictions recommended by the Campus Life Staff and/or Student Conduct Officer/Investigator. Outcomes/findings will be coordinated with the national organization if a partnership has been established.

If there is a complainant, the complainant must also agree to the informal resolution process and all outcomes/findings. If an Informal Resolution is reached, there is no formal hearing and no appeal. The case will only be reopened if new material, previously unavailable, is presented.

Formal Conduct Process
Information will be collected in partnership with the organization, Campus Life Staff, a trained investigator/student conduct officer, any law enforcement involved, national headquarters and complainant (if applicable).

Once all of the information is collected, the investigator/student conduct officer will allow the organization to proceed to conduct either an Administrative or a University Discipline Committee Hearing:

- Administrative Hearing – an Administrative Hearing Officer is soley responsible for revieing the Investigation Report and arriving at decision of responsibility and assigns sanctions, conditions, and restrictions as appropriate.
- University Discipline Committee Hearing – a panel consists of five (5) committee members including faculty, staff and students will review the Investigation Report and hear from all parites involved before arriving at a decision of responsibility and assign sanctions, conditions and restrictions as appropriate.

An appeal process is available to organizations who use the formal Conduct Process. Both the Administrative Hearing Officer and the University Discipline Committee use the Sanction Grid provided.

STUDENT ORGANIZATION SANCTION GUIDELINES

Indicated Y/N in each column to the right of the activity the organization was found responsible. The corresponding sanctions to each activity would be recommended. Thus, an organization found responsible for multiple activities would be subject to multiple sanctions.

Activity	Y/N	Levels	Proposed Sanctions
Activity resulted in student death or critical injury *Code of Student Conduct* Section B(2), Actions Against Members of the University Community, (*b.) Harmful, Threatening, or Endangering Conduct*		3	- **Criminal Activity- refer to Texas Tech Police** - **Refer to (Inter) National Headquarters** - **Indefinite suspension with the option to request to return (typically after five (5) to ten (10) years, depending on severity)**
Activity resulted in the hospitalization of student(s) or **Activity involved physical brutality** *Code of Student Conduct* Section B(2), Actions Against Members of the University Community, (*b.) Harmful, Threatening, or Endangering Conduct*		3	- **Criminal Activity- refer to Texas Tech Police** - **Refer to (Inter) National Headquarters** - **Deferred suspension for 2 years** - **If activity is hazing (4) year suspension**
Activity resulted is egregious sexual misconduct (sexual assault) *Code of Student Conduct* Section B(2), Actions Against Members of the University Community, (c.) Sexual Misconduct		3	- **Criminal Activity- refer to Texas Tech Police** - **Refer to (Inter) National Headquarters** - **One (1) to four (4) years suspension (depending on severity)** - **If activity is nonconsensual sexual intercourse, four (4) year suspension**
Activity resulted is sexual misconduct (sexual harassment / exploitation) *Code of Student Conduct* Section B(2), Actions Against Members of the University Community, (c.) Sexual Misconduct		3	- **Criminal Activity- refer to Texas Tech Police** - **Refer to (Inter) National Headquarters** - **Deferred suspension for one (1) to three (3) years**
Activity constitutes Retaliation *Code of Student Conduct* Section B(2), Actions Against Members of the University Community, (f.) Retaliation		3	- **Refer to (Inter) National Headquarters** - **Probation up to deferred suspension, one (1) to three (3) years** - **If the retaliation concerned activity above this category, suspension one (1) to four (4) years**
Organization has been found responsible for similar activity within the previous three (3) years		3	- **Refer to (Inter) National Headquarters** - **Suspension for minimum of four (4) years**
Any activity in which a person engages in hazing *Code of Student Conduct Section B(2), Actions Against Members of the University Community, (d.) Hazing*		2	- **Refer to (Inter) National Headquarters** - **If actions resulted in other red categories, suspension for a minimum of (4) years** - **If the activity did not result in student death, injury, or hospitalization *but* likely could have, Deferred suspension for two (2) years with ANY violation of the Code of Conduct resulting in suspension for a minimum of four (4) years** - **If the activity did not result in any other red categories and is not likely to, deferred suspension for one (1) to two (2) years**
Activity included use or abuse of alcohol or other drugs *Code of Student Conduct Section B(3), Alcoholic Beverages and B(4), Narcotics or Drugs*		2	- **Refer to (Inter) National Headquarters** - **Deferred suspension for two (2) years** - **Host or participate in a substance free event within three (3) months Thursday, Friday, or Saturday evening**
Failure to comply with reasonable travel practices to ensure safety *Code of Student Conduct Section B(11), Failure to Comply and B(15), Violation of Published Policies, Rules, or Regulations*		2	- **Refer to (Inter) National Headquarters** - **Deferred suspension for two (2) years** - **Educational session focusing on safe travel practices**
Intentional or reckless behavior that disrupts normal operations of University *Code of Student Conduct Section B(2), Actions Against Members of the University Community , (a.) Disruptive and/or Obstructive Conduct*		2	- **Refer to (Inter) National Headquarters** - **Deferred suspension for two (2) years** - **Student Handbook/Code of Student Conduct Educational Session**
Activity intimidated or threatened a student(s) *Code of Student Conduct Section B(2), Actions Against Members of the University Community, (b.) Harmful, Threatening, or Endangering Conduct*		2	- **Refer to (Inter) National Headquarters** - **Hold Individuals separately accountable** - **Deferred suspension for two (2) years** - **Civic Education session**
Activity negatively impacted student(s) academic progress and/or financial well-being. *Code of Student Conduct Section B(2), Actions Against Members of the University Community, (a.) Disruptive and/or Obstructive Conduct*		1	- **Refer to (Inter) National Headquarters** - **Probation for one year**
Activity involved theft, damage, or unauthorized use *Code of Student Conduct Section B(7), Theft, damage, or unauthorized use*		1	- **Refer to (Inter) National Headquarters** - **Probation for one year** - **Restitution and restoration** - **Loss of the use of University facilities for six (6) months (including but not limited to: meeting rooms, facilities, Grounds Use and Solicitation)**
Academic dishonesty *Code of Student Conduct B(1), Academic Dishonesty (Cheating, Plagiarism, Collusion, Falsifying Academic Records, Misrepresenting Facts)*		1	- **Refer to (Inter) National Headquarters** - **Probation for one year** - **Refer to the Academic Integrity Policy for other suggested sanctions**

Organizations are encouraged to self-report possible violations of the Code of Student Conduct prior to incidents occurring. When self-reporting, organizations may have opportunities for informal resolutions instead of formal conduct hearings.

<u>This document is only a guide</u>. Sanctions, conditions, and restrictions are determined based on the details of the case. This page does not include a complete list of restrictions and conditions, which can include restrictions on new member intake, social event restrictions, educational program requirements, and other alternatives as circumstantially necessary.

Risk Scale: 3 High Risk **2 Mid-level Risk** **1 Low Risk**