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I, Ben Lock, the duly appointed and qualified Secretary of the Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the Minutes of the Texas Tech University System Board of Regents meeting on August 9-10, 2012.



Ben Lock
Secretary

SEAL



TEXAS TECH UNIVERSITY SYSTEM



Office of Audit Services

Annual Audit Plan
For the Year Ending August 31, 2013

Kimberly F. Turner, CPA
Chief Audit Executive

August 9, 2012

Definition

IIA's Definition of Internal Auditing

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Risk-Based Planning

The mission of the Office of Audit Services is to assist the Board of Regents and other units of the Texas Tech University System in identifying, avoiding, and mitigating risks.

IIA Standard 2010—Planning

The chief audit executive must establish risk-based plans to determine the priorities of the internal audit activity, consistent with the organization's goals.

2013 Areas of Focus

- **Academics, research, and enrollment**
 - *TTU and HSC—Libraries*
 - *TTU and HSC—Graduate Schools*
 - *HSC—Laura W. Bush Institute for Women's Health*
 - *HSC El Paso—Gail Greve Hunt School of Nursing*
 - *HSC—Lubbock and El Paso Clinical Research Administration*
 - *ASU—Enrollment Management*
- **Institutional compliance programs and specific compliance areas**
 - *TTU and HSC—Institutional Compliance and Ethics Program*
 - *TTUS, TTU, HSC, ASU—Payment Card Industry Data Security Standards (PCI DSS)*
 - *TTU—Barnes & Noble Contract*
 - *ASU—HIPAA Compliance*
- **HSC El Paso campus**
 - *PLFSOM Departments of Anesthesiology and Orthopaedics; Southwest Endocrine Consultants*
- **Information technology**
 - *HSC—IDX Services*
 - *HSC El Paso—EMR Post-Implementation Review*
 - *ASU Payroll Processes*



TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2013

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF AUG 1	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		TOTAL ENGAGEMENT HOURS AVAILABLE	19,175					
		REQUIRED AUDITS						
Required	ALL	State Auditor's Office and Comptroller's Office Misc. Projects	Miscellaneous (assist)	20	(5)			15
		TTU and ASU: 2012 Statewide Federal Financial Audit	Financial/Compliance (assist)		5			5
Required	TTUS	Texas Tech University Foundation	Financial (assist)	120				120
Required	TTUS	Regents, Chancellor, & Presidents Travel and Other Expenses	Compliance (assist)	50				50
Required	TTUS	Office of Audit Services Annual Report	Compliance	30				30
Required	TTUS	Office of Audit Services Annual Plan	Compliance	40				40
Required	TTUS	Office of Audit Services Quality Assurance Activities Review	Compliance	60				60
Required	TTU	Texas Higher Education Coordinating Board ARP Grants	Compliance	80				80
Required	TTU	Texas Higher Education Coordinating Board Facilities Audit	Compliance	100				100
Required	TTU	NCAA Rules Compliance Program	Compliance	300				300
Required	TTU	Athletics Financial Review	Financial (assist)	175				175
Required	TTU	Texas Tech Public Media Financial Statement Audit	Financial (assist)	300				300
Required	TTU	Joint Admission Medical Program Grants	Compliance	60				60
Required	TTU	Football Attendance Certification	Compliance	10				10
Required	HSC	Texas Higher Education Coordinating Board ARP Grants	Compliance	40				40
Required	HSC	Texas Higher Education Coordinating Board Residency Grants	Compliance	80				80
Required	HSC	Correctional Managed Health Care Committee Contract	Compliance	200				200
Required	ASU	Carr Foundation	Financial (assist)	10				10
Required	ASU	SACS Financial Statement Review	Financial (assist)	400				400
		TOTALS FOR REQUIRED AUDITS	2,075	-		-	-	2,075
		AUDITS IN PROGRESS AT AUGUST 1, 2012						
Prior Year	TTUS	Assessment of Risk Management Processes	Risk Management	175	In Progress			175
Prior Year	TTUS	Construction Project Expenses—TTU Rawls College of Bus. Admin.	Financial/Compliance (assist)	5	In Progress			5
Prior Year	TTUS	Construction Project Expenses—TTU Boston Residence Hall	Financial/Compliance (assist)	5	In Progress			5
Prior Year	N/A	TeamMate Suite Software Implementation	Operational	50	In Progress			50
Prior Year	TTU	Physical Plant	Operational	300	In Progress			300
Prior Year	TTU	Enrollment Management	Operational	75	In Progress			75
Prior Year	TTU	Small Business Program (SBIR/STTR) Federal Grants	Financial/Compliance	40	In Progress			40
Prior Year	TTU	Student Business Services	Operational/Controls	525	In Progress			525
Prior Year	HSC	El Paso Campuswide Claims Rejections	Operational	275	In Progress			275
Prior Year	HSC	El Paso Department of Obstetrics & Gynecology	Operational/Financial	250	In Progress			250
Prior Year	HSC	Lubbock Department of Internal Medicine	Operational/Financial	40	In Progress			40
Prior Year	HSC	El Paso Department of Family Medicine	Operational/Financial	200	In Progress			200
Prior Year	ALL	Wrap-up on Audits Included in August BOR Report		20	In Progress			20
		TOTALS FOR AUDITS IN PROGRESS	1,960	-		-	-	1,960
		UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS						
		Total Hours Budgeted for Special Projects & Investigations	3,750	(150)				3,600
		IN PROGRESS AT AUGUST 1, 2012						
Special	HSC	Correctional Managed Health Care Committee Contract	Investigation	150	In Progress			150
		SPECIAL PROJECTS AND INVESTIGATIONS TOTALS	3,750	150		-	-	3,750
		HIGHEST PRIORITY						
	TTUS	Construction Project Expenses	Financial/Compliance (assist)	40				40
	TTU	Payment Card Industry Data Security Standards	IT/Compliance	400				400
	TTU	Graduate School	IT/Operational/Financial	500				500
	TTU	Institutional Compliance and Ethics Program	Compliance/Operational	400				400
	HSC	Institutional Compliance and Ethics Program	Compliance/Operational	400				400
	HSC	Payment Card Industry Data Security Standards	IT/Compliance	400				400
	HSC	El Paso Clinical Research Administration	Controls/Compliance	300				300
	HSC	El Paso Southwest Endocrine Consultants	Controls	100				100
	HSC	El Paso EMR Post-Implementation Review	IT Controls	400				400
	ASU	Enrollment Management	Operational/Compliance	350				350
	ASU	Office of Business Services and Special Events	Operational/Financial	250				250
		HIGHEST PRIORITY TOTALS	3,540	-		-	-	3,540

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2013

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF AUG 1	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
MODERATE PRIORITY								
2	TTUS	Payment Card Industry Data Security Standards	150					150
2	TTU	University Libraries	400					400
2	TTU	Barnes & Noble Contract	400					400
2	HSC	Lubbock Clinical Research Administration	400					400
2	HSC	Lubbock Department of Ophthalmology	400					400
2	HSC	Laura W. Bush Institute for Women's Health	350					350
2	HSC	IDX Services	400					400
2	HSC	El Paso Department of Anesthesiology	325					325
2	ASU	HIPAA Compliance	200					200
2	ASU	Payroll Processes	325					325
2	ASU	Human Resource Processes	325					325
MODERATE PRIORITY TOTALS			3,675	-		-	-	3,675
LOWER PRIORITY								
3	ALL	Audit Report Follow-Up Procedures and Reporting	300					300
3	TTU	United Spirit Arena Operations	400					400
3	TTU	Vacation and Sick Leave Reporting	300					300
3	TTU	President's Office	400					400
3	HSC	Lubbock Graduate School of Biomedical Sciences	200					200
3	HSC	Libraries of the Health Sciences	300					300
3	HSC	Lubbock Department of Medical Education	250					250
3	HSC	El Paso Department of Medical Education	200					200
3	HSC	El Paso Gail Greve Hunt School of Nursing	300					300
3	HSC	El Paso Department of Orthopaedic Surgery and Rehabilitation	325					325
3	ASU	Payment Card Industry Data Security Standards	100					100
3	ASU	President's Office	200					200
LOWER PRIORITY TOTALS			3,275	-		-	-	3,275
OTHER VALUE-ADDED WORK								
Total Hours Budgeted for Other Value-Added Work			900	0				900
Other	TTUS	Fraud Prevention Training			Ongoing			
Other	TTUS	Cash Handling and Control Environment Training			Ongoing			
Other	TTUS	Enterprise Application Steering Committee			Ongoing			
Other	TTUS	Enterprise Application Council			Ongoing			
Other	TTUS	Enterprise Application Work Group			Ongoing			
Other	TTUS	Research Projects Executive Steering Committee			Ongoing			
Other	TTU	Institutional Compliance Committee			Ongoing			
Other	HSC	Institutional Compliance Working Committee			Ongoing			
Other	N/A	Professional Organizations (ACUA, TACUA, IIA, TSCPA, SAIAP)			Ongoing			
Other	TTUS	Other Miscellaneous Projects			Ongoing			
OTHER VALUE-ADDED WORK TOTALS			900	-		-	-	900
TOTAL ENGAGEMENT HOURS			19,175	0		0	0	19,175
KEY								
	TTUS	Texas Tech University System and/or inclusive of multiple Texas Tech institutions						
	TTUSA	Texas Tech University System Administration						
	TTU	Texas Tech University						
	HSC	Texas Tech University Health Sciences Center						
	TTU & HSC	Areas with parallel functions or shared responsibility						
	ASU	Angelo State University						
	N/A	Work that is not attributable to a particular institution or campus						
Required	Audits that are mandated by law, Operating Policies, standards, contracts, etc. Will be performed based on timing of external deadlines.							
Prior Year	Engagements from prior year annual plan that were in progress at August 1. Goal is to complete them early in the year.							
Special	Unplanned special projects and investigations.							
1	Engagements that were deemed most critical per the risk assessment at August 1.							
2	Engagements that were deemed to be moderately critical per the risk assessment at August 1.							
3	Engagements that were deemed least critical per the risk assessment at August 1.							
4	Areas of exposure that need attention, but have not been included in the official plan because of resource constraints.							
Other	Other projects, including committee service, class development and instruction, professional organizations, etc.							

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2012

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF JULY 31	ACTUAL HOURS	HOURS TO FY 2013	BUDGET vs ACTUAL
		TOTAL ENGAGEMENT HOURS AVAILABLE	18,650					
		REQUIRED AUDITS						
Required	ALL	State Auditor's Office and Comptroller's Office Misc. Projects	Miscellaneous (assist)	20	(74)			(54)
		TTU: 2011 Statewide Single Audit--Federal Portion (A-133 Audit)	Fin/Compliance (assist)	5	Complete	5		0
		ASU: 2011 Statewide Single Audit--Federal Portion (A-133 Audit)	Fin/Compliance (assist)	7	Complete	7		0
		TTUS: State Comptroller's Office Post-Payment Audit	Fin/Compliance (assist)		Complete			0
		TTU: SAO NRUF	Compliance (assist)	62	Complete	62		0
Required	TTUS	Texas Tech Foundation, Inc.	Financial (assist)	120	Complete	105		15
Required	TTUS	Regents, Chancellor, & Presidents Travel and Credit Cards	Compliance (assist)	20	Complete	38		(18)
Required	TTUS	Assessment of Risk Management Processes	Risk Management	200	In Progress		175	25
Required	TTUS	Office of Audit Services Annual Report	Compliance	30	Complete	23		7
Required	TTUS	Office of Audit Services Annual Plan	Compliance	40	Complete	3		37
Required	TTUS	Office of Audit Services GAGAS Quality Assurance Activities Review	Compliance	10	Complete	6		4
Required	TTUS	Office of Audit Services Self-Assessment	Compliance	120	Complete	151		(31)
Required	TTUS	Office of Audit Services Peer Review	Compliance	80	Complete	28		52
Required	TTUS	Multihazard Emergency Plan Safety and Security Audit	Compliance	150	Complete	219		(69)
Required	TTU	NCAA Rules Compliance Program	Compliance	400	Complete	388		12
Required	TTU	NCAA Required Financial Review	Financial (assist)	175	Complete	178		(3)
Required	TTU	Texas Tech Public Media Financial Statement Audit	Financial (assist)	300	Complete	354		(54)
Required	TTU	KTX-TV Financial Statement Audit	Financial (assist)	5	Complete	8		(3)
Required	TTU	Football Attendance Certification	Compliance	10	Complete	5		5
Required	TTU	Time and Effort Certification Processes	Compliance	200	Complete	183		17
Required	HSC	Texas Higher Education Coordinating Board Residency Grants	Compliance	80	Complete	115		(35)
Required	HSC	Correctional Managed Health Care Committee Contract	Compliance	200	(200) To Special			0
Required	HSC	Tx Higher Education Coordinating Board Nursing Shortage Grant	Compliance	10	Complete	12		(2)
Required	HSC	Time and Effort Certification Processes	Compliance	200	Complete	138		62
Required	ASU	Carr Foundation	Financial (assist)	10	Complete			10
Required	ASU	Investments	Compliance	150	(150) Cancelled			0
		TOTALS FOR REQUIRED AUDITS	2,530	(350)		2,028	175	(23)
		AUDITS IN PROGRESS AT AUGUST 1, 2011						
Prior Year	TTU & HSC	State Comptroller's Office Post-Payment Audits	Fin/Compliance (assist)	5	Complete	1		4
Prior Year	TTU	Tx Higher Education Coordinating Board--State Financial Aid Grants	Fin/Compliance (assist)	5	Complete			5
Prior Year	TTU	Academic Department Reconciliation Processes	Management Advisory	200	Complete	16		184
Prior Year	TTU	Restricted Research Expenditures--FY 2011	Financial/Compliance	500	Complete	517		(17)
Prior Year	TTU	Athletics Financial Processes	Financial/Operational	375	350 Complete	1,013		(288)
Prior Year	HSC	Lubbock School of Medicine	Financial/Operational	100	Complete	271		(171)
Prior Year	HSC	Information Technology Governance	Governance/IT	300	Complete	495		(195)
Prior Year	HSC	El Paso Department of Internal Medicine	Financial/Compliance	100	Complete	360		(260)
Prior Year	HSC	South Plains Oncology Consortium	Financial/Compliance	250	Complete	285		(35)
Prior Year	HSC	El Paso Department of Surgery	Financial/Compliance	50	Complete	217		(167)
Prior Year	ASU	Instructional Enhancement Fee	Financial/Compliance	75	Complete	105		(30)
Prior Year	ASU	College of Education	Financial/Operational	150	Complete	151		(1)
Prior Year	ALL	Wrap-up on Audits Included in August BOR Report		10	Complete	9		1
		TOTALS FOR AUDITS IN PROGRESS	2,120	350		3,440	-	(970)
		UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS						
		Total Hours Budgeted for Special Projects & Investigations	3,600	(3,758)				(158)
		IN PROGRESS AT AUGUST 1, 2011						
Special	HSC	El Paso Emergency Medicine Research Grant	Special	10	Complete	10		0
Special	HSC	El Paso Surgery Center	Investigation	1,671	Complete	1,671		0
		BEGUN AFTER AUGUST 1, 2011						
Special	TTU & HSC	Fraud Monitoring Procedures--FY 2012	Special	960	Complete	960		0
Special		TTU: Procurement Cards in Biological Sciences	Special		Complete			
Special		TTU: Financial Processes in Electrical Engineering	Special		Complete			
Special	TTU	Donor Recognition Processes	Special	129	Complete	129		0
Special	HSC	School of Medicine FQHC Risk Assessment	Special	89	Complete	89		0
Special	HSC	Correctional Managed Health Care Committee Contract	Investigation	714	In Progress	714		0
Special	TTUSA	Department of Minerals & Royalties Student Timesheets	Investigation	34	Complete	34		0
Special	ASU	Fraud Monitoring Procedures	Special	55	Complete	55		0
Special	ALL	Miscellaneous Hotline Projects	Special	96	Complete	96		0
		SPECIAL PROJECTS AND INVESTIGATIONS TOTALS	3,600	3,758		3,758	-	(158)

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2012

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF JULY 31	ACTUAL HOURS	HOURS TO FY 2013	BUDGET vs ACTUAL
		HIGHEST PRIORITY						
4	TTUS	Tech Enterprise Account Management (TEAM App) System Security	IT Controls	525	50	Complete	616	(41)
4	TTUS	Construction Project Expenses	Financial/Compliance	400	(350)	In Progress	15	25
		ASU: Plaza Verde Residence Hall Complex				Complete		
		TTU: Rawls College of Business Administration				In Progress		
		TTU: Boston Residence Hall				In Progress		
New	All	Campus Youth Safety Program	Compliance	250		Complete	261	(11)
New	N/A	TeamMate Suite Implementation	Operational	300		In Progress	64	186
4	TTU	Natl Wind Resource Ctr / Natl Inst for Renewable Energy Funding	Financial/Compliance	300		Complete	302	(2)
4	TTU	Student Fees	Financial/Compliance	400	160	Complete	855	(295)
4	HSC	Contracting Processes	Operational/Controls	500		Complete	629	(129)
4	HSC	Rural and Community Health	Financial/Compliance	500		Complete	683	(183)
4	HSC	El Paso Department of Psychiatry	Operational/Financial	325		Complete	538	(213)
4	HSC	El Paso Campuswide Claims Rejections	Operational	400		In Progress	139	275
4	ASU	Center for Security Studies	Operational/Financial	350	50	Complete	430	(30)
4	ASU	Enrollment Management: Student Financial Aid	Operational/Compliance	350	(30)	Complete	382	(62)
		HIGHEST PRIORITY TOTALS	4,050	430		4,914	335	(769)
		MODERATE PRIORITY						
2	TTU	Responsibility Center Management	Management Advisory	350	(350)	Cancelled		0
2	TTU	Physical Plant	Operational	400	60	In Progress	172	300
2	TTU	Enrollment Management	Operational	400		In Progress	501	75
2	HSC	Anita Thigpen Perry School of Nursing	Governance/Operational	450	50	Complete	793	(293)
2	HSC	Lubbock Department of Surgery	Operational/Financial	400	(400)	Cancelled		0
2	HSC	El Paso Department of Obstetrics & Gynecology	Operational/Financial	325		In Progress	73	250
2	ASU	Hispanic Serving Institution (HSI) Federal Grant Program	Financial/Compliance	250		Complete	213	37
2	ASU	Student Fees	Financial/Compliance	350	15	Complete	315	50
New	ASU	College of Business	Financial/Operational		325	Complete	241	84
		MODERATE PRIORITY TOTALS	2,925	(300)		2,308	625	(308)
		LOWER PRIORITY						
3	ALL	Audit Report Follow-Up Procedures and Reporting	Follow-Up	300		Complete	461	(161)
3	TTU	Small Business Program (SBIR/STTR) Federal Grants	Financial/Compliance	250	(110)	In Progress	93	40
3	TTU	Student Business Services	Operational/Controls	400		In Progress	115	525
3	HSC	Lubbock Department of Internal Medicine	Operational/Financial	400		In Progress	364	40
3	HSC	Physical Plant	Operational	400		Complete	672	(272)
3	HSC	El Paso Department of Family Medicine	Operational/Financial	325		In Progress	162	200
3	HSC	El Paso Department of Medical Education	Financial	200	(200)	FY 13 Plan		0
3	ASU	Office of Environmental Health, Safety and Risk Management	Operational	250	(250)	Cancelled		0
		LOWER PRIORITY TOTALS	2,525	(560)		1,867	805	(707)
		OTHER VALUE-ADDED WORK						
		Total Hours Budgeted for Other Value-Added Work	900	(925)				(25)
Other	TTUS	Fraud Prevention Training			Ongoing	68		
Other	TTUS	Cash Handling and Control Environment Training			Ongoing	46		
Other	TTUS	Enterprise Application Steering Committee			Ongoing			
Other	TTUS	Enterprise Application Council			Ongoing	5		
Other	TTUS	Enterprise Application Work Group			Ongoing	3		
Other	TTUS	Conflict of Interest Policy Committee			Ongoing			
Other	TTUS	Research Projects Executive Steering Committee			Ongoing			
Other	TTU	Institutional Compliance Committee			Ongoing			
Other	HSC	Institutional Compliance Working Committee			Ongoing	5		
Other	ASU	Process Improvement Team			Ongoing			
Other	N/A	Texas Department of Public Safety Peer Review			Complete	3		
Other	N/A	Professional Organizations (ACUA, TACUA, IIA, TSCPA, SAIAP)			Ongoing	351		
Other	TTUS	Other Miscellaneous Projects			Ongoing	444		
		OTHER VALUE-ADDED WORK TOTALS	900	-		925	-	(25)
		TOTAL ENGAGEMENT HOURS	18,650	(430)		19,240	1,940	(2,960)

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2012

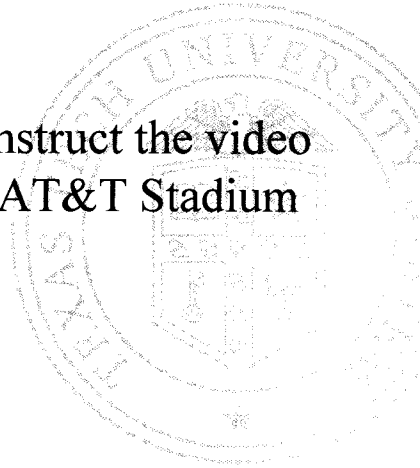
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4	Areas of exposure that need attention, but have not been included in the official plan because of resource constraints.							
Other	Other projects, including committee service, class development and instruction, professional organizations, etc.							

Texas Tech University

Item 1

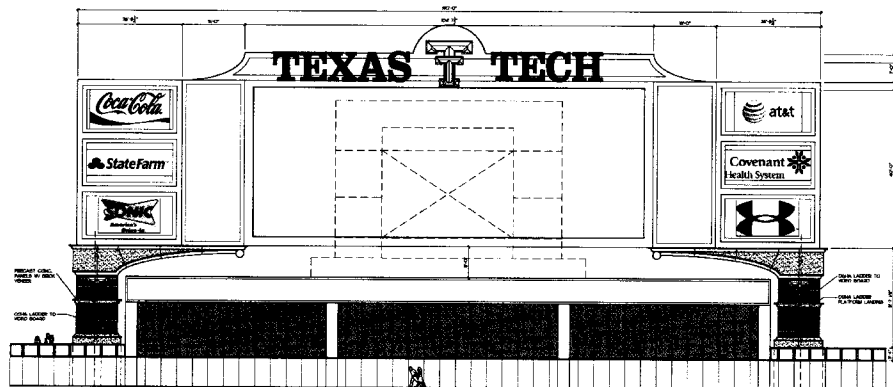
Approve a project to construct the video scoreboard at the Jones AT&T Stadium

Michael S. Molina

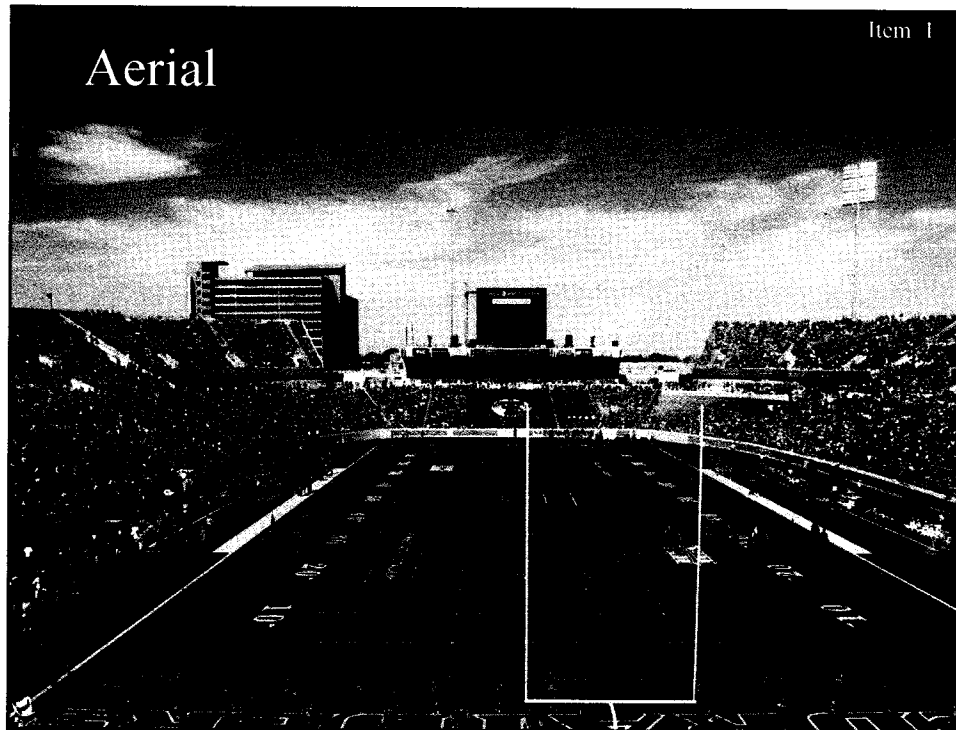


Video Scoreboard at Jones AT&T Stadium

Item 1




South Elevation



Scope of Work

Item 1

- The project includes the following:
 - Construct a super structure over the Athletic Ticket Office building to hold a high-definition video screen and sponsor media screens
 - Video display panel located in the northwest and northeast corners of the stadium bowl
 - New integrated sound system
 - Upgrade the control room from standard-definition to high-definition; located at the United Spirit Arena

The seal of the University of North Carolina at Chapel Hill is located in the bottom right corner of the slide. It features a circular design with the university's name and founding year.

Project Budget

Item 1

Total Project Budget **\$ 11,000,000**

Construction

• Video Board – North End Zone	\$ 6,000,000
• Video Panel @ NW + NE corners of bowl	\$ 480,000
• New Sound System at stadium	\$ 1,000,000
• Control Room Upgrade at United Spirit Arena	\$ 2,500,000

Professional Services \$ 177,212

FF&E \$ 0

Administrative Costs \$ 100,000

BOR Directed Fees * \$ 492,788

**Waive Public Art & Landscape Enhancements*

Contingency \$ 250,000

Planned Schedule

Item 1

- | | |
|--|----------------|
| ▪ Start Construction Staging/
Infrastructure Work | September 2012 |
| ▪ Start Construction | November 2012 |
| ▪ Substantial Completion | July 2013 |
| ▪ Final Completion | August 2013 |



Item 1

Recommendation

- Approve a project to construct the Video Scoreboard Package at the Jones AT&T Stadium and the United Spirit Arena with a project budget of \$11,000,000; waive the Board directed fees for public art and landscape enhancements associated with the project; obtain project approval from the Texas Higher Education Coordinating Board; complete the contract documents; and award a construction contract.
- The project will be funded by debt issued through the Revenue Finance System which will be repaid by funds from the Athletics Student Fee (\$853,000) and Athletics Operating Fund (\$10,147,000).
- This financing plan incorporates the savings (\$4.0M) from the recent refinancing of Athletics debt.

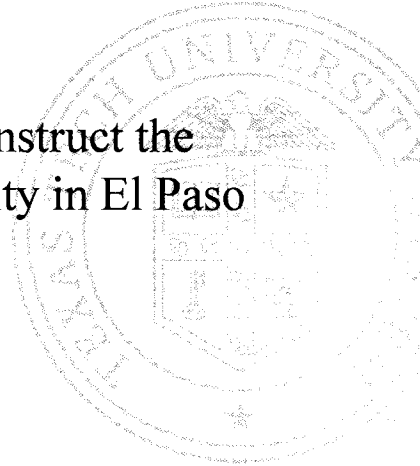


Texas Tech University Health Sciences Center – El Paso

Item 2

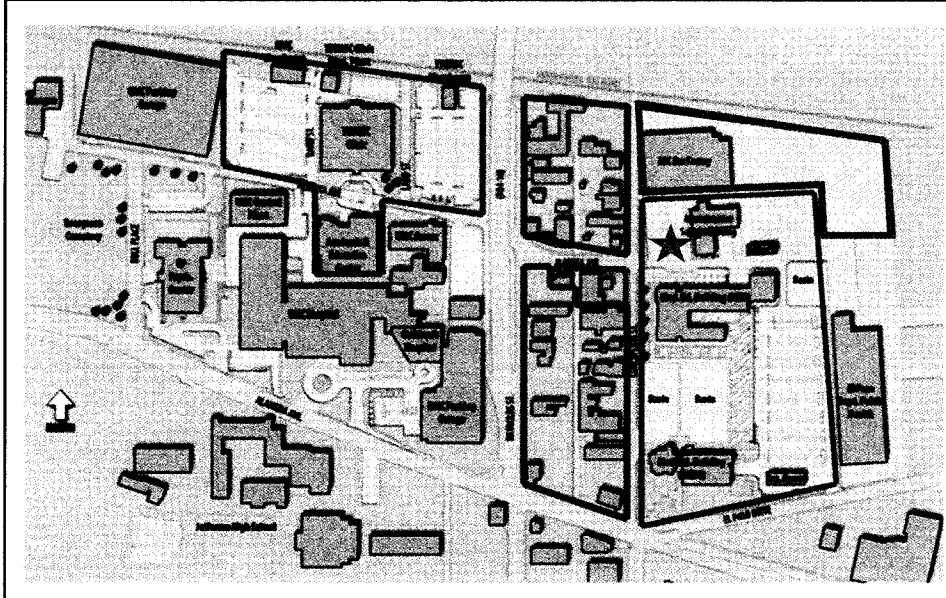
Approve a project to construct the
School of Nursing facility in El Paso

Michael S. Molina



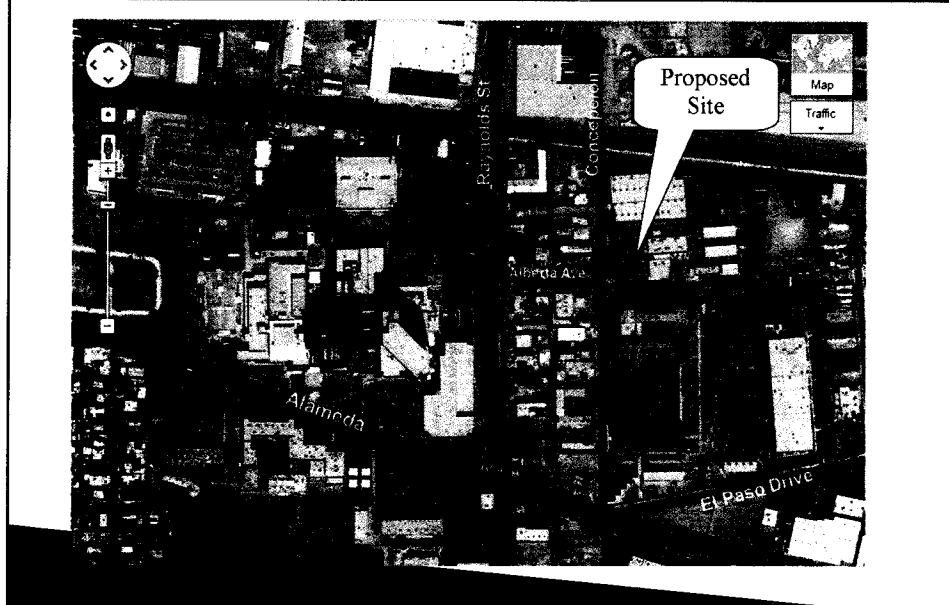
TTUHSC El Paso Campus

Item 2



Aerial Photo TTUHSC El Paso Campus

Item 2



Scope of Work

Item 2

- Construct an approximate 25,000 GSF facility to house the Gayle Greve Hunt School of Nursing
- Facility to include:
 - Classrooms
 - Specialized labs
 - Administration offices
 - Faculty offices
 - Support space
 - Specialized training equipment and furniture
 - Utility infrastructure
 - Landscape and Public Art



Project Budget

Item 2

Total Project Budget	\$ 11,000,000
Construction	\$ 6,890,000
Professional Services	\$ 1,002,750
FF&E	\$ 1,789,000
Administrative Costs	\$ 130,250
BOR Directed Fees	\$ 638,000
Contingency	\$ 550,000



Schedule

Item 2

Contractual Schedule

- Start Construction August 2013
- Substantial Completion August 2016
- Commence Operations November 2016

Proposed Construction Schedule

- Start Construction May 2013
- Substantial Completion July 2014
- Final Completion August 2014



Item 2

Recommendation

- Approve a project to construct the Texas Tech University Health Science Center ("TTUHSC") School of Nursing facility on the TTUHSC campus in El Paso, Texas with a project budget of \$11,000,000; obtain project approval from the Texas Higher Education Coordinating Board; complete the contract documents; and accept a Guaranteed Maximum Price proposal from the Construction Manager at Risk.
- The project will be funded by debt issued through the Revenue Financing System which will be repaid by the Medical Center of the Americas Gift and the Hunt Family Foundation Gift.

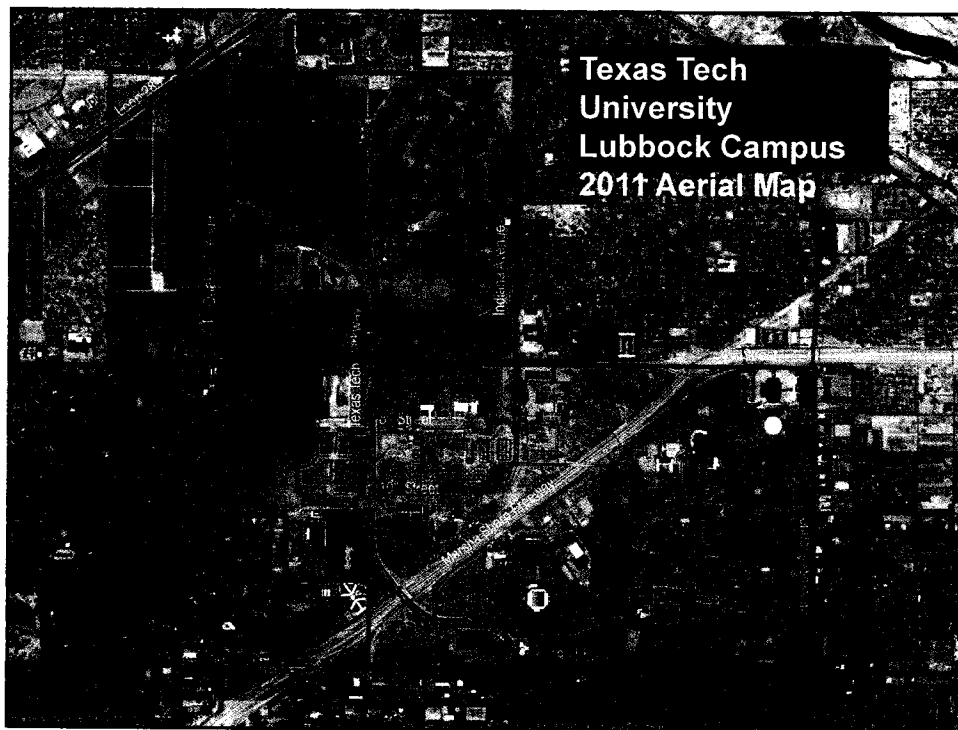
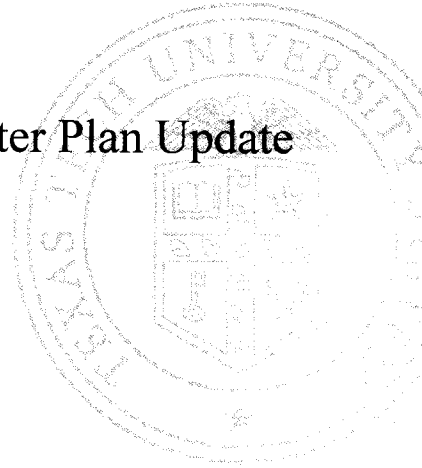


Texas Tech University

Item 3

Report on Campus Master Plan Update

Michael S. Molina



Historical Time Line - Campus Master Plan & Updates

Item 3

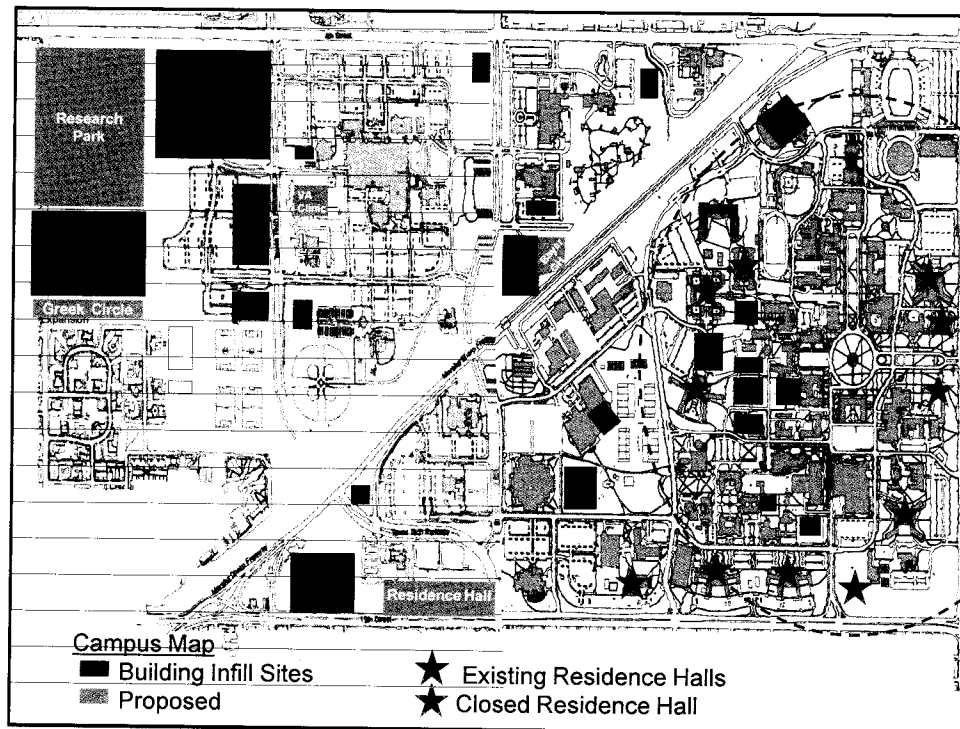
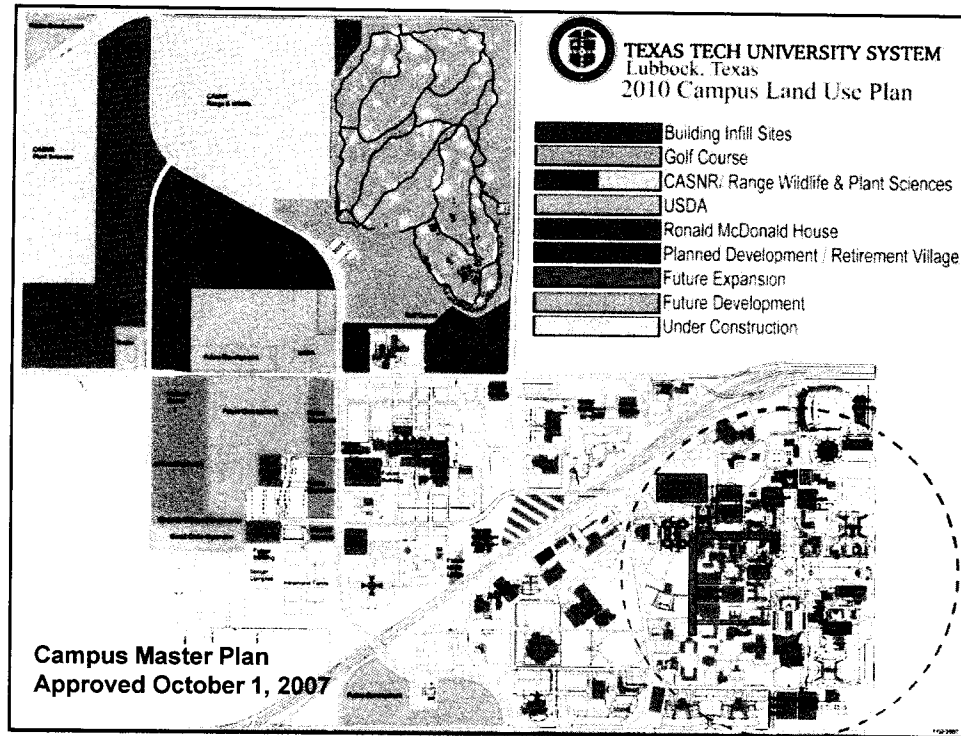
Phase	Start	Adopted	Master Planner	Comment
Original	February 1996	November 1997	HOK - Dallas	Planned for 35,000 Students
Amendment		December 1999	FP&C	
Amendment		February 2001	FP&C	
Amendment		August 2001	FP&C	
Amendment		May 2005	FP&C	
Amendment		October 2007	FP&C	
Update	March 2004		Ira Fink & Associates (Berkeley, CA)	Review / Validate TTU Master Plan for 40,000 Students
	August 2001		Ira Fink & Associates	Review RCoBA Facilities Program
	November 2004		Ira Fink & Associates	Review TTUHSC El Paso Master Plan
	May 2005		Ira Fink & Associates	CASNR Master Plan
	February 2006		Ira Fink & Associates	Presentation at May 2006 BOR Meeting
	October 2007		Ira Fink & Associates	Presentation at February 2008 BOR Meeting
	April 2008	May 2008	PSC / Goody Clancy / Robert Sabatini	"North Campus Gateway Precinct Plans" a. Existing Plan b. Long Term Plan c. Near Term Plan d. Short Term Plan
		May 2008	FP&C	Approved total project budget for RCoBA with the final location of the RCoBA building
	May 2008	May 2008	FP&C	1. Presentation on "Underutilized Buildings" 2. Renovation of Track & Field Complex with location of future west campus site (deferred until a later meeting date) 3. Purchased the land and buildings out on Station Hwy for the Library Processing & Storage Center 4. Leased land to UMC for a parking lot
	July 2008	August 2008	FP&C	1. July 10, 2008 - Facilities Committee Meeting held at the Dallas Airport 2. August 2008 BOR - Board accepted the Facilities report held on July 10, 2008
	January 2009	May 2009	Ira Fink & Associates (Berkeley, CA)	1. Projected space requirements for 40,000 students 2. Presentation at May 2009 BOR

Objective

Item 3

- Existing Facility Use Analysis Oct 2012
- Consolidation of Strategic Plans/Visions
 - Master Plan
 - Student Union
 - Athletics
 - Student Services
 - Infrastructure
 - Traffic & Parking
- Develop Land Use Plan March 2013



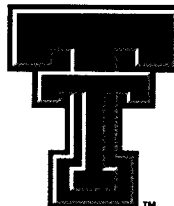
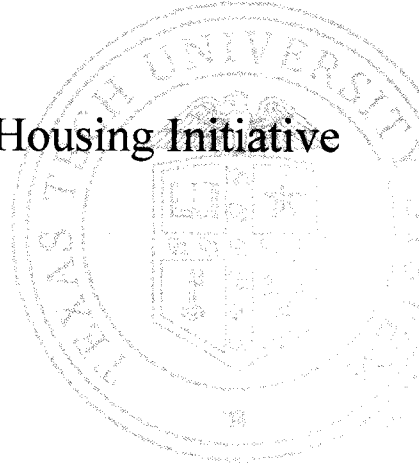


Texas Tech University

Item 4

Report on new Student Housing Initiative

Michael S. Molina



Market Opportunity Analysis and Conceptual Plan for the West Gateway – Regent's Briefing Document

Texas Tech University | May 12-13, 2011



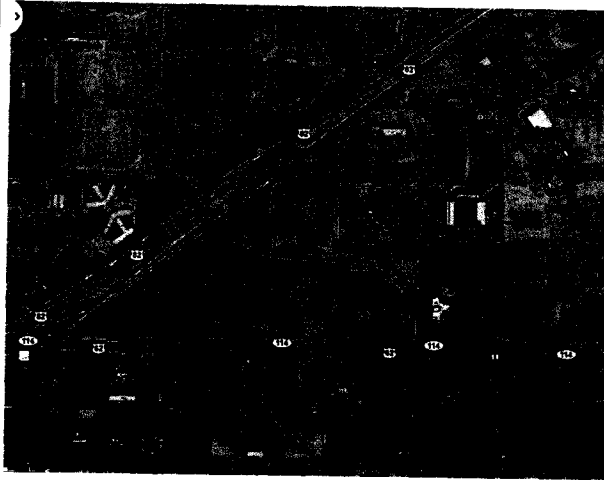
RCL

ROBERT CHARLES LESSER & CO. REAL ESTATE ADVISORS

THE SUBJECT SITE IN A MARKET CONTEXT

PERHAPS THE BEST DEVELOPMENT SITE IN TOWN

Item 4



SITE ATTRIBUTES:

- ▶ Large and campus-adjacent
- ▶ Transformative – potential new western gateway to University
- ▶ Valuable – largest contiguous tract within TTU's "core"
- ▶ Flexible - not necessarily needed exclusively for campus use
- ▶ Accessible – (2) major arterials and (1) freeway serve the site
- ▶ Visible – highly visible from major thoroughfares
- ▶ Arguably the **strongest mixed-use development site** in Lubbock

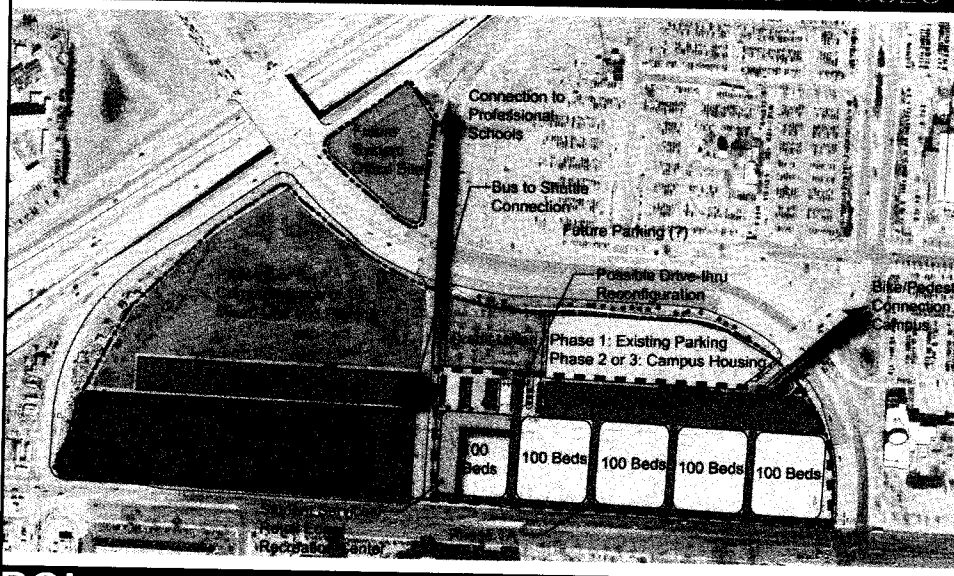
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07-1380-01

DEVELOPMENT SCENARIO 2B

Item 4

URBAN MARKET DRIVEN AS WELL AS UNIVERSITY USES



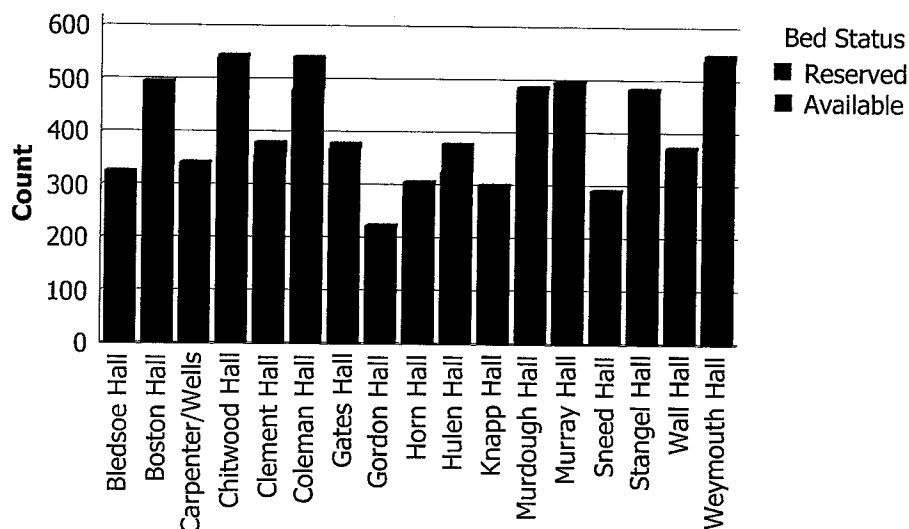
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07-1380-01

Feature	Site 1	Site 2 - Red Hill/United Commons	Site 3	Site 4-5	Site 6	Site 7	Site 8	Site 9	Site 10	
Location	Bradley & University	15th & Boone	Between Carpenter Walks and Marquet Meadows	15th & Decatur	Intersection of New Pedestrian Walks	South of 9th Street	10th & Marquette Sharp Avenue	SW Corner of 4th & TT Parkway	10th & Marquette Sharp Avenue	
From nearest Interior Location	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	
From nearest Exterior Location	Yes	Yes	No	No	No	Yes	No	Yes	Yes	
Within 10 Minute Chase	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	
Future Expansion Possible	No	No	No	No	No	No	Yes	Yes	Yes	
Located on a Bus Route	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	
Access to Campus Utilities	Complicated	Overhead	Yes	Yes	Yes	No	No	No	No	
Access to City Utilities	Limited	Limited	Limited	No	No	No	Limited	Yes	Yes	
Site Access	Good	Good	Good	Fair	Fair	Good	Good	Good	Good	
Road Network	Fair	Requires Revision	Requires Revision	Fair	Fair	Good	Good	Good	Good	
Available Surface Parking	No	No	No	No	No	No	No	No	No	
Parking Structure Required	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Demolition Required	Wetzel Hall and Drake Conference Center	Sports Industries Center (Old Wetzel Center)	Parking Lots	Old Animal Sciences/ Fish & Wildlife	None	Rice residence and required to gain more available storage and extra flow of traffic around the site	None	None	Wetzel Center	
Site Compliant with Campus Master Plan	Yes	No	Yes	No	Yes	No	Yes	Yes	No	
Cost	\$550	\$99	\$11	\$15	\$19	\$11	\$11	\$1	\$1	
Private Developments and Private Comments	The info based infrastructure would require upgrades to CHACP 1 - Main on Site Access Program & College Planning & Dining are relocated from Drake Conference Center (Drake Hall) - Better Academic Site Access to utilities and formal limited	- Creates a New Plant Shop - Moves to the 15th & Boone - Upgrade of on-campus infrastructure - Surface parking on site limited - Workshop associated with 15th & Boone lot includes: metal printing, painting, welding, and powder coating - Better Academic Site Access to utilities and formal limited	- The info based infrastructure would require upgrades to CHACP 1 - Oak Grove north-south pedestrian mall - New residence hall would be built upon existing residence hall parking lots - Displacement of parking for the Strongsville campus Residence Hall students during construction - Parking structure would have to not only accommodate the new residence hall but replace the student parking	- The info based infrastructure would require upgrades to CHACP 1 - Oak Grove north-south pedestrian mall - Better Academic Site	- The info based infrastructure would require upgrades to CHACP 1 - Oak Grove north-south pedestrian mall - Better Academic Site	- No existing overhead and underground utilities along the western half of site - Location for Drake Greenhouse on 10th/East corner on 10th/East campus - LRT Station nearby - Limited building footprint - Moderate site	- No existing overhead and underground utilities along the western half of site - Location for Drake Greenhouse on 10th/East corner on 10th/East campus - LRT Station nearby - Limited building footprint - Moderate site	- Excellent use of land for mixed use development - Easy access from off-campus - Pedestrian traffic will access TTU Parkway	- Easy access from off-campus - Pedestrian traffic will access TTU Parkway	- Excellent use of land for mixed use development - Easy access from off-campus - Pedestrian traffic will access TTU Parkway
Potential Site for Graduate/Professional/Support Structure	No	No	No	No	No	Yes	Yes	Yes	No	
Existing Available	No	Yes	No	No	Yes	Yes	Yes	Yes	No	

Residence Hall Reserved Report

Fall 2012



Hall

Count	Reserved	Available	Summary
Bledsoe Hall	327		327
Boston Hall	497	1	498
Carpenter/Wells	342	3	345
Chitwood Hall	542	6	548
Clement Hall	358	25	383
Coleman Hall	482	63	545
Gates Hall	370	12	382
Gordon Hall	225	2	227
Horn Hall	308	1	309
Hulen Hall	326	55	381
Knapp Hall	302	2	304
Murdough Hall	483	7	490
Murray Hall	498	2	500
Sneed Hall	293	1	294
Stangel Hall	486	1	487
Wall Hall	371	5	376
Weymouth Hall	540	11	551
Summary	6,750	197	6,947

Percent Reserved: 97.16%

Resident Rank	Count
New Resident	5,188
Returning Resident	1,562
Summary	6,750

Texas Tech University

Item 5

Report on proposed Research Park

Michael S. Molina

Dr. Taylor Eighmy



Project Background

Item 5

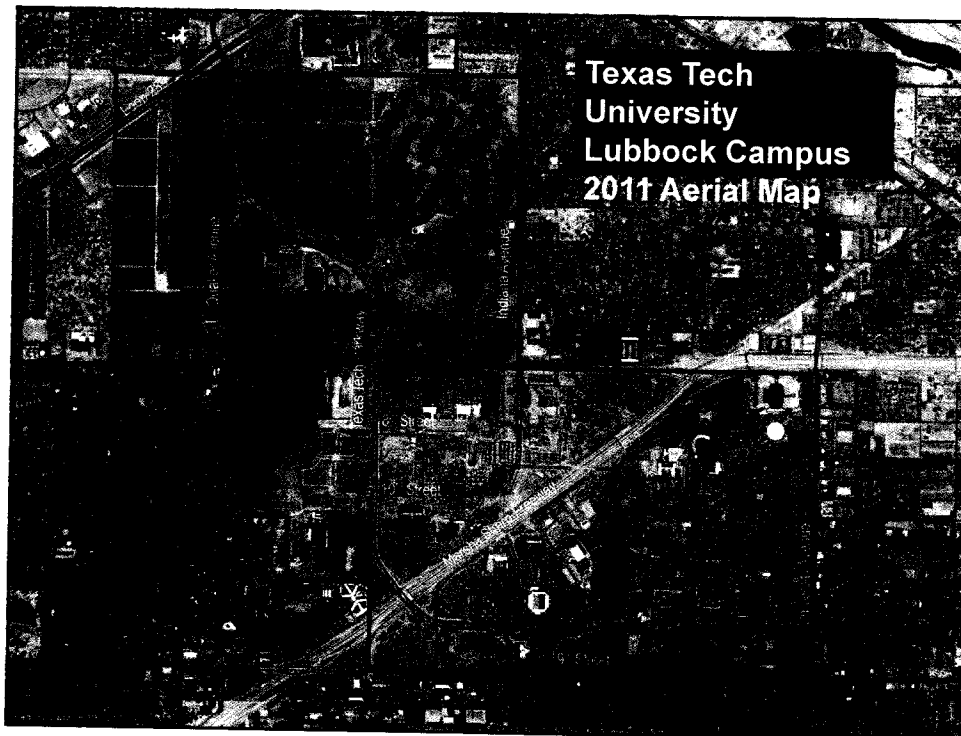
- The TTU Strategic Plan and the President's business plan call for the addition of up to 500 new faculty and up to 1,000,000 SF of new lab space to meet a variety of measures to grow the research enterprise, increase research expenditures, and grow graduate student enrollment.
- Internal TTU planning has focused on establishing a "research park" or "innovation campus" to locate this development.
- Prior institutional planning efforts have identified a number of possible locations to locate this area of growth.
- The MP-1 facilities planning document has a number of items related to the park (see priority items 14, 15, 16, 17, 29).
- The TTUS master plan has envisioned use of land for such purposes.
- This new space is absolutely critical to the research growth trajectory of TTU, it is now severely rate limiting.



Project Background

Item 5

- To efficiently manage construction costs, assumptions have been made about type of construction, price per square foot, functionality, and current design standards.
- For initial planning purposes, what is presently envisioned are eight 125,000 SF flexible, open, modular research building (three stories), constructed at \$400/SF, each housing 40 faculty and 200 graduate students.
- There are many current projects at other universities that are using this approach.
- For initial planning purposes, each building is assumed to be \$40M at current prices.
- The first building will also include site utility work, hence its estimated project cost is \$50M.



Project Scope

Item 5

- \$450k from the Office of the Vice President for Research will be used for planning funds for the selected CM firm to:
 - Develop a long range plan for the park.
 - Design building 1 and building 2.
 - Allow the plans to be brought before the December 2012 board meeting for action.





TTUS Design & Construction Review

Under Construction August 2012

www.fpc.ttu.edu

<u>Project</u>		<u>Cost</u>	<u>Status</u>	<u>Completion Date</u>
TTU	Business Administration Building Renovations	\$ 25,000,000	Under Construction	September 2012
	Printech Building Renovation (Exercise & Sports Sciences)	\$ 7,200,000	Under Construction	June 2012
	Admin Building 3rd Floor Interior Finish Out	\$ 2,400,000	Substantially Complete	September 2012
	Kent R. Hance Chapel	\$ 3,464,447	Under Construction	June 2012
	Boston Avenue Residence Hall and Dining Facility	\$ 47,000,000	Substantially Complete	August 2012
	Rawls Course Clubhouse and Team Facility	\$ 3,700,000	Under Construction	August 2012
	Multi-Purpose Performance Studio	\$ 2,200,000	Under Construction	September 2012
	Architecture Building Life Safety Upgrades	\$ 7,400,000	Under Construction	August 2013
	Petroleum Engineering and Research Building	\$ 20,000,000	Under Construction	October 2013
	Biological Sciences Buildings Life Safety Upgrades	\$ 8,300,000	Under Construction	September 2014
	Gerald Myers Indoor Soccer Facility	\$ 1,080,000	Under Construction	August 2012
	TTU Total	\$ 127,744,447		
ASU	Plaza Verde Residence Hall Phase I (Design Phase I & II / Construct Phase I)	\$ 35,000,000	Substantially Complete	February 2012
	ASU Total	\$ 35,000,000		
HSC	Abilene School of Pharmacy Addition	\$ 3,000,000	Under Construction	December 2012
	Abilene School of Nursing	\$ 12,000,000	Under Construction	December 2012
	HSC Total	\$ 15,000,000		
	Under Construction Grand Total	\$ 177,744,447		



TTUS Design & Construction Review

In Design
August 2012
www.fpc.ttu.edu

<u>Project</u>		<u>Cost</u>	<u>Status</u>	<u>Completion Date</u>
TTU	Petroleum Engineering Bldg Renovation for Maddox Chairs	\$ 2,900,000	On Hold	TBD
	The Burkhardt Center for Autism Education and Research	\$ 10,600,000	In Design	TBD
	BSL-3 Lab at the Institute of Environmental & Human Health	\$ 2,400,000	In Design	February 2013
	Texas Tech Plaza Renovation Phase II	\$ 7,500,000	On Hold	TBD
	Plant & Soil Sciences Building	\$ 15,000,000	In Design	TBD
	Admin Bldg Parking Feasibility Study	\$ 192,715	In Design	TBD
TTU Total		\$ 38,592,715		
ASU	Agriculture Education Training Center	\$ 1,077,000	In Design	TBD
	Concho Hall Abate/Demolish	\$ 2,500,000	On Hold	TBD
	ASU Total	\$ 3,577,000		
HSC	Amarillo Sim Central	\$ 3,500,000	In Design	TBD
	HSC Total	\$ 3,500,000		
	In Design Grand Total	\$ 45,669,715		



TTUS Design & Construction Review

Prospective
August 2012
www.fpc.ttu.edu

Project		Cost	Status	Completion Date
TTU	Research Building (ESB II)	\$ 87,750,000	Proposed	TBD
	College of Engineering Expansion/Renovation Phase II	\$ 90,000,000	Proposed	TBD
	Engineering & Materials Research Center Renovation (former Mass Communication Bldg)	\$ 15,000,000	On Hold	TBD
	Weeks Hall Abatement and Renovation	\$ 21,000,000	Proposed	TBD
	University Data Center	\$ 20,000,000	On Hold	TBD
	Jones Stadium East Building Finish Out	\$ 13,000,000	Proposed	TBD
	Research Park, Phase I	\$ 50,000,000	Proposed	TBD
	New Student Housing Complex	\$ 50,000,000	Proposed	TBD
	Indoor Football Practice Facility	\$ 15,000,000	Proposed	TBD
	College of Visual and Performing Arts	TBD	Proposed	TBD
	Video Scoreboard Package	\$ 11,000,000	Proposed	TBD
	College of Human Sciences Life Safety Upgrade	\$ 6,000,000	Proposed	TBD
	TTU Total	\$ 378,750,000		
ASU	Cavness Science Building Renovation	\$ 48,000,000	Proposed	TBD
	College of Health & Human Services	\$ 18,620,000	Proposed	TBD
	Residence Hall Complex - Phase II	\$ 35,000,000	Proposed	TBD
	ASU Total	\$ 101,620,000		
HSC	The Larry Combest Health and Wellness Center Expansion	\$ 5,108,500	Proposed	TBD
	El Paso School of Nursing	\$ 11,000,000	Proposed	TBD
	Lubbock Education, Research & Technology Renovation	\$ 45,000,000	Proposed	TBD
	El Paso Medical Science Building II	\$ 99,000,000	Proposed	TBD
	El Paso Clinical Sciences Building	\$ 30,000,000	Proposed	TBD
	Permian Basin Academic Building	\$ 18,900,000	Proposed	TBD
	Amarillo Panhandle Clinical/Hospital Simulation Center	\$ 16,500,000	Proposed	TBD
	Amarillo Laura W. Bush Institute Renovation	\$ 12,800,000	Proposed	TBD
	HSC Total	\$ 238,308,500		
	Future Grand Total	\$ 718,678,500		



TTUS Design & Construction Review

Completed
August 2012
www.fpc.ttu.edu

<u>Project</u>	<u>Cost</u>	<u>Status</u>	<u>Completion Date</u>
Rawls College of Business Administration	\$ 70,000,000	Substantially Complete	January 2012
Admin Bldg Abatement and Renovation	\$ 3,850,000	Under Construction	April 2012
Softball Seating Expansion	\$ 257,136	Complete	March 2012
Texas Tech Baseball Park Improvements	\$ 5,000,000	Complete	March 2012
NRHC North Addition	\$ 1,833,000	Complete	September 2011
NRHC Historic Preservation Building	\$ 664,721	Complete	September 2011
Art 3D Annex Finish Out (Sculpture)	\$ 3,800,000	Complete	August 2011
Experimental Science Bldg Build Out	\$ 12,100,000	Complete	July 2011
Jones AT&T Stadium East Side Expansion	\$ 34,630,000	Complete	January 2011
Jones AT&T Stadium North End Zone Expansion	\$ 6,000,000	Complete	January 2011
System Office Relocation (2nd Floor)	\$ 2,000,000	Complete	December 2010
Jones AT&T Stadium NEZ Facilities (Toilets & Concessions)	\$ 1,300,000	Complete	January 2011
Scholarship Donor Walk-Phase 2	\$ 50,000	Complete	March 2010
Softball Team Facility	\$ 3,000,000	Complete	February 2010
Pulse Power Lab	\$ 1,178,371	Complete	October 2009/February 2010
Soccer Team Facility	\$ 4,077,587	Complete	September 2009
Rawls CoBA Tunnel Project	\$ 1,700,000	Complete	October 2009
Horn/Knapp Window Replacement	\$ 2,500,000	Complete	November 2009
Memorial Circle Utility Tunnel Replacement	\$ 3,887,819	Complete	August 2009
Student Leisure Pool	\$ 8,250,000	Complete	May 2009
SPICE Chess Garden	\$ 71,000	Complete	July 2009
Thompson Gaston Demolition	\$ 2,071,218	Complete	March 2009
Engineering Expansion/Renovation Phase I	\$ 10,000,000	Complete	March 2009
Track Renovation/Relocation	\$ 4,000,000	Complete	May 2009
Softball Field Improvements	\$ 1,000,000	Complete	March 2009
Art 3D Annex Ceramics/Kiln Yard	\$ 1,556,937	Complete	October 2008
High Performance Research Computer Facility	\$ 1,800,000	Complete	September 2008
Sneed/Bledsoe HVAC Upgrade	\$ 6,000,000	Complete	August 2008
Bledsoe Window Replacement	\$ 1,000,000	Complete	August 2008
4th Street Sewer Upgrade	\$ 560,000	Complete	October 2008 Revised 9/10/2012

Pfluger Fountain	\$	826,000	Complete	April 2002
Recreation Center Expansion/Renovation	\$	12,070,277	Complete	November 2001
Jones SBC Stadium Stage I	\$	22,000,000	Complete	September 2001
Frazier Plaza & Masked Rider Statue	\$	515,000	Complete	September 2001
Tennis-Softball Complex	\$	4,059,784	Complete	September 2001
Campus Fiber Optic Connection	\$	1,667,000	Complete	September 2001
West Hall/Visitors Center	\$	5,703,441	Complete	August 2001
Broadway Gatehouses	\$	816,000	Complete	August 2001
Marquee	\$	352,000	Complete	August 2001
Stangel/Murdough Fire Suppression	\$	1,616,293	Complete	August 2001
Chitwood/Weymouth Fire Suppression	\$	2,779,706	Complete	August 2000
TTU Total	\$	595,966,279		

Project

Completion Date

Status

Cost

Porter Henderson Library IT Commons Renovation	\$	4,380,000	Complete	December 2010
Recreation/Wellness Ctr & Center for Human Performance Expansion	\$	7,000,000	Under Construction	May 2011
Centennial Village Residence Hall	\$	28,215,000	Complete	August 2008/March 2009
University Hall/Abatement Demolition	\$	2,500,000	Complete	January 2010
UC Dining Services Expansion	\$	2,500,000	Complete	January 2009
ASU Total	\$	44,595,000		

The F. Marie Hall SimLife Center	\$	6,500,000	Complete	September 2010
4C Cancer Research Lab	\$	3,200,000	Complete	October 2010
Lubbock Memorial Garden	\$	181,130	Complete	January 2010
Amarillo School of Pharmacy Expansion	\$	8,010,000	Complete	November 2009
Amarillo Family Medicine Relocation	\$	7,227,532	Complete	July 2009
Amarillo Research Building	\$	18,152,430	Complete	March 2009
El Paso Vivarium Upgrade	\$	737,479	Complete	December 2008
International Pain Center	\$	7,000,000	Complete	November 2008
El Paso Strategic Space Study	\$	TBD	Complete	TBD
El Paso - Archer Building Renovations	\$	1,700,000	Complete	March 2008
Texas Tech Physicians Medical Pavilion	\$	35,697,952	Complete	June 2006/Dec 2007
El Paso Medical Education Bldg.	\$	44,810,194	Complete	November 2007
Abilene School of Pharmacy	\$	9,087,743	Complete	July 2007
El Paso Medical Science Bldg. I Build Out	\$	3,564,306	Complete	July 2006
Amarillo Campus Improvements	\$	1,424,677	Complete	September 2006

HSC Roof Replacement	\$	1,747,867	Complete	April 2006
The Larry Combest Health & Wellness Center	\$	1,551,549	Complete	January 2006
El Paso Medical Science Bldg. I	\$	36,906,174	Complete	February 2006
HSC Campus Infrastructure Improvement	\$	4,996,136	Complete	January 2006
HSC El Paso Clinic Expansion/Renovation	\$	9,638,830	Complete	February 2005
HSC El Paso Hydronic Pipe Replacement	\$	1,552,209	Complete	February 2005
HSC Academic Classroom Bldg.	\$	14,963,993	Complete	October 2003
HSC Synergistic Center	\$	1,995,105	Complete	March 2003
Amarillo Academic/Clinic Facility	\$	23,636,894	Complete	April 2002
Midland Physicians Assistant Building	\$	6,000,000	Complete	August 2001
HSC Admin Relocation	\$	1,862,000	Complete	March 2001
Odessa Clinic Renovation	\$	1,200,000	Complete	September 2000
Communications Disorders Renovation	\$	2,161,000	Complete	May 2000
HSC Total		\$ 255,505,200		
Completed Total		\$ 896,066,479		
TTUS Capital Project Total		\$ 1,838,159,141		



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System

Summary Operating Budgets Fiscal Year 2013

Chief Financial Officers

Board of Regents
August 9, 2012

TTUS Office of the CFO
Page 1



TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY SYSTEM

Merit Salary Increase History

Fiscal Year, Beginning	TTUSA		TTU		ASU		TTUHSC	
	Staff	Faculty	Staff	Faculty	Staff	Faculty	Staff	Faculty
September 2010	0%	0%	0%	0%	0%	0%*	0%	0%
September 2011	0%	0%	0%	0%	0%	0%	0%	0%
September 2012	4%**	4%**	4%**	4%**	2%	2%	4%	4%

*One-time merit payments were awarded

**2% Merit was awarded February/March, 2% Merit was awarded September

Board of Regents
August 9, 2012

TTUS Office of the CFO
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TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System Administration

FY 2013 Proposed Budget

Board of Regents
August 9, 2012

TTUS Office of the CFO
Page 3



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System Administration

Significant Budget Changes from FY 2012

- State Budget remained at its FY 2012 Level
- Change in component contribution to support a 4% merit based salary increase from FY 2012
- First significant increase in System Administration Budget since FY 2008
- Direct appropriation (general revenue) as a % of overall budget
 - FY 2012 – 11.33%
 - FY 2013 – 8.56%

Board of Regents
August 9, 2012

TTUS Office of the CFO
Page 4



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System Administration

Significant Budget Changes from FY 2012...Continued

- Increase in FY 2013 Budget over FY 2012 Budget
 - Provide 4% Merit Raises \$350,000
 - Establish Office to Manage SITIF \$700,000
 - Increased Support for FP&C \$207,000
 - Increased Support for Communications and Marketing \$ 50,000

- Continue Funding - Vice Chancellor, Academic Affairs



TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION

SUMMARY OPERATING BUDGET

FISCAL YEAR 2013

	FY 2012 Estimated Expenditures	FY 2013 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
EDUCATIONAL AND GENERAL	\$ 4,881,302	\$ 4,881,302	\$ -	0.00%
DESIGNATED	\$ 11,550,847	\$ 12,790,279	\$ 1,239,432	10.73%
TOTAL	\$ 16,432,149	\$ 17,671,581	\$ 1,239,432	7.54%



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University

FY 2013 Proposed Budget

Board of Regents
August 9, 2012

TTUS Office of the CFO
Page 7



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University

Significant Budget Changes from FY 2013

- Direct appropriation (general revenue) as a % of overall budget
 - FY 2012 – 18.31%
 - FY 2013 – 17.30%
 - Reduced approximately \$359 per student from 10 years ago
- The proposed FY 2013 budget includes permanent funding from the National Research University Fund
- Full implementation of the first year of Texas Tech University's Business Plan as approved at the March 2012 Board of Regents meeting

Board of Regents
August 9, 2012

TTUS Office of the CFO
Page 8



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University

Significant Budget Changes from FY 2013...Continued

- Education and general funds increased by approximately \$1 million (0.5%)
 - Increase in state authorized tuition due to enrollment growth
 - Decrease in designated support for education and general operations, interest earnings, and state appropriations
- Designated funds increased by \$15.9 million (6.3%)
 - New dollars will be used to accommodate advancement of undergraduate retention and graduation, new faculty hires, and enrollment growth.
 - Currently, Texas Tech University's student to faculty ratio is 24:1. In order for Texas Tech to achieve its goal of becoming a more AAU like institution the student to faculty ratio needs to average 18:1.



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University

Significant Budget Changes from FY 2013...Continued

- Auxiliary funds increased by \$20.3 million (15.04%)
 - Intercollegiate athletics increased by \$13.8 million
 - Additional Big 12 Conference revenue distribution
 - Residence Halls increased by \$3.7 million
 - New Boston Avenue Residence Hall
 - Hospitality services increased by \$2.0 million
 - New Commons by United Supermarkets Dining Facility
- Current Restricted funds have minimum changes (0.00%)



TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY				
SUMMARY OPERATING BUDGET				
FISCAL YEAR 2013				
	FY 2012 Estimated Expenditures	FY 2013 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
EDUCATIONAL AND GENERAL	\$ 209,973,896	\$ 210,972,281	\$ 998,385	0.48%
DESIGNATED	250,876,365	266,754,151	\$ 15,877,786	6.33%
AUXILIARY	135,540,997	155,926,284	\$ 20,385,287	15.04%
CURRENT RESTRICTED	98,659,640	98,660,000	\$ 360	0.00%
TOTAL	\$ 695,050,898	\$ 732,312,716	\$ 37,261,818	5.36%

* net of transfers

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TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University Health Sciences Center

FY 2013 Proposed Budget

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TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University Health Science Center

- **FY 2013 Operating Budget Increased by \$42.1 Million, or 6.28% over FY 2012**
- **4% Merit Salary Increase Policy for Faculty and Staff**
- **Education and General Funds Increased by \$1.1 Million**
 - Student Tuition and Fee Increases due to Additional Student Enrollment



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University Health Science Center

- **Designated Funds Increased by \$28.4 Million**
 - Faculty Practice Activities
 - Student Tuition and Fee Increases and Additional Student Enrollment
- **Restricted Funds Increased by \$12.6 Million**
 - Federal Grant Awards
 - State Contracts
 - Texas Department of Criminal Justice – adjust to FY 2012 - FY 2013 actual contract
 - Hospital Contracts
 - Private Gifts and Grants



TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY HEALTH SCIENCE CENTER				
SUMMARY OPERATING BUDGET				
FISCAL YEAR 2013				
	FY 2012 Estimated Expenditures	FY 2013 Estimated Expenditures	Annual Change (\$)	Annual Change (%)
EDUCATIONAL AND GENERAL	\$ 181,567,114	\$ 182,686,787	\$ 1,119,673	0.62%
DESIGNATED	298,764,074	327,146,912	\$ 28,382,838	9.50%
AUXILIARY	765,495	786,233	\$ 20,738	2.71%
CURRENT RESTRICTED	190,000,000	202,600,000	\$ 12,600,000	6.63%
TOTAL	\$ 671,036,683	\$ 713,219,932	\$ 42,123,249	6.28%



TEXAS TECH UNIVERSITY SYSTEM

Angelo State University FY 2013 Proposed Budget



TEXAS TECH UNIVERSITY SYSTEM

Angelo State University

Significant Budget Changes from FY 2012

- Direct appropriation (general revenue) as a % of overall budget
 - FY 2012 – 38%
 - FY 2013 – 39%
- The proposed FY 2013 budget includes a reduction of 26 employee positions.
- The proposed FY 2013 budget includes an expenditure reduction of \$53.00 per full time student equivalent (FTSE)
 - FY 2012 – \$12,685 per FTSE
 - FY 2013 – \$12,632 per FTSE



TEXAS TECH UNIVERSITY SYSTEM

Angelo State University

Initiatives to create efficiencies and cover rising costs/mandates

- Implemented new allocation methodology to incentivize efficiencies, reduce costs, streamline the budget process, increase transparency, and increase personal responsibility.
- Developed multiple joint agreements to take advantage of the larger purchasing power available through the Texas Tech University System.
- Greatly reduced utilities (increase thermostat, water restrictions, computer shutdown, building shutdown)
- Established benchmarks for class size and collapsed section offerings to better utilize full time faculty.
- Implemented soft hiring freeze and internal search process to continue reduction in force through 2012/2013. This has resulted in 26 positions being eliminated and numerous departments being reorganized to create greater efficiencies.
- No utilization of fund balance to offset budget reduction



TEXAS TECH UNIVERSITY SYSTEM

Angelo State University

Significant Budget Changes from FY 2012

- Education and general funds are essentially flat (increase of \$251,977 or 0.63%).
 - \$707,908 decrease in administrative and instructional support
 - \$893,571 increase in faculty and staff salaries and benefits
- Designated funds increased by \$684,658 (1.98%)
 - New dollars will be used to:
 - Help cover rising costs associated with legislative mandates
 - Eliminate reliance on fund balance
 - Contribute to 2% merit increase for employees

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TEXAS TECH UNIVERSITY SYSTEM


Angelo State University


Significant Budget Changes from FY 2012...Continued

- Auxiliary funds decreased by \$1,046,715 (-3.9%)
 - Residence life and food services decreased by \$1,010,468
 - Student service fee decreased by \$224,807
 - Intercollegiate athletics increased by \$116,137
- Current Restricted funds increased by \$97,943 (4.9%)
 - Projected decrease of \$51,610 in federal programs
 - Projected increase of \$118,490 in state programs

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 TEXAS TECH UNIVERSITY SYSTEM				
ANGELO STATE UNIVERSITY SUMMARY OPERATING BUDGET FISCAL YEAR 2013				
	FY 2012 Actuals	FY 2013 Proposed	Amount Change	Percent Change
EDUCATIONAL AND GENERAL	\$ 40,246,096	\$ 40,498,073	\$ 251,977	0.63%
DESIGNATED	34,612,151	35,296,809	684,658	1.98%
AUXILIARY	26,863,693	25,816,978	(1,046,715)	-3.90%
CURRENT RESTRICTED	2,011,604	2,109,547	97,943	4.87%
TOTAL	\$ 103,733,544	\$ 103,721,407	\$ (12,137)	-0.01%
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 TEXAS TECH UNIVERSITY SYSTEM	
<h1 style="text-align: center;">Texas Tech University System</h1> <h2 style="text-align: center;">FY 2013 Proposed Budget</h2>	
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Angelo State University Operating Policy and Procedure

OP 10.17: International Undergraduate Student Admissions

DATE: Approved by Board of Regents on August ~~6~~10, ~~2010~~–2012 (Effective Fall ~~2010~~2012)

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to clarify policies concerning international student admissions.

REVIEW: This OP will be reviewed in ~~June~~April of even-numbered years by the director of the Center for International Studies with recommended revisions forwarded through the ~~vice presidents~~provost and vice president for academic affairs to the president by ~~July~~May 15. This policy may be amended only by action of the Board of Regents of the Texas Tech University System. (*Regents' Rules 05.01.2*)

APPROVAL: This policy requires approval by the TTUS Board of Regents.

(*Regents' Rules 05.01.2*)

POLICY/PROCEDURE

Admission of International Undergraduate Students

1. Graduates of foreign secondary schools who have completed the equivalent of at least an American high school diploma (12th grade) may apply for admission to Angelo State University by writing to the Center for International Studies and submitting the online application at <https://www.applytexas.org>. The mailing address for the Center for International Studies is ASU Station #11035, San Angelo, TX 76909-1035, and the website address is <http://www.angelo.edu/dept/cis/index.html>.
2. Applicants with foreign academic credentials must provide academic records in the original language with a certified English translation. Applicants who have attended school outside the United States must provide official results of secondary external examinations (e.g., GCE "Ordinary" level exams) on examination board letterhead, certificates of completion of a state secondary school examination, and official transcripts from any university-level studies already completed in the United States or elsewhere. Failure to provide complete information regarding post-secondary level study could result in cancellation of admission. Students who have completed secondary school in the United States also must take and submit scores from the SAT or ACT.
3. Students whose native language is not English also must present a score of at least 550 (paper-based exam), 213 (computer-based exam), or 79 (internet-based exam) on the Test of English as a Foreign Language (TOEFL). Or students may present a score of at least 6.5 on the International English Language Testing System (IELTS). The TOEFL/IELTS requirement may be waived if the student has attended a U.S. high school or college for at least two consecutive years or if the student is a citizen in a country where English is the native language. Angelo State University will make the final decision

regarding approved English speaking countries. A list of approved English speaking countries is on file in the Center for International Studies. Information concerning the TOEFL may be obtained from Educational Testing Service, P.O. Box 899, Princeton, New Jersey 08540, U.S.A. Information concerning the IELTS may be obtained from IELTS International, 825 Colorado Boulevard, Suite 112, Los Angeles, California 90041, U.S.A.

4. International students not living in the United States are encouraged to apply a year in advance. International students are required to verify their ability to support themselves financially. ~~A minimum of \$24,500 for the academic year, in addition to travel money, is necessary; this amount is subject to change if tuition, fees, or room and board charges are modified.~~ Please visit the Center for International Studies website for more information on the cost to attend. The website address is: http://www.angelo.edu/dept/cis/admission_requirements.php

- 4.5. A nonrefundable application fee is required. An International Money Order or U.S. Postal Money Order for the current application fee must accompany the international student application. Students who apply on-line through the Texas Common Application may pay the current application fee with a credit card at the time of application.

2011-12 2012-13 ANGELO STATE UNIVERSITY STUDENT HANDBOOK

This Student Handbook is a publication of Angelo State University. Its purpose is to provide students with general information regarding the policies, rules, and regulations concerning student activities, academic issues, and expected standards of student behavior. The policies, rules and regulations contained in this Student Handbook are subject to change at any time without notice. Students are expected to be familiar with the behavioral expectations contained herein and to conduct themselves in a manner consistent with them.

INTRODUCTION

The university community, like any community, must have regulations or standards of conduct 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 Angelo State University.

Angelo State University has a responsibility to maintain order within the university community and to discipline those who violate its standards, rules, and/or policies. By enrolling in Angelo State University, each student becomes part of that university community and is expected to share in that responsibility. Students agree to abide by the standards, rules, and/or policies set forth in this Student Handbook, the Undergraduate Catalog, the Graduate Catalog, and other official university publications, as well as the *Texas Education Code*.

Mission of the University

Angelo State University, a member of the Texas Tech University System, delivers undergraduate and graduate programs in the liberal arts, sciences, and professional disciplines. In a learning-centered environment distinguished by its integration of teaching, research, creative endeavor, service, and co-curricular experiences, ASU prepares students to be responsible citizens and to have productive careers.

Disciplinary Authority

The authority to enact and enforce regulations of Angelo State University is vested in the Board of Regents of the Texas Tech University System. The responsibility for enforcing the regulations and imposing penalties is delegated to the Chancellor of the Texas Tech University System and/or the President of Angelo State University and any university officials the President may designate. The Office of the Vice President for Student Affairs and Enrollment Management is the principal office for the administration of student discipline, and the Office of Student Life shall implement the student discipline procedures. All references herein to the Chancellor and/or President of Angelo State University, the Vice President for Student Affairs and Enrollment Management, the Executive Director of Student Life, and the Director of Housing and Residential Programs shall be interpreted to include persons designated to act on behalf of these individuals.

Nondiscrimination

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

Definitions

In this Student Handbook, the following definitions will apply:

1. The term "university" means Angelo State University.
2. The term "student" includes all persons taking courses at the university, either full or part time, pursuing undergraduate or graduate studies. 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 Angelo State University 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 Executive Director of Student Life and/or the Director of Housing and Residential Programs to investigate and resolve alleged violations of the *Code of Student Conduct* and/or residential living policies.
8. The term "discipline body" means any university official or group of officials authorized by the Executive Director of Student Life 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, Residence Hall Handbook, the Undergraduate Catalog, and the Graduate Catalog.
11. The term "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.
12. The term "in good standing" is defined as a student not currently on academic or disciplinary probation or any level of disciplinary suspension, dismissal, or expulsion from the university.
13. 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 organization(s).

GENERAL ACADEMIC POLICIES OF THE UNIVERSITY

A complete listing of university academic policies is available on the Angelo State University Web site at www.angelo.edu/opmanual. These policies are subject to change without notice, and students should refer to these items periodically in order to stay familiar with the most current policies.

Class Attendance

Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected, and the university reserves the right to deal at any time with individual cases of non-attendance. An accurate record of attendance for each student must be maintained by the instructor.

In those classes where grades are affected by attendance, information to this effect must be provided in writing at the beginning of each semester. Students have a responsibility of being aware of special attendance regulations where written policies have been distributed to the class by the instructor at the beginning of the semester.

There may be a valid reason for a student's absence from class, such as illness, family emergency, or participation in an authorized university activity, and the instructor should exercise good judgment in determining if there is justification for allowing a student to make up work missed. In classes where students are absent for good cause and the instructor administers a pop test or a daily class assignment, the instructor may choose to allow the student to drop that grade(s) rather than make up the pop test or daily class assignment.

However, by written notice, instructors may place reasonable limitations upon the number and types of assignments and examinations that may be made up or dropped by students for any cause. Also, the manner in which make-up work is administered is to be determined by the instructor.

If a dispute arises between an instructor and a student over absences which cannot be resolved, the student should discuss the problem with the instructor. If the issue cannot be satisfactorily resolved, the student may appeal to the instructor's department head chair, academic dean, the Provost and Vice President for Academic Affairs, and ultimately, to the President of the university.

Student Absence for Observance of Religious Holy Day

"Religious Holy Day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. A student who is excused under this policy may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

Class Absences and Emergency Notification

The Office of Student Life (Room 112 University Center Garden Level, (325) 942-2191) 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 occurs when the student is absent or will be absent for three (3) or more consecutive days. It is always the student's responsibility for missed class assignments and/or course work during his/her absence. The student is encouraged to contact the faculty member immediately regarding absences and to provide verification afterwards. In regard to absences during the week of final exams, the Office of Student Life will assist with notification. However, due to the nature of schedules during final exams, the student should be aware that communication with the faculty members regarding absences may be limited.

All notification is provided as a courtesy. The notification from the Office of Student Life does not excuse a student from class, assignments, and/or any other course requirements. The faculty member has the final authority on excusing absences and/or allowing make-up work.

Schedule Changes

The process of adding and dropping a course is initiated in the Registrar's Office.

1. Adding Courses

Courses may be added during registration periods as specified in the university calendar.

2. Dropping Courses

- a. Courses may be dropped during the registration period and no grade will be given. Such courses will not be listed on the student's permanent record.
- b. A student withdrawing from a course after the registration period, but prior to the deadline published in the university's calendar, will receive a "W" or "QW" grade in the course.
- c. A student dropping a course after the specified deadline will receive a grade of "F." Ceasing to attend class does not constitute a formal course drop, and failure to drop a course properly will result in a failing grade in the course.

Withdrawal from the University

An application for withdrawal from the university must be initiated in the Student Affairs & Enrollment Management Student Support Center, located in University Center #113B, Registrar's Office.

1. A student is not officially withdrawn until:
 - a. The withdrawal form has been completed,
 - b. The approval of each of the appropriate university offices has been received,
 - c. All drop slips have been received, and
 - d. The form has been returned for approval to the Student Affairs & Enrollment Management Student Support Center. Registrar's Office.
2. The student who fails to withdraw officially will receive a grade of "F" in all courses in progress.

Grade Grievances

The assignment of a grade in a course is the responsibility of the faculty member and is based on the professional judgment of the faculty member. Except for issues of computation, discrimination, equal treatment, or reasonable accommodation when a documented student need is present in accordance with the Americans with Disabilities Act of 1990 (ADA) guidelines, the faculty member's grade determination is final.

1. Initiating a Grievance with the Faculty Member
Students having a grievance concerning a grade in a course of study should make every attempt to resolve the issue with the faculty member who has assigned the grade. Faculty members should listen to the concerns of the student, discuss and, if appropriate, negotiate resolution of the grade assigned to the student.
2. Appeal to the Department Head Chair
 - a. Should a student be unable to resolve the grievance with the faculty member (either because no resolution was reached with the faculty member, or because the faculty member is on leave or not returning to the university), the student may appeal to the department head chair.
 - b. If the faculty member in question is the department head chair, the student should request that the dean of the college appoint a faculty committee to review the grievance.
 - c. If the faculty member in question is the dean of the college, the department head chair will still be the second level of appeal. If the dean is also the department head chair, the student may request the Provost and Vice President for Academic Affairs to appoint a faculty committee to review the grievance.
 - d. The student must present a written statement and provide compelling evidence (examinations, papers, etc.) that demonstrate why the grade should be changed. If evidence is not available, the student should explain that in the written statement.
 - e. This written grievance must be presented no later than 30 days from the beginning of the next semester following the semester or term when the grade was assigned as long as the faculty member assigning the grade is on campus that semester or summer term.
 - f. If the faculty member assigning the grade is not on campus that following semester or term, but will be teaching on campus within the next three months, the complaint may wait until 30 days into the first semester the faculty member returns to campus.
 - g. The department head chair (or a committee appointed by the department head chair or dean) will review the grievance and present a written decision to the student and the faculty member within 45 days of the beginning of the semester.

- h. Either the faculty member or the student may appeal the decision rendered at this level.
3. Appeal to the College
- a. If the student or the faculty member wishes to pursue the grievance further, the student (or faculty member) must present the written request to the dean of the college in which the course is taught within 30 days of the departmental decision. This procedure is to be followed even if the dean of the college is the faculty member in question.
 - b. The dean will appoint an ad hoc grievance committee from the college to review the case. If the dean of the college is the faculty member in question, one of the deans from the other colleges of the university will appoint a faculty committee (consisting of tenured faculty) from the college in which the course is taught to serve as the ad hoc committee. One member of the ad hoc committee will be from the department where the disputed grade originated.
 - c. The committee will be provided the student's written statement and evidence as well as the written report of the department head chair and faculty member.
 - d. The committee may conduct a hearing where the student and the faculty member may present information about the grievance.
 - e. The committee will issue a written decision on the grievance to the dean of the college with copies to the student and faculty member.
 - f. The decision of the committee is final, and there is no further appeal through university channels.

STUDENT RECORDS

Notification of Rights under Federal Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (20 U.S.C.A. Section 1232g) protects certain rights of students who are enrolled in a post-secondary institution relative to their educational records. The Act grants students:

1. The right to inspect and review their education records within 45 days of the day Angelo State University receives a request for access. Students should submit to the registrar, dean, head chair of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Angelo State University to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Angelo State University decides not to amend the record as requested by the student, Angelo State University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Angelo State University to comply with the requirements of FERPA.

Prior to the disclosure of any personally identifiable information other than directory information, except as allowed by the regulations, the university must obtain the written consent of the student and then must maintain a record of the disclosure. The categories included as directory information at Angelo State University which routinely will be made public upon request or published in appropriate university publications are:

The student's name, local and permanent mailing address, ~~campus e-mail address, telephone listing, date and place of birth, photograph, marital status,~~ major and minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, team photographs, dates of attendance, classification, enrollment status, degree candidate, degrees, awards, and honors received and type of award/honor, and ~~most recent previous educational agency or institutions attended, hometown, and parents' names and mailing addresses.~~

Students who desire that their directory information not be released must submit a written request to the Registrar's Office during the first twelve class days of the fall or spring semester or the first four class days of the summer terms. Forms for submitting the written request to withhold directory information are available in the Registrar's Office.

Access to Student Records

The Family Educational Rights and Privacy Act of 1974 provides that students be apprised of the location of their educational records and the administrator responsible for their maintenance. Angelo State University forwards educational records to other educational institutions in which a student seeks or intends to enroll without providing any further notice to the individual regarding the transfer of the records.

Educational Records

The university will protect the confidentiality of student records by building in faculty and administrative offices the necessary safeguards against improper disclosure. The university shall not release the educational records of a student to agencies or individuals except as authorized by state and federal statutes. The educational records of a student will be made available upon the request of authorized university personnel or the student involved.

Student records are filed in a variety of offices as indicated below. The administrative officers shown are responsible for the records under their control and for the appropriate release of information contained in these records. Letters of inquiry regarding educational records should be addressed to the appropriate administrative officer, ASU Station, San Angelo, Texas 76909.

Angelo State University forwards educational records on request to other educational institutions in which a student seeks or intends to enroll without providing any further notice to the individual regarding the transfer of the records.

Location of Student Records

Office of Academic Affairs

Provost and Vice President for Academic AffairsAD 204
Vice Provost for Academic AffairsAD 204

College of Business

Dean of the College of Business RAS 262
Department of Accounting, Economics, and Finance RAS 258
Department of Aerospace Studies..... RAS 227
Department of Management and Marketing RAS 212
Department of Security Studies and Criminal Justice HAR 202

College of Education

Dean of the College of Education..... CARR 104
Department of Curriculum and Instruction CARR 154
Department of Teacher Education..... CARR 145

College of Graduate StudiesAD 109

College of Arts and Sciences

Dean of the College of Arts and Sciences CARR 146
Department of AgricultureVIN 212
Department of Art and Music..... CARR 139
Department of Biology..... CAV 101
Department of Chemistry and Biochemistry CAV 102B
Department of Communication, Mass Media and Theatre..... LIB B308
Department of English and Modern Languages A 010
Department of History and Political Science..... A 210
Department of Mathematics and Computer Science MCS 220A
Department of Physics and Geosciences..... VIN 115
Department of Political Science and Philosophy.....RAS 213

College of Health and Human Services

Dean of the College of Health and Human ServicesVIN 464-175
Department of Kinesiology CHP 109
Department of Nursing and Rehabilitation SciencesVIN 164
Department of Psychology, Sociology and Social WorkA 204B

Administrative Staff

Athletic Director.....Junell Center 226
(Academic, Athletic, and Health Records of Student Athletes)
Chief of University Police Reidy Bldg.
(Incident reports, police investigations)

Clinic Director (Medical Records).....	University Clinic
Director of Admissions <u>Recruitment Services and Admissions</u>	HAR 201
(Admissions Files and International Student Personnel Records)	
Director of Career Development (Career Files)	Houston Harte University Center
Director of Counseling Services (Counseling Records).....	University Clinic
Director of Extended Studies.....	Herrington House
(Faculty and Student Files for Non-Credit Continuing Education Courses)	
Director of Financial Aid (Financial Aid and Scholarship Records)	HAR 100
Director of Registrar Services	HAR 200
(Permanent Academic Record Files and Veterans Administration Files)	
Director of Housing and Residential Programs (Housing Records)	West Annex
Coordinator for Student Organizations (Student Organization Records).....	UC 001
Executive Director of Student Life	UC 001
(Discipline, Academic Integrity, and Disability Records)	

UNIVERSITY POLICIES AND REGULATIONS

University policies, rules, and regulations relating to Angelo State University students are made with the view of protecting the best interests of the individual, the general welfare of the entire student body, and the educational objectives of the university.

Specific university policies, rules, and regulations governing student conduct adopted by the Board of Regents and the administration of Angelo State University are provided below. It is the responsibility of each student to become informed regarding these policies, rules, and regulations, and to abide by them at all times.

Alcoholic Beverage Regulation

This regulation applies to all individuals, including students, faculty, staff and visitors present on property owned, leased or otherwise under the control of Angelo State University. The possession or use of an alcoholic beverage, as that term is defined in the Texas Alcoholic Beverage Code, on property under the control of Angelo State University is prohibited except as expressly permitted by this regulation.

Areas in which the possession or use of alcoholic beverages is prohibited include but are not limited to, classrooms, laboratories, offices, lounges, stadiums and other athletic facilities, dining areas, meeting and party facilities, the Houston Harte University Center, the University Lake Facility and all residence halls and apartments except as specifically authorized in this regulation.

The possession or use of alcoholic beverages is permitted in the individual apartments of Vanderventer Apartments provided all of the student residents of the individual apartment are 21 years of age or older. The possession or use of alcoholic beverages is also permitted by individuals 21 years of age or older on university property leased or otherwise made available on a long-term basis to a firm or association. However, alcoholic beverages shall not be purchased for, provided or given to, or knowingly be made available to any person under 21 years of age in the facilities covered by this paragraph except as expressly authorized by the Texas Alcoholic Beverage Code. University-funded student organizations may not sponsor events and/or activities open to the general public where alcoholic beverages are consumed.

Students, faculty, and staff who violate the provisions of this regulation are subject to discipline under applicable university procedures. University officials also have the authority to remove from property under university control any individual who violates this regulation. Individuals violating this regulation may also be subject to prosecution for violation of a university regulation.

Anti-Discrimination Policy

Angelo State University does not tolerate discrimination or harassment of students based on or related to sex, race, national origin, religion, age, disability, status as a covered veteran, genetic information, or other protected categories, classes, or characteristics. While sexual orientation is not a protected category under state or federal law, it is Angelo State University policy not to discriminate on this basis. Actions related to admission, discipline, housing, extracurricular and academic opportunities shall not be made based on a student's protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed.

Individuals who violate these policies and laws are subject to disciplinary action, up to and including expulsion from the University.

A. Definitions

1. Discriminatory Harassment

Discriminatory harassment is verbal or physical conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, genetic information, or other protected categories, classes, or characteristics and is so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the victim's ability to realize the intended benefits of the university's resources and opportunities.

2. Sexual Harassment

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that are unwelcome and expressly or implicitly imposes conditions upon, threatens, or creates an intimidating, hostile, or demeaning environment of such a severe and pervasive nature as to interfere with an individual's (i) academic pursuits, (ii) university employment, (iii) participation in activities sponsored by the university or organizations related to the university, or (iv) opportunities to benefit from other aspects of university life.

B. Reporting Concerns

Students complaining of discriminatory and sexual harassment should contact the Title IX Investigator, the Executive Director of Student Life, University Center Garden Level, (325) 942-2191. Students complaining of discriminatory and sexual harassment in their employment capacity should contact the Angelo State University Office of Human Resources, East Office Annex, (325) 942-2168.

C. Office of Civil Rights Complaints

Nothing in this policy shall prevent a student from presenting a charge of discrimination or other grievance covered by this policy to an external agency, such as the United States

Department of Education: Office of Civil Rights (OCR), 400 Maryland Avenue, SW
Washington, DC 20202-1100, Customer Service Hotline #: (800) 421-3481,
www.ed.gov/ocr.

D. Non-Retaliation

Retaliation is strictly prohibited against a person who files a complaint of discrimination or harassment in good faith, opposes a charge or testifies, or assists or participates in an investigative proceeding or hearing. Retaliatory harassments is an intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a grievance process.

E. Confidentiality

Confidentiality of both complainant and accused will be honored to such extent as is possible without compromising the university's commitment to investigate allegations of discrimination and harassment. The willful and unnecessary disclosure of confidential information by anyone, including the alleged victim, regarding discrimination and harassment complaints to any person outside of the investigation process may result in appropriate disciplinary measures against the offending party.

On campus, some resources can offer students confidentiality, sharing options and advice without any obligation to tell anyone unless the student wants it except should the resource fear for your safety, or the safety of others. If one desires that details of the incident be kept confidential, they should speak with the Student Counseling Center, Student Health Services, or an off-campus mental health or crisis resource. In addition, students may speak to on and off-campus members of the clergy and chaplains, who will also keep reports made to them confidential.

F. Faculty/Staff and Student Relationships

Angelo State University is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student's educational experience. Consensual amorous or sexual relationships between faculty and students in a faculty members class or with whom the faculty member has an academic or instructional connection are prohibited. Faculty/staff with direct teaching, training, supervisory, advisory, or evaluative responsibility over the student should recognize and respect the ethical and professional boundaries that must exist in such situations. If questions arise about conflict of interest situations involving faculty/staff and student relationships, they can be directed to the student's Academic Dean or the Executive Director of Student Life.

G. Dissemination of Discriminatory and Sexual Harassment Information

Angelo State University provides educational programs on discriminatory and sexual harassment via the Student Life Office, the Student Counseling Center, and the Office of Housing and Residential Programs. Victim resources and services are available in the Student Life Office, the Student Counseling Center, the University Police, the Student Health Clinic, the Office of Housing and Residential Programs, and other campus offices and distribution locations.

H. Grievances

1. A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or Angelo State University policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Grievance processes are outlined in this Student Handbook.
2. This grievance process is applicable to all students who choose to complain about unlawful discrimination or other violations of the law that adversely affect their educational environment.
3. While potentially inappropriate, not all rude or offensive comments or conduct constitute sexual harassment or unlawful discrimination.
4. All grievance investigations and procedures will be non-adversarial in nature. The student filing the grievance may represent himself or herself or be accompanied by an advisor (for advisory purposes only, not for representation). The advisor must be a member of the University community or a family member. However, if a student 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. These procedures are entirely administrative in nature and are not considered legal proceedings.
5. The filing of a grievance shall not affect the ability of Angelo State University to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance.

I. General Grievance Policy

A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or Angelo State University policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Procedures for handling specific concerns are outlined below.

a. Discriminatory Harassment

Students with grievances related to discrimination in the educational environment on the basis of race, national origin, religion, age, disability, sexual orientation, genetic information, or other protected categories, classes, or characteristics should review the Student Handbook sections on the Anti-Discrimination Policy and the Grievance Procedures. Students complaining of discrimination in their employment capacity should proceed directly to the ASU Office of Human Resources, West Office Annex, (325) 942-2168.

b. Sexual Harassment

Harassment of students on the basis of sex is a violation of § 106.31 of Title IX of the Education Amendments of 1972. The Title IX Investigator for Students is the

Executive Director of Student Life, University Center Garden Level, (325) 942-2191. Students with concerns about sexual harassment in the educational environment should review the Student Handbook sections on the Anti-Discrimination Policy and Grievance Procedures. Students complaining of sexual harassment in their employment capacity should proceed directly to the Human Resources Office, West Office Annex, (325) 942-2168.

c. Students with Disabilities

Students with grievances related to discrimination on the basis of a disability should review the Student Handbook sections on the Anti-Discrimination Policy and Grievance Procedures. The grievance process would include the Executive Director of Student Life. Any students seeking remedy on the basis of a disability must register as a disabled student with Office of Student Life and must provide all required documentation of a disability. Students who are denied services or denied a specific accommodation request by the Office of Student Life may appeal the decision to the Vice President for Student Affairs and Enrollment Management, Room 112 University Center.

d. 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 Human Resources.

J. Procedures for Reporting a Grievance

1. Prior to filing a formal grievance, a student should attempt to resolve the situation by addressing the offending party in an informal manner and in an atmosphere of mutual respect with the assistance of the Office of Student Life. A student is not required to contact the person involved if doing so is impracticable, if the student is uncomfortable doing so, or if the student believes that the conduct cannot be effectively addressed through informal means. If the situation is not resolved by informal means, the student may file a formal grievance.

A student may also consult with the Executive Director of Student Life to determine if he/she wishes to file a formal grievance. Although the Executive Director of Student Life Students will undertake no official action on behalf of the student without a signed complaint filed with the office, the Executive Director of Student Life may notify key personnel with a need to know about the allegation. However, other action may be taken by Angelo State University as deemed appropriate. Such action may include conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility, informing alleged offenders of Angelo State University's policy and educating departments and supervisors as needed on this and other policies.

2. A student having a grievance should submit a completed Student Grievance form, which is available on the Student Life website to the Executive Director of Student Life Office within 30 business days from the date of the action giving rise to the grievance or within

30 business days of the conclusion of informal attempts to resolve the situation. Determination as to whether complaints filed after this deadline will be considered on a case-by-case basis. If the grievance involves the Executive Director of Student Life, the grievance should be presented to the Vice President for Student Affairs and Enrollment Management.

A written grievance shall contain:

- a) A clear and concise statement of the grievance;
 - b) The date the incident(s) took place;
 - c) The name and contact information (if possible) of any witnesses or participants;
 - d) The specific resolution sought by the student; and
 - e) Additional relevant information to be considered in support of the grievance.
 - f) Any changes to the grievance must be in writing.
3. Only one subject matter shall be covered in any one grievance.
 4. Upon receipt of a signed grievance, an investigation will be initiated by the Executive Director of Student Life or designee and the appropriate vice president will be notified that a grievance has been filed.
 5. The investigation may consist of the review of the grievance and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the investigation and its procedures will be determined by and at the discretion of the Executive Director of Student Life. The Office of Human Resources or other administrators may be consulted to assist with the investigation.
 6. After the investigation is complete, the Executive Director of Student Life will provide a written determination to the student who has filed the grievance, the accused parties, and the appropriate vice president.
 7. In the event of a finding of a violation of this policy or other violation of the law is made, appropriate disciplinary action will be taken as determined by the appropriate administrator. Disciplinary action for students may include issuing sanctions, conditions, and restrictions in accordance with the Code of Student Conduct and may range from reprimands to expulsion. Disciplinary action for faculty and staff would be referred to the next senior level administrator and coordinated with the Office of Human Resources.
 8. Either the complainant or the accused may request a reconsideration of the case if any of the following occurs: 1) a procedural (or substantive error) occurred that significantly impacted the outcomes; 2) new evidence becomes available, previously unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included with the written request for reconsideration; 3) the disciplinary sanctions imposed are substantially disproportionate to the severity of the violation. The appeal should be submitted in writing to the Vice President for Student Affairs and Enrollment Management within 10 days of the receipt of the final written determination. The resolution of the appeal will rest with the Vice President for Student Affairs and Enrollment Management.
 9. Any disciplinary action taken in connection with a grievance filed will be reported in writing to the Executive Director of Student Life at the time the disciplinary action is implemented.

10. At the conclusion of the investigation the complaining party shall be advised that if the discrimination or unlawful activity persists the student should contact the Executive Director of Student Life. Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place the student should contact the Executive Director of Student Life and/or file a grievance for retaliation.

Billboards

No billboards or signs supported by posts may be erected on the campus except on occasions and in locations approved in writing by the Executive Director of Student Life (or the Director of Housing and Residential Programs for on-campus residential facilities).

Distributing and Posting Printed Material

1. 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.
2. 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.
3. The distribution and posting of printed material in on-campus residential facilities is governed by policies adopted by the Department of Housing and Residential Programs.
4. Solicitation and advertising materials must conform with policies established by the university.
5. Student election campaign literature must confirm with the procedures outlined by the Student Election Committee of the Student Government Association.
6. Distribution activities that result 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.
7. Printed materials, such as handbills, leaflets, coupons, etc., may not be placed on vehicles parked in university parking lots or on vehicles in motion without permission of the vehicle owners.
8. Printed materials shall not violate any local, state, or federal law.
9. Printed materials shall not include the use of obscenities, libelous statements, or "fighting words" as defined by law.
10. Registered student organizations and university departments are allowed to hang banners within the Houston Harte University Center as permitted by the Executive Director of Business Services.
11. Posters, signs, and announcements may be displayed only on university announcement bulletin boards specifically designated 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 to remove outdated postings. A list of designated university announcement boards is maintained in the Center for Student Involvement.
 - 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.
 - 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 on these bulletin boards without the consent of the appropriate department.

- 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.

Distribution Policy

The distribution of literature, publications, books, flyers, handouts, and other forms of advertising media on the campus of Angelo State University by individuals and organizations, other than students, faculty, staff and organizations consisting solely of members of one or more of these classes of individuals, is subject to the Freedom of Expression policy adopted by Angelo State University.

No materials that include "fighting words" expressions, obscenities, vulgarities, libel, slander, expressions that are an incitement to imminent lawlessness, or impermissible solicitation can be distributed.

Electronic Communication Policy

Because of the ever-increasing need for faster and more effective communication to conduct official business more efficiently with students and other members of the ASU community, certain electronic communication standards must be set by the university.

As a result, the university designates RamPort, the ASU Portal, as the primary vehicle for disseminating information internally to the campus in general and collectively to persons with common roles or groups. The primary electronic vehicle for individual communication for both official and general business will be electronic mail (e-mail), which may be accessed through RamPort or other means using a standardized e-mail address determined by the university.

RamPort

RamPort is jointly managed by various departments contributing to their specific channels within the portal under the overall supervision of the Office of Communications and Marketing and the Office of Information Technology. Those offices have authority to supervise and modify all channels to ensure that they follow all applicable university policies and procedures and that they put forward a positive image of and for the university to various constituents including but not limited to students, faculty, staff, prospects, alumni and others.

Guidelines for the use, implementation and look of RamPort are maintained under the direction of the supervising departments, which can make policy recommendations for ultimate approval by the university administration.

Electronic Mail (e-mail)

E-mail, like postal mail, is not a public forum but a mechanism for official university communication to students and selected ASU constituencies. An ASU e-mail address is assigned to current students as well as faculty and staff. That e-mail address is their required address for official electronic communication from the university. No other e-mail addresses may be substituted for the university's assigned e-mail address. As ASU e-mail is maintained on a state-owned network, all e-mail communications are subject to the provisions of the Texas Public Information Act. Consequently, users should not assume a right of privacy.

Emergency Notification System (ASUAlert)

ASUAlert allows the university to contact students, faculty, staff and emergency staff in the community in the event of an emergency by sending messages via:

- Voice message
- E-mail
- Text message

The system will only be used for emergencies such as:

- Campus closings or delays
- Building emergencies
- Potential life-threatening situations
- Extreme weather conditions

Individuals desiring to receive **ASUAlert** messages must register for this service. There is no university-assessed fee for **ASUAlert**. Students register by submitting ASUAlert contact information in RamPort by going to the Self-Service channel in the Student Services tab and clicking "Edit ASUAlert Contacts."

Summary

The electronic communications policy is adopted to ensure that all students and ASU constituencies have access to university-related information in a timely manner, utilizing a standardized methodology that serves the needs of both the university and its various constituencies.

Erection of Structures

Structures may be erected on the campus only in areas designated for that purpose. Permission for the erection of structures in approved areas must be obtained in writing from the Executive Director of Student Life (or the Director of Housing and Residential Programs for on-campus residential facilities).

Freedom of Expression Activities

The open exchange of information, opinions, and ideas between students is an essential element of the campus educational experience. These regulations are intended to protect the interests of all students as well as other members of the Angelo State University community. These regulations presume that students are generally free to engage in freedom of expression activities in those outdoor areas of the 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.

For the purposes of these regulations, the phrase "freedom of expression activities" means those activities that involve public orations, rallies, demonstrations, etc., where the speaker is seeking a public forum for the expression of opinions and ideas. These regulations are not intended to limit or govern private speech that occurs in a social setting among students in campus areas such as residence halls, food service facilities, student lounges and gathering areas, classrooms, etc. In addition, these regulations do not cover activities that are part of a

university-sponsored event, such as persons brought to the campus by a university department or program for the expressed purpose of presenting their opinions and ideas.

The Angelo State University campus is an open campus for the purposes of student freedom of expression activities. Students are encouraged, and persons and groups not affiliated with the university are required, to use the free speech area(s) of the campus for such activities. Requests to use the free speech area must be submitted to the Executive Director of Student Life. Reservations are assigned on a first-come first-served basis.

The free speech area on the Angelo State University campus is the student gathering area located between the Porter Henderson Library and the Houston Harte University Center. Additional free speech areas may be designated at any time by the university.

In order to maintain an orderly flow of activity on the campus, the Executive Director of Student Life, or his/her designee, is charged with the responsibility of overseeing freedom of expression activities on the campus and for monitoring compliance with university regulations. A decision by the Executive Director of Student Life to require a student or group of students to relocate, curtail, or cease their activities may be appealed to the Vice President for Student Affairs and Enrollment Management.

Non-university persons or groups who violate university regulations are subject to removal from university property, as determined by the Executive Director of Student Life or his/her designee. A decision to remove a non-university person or group from university property may be appealed to the Vice President for Student Affairs and Enrollment Management.

Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:

1. 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.);
2. The activity substantially interferes with either vehicular or pedestrian traffic;
3. The activity blocks the ingress to or the egress from buildings;
4. The space is not available due to a prior reservation;
5. The activity conflicts with a previously planned university activity;
6. The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university;
7. The activity presents an unreasonable danger to the health or safety of the participant(s) or other individuals;
8. The activity is prohibited by local, state, or federal law; or
9. The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on the campus.

Students engaged in freedom of expression activities may be subject to disciplinary action under the *Code of Student Conduct* for the following actions:

1. Activities that are illegal;
2. Activities that deny the rights of other students, faculty and staff of Angelo State University;
3. 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;
4. Activities that deny the use of offices or other facilities by students, faculty, staff, or guests of Angelo State University;
5. Activities that threaten or endanger the health or safety of any person on the university campus;

6. Activities that include the use of obscenities, libelous statements, or "fighting words," as defined by law;
7. Activities that result in damage to or destruction of university property; and
8. Activities that attempt to prevent a university event or other lawful assembly by the threat or use of force or violence.

Hazing

~~Hazing is prohibited by state law and university policy. "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.~~

~~Students and the organizations to which they may belong commit a criminal offense if they are involved in any form of hazing. This includes engaging in, soliciting, encouraging, directing, aiding, or attempting to aid another in engaging in hazing; intentionally, knowingly or recklessly permitting hazing to occur; and having firsthand knowledge that hazing is going to occur or has occurred and knowingly failing to report this information in writing to the Executive Director of Student Life or other appropriate university official. Hazing is punishable by fines ranging from \$1,000 to \$10,000 and confinement in jail ranging from 90 days to two years, or both a fine and confinement in jail may be assessed. Organizations involved in hazing are subject to fines of not less than \$5,000 nor more than \$10,000 except when the offense causes personal injury, property damage or other loss, and then the organization may be punished by a fine of not less than \$5,000 nor more than double the amount lost or the expenses incurred because of such injury, damage or loss. In addition, individuals and organizations involved in any form of hazing subject themselves to university discipline.~~

~~The above statement is a brief, factual summary of the Hazing Act and is not intended as a substitute for or a legal interpretation of the Act. For a complete copy of this legislation, please see the *Texas Education Code*, Section 37.151– 37.155 and Section 51.936.~~

Identification Cards

The official Angelo State University ID card, the ASU OneCard, is the key to accessing services throughout the campus and also serves as the campus meal card for students who have purchased a meal plan. The first card is issued at no charge and there is a \$20.00 fee to replace lost or stolen cards. Students should carry the ASU OneCard with them at all times in order to provide evidence of their student status.

The ASU OneCard is for the individual use of the cardholder and may not be loaned to anyone else. Persons found to have violated this policy are subject to university disciplinary action. For more information about the features of the ASU OneCard, students should visit the website at www.angelo.edu/services/asuone.

Involuntary Withdrawals

Angelo State University seeks to balance the rights of individual students with the rights of the community. In order to maintain the safety of both, some behaviors require consultation among a network of campus professionals to determine the appropriate course of action to address the behavior.

Statement of Principle

When it is determined that a student poses a direct threat to the health or safety of the student or others and the direct threat cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations where required, the student may be involuntarily withdrawn from the university.

General Procedure

- a. Notice regarding students who may be direct threats (both self-report and third-party reports) should be made to the Executive Director of Student Life or designee.

"Direct threat" means there is a high probability (not just a slightly increased, speculative, or remote risk) of substantial harm to the student and/or others based on observation of a student's conduct, actions, and statements.

- b. The Executive Director of Student Life will review the information available including what attempts, if any, have been made to reduce or eliminate the direct threat, such as the student's voluntary compliance with medical or counseling assistance.
- c. If it is determined that there is credible evidence to believe that a direct threat may exist, the Executive Director of Student Life will immediately schedule a meeting with the student to inform the student of the university's concern and to inform the student that an individualized, objective assessment will be conducted within two university business days in order to determine whether the student poses a direct threat to him/herself or others and that the results of the assessment will be used as a basis for a decision concerning the student's eligibility to continue as a student at Angelo State University. Notice of the initial meeting will be sent via appropriate communication channels including U.S. mail, telephone messages, and to the student's university e-mail account.

The meeting with the Executive Director of Student Life may include, but is not limited to, the discussion of:

- Involvement of parents or significant others;
 - Academic progress;
 - Living arrangements;
 - Previously granted accommodations;
 - Confidentiality waivers;
 - Other possible accommodations, care and support resources including medical or counseling assistance;
 - Withdrawal implications such as financial aid, health insurance, visas, and academic timelines; and
 - The option to withdraw voluntarily from the university.
- d. Angelo State University recognizes the rights of any student engaged in this process to due process protections and to present information helpful to his/her case. However, should a

student choose not to participate in the required assessment process by refusing to answer questions during the assessment interview or by failing to appear for scheduled meetings, the university has the right to continue with the process based on the information available.

Interim Suspensions

During the involuntary withdrawal process, if the Executive Director of Student Life determines that there is substantial credible evidence that, even in advance of the formal psychological assessment, an immediate direct threat exists to the student or others and that the continued presence of the student poses an unreasonable risk to the safety of others on the campus, the student may be temporarily suspended from the university in accordance with established university procedures pending a final decision on the involuntary withdrawal or other disciplinary action. During an interim suspension, the student may not attend classes, use university facilities and/or resources (except those expressly permitted by the Executive Director of Student Life), and may not be on campus until the proceedings have been concluded. If the student needs to return to campus, the visit must be coordinated through the Executive Director of Student Life and the Angelo State University Police Department.

Involuntary Withdrawal Assessment

- a. An individualized, objective assessment will be completed to determine whether a direct threat exists, and if so, whether the student should be permitted to remain enrolled at the university.
- b. The assessment will be based on reasonable medical and psychological judgment using the best available objective information to assess the student's ability to safely participate in the university's programs and function in a university setting. The assessment will be in the form of a written report containing the findings and recommendations of the professionals performing the assessment.
- c. Within two university business days from the initial meeting, the student will be scheduled for an assessment with a medical doctor from the University Clinic and a counselor from the Student Counseling Center.
- d. The student may provide information from other medical professionals as part of the assessment.
- e. The assessment will determine:
 - (1) The nature, duration, and severity of the risk;
 - (2) The probability that the potentially threatening injury will actually occur; and
 - (3) Whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk.

Processing the Assessment Report

- a. The assessment report will be forwarded to the Executive Director of Student Life who will convene a hearing with the student and the evaluators to review the report and its findings.
- b. The hearing will be scheduled by the Executive Director of Student Life Office within two university business days of the receipt of the individualized assessment. The student will be provided the information to be considered at the hearing by the Executive Director of Student Life Office in advance of the hearing. The student may elect to attend and present information on his or her behalf. The student may be accompanied by one or more advisors.
- c. Following the hearing, the Executive Director of Student Life will determine one of the following:
 - The student may remain enrolled at the university with no restrictions;
 - The student may remain enrolled at the university subject to specific conditions and/or restrictions; or
 - The student should be involuntarily withdrawn from the university upon a specific date.

Appeals Process

The student may appeal the decision of the Executive Director of Student Life by submitting a written appeal to the Vice President for Student Affairs and Enrollment Management within two university business days. The student will be notified in writing of the final decision within two university working days of receipt of the appeal.

Final Decision

Upon completion of the appeal process or with no receipt of an appeal, the student who is involuntarily withdrawn may not attend class or use university facilities, must vacate university housing within 24 hours and may not return to campus unless approved by the Executive Director of Student Life. Referrals will be made for the student upon request to appropriate community resources; i.e., medical care and housing. The student may be entitled to refunds of tuition, fees, and room and board charges as a result of the involuntary withdrawal based on established university schedules and procedures. A registration hold will be placed on the student's record, limiting any subsequent registration until approval is given by the Executive Director of Student Life.

Eligibility for Readmission

Students are eligible for consideration of readmission following an involuntary withdrawal after one calendar year. At that time, the student should present documentation to the Executive Director of Student Life for review. Documentation may include, but it is not limited to, a current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon reenrollment. Documentation and a request for reenrollment must be submitted at least 30 days prior to the beginning of the desired enrollment period. Readmission will be contingent upon

demonstration or documentation that the student is no longer a direct threat, and upon meeting established university admission deadlines and requirements.

Placing of Banners or Signs on Buildings

No banners or signs are to be placed on vehicles or buildings or suspended between structures on the campus without the written approval of the Executive Director of Student Life (or the Director of Housing and Residential Programs for on-campus residential facilities). Nothing may be painted on the sidewalks or on the walls of university buildings.

Privacy of Student-Occupied Units

The privacy of student residential units in university housing shall be respected, and a unit will not be entered without knocking. In the absence of occupants, units may be entered by authorized university personnel for routine inventory, maintenance or repair, and health or safety inspections. Authorized university personnel may conduct a search of a student residential unit to determine compliance with university policies, or federal, state, and local law where there is reasonable probable cause to believe that a violation has occurred or is taking place.

As routine procedure, personal belongings of students will not be searched. However, in situations where there is reasonable cause to believe that a violation of university policies, or federal, state, or local law has occurred or is taking place, the student may be asked to open all drawers, luggage, or other personal possessions during a search. In situations involving a violation of state or federal law, if the student chooses not to assist in this manner, the University Police Department may be requested to obtain a search warrant for this purpose.

In an emergency, it may be neither safe nor possible to follow the above procedures regarding search of personal belongings. These exceptions will be rare and will include only situations where, in the judgment of the Director of Housing and Residential Programs or his/her designated representative, an immediate danger to the safety of the building and/or its occupants exists.

Solicitation

Solicitation of students or groups for the purpose of selling merchandise or services or obtaining contributions on campus or off campus by registered university organizations is subject to written authorization by the Executive Director of Student Life.

All proceeds from sales must be used toward fulfilling the purposes of the soliciting organization. Requests for authorization to solicit must be made through the Executive Director of Student Life at least three days prior to the event.

Student Dress on Campus

The university assumes that the ASU student is a professional person, cognizant of common standards of decency in the determination of acceptable wearing apparel. The student's mode of dress is considered to be a matter of personal taste as long as common standards of decency are followed.

Common standards of decency imply a recognition of the social obligation to the university community and the responsibility to dress in a manner that will not distract from the academic

atmosphere of the library, classrooms, and other facilities. Dress standards require that students wear shoes and be appropriately clothed at all times in academic buildings, library, cafeterias, and all other public buildings.

Any additional ad hoc requirements for ASU functions are reserved for determination by the sponsoring organization.

Use of Advertising Media

Only official university academic and administrative departments and registered student organizations may represent themselves as associated with Angelo State University in any advertising, publicity or promotional purpose.

UNIVERSITY HONOR CODE

Student Academic Honor Code Statement

Angelo State University students shall maintain complete honesty and integrity in their academic pursuits.

Academic Honor Code

The Academic Honor Code describes expected academic behavior of both faculty and students. It consists of an agreement between the student and the academic community to foster academic integrity, to value student educational goals, and to maintain the positive academic reputation of Angelo State University. The specific goals of the code are to understand clearly regulations involving academic integrity and the disciplinary consequences of failing to adhere to the Academic Honor Code and to maintain an environment in which students and faculty are free to express concerns related to the academic integrity of their work.

Student Responsibility

It is the responsibility of every student at Angelo State University to ensure that this code of conduct is adhered to, and it is the student's responsibility to report violations of academic dishonesty to the appropriate faculty member. Therefore, students are expected to familiarize themselves with the Academic Honor Code as well as the individual academic requirements and stipulations for each course. This includes carefully reading the *Angelo State University Student Handbook*, reading the syllabus of each course and asking for clarification of any ambiguous aspect of the syllabus. In the event that a student has any question concerning academic integrity or the actions of another student, it is the student's obligation to bring the matter to the attention of the appropriate faculty member. If the student cannot resolve the issue at the level of the course instructor, then the student should bring the matter to the attention of the faculty member's department head chair.

Faculty Responsibility

The Academic Honor Code is a code of conduct for both students and faculty. Each faculty member should strive to create an environment in which academic honesty and personal ethics are held in the highest regard. In a case of suspected academic dishonesty, the faculty member must protect the student's privacy. Faculty should work to:

1. Develop a course syllabus that clearly outlines course expectations. At minimum, the syllabus should direct students to review the Academic Honor Code.
2. Clearly document any penalized violation of Academic Integrity, with the records kept at the Student Life Office separate from any other student records.

The faculty member may take any or all of the following actions in a case of academic dishonesty:

1. F on the work;
2. F in the course;
3. Report the student to the department head chair;
4. Refer the case to the Academic Integrity Committee.

Revisions to the Academic Honor Code

Suggested changes to the Academic Honor Code shall be forwarded to the Academic Integrity Committee for review. If the committee approves these changes, they will be made according to the approved procedure for revision of university academic policy.

Procedures

Academic Integrity

Angelo State University "expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom." Academic integrity means the student does his or her own academic work, unless the instructor explicitly permits collaboration. Academic work that was developed through collaboration or academic references must clearly indicate the location and author of the original source, and students may not fabricate or represent academic work involving data collection and analysis as original work if obtained from a secondary source. "The university may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including, but not limited to," the information listed below.

1. Plagiarism

Plagiarism means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit. Plagiarism includes, but is not limited to, the following:

- a. Failing to acknowledge properly a statement, idea, or statistic made by another individual in the body of a work;
- b. Taking a whole section of somebody else's work and placing it in the body of your own work without properly acknowledging the contributor;
- c. Representing somebody else's work as that of your own.

2. Cheating

There are many different forms of cheating, but they all involve achieving an unfair advantage in academic work. Examples of cheating may include, but are not limited to, the following:

- a. Use, during an examination or quiz, of any electronic device programmed with formulas or course information the student is supposed to know;
- b. Copying answers from another individual's test, homework assignment or laboratory manual;
- c. Using notes or any other prohibited source of information not allowed to be used during an examination or quiz;
- d. Collaborating with others on an assignment that is not specified to be worked on either by collaboration or in a class group;
- e. Incorporating the ideas or criticisms of another individual into the body of a work that substantially changes the nature of the work without properly acknowledging the contributor. This may include asking somebody to help rewrite a paper that the student originally wrote;
- f. Having another individual take an examination for you;
- g. Changing an answer on a test that has already been graded and requesting a correction from the instructor;
- h. Participation in any activity or action that affords an unfair academic advantage to a student;
- i. Deliberate acts which limit the ability of a student to perform to the best of the student's ability in a course (destroying lecture notes, removing batteries from a calculator, removing an assignment that has been turned in to the instructor);
- j. Using all or part of any work developed or produced for credit in one course for credit in

- a different course without the instructor's approval;
- k. Assisting another student to be academically dishonest.

3. Fabrication

Fabrication involves, but is not limited to, the presentation of data that was never collected. This may also involve the manipulation of another individual's data to hide its original source.

4. Misrepresentation

Misrepresentation involves the deliberate act of presenting an idea with the intention of deceiving or being unfair. Examples of misrepresentation may include, but are not limited to, the following:

- a. Manipulating figures or statistics to support an idea or hypothesis with the foreknowledge that what they are representing is incorrect;
- b. Lying to an instructor in order to achieve a higher grade or special consideration. This may include lying about an illness in the family or the time that an assignment was turned in for corrections;
- c. Lying about or distorting facts when confronted with or reporting allegations of academic dishonesty or when appealing a grade in a course.

5. Conspiracy

In the context of academic honesty, conspiracy involves a deliberate collaborative effort to change the evaluation process in a course. Examples of academic conspiracy may include, but are not limited to, the following:

- a. Getting students to agree to not show up to a course on a particular day;
- b. Agreeing to do poorly on a test or test question in order to influence the curve distribution in a course;
- c. Limiting student access to electronic files placed in the library or on selected computers on campus through a coordinated effort;
- d. Manipulating the evaluation of an instructor or student in a course;
- e. Mutual cooperation that provides an unfair advantage or disadvantage to an individual or group;
- f. Offering bribes in exchange for a better grade in a course.

6. Misuse of Library Materials (in any format)

This primarily involves, but is not limited to, limiting other students' access to library material, such as deliberately misplacing library materials to prevent other students from locating them or removing materials from the library without authorization. This may also involve, but is not limited to, the destruction of library resource materials in order to make them unavailable for use by other students in a class. Students should adhere to the "Library Code of Conduct." (<http://www.angelo.edu/services/library/policies/ppm11.html>)

7. Misuse of Technology

Deliberate misuse of technology to gain an academic advantage. Students should adhere to OP 44.00 **Information Technology Operating and Security Policy/Procedures** found at: <http://www.angelo.edu/opmanual/index.html#44>.

8. Disciplinary Procedures for Academic Dishonesty

a. All academic dishonesty cases must be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty but must notify the student of his/her right to appeal to the department head chair or the department head's chair's designee; however, it is the student's ultimate responsibility to know his/her rights to appeal. The student must appeal the faculty member's decision within five business days. The department head chair or designee will review the appeal and make his/her ruling in writing. The department head chair will notify his or her academic dean and the department head chair will file a copy of the ruling with the Executive Director of Student Life. The student or faculty member then has the right to appeal to the Academic Integrity Committee. The appeal must be within five business days, and the appeal must be written. The parties involved will be given at least five business days' notice as to the date, time, and location of the hearing. The hearing shall be conducted in accordance with the procedures adopted by the university that assure both parties the following minimal rights:

- (1) Although all involved parties should be present for the hearing to proceed, the hearing may proceed notwithstanding any party's failure to appear, provided he or she has been given proper notice of the hearing.
- (2) Each party shall have the right to present evidence and each party shall have the right to be assisted by counsel of choice; however, the parties directly involved must present the evidence and ask questions.
- (3) The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding, and both parties will be furnished a copy.

b. Disciplinary Process

The Academic Integrity Committee shall review any allegations of academic dishonesty that cannot be resolved at the level of the appropriate department head chair, and the committee can make recommendations to the student, faculty, and administrators. The committee will have a standing meeting day and time. The Academic Integrity Committee shall render a decision within five business days of the hearing and shall, if necessary, make a recommendation to the Vice President for Student Affairs and Enrollment Management. After reviewing the available information and recommendations, the Vice President for Student Affairs and Enrollment Management will notify both parties of his/her decision. The decision of the Vice President for Student Affairs and Enrollment Management will be final. The recommendation from the Academic Integrity Committee can include, but is not limited to, the following:

- (1) Determine no violation occurred.
- (2) Upholding the department head's chair's ruling.
- (3) Ineligibility for election to student office for a specified period of time.
- (4) Removal from student organization office for a specified period of time.
- (5) Loss of or ineligibility for a student grant, loan, or scholarship.
- (6) Denial or non-recognition of a degree.
- (7) Suspension from the university for a specified period of time. During suspension, a student shall not attend classes or participate in any university campus activities.
- (8) Dismissal for an indefinite period of time.
- (9) Expulsion without possibility of readmission.

(10) Additional penalties are listed in the *Code of Student Conduct*.

c. Academic Integrity Committee

The Academic Integrity Committee shall be comprised of nine members, including four members appointed by the Faculty Senate and five members appointed by the Student Senate. All appointments will be for one-year terms and each body should strive to represent each college. Each year the committee will elect a chair from the student appointees and a vice chair from the faculty appointees. During an appeal to the Academic Integrity Committee, the hearing committee will consist of five members of the Academic Integrity Committee. This committee will consist of two faculty and three student members. This hearing committee should strive for equal representation of colleges and schools. The committee will vote by anonymous, written ballot, and the chair of the committee will only vote in order to break a tie. In addition, the Executive Director of Student Life or an appointed representative will serve as an advisory, non-voting, member of the Academic Integrity Committee, providing necessary advice and ensuring that the proper procedures are followed at all times. This representative will serve as a resource for any party involved in the appeal. The Executive Director of Student Life will be charged with proper training of committee members. Responsibilities of the Academic Integrity Committee include, but are not limited to, the following:

- (1) Helping students and faculty resolve disputes or questions concerning academic integrity;
- (2) Maintaining confidentiality regarding issues discussed by the committee;
- (3) Providing information to the ASU community of the Honor Code and proper academic conduct;
- (4) Reviewing suggested changes to the Honor Code to reflect recent developments in technology or academic honesty.

CODE OF STUDENT CONDUCT

Acquaintance with Policies, Rules, and Regulations

Each student is expected to be fully acquainted and comply with all published policies, rules, and regulations of the university, copies of which shall be available to each student for review online and/or at various locations on the campus. Students are also expected to comply with all federal and state laws.

Student Misconduct

Each student is expected to act in a manner consistent with the university's functions as an educational institution, including off campus conduct that is likely to have an adverse effect on the university or on the educational process. No person or group of persons acting in concert may willfully violate the following rules. Specific examples of misconduct or attempted misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

1. Alcoholic Beverages

Possessing and/or using, without authorization according to the university policy, intoxicating beverages in a classroom building, laboratory, auditorium, library building, faculty or administrative office, residence hall or apartment, intercollegiate and intramural athletic facility, or any other public campus area, or being intoxicated in any public area of the campus.

2. Narcotics or Drugs

~~Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance.~~

- 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 expressly permitted by federal, state, and/or local law.

3. Academic Dishonesty

See "University Honor Code" in this Student Handbook.

4. Firearms, Weapons, and Explosives

- a. Unauthorized use or possession of ammunition, firearms, illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on university property.
- b. Unauthorized possession, ignition, or detonation, on university property, of any explosive device, fireworks, liquid, or object that is flammable or capable of causing damage by fire or explosion to persons or property.

5. Theft, Damage, or Unauthorized Use

~~Stealing, destroying, defacing, damaging, or misusing university property (including misuse of fire or life safety equipment) or property belonging to another.~~

- 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 other university students, other 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, ASU OneCard 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.

6. Actions Against Members of the University Community and Others

- ~~a. Conduct that significantly endangers the health or safety of other persons, including members of the university community or visitors on the campus, including, by way of example, unauthorized throwing of any objects in or from university facilities.~~
- ~~b. Campus disruptive activities or disorderly conduct on university-owned or controlled property or at a university-sponsored or supervised function that inhibit or interfere with the educational responsibility of the university community or the university's social-educational activities shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays that tend to incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner or committing an act that causes a person to feel threatened. Such prohibition includes classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities.~~
- 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.

7. Sexual Misconduct

- a. Sexual misconduct is conduct of a sexual nature so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment interfering with the victim's ability to realize the intended benefits of the university's resources and opportunities. Sexual misconduct is nonconsensual conduct of a sexual nature and includes, but is not limited to:
 - (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) Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that are unwelcome and 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.

8. Pursuant to Education Code, Subsection 51.935 (Disruptive Activities), the university shall adhere to the following rules and regulations: No person or group of persons acting in concert may intentionally engage in disruptive activity or disrupt a lawful assembly on the university campus. Disruptive activity means:

- (1) Obstructing or restraining the passage of persons to the campus or an area of the campus or to an exit, entrance, or hallway of any building without the authorization of the administration of the university;
- (2) Seizing control of an area of a campus or any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity; or

- (3) Disrupting and/or preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the university administration. A lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or a reasonable fear of force or violence.

Any person who is convicted the third time of violating this statute shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.

8. Gambling

Gambling in any form on university property.

9. Hazing

~~Engaging in hazing or voluntarily submitting to hazing including an initiation by an organization that involves any dangerous, harmful, or degrading act to a student. Violation of this policy renders the student(s) involved and the organization subject to discipline.~~

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, adversely affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at this educational institution, or 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 Office of Student Life.
- 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://www.statutes.legis.state.tx.us/?link=ED>.

10. False Alarms for Terroristic Threats

- a. Making false alarms or reports where the person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that is known as false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; place a person in fear of imminent serious bodily injury; or prevent or interrupt the occupation of a building, room, aircraft, automobile, or other mode of conveyance.
- b. Harassment where the individual intentionally threatens, in person, by telephone, electronically, in writing, or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient.

11. Financial Irresponsibility

Failure to meet financial obligations to the university.

12. Unauthorized Entry, Possession or Use

Unauthorized entry into or use of university buildings, facilities, equipment, or resources, or possession or use of university keys or electronic unlocking devices for unauthorized purposes.

13. Failure to Comply

Failure to comply with the direction of a university official acting in the performance of his or her duties; or failure to heed an official summons to the office of a university official within the designated time.

14. 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.

15. Misuse, Abuse, or Theft of University Information Resources ~~Computer Network~~

~~Violation of any policies, procedures, or regulations pertaining to the use of the electronic communication network of the university.~~

ASU Information Resources are provided to support the instructional, research, public service, and administrative objectives of the university. "Information Resources" is defined as the hardware and software used to collect, record, process, display, and transmit information. Angelo State University policies, Texas Tech University System regulations, and state and federal law govern the use of ASU Information Resources. The ASU Information Resources infrastructure is provided for the entire campus. This infrastructure is finite and is expected to be used responsibly, and with courtesy, respect, and integrity.

Unauthorized use of ASU information resources is prohibited and persons who misuse those systems may be subject to criminal prosecution in addition to disciplinary actions. Use of information resources is subject to disciplinary actions. Use of information resources is subject to IT Operating and Security Policy (<http://www.angelo.edu/opmanual/#s44>) and the following acceptable use criteria:

- a. Users shall not share their university account(s), passwords, PINs, or similar devices used for authentication and authorization process.
- b. Users are responsible for all actions that take place with their university account(s), passwords, PINs, or similar devices used for authentication and authorization purposes. Users who share their access with another individual will be held responsible for all usage of their access.
- c. Users shall not attempt to access, change or delete any data or programs contained on university information resources for which they do not have authorization or explicit consent to do so.
- d. Users shall not engage in unauthorized reproduction or distribution of intellectual property protected under copyright, trademark or patent law.
- e. Users shall not purposely engage in activity that may: harass, threaten, intimidate, endanger, or abuse others; degrade the performance of information resources; deprive an authorized user access to a university resource; obtain resources beyond those allocated; or circumvent university technology security measures.
- f. Users shall report any weaknesses in security controls, incidents of misuse, and violations of university Information Technology Operating and Security policies to the Information Security Office.
- g. Users shall not download, install, or run security programs or utilities that reveal or exploit weaknesses in security controls of university systems without explicit approval from the Information Security Office.
- h. Users shall not use university information resources for political lobbying or campaigning.
- i. The university may log, review, capture, and otherwise use information stored on or passing through its information resources as needed for the purpose of system administration and maintenance, for resolution of technical problems, for compliance with Texas Public Information Act, for compliance with federal or state subpoenas, court orders, or other written authorities, to conduct the business of the university, for resolution of information security incidents and to perform audits. No notification is required to view this information; however, users with privileged access are expected to maintain the privacy of the individual where permissible by law.

16. Providing False Information

Giving false testimony or other evidence at a campus disciplinary or other administrative proceeding or investigation.

CAMPUS DISCIPLINARY PROCEDURES

Statement of Student Rights

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 conduct proceeding (for advisory purposes only, not for representation).
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.

Initial Investigation

The Executive Director of Student Life, hereinafter referred to as the judicial conduct officer, shall have primary authority and responsibility for the administration of student discipline at Angelo State University and for investigating allegations that a student has violated university policies. In all cases brought under Item 7 of the Code of Student Conduct (Sexual Misconduct), the complainant and the respondent will be kept apprised of all proceedings with regard to the alleged violation(s). The Executive Director of Student Life may designate other university personnel to conduct investigations and to assess sanctions in compliance with established university procedures. During the investigation of such allegations, the judicial conduct officer or the designated representative will give the student an opportunity to explain the incident, if the student is available and chooses to participate in the investigation. If the judicial conduct officer (or representative) concludes that the student has violated a university policy, the judicial conduct officer (or representative) will then determine (but not yet assess) an appropriate disciplinary sanction.

1. The judicial conduct officer will discuss his/her findings with the student and whether or not the student is found to be responsible for the violation, if the student is available, and will give the student an opportunity to either accept or reject the decision. If the student accepts the decision, the student will so indicate in writing and, thereby, waive his/her right to appeal the decision to the University Judicial Committee.
2. If the student accepts the judicial conduct officer's decision under (1) above, the judicial conduct officer will then inform the student of the disciplinary sanction that will be assessed. If the student accepts the judicial conduct officer's decision, the student will so indicate in writing and, thereby, waive his/her right to appeal the sanction decision to the University Judicial Committee.
3. If the student does not accept the judicial conduct officer's decision concerning either the violation or the sanction assessed, the judicial conduct officer will convene the University Judicial Committee to adjudicate the case. Any proposed sanctions are set aside pending the resolution of the case through the University Judicial Committee.

Student Disciplinary Hearings

In those cases in which the student disputes the facts upon which the charges are based, the conclusion of the judicial conduct officer concerning the responsibility of the student for the violation, or the disciplinary sanction to be assessed, such cases shall be heard and determined by a fair and impartial person or committee, hereinafter referred to as the hearing officer or hearing committee, selected in accordance with procedures adopted by the university. Except in those cases where immediate interim suspension has been taken, the student shall be given at least five (5) class days written notice by the judicial conduct officer of the date, time, and place for the hearing and the name or names of the hearing officer or hearing committee.

Hearings held subsequent to immediate interim suspension will be held under the same procedures set forth below, but will be held as soon as practicable within twelve (12) class days after the disciplinary action has been taken unless otherwise agreed to by the student.

If the hearing officer or hearing committee determines that the accused student is responsible for the violation of university policies, the hearing officer or hearing committee will then consider what disciplinary sanction to recommend. The hearing officer or hearing committee may uphold, modify, or reject the original disciplinary sanction proposed by the judicial conduct officer. Both parties will be permitted to make statements and introduce additional evidence in support of or opposing the sanctions.

The judicial conduct officer or university representative has the burden of going forward with the evidence and the burden of proving the charges by the ~~greater weight of the credible evidence~~ predponderance of the evidence and/or for presenting information in support of a recommended sanction. The hearing will be conducted in accordance with procedures adopted by the university that assure both parties (the judicial conduct officer and the student) the following minimal rights:

1. At least five (5) days prior to the hearing, both parties will exchange lists of witnesses to be called to testify, brief summary of the expected testimony, copies of documents to be introduced, and notice of intent to use legal counsel.
2. In cases brought under Item 7 of the Code of Student Conduct (Sexual Misconduct), the complainant and the respondent may request to remove student representatives from the committee.
3. Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The student must attend the hearing if the student desires to present evidence. The hearing may proceed notwithstanding the student's failure to appear.
4. ~~Both parties shall have the right to question witnesses. The accused student may question witnesses with the advice of a designated representative or counsel. Such representatives or counsel are not permitted to speak or to participate directly in the hearing unless authorized by the chair of the hearing committee. All questions shall be limited to relevant evidence.~~
4. The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding and both

parties will be furnished a copy for appeals purposes only.

The chair of the University Judicial Committee initiates the hearing proceedings by introducing the allegation(s) to the University Judicial Committee as well as the complainant and respondent. The conduct officer presents all facts submitted by both the complainant and respondent as well as any information provided by witnesses. The conduct officer as well as the University Judicial Committee has the right to question the complainant, respondent and any witnesses. The complainant and respondent have the right to add or make additional comments about the facts of the case but must do so through the conduct officer. However, the complainant and respondent do not have the right to question each other nor witnesses directly, but may do so through this the conduct officer.

During the presentation of the information by the conduct officer, the conduct officer reminds the committee as well as the complainant and respondent of the allegations. During this phase of the hearing, the chair is to inform the complainant and respondent that they are to focus on the facts of the case and they are not to provide "impact statements" during this time. Hearing proceedings, excluding the deliberations by the University Judicial Committee, will be recorded by the university.

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 any anyone due to space limitations or disruptive behavior. In the event, the chair of the hearing removes a student due to misconduct, the alleged misconduct will be will be forwarded to the Office of the Executive Director of Student Life. In regard to the removal of the student, the Office of the Executive Director of Student Life will investigate the alleged misconduct and will follow the student disciplinary process in regard to adjudication of the alleged misconduct.

Student's Right to Challenge Impartiality

The accused student may challenge the impartiality of the hearing officer or a member of the hearing committee at any time prior to the introduction of any evidence. The hearing officer or member of the hearing committee shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event the challenged hearing officer or member of the hearing committee chooses not to serve for a particular case, a substitute will be chosen in accordance with procedures adopted by the university.

Determination of Hearing

The hearing officer or hearing committee shall render a decision to both parties as soon as practicable as to the responsibility of the accused student and shall, if necessary, assess a penalty or penalties including, but not necessarily limited to, the following:

1. Verbal or written warning or reprimand.
2. Requirement that the student complete a special project that may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite term.
3. Cancellation of residence hall or apartment contract.
4. Disciplinary probation imposed for a definite period of time which stipulates future violations may result in disciplinary suspension, dismissal, or expulsion.

5. Ineligibility for election to student office for a specified period of time.
6. Removal from student or organization office for a specified period of time.
7. Prohibition from representing the university in any special honorary role.
8. Withholding of official transcript or degree.
9. Bar against readmission.
10. Restitution whether monetary or by specific duties or reimbursement for damage to or misappropriation of university, student, or employee property.
11. Denial or non-recognition of a degree.
12. Suspension of rights and privileges for a specific period of time, including access to electronic network facilities and participation in athletic, extracurricular, or other student activities.
13. Withdrawing from a course with a grade of *W* or *F*.
14. Failing or reduction of a grade in test or course, and/or retaking of test or course, and/or performing additional academic work not required of other students in the course.
15. Loss of or ineligibility for student grant or loan.
16. Suspension from the university for a specified period of time. During suspension, a student shall not attend classes nor participate in any university campus activities.
17. Dismissal from the university. A student who is dismissed from the university is not eligible for readmission to the university for an indefinite period of time.
18. Expulsion from the university. A student who is expelled from the university is not eligible for readmission to the university.

Disciplinary Appeals Procedures

Any student who has received any form of disciplinary sanction above the level of a written reprimand or warning may appeal the disciplinary decision made by the judicial conduct officer or hearing committee. Students may also appeal a decision denying readmission to the university or re-registration of a student organization. In cases involving Item 7 of the Code of Student Conduct (Sexual Misconduct), the complainant may also utilize the disciplinary appeal procedure. Failure to file a written request for an appeal within five (5) class days from the date of the decision will render the original decision final and conclusive.

An appeal is not simply a rehearing of the original case. An appeal must be based on:

1. Issues of substantive or procedural errors which were prejudicial and which were committed during the disciplinary process; and/or
2. Newly discovered relevant information that was not available previously during the disciplinary process, and/or

3. The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions.

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 were 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 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?

The Vice President for Student Affairs and Enrollment Management serves as the campus Disciplinary Appeals Officer. The appeal must be made in writing in sufficient detail to inform the Disciplinary Appeals Officer of the grounds for the appeal. The appeal is not intended to afford a rehearing of the case, but serves as a format to review the written content and validity of the appeal submitted by the student, the record of the case, and the decision-making procedures.

The party desiring to appeal an administrative or committee hearing decision has five (5) class days from the date of the decision letter to prepare and submit a written appeal to the Disciplinary Appeals Officer. The Disciplinary Appeals Officer will review materials relevant to the case in the written appeal and may solicit additional information as may be deemed necessary to make a decision. The Disciplinary Appeals Officer may:

1. Find that the written appeal submitted was not sufficient to establish grounds for appeal and, thereby, affirm the previous decision.
2. Find that no substantive and/or procedural error has occurred and, thereby, affirm the decision.
3. Find that the new relevant materials and written appeal submitted were sufficient to establish that, based on the greater weight of the credible evidence, the alleged misconduct has not occurred. The decision may be amended by the Disciplinary Appeals Officer or the case may be referred for a new hearing.
4. Find that substantive and/or procedural errors effectively denied the student or student organization due process. In this event, the decision may be amended by the Disciplinary Appeals Officer or the case may be referred for a new hearing.
5. In cases where a student is seeking re-admittance or a student organization is seeking re-registration, the Disciplinary Appeals Officer may affirm the decision or recommend that the student be readmitted or the organization re-registered.

The decision of the Disciplinary Appeals Officer will be final.

Interim Disciplinary Action

The Executive Director of Student Life, the Vice President for Student Affairs and Enrollment Management, and/or the President of the university may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule and/or regulation of the Texas Tech University System or of Angelo State University when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

Civil Proceedings

Every student is expected to obey all federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, notwithstanding any action taken by civil authorities on account of the violation.

STUDENT ORGANIZATIONS

As part of the educational mission of the university, students are encouraged to participate in the student organization program at Angelo State University. By participating in these organizations, students will have the opportunity to learn and practice skills that will last throughout their lifetime. Moreover, lifelong bonds of friendship may be formed and students will have the opportunity to have a more meaningful, productive, and enjoyable college experience.

Categories and Definitions

1. *Registered Student Organizations*

A registered student organization is a group (president, treasurer and a minimum of eight other members, ~~excluding officers~~) comprised of at least ten students enrolled at Angelo State 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, and regulations and standards of the university and/or federal, state, and/or local statutes. Generally, student groups fall under one of the following categories: Academic/Professional, Boards and Councils, Greek Social Organizations (IFC, NPC, NPHC, NALFO), Honor Societies, Multicultural/International, Recreation Club Sports, Religious Spiritual-Life, Service, and Special Interest.

2. *Club Sports*

The Angelo State University Club Sports program is administered by the Center for Student Involvement in conjunction with the Department of University Recreation and Intramurals and is designed to provide opportunities for students to participate in a variety of sports activities. This program exists to promote and develop interest in sports. Club sports members learn new skills, engage in competition and enjoy the recreational and social fellowship of sport. A group seeking club sports status must first be a registered student organization, subject to the rules and regulations of Angelo State University. Following the organization registration process, a group should meet with the Director of the Department of University Recreation and Intramurals (or designee) to initiate the application for club sports designation for assistance in learning other aspects of being a club sport organization. Any student organization designated as a club sport must also comply with any guidelines of the Club Sports program.

3. *Greek Social Organizations (IFC, NPC, NPHC, NALFO)*

The Angelo State University Greek Life program is administered by the Center for Student Involvement. A group seeking fraternity or sorority status should first contact the Center for

Student Involvement to discuss their interest and the specific (if any) national organization with which they wish to affiliate. Students should understand that the decision to bring a new sorority or fraternity to the campus is a joint decision made by the students, the university, and the national organization. All sides must work in concert in order for the relationship to be a successful one.

Conditions for Registration and Renewal

1. Membership in the organization shall be open only to students enrolled at Angelo State University without regard to race, religion, sex, disability or national origin, except in cases of designated fraternal organizations that are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. All organizations registering as a fraternity or sorority must show proof of the Title IX exemption by attaching to their registration application a letter from their national affiliate with the IRS 501(c) number.
2. Faculty and staff may hold associate membership in student organizations to the extent allowed by the organization's constitution.
3. The organization shall not duplicate the purposes and functions of a currently registered organization unless the need for duplication is substantiated with the Center for Student Involvement.
4. Monies raised by the organization through the payment of dues or through fund-raising activities should be deposited in an organizational account at a financial institution.
5. The organization shall show initiative in effectively meeting its stated goals and be lawful and peaceful in its activities. The Center for Student Involvement is available to assist in organizational guidance and leadership development.
6. The 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 Angelo State University.
7. Only organizations that are an official part of the university and receive direct funding by the university or organizations that are an extension of an academic department may use the name, logo or symbols of the university as part of its name or in its publications. Registered student organizations may use the complete statement "a registered student organization at Angelo State University." Approval for the use of logos, symbols, and names protected by Angelo State University is handled through the oversight of the Office of Communications and Marketing. In addition, the organization shall not advertise or promote events or activities in a manner that suggests sponsorship by the university, unless specifically authorized to do so.
8. Solicitation is prohibited on campus by registered student organizations that may abridge any contractual agreements of Angelo State University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials in the Center for Student Involvement. Any organization wishing to solicit on campus must follow the policies and procedures listed in the current Student Handbook.
9. All registered student organizations must keep a current copy of their constitution on file in the Center for Student Involvement.

10. All registered student organization resources must be used to advance and support the organization's purpose, identified goals, and/or mission.
11. All registered student organizations must comply with university policies and procedures and adhere to the standards expected of all students.
12. Organization registration does not imply university endorsement of either the organization or its activities.

Registration of New and Reforming Groups

1. New and/or reforming student groups that desire to become a registered student organization should contact the Center for Student Involvement to discuss the process of forming or reforming an organization.
2. A student group seeking to form a new organization may file the "Student Organization Registration/Renewal Form" and a student organization constitution with the coordinator for student organizations. The initial constitution must follow the template provided by the Center for Student Involvement. Once both forms are filed, a pending student organization is permitted to use university facilities and post notices and flyers in accordance with established university posting regulations. A proposed group may apply for registration only once per semester.
3. Following the submission and review of all required documents and verification of member eligibility, the materials will be sent to the ASU Student Senate for review and a recommendation on registration. After receiving the recommendation of the Student Senate, the ~~Director of Student Involvement~~ Executive Director of Student Life will make the final decision on registering the new organization and will notify the organization of the decision.
4. A group which has been a registered student organization in the past and which became inactive may apply to reinstate the organization by submitting a Student Organization Registration/Renewal form, a proposed constitution that is in compliance with current requirements, and a letter explaining why the organization should be reinstated.

Annual Registration and Renewal Process

1. A complete Student Organization Registration/Renewal form must be received by the Center for Student Involvement by the deadline each April. The form will include the names and contact information for the organization officers and the president of the organization must certify that the organization still has at least ten full-time students who are in good standing with the university.
2. The organization must also submit an updated copy of the local constitution and by-laws (if applicable) and the constitution and by-laws of any other local, state or national affiliate organization, if applicable.
3. The organization shall also furnish the signature, title, campus address, telephone number, and e-mail address of a full-time Angelo State University faculty or unclassified staff member indicating the person's agreement to serve as the organization's advisor.
4. The organization must also agree to comply with all university standards, rules and/or

policies as well as all federal, state, and/or local laws.

5. Executive officers of registered student organizations must have at least a 2.00 cumulative grade point average at the time of election, must earn at least a 2.00 grade point average each semester during their term of office, must maintain full-time student status throughout their term of office, and must remain in good standing (academic and disciplinary) through their term of office. Student organizations may establish higher eligibility requirements for their executive officers.

Benefits of Registration

1. Registered Student Organizations

Benefits include: Meeting room reservations on campus, free mailbox in the Center for Student Involvement, organization information published on-line, posting on campus, leadership training, ready references and access to training materials and resources in the Center for Student Involvement, and free web link. Registered student organizations may apply for funding through the Student Organization Leadership Fund (SOLF) administered through the Center for Student Involvement.

2. Club Sports

Club sports are entitled to all of the benefits of a registered student organization. In addition, club sports may receive administrative support and guidance from the Department of University Recreation and Intramurals.

Faculty or Staff Advisor

1. Each registered student organization shall have a full-time faculty or unclassified staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to facilitate incorporating the advisor into the organization's program planning and decision-making and the advisor should certify verify the organization's expenditures by co-signing all checks and vouchers. The advisor must oversee adherence to university standards, rules and/or policies as well as the organization's constitution and by-laws. With regard to student organization travel, the advisor is the responsible party for submitting travel requests, for obtaining any travel advances, and for reconciling the travel expenses after the trip in accordance with University procedures. The Center for Student Involvement sponsors various advisor training programs throughout the year to assist advisors in working with their organizations. A training program on risk management is mandated by State law and organization advisors must attend this program. Specific information on complying with this training requirement is available in the Center for Student Involvement.
2. Registered student organizations have ten (10) university business days to notify formally the Center for Student Involvement with the name, address, telephone number, and e-mail of any new or replacement full-time university faculty or staff member appointed as their advisor. Failure to do so may result in suspension of privileges.
3. 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 serve as the advisor of a student organization with the approval of the Center for Student Involvement.

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 Center for Student Involvement:

1. File a list of its current officers within ten (10) university business days from the day of elections and file notification of the subsequent changes when such occur.
2. File a list of its current advisor(s) within ten (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 ten (10) university business days.
3. Submit all changes in documents on file relating to the organization (i.e., revisions to the constitution, changes in statement of purpose, procedures for handling organization funds or membership requirements). Registered student organizations shall be responsible for updates and revisions to their local and affiliate constitutions. These changes must be registered with the Center for Student Involvement within (10) business days of any changes. Should an organizational dispute occur that involves university intervention, registered student organizations are bound by their constitution and by-laws on file with the Center for Student Involvement.
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. Meet all financial obligations incurred by the organization.
6. Attend annual risk management training programs provided by the Center for Student Involvement. A minimum of two organization officers, the president and the vice president or chairperson in charge of risk management, is required to attend. The officers are then responsible for conveying the information to their student organization members and completing a Risk Management Compliance Form.
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. The Center for Student Involvement and/or the Executive Director of Student Life may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the current Student Handbook.

Denial of Registration, Temporary Suspension, Revocation

1. A student organization will not be officially registered with the university if it is determined that the organization's actions or activities are detrimental to the educational purposes of the university or not in accordance with university policies. The president and advisor of the proposed student organization shall be notified of a decision to deny registration in writing by the Executive Director of Student Life. The president of the applying organization may schedule a meeting with the Executive Director of Student Life to discuss the denial. If, following the meeting, the group wishes to file an appeal, the president of the proposed organization must do so in writing to the Vice President for Student Affairs and Enrollment

Management within ten (10) university business days from the date of the "denial" notification letter or meeting with the Executive Director of Student Life. The decision of the Vice President for Student Affairs and Enrollment Management will be final.

2. The registration of a student organization may be temporarily suspended by the Director of Student Involvement while an investigation is pending involving an alleged violation of registered student organization policies and procedures as outlined in the current Student Handbook. The registered student organization will be afforded all due process guidelines as described in the current Student Handbook. The president of the organization may file an appeal in writing to the Executive Director of Student Life within five university business days from the date of the "temporary suspension" notification letter. If the Executive Director of Student Life upholds the decision, the president of the organization may appeal, in writing, within five (5) university business days to the Vice President for Student Affairs and Enrollment Management. The decision of the Vice President for Student Affairs and Enrollment Management will be final.
3. A student organization may be subject to disciplinary action by the university if it is determined that the organization engaged in activity in violation of the policies of the university and/or local, state, and federal laws. Such disciplinary action could include a probationary status for a period of time during which the organization would be restricted from certain activities and/or privileges afforded other student organizations. The action could also result in the revocation of the organization's registration status and the dissolution of the group. The officers of the organization may also be individually subject to university disciplinary action for any role they may have played in the alleged violation. All parties to such action, whether the individual officers or the organization itself, will be afforded all of the due process rights specified in the current Student Handbook.

Protocols Applying to Events Sponsored by Student Organizations

1. Any event open to the general University community or general public will be alcohol-free. Alcohol will not be permitted in the facility or on the premises of the event and any person who appears to be intoxicated will be denied entry to the event.
2. The sponsoring student organization(s) will hire licensed law enforcement personnel to provide security at any open event held off campus. Any exception to this requirement must be approved by the Executive Director of Student Life at least 7 days prior to the event.
3. If the student organization(s) hosts a closed event, an event which is limited to organization members and their guests, the following provisions will apply:
 - a. A guest list will be submitted to event planners in advance of the event and strictly observed.
 - b. If alcohol is present at the event, it will be handled by a licensed bartender hired by the sponsoring organization(s) and who is not a member of the organization. The bartender will be authorized to withhold alcohol from any person who appears to be intoxicated.
 - c. The sponsoring organization(s) will utilize a system to identify which persons at the event are of legal drinking age.
4. For all social events, the sponsoring organization(s) will assure that adequate non-alcoholic beverages and food items are provided.
5. The sponsoring organization(s) will comply with established venue capacity limits. If no such limits exist for a specific venue, the sponsoring organization(s) will work with local authorities to establish capacity limits for any venue used for their activities and will take steps to assure that these capacities are not exceeded.
6. The student organization will develop and implement a risk management plan for all social activities and will provide risk management training for all members of the organization each

semester. This information is included in the annual risk management training program sponsored by the Coordinator for Student Organizations.

7. Failure to comply with this policy may result in university disciplinary action which could include action against the individual members of the student organization as well as action against the organization itself. Student members could also be subject to civil and/or criminal penalties for any violations of local, State, or federal law.
8. In order to continue to provide a safe environment for social activities and in order to minimize potential liability of student organization members, this policy will be evaluated annually by the Executive Director of Student Life, the Coordinator for Greek Life and Community Service, the Coordinator for Student Organizations, and representatives from student organizations. Modifications may be made as deemed reasonable and prudent based on experience with the policy and in response to possible changes in local, State, or federal mandates and/or judicial rulings or legal guidance.

PROCEDURES REGARDING SEXUAL OR RACIAL HARASSMENT

Definitions

~~"Racial Harassment" is defined as extreme or outrageous acts or communications that are intended to harass, intimidate, or humiliate students, faculty, staff, or visitors on account of race, color, or national origin and that reasonably cause them to suffer severe emotional distress. No student, faculty, or staff employee shall engage in racial harassment of any person on the campuses of the university or in connection with a university sponsored activity.~~

~~"Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:~~

- ~~a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic career;~~
- ~~b. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decision affecting the individual;~~
- ~~c. such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive employment or academic environment.~~

~~In determining whether alleged conduct constitutes racial or sexual harassment, the university shall construe any act or omission with the totality of the circumstances, such as the nature of the act(s) and the context in which the incidents occurred. Each determination shall be made from the facts on a case-by-case basis. To the fullest extent practicable, the university shall keep complaints of racial or sexual harassment and the terms of their resolution confidential.~~

If the alleged victim:	Then the initial contact should be to:
A member of the ASU student body at the time of the incident	Mr. Nolen Mears, Executive Director of Student Life Room 112 University Center (325) 942-2191
A member of the ASU faculty of staff at the time of the incident	Director of Human Resources East Annex (325) 942-2168
A visitor to the campus at the time of the incident	Mr. Nolen Mears, Executive Director of Student Life Room 112 University Center (325) 942-2191

Procedures for Conducting an Investigation

~~To initiate an investigation based on alleged racial or sexual harassment, the complainant must submit a written detailed account of the alleged incident(s) to the appropriate university official.~~

~~In conducting the investigation, the official may involve other university personnel as needed to assist in gathering all pertinent information in a timely manner. The official will organize and record the information in a manner so that a conclusion can be drawn and appropriate action taken. The investigation may include, but will not be limited to, the following steps:~~

- ~~1. Reduction of the complainant's allegations to specific and relevant issues;~~
- ~~2. Formation of a strategy for conducting the investigation;~~
- ~~3. Informing the alleged offender of the complaint and allowing him or her any applicable due process or other rights, including an opportunity for a written response to the allegations;~~
- ~~4. Gathering and examining relevant evidence and information, including interviews with other witnesses, if any; and~~
- ~~5. Preparation of a report containing the findings and the resolution. If it is determined by the university that harassment occurred, then appropriate action will be taken. The range of possible sanctions that could be imposed include such actions as an apology, a promise to refrain from the offending behavior, a reassignment of either or both parties, a formal reprimand, termination from the university, or other appropriate sanctions as determined by the investigating official within the particular facts of the individual case. The findings of the investigation may also fully exonerate the alleged offender. If it is determined that the complainant intentionally filed a dishonest or malicious report, appropriate university disciplinary action may be taken against the complainant.~~

Protection against Retaliation

~~Angelo State University will take reasonable action to assure that the complainant, the alleged offender, and those testifying on behalf of either party or supporting either party in other ways, are protected from retaliation. Persons who retaliate against anyone because of their involvement in a harassment investigation may be subject to disciplinary action in accordance with established university procedures.~~

STUDENT GRIEVANCE AND APPEAL PROCEDURES

1. Policy

- 1.1 It is the policy of Angelo State University to receive, process, and resolve student grievances, including allegations of discrimination, in a fair and prompt manner.
- 1.2 In all interpretations, constructions, and applications of the provisions of this grievance procedure, the cardinal principles shall be equity and justice for students in their association with the university.

2. Applicability

This policy and these procedures are established for students in cases not otherwise covered by the published policies, rules, and regulations of the university. Applicants for admission are also covered by this grievance process.

3. General Provisions

- 3.1 Grievances shall consist of matters of disagreement or dissatisfaction arising out of circumstances wherein the student believes that there has been discrimination or an infraction, breach, or misinterpretation of applicable university policies, rules, and regulations. Only one subject matter shall be covered in any one grievance.

- 3.2 All grievances not resolved at the appropriate grass roots level (admission, classroom, housing, extracurricular, etc.) shall be presented in writing and shall contain a clear and concise statement of the grievance by indicating reference to the applicable policy, rule, or regulation that is alleged to have been violated, the date the incident took place, the issue involved, and the relief sought.
- 3.3 The grievant may present his or her grievance individually or through a representative. However, representation by legal counsel shall be limited to appeals made under Section 4.5 of this document. If the student desires, he or she may be assisted by the Executive Director of Student Life where the grievance procedure will be explained.
- 3.4 No student shall be disciplined, penalized, restrained, coerced, or otherwise prejudiced for exercising the rights provided for in this grievance procedure.
- 3.5 Where discrimination is alleged, the grievant may contact the Office of the Assistant Secretary for Civil Rights, U. S. Department of Education, for advice and consultation if the matter is not satisfactorily resolved under these grievance procedures.

4. The Grievance Procedure

- 4.1 **Step One:** The student shall first discuss the grievance with the university employee involved within five days from the date of the action or condition giving rise to the grievance. Within three days thereafter, the university employee shall verbally inform the student of the decision.
- 4.2 **Step Two:** Grievances not satisfactorily resolved in Step One will entitle the student to appeal by requesting a discussion with the Executive Director of Student Life or appropriate academic department head chair. This request must be made within three days following the date of the decision in Step One. The Executive Director of Student Life or academic department head chair will arrange for a discussion with the student at the earliest mutually agreeable time. If the grievance is not satisfactorily resolved at this level, the student will be verbally notified of the decision. A written report will then be submitted by the Executive Director of Student Life or academic department head chair to the appropriate dean within five days on the Grievance Presentation Form, and a copy of the report will be sent to the appropriate vice president.
- 4.3 **Step Three:** Grievances not satisfactorily resolved in Step Two may be appealed by requesting, in writing, review and action by the appropriate dean. This request must be made within ten days following the written report resulting from Step Two. The dean will meet promptly with the student and the student's representative, if any, and other parties to the grievance. The purpose of this meeting will be to review the grievance with all parties in an effort to obtain all of the relevant facts on the case and arrive at a decision consistent with Section 1 of this document. A written decision will be made by the dean within five days following the final meeting with the parties involved in the grievance, and a copy of the decision will be sent to the student and the appropriate vice president.
- 4.4 **Step Four:** Grievances not satisfactorily resolved in Step Three may be appealed by requesting, in writing, review and action by the appropriate vice president. This request must be made within ten days following the decision in Step Three. The vice president will meet promptly with the student and the student's representative, if any, and the dean. The vice president may request assistance and additional information from any appropriate parties in the review of the case. A written decision will be made by the vice president within five days following the final meeting with the parties involved in the grievance, and a

copy of the decision will be sent to the student.

- 4.5 **Step Five:** Grievances not satisfactorily resolved in Step Four may be appealed by requesting, in writing, final review and action by the President of the university. This request must be made within ten days following the decision in Step Four. The grievant must include a statement in the request if he or she intends to be represented by legal counsel or a representative.

If the grievant is to be represented by legal counsel or a representative, the department may be represented by the General Counsel for the Texas Tech University System, a member of the Attorney General's staff, and/or other legal counsel or representative.

The final determination by the President, in writing, will be furnished to the grievant with a copy to the appropriate vice president. The decision of the President will be provided within five days of the hearing conducted by the President except in case of extraordinary or compelling reasons.

5. Decision on Grievances

- 5.1 The decision of the President on a grievance shall be final and binding on all parties.
- 5.2 Nothing in this procedure shall be construed to limit, terminate, or waive any right of a student to seek relief in a court of proper jurisdiction for any student grievance for which a remedy is provided under the laws of the State of Texas or the United States of America.

6. Special Provisions

- 6.1 Time limits shall not include Saturdays, Sundays, or holidays.
- 6.2 There can be an extension of time in any step, if mutually agreeable.
- 6.3 Failure of a student to process his or her grievance to the next step within the specified time limit shall constitute abandonment of the grievance.
- 6.4 Failure of university personnel to give an answer within the prescribed time limit authorizes the student to process his or her grievance to the next step.
- 6.5 A copy of the Grievance Presentation Form for the processing of grievances shall be initiated and used by the Executive Director of Student Life or academic department head chair identified in Section 4.2 of this document in cases when the grievance is not satisfactorily resolved at the grass roots level. The form shall be completed to show the nature of the grievance and the response of the individual hearing the grievance. This form will be processed through the succeeding steps with the specified information being provided at each level until the grievance is satisfactorily resolved or until a final decision is made on the appeal by the President.

7. Student Communication

The existence of the "Grievance and Appeal Procedures for Students at Angelo State University" will be made known through publication to establish a mutual understanding of encouragement to resolve problems with objectivity, freedom from fear or retaliatory consequences or reprisals, and within a reasonable amount of time.

PREVENTION OF ALCOHOL ABUSE AND ILLICIT DRUG USE AT ANGELO STATE UNIVERSITY

Angelo State University has adopted and implemented a program to prevent unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the campus or as a part of any of its activities. Angelo State University recognizes the importance of information about drug and alcohol abuse; therefore, this information is designed to provide you with basic information about University policies, applicable legal sanctions and health risks associated with alcohol abuse and illicit drug use.

STANDARDS OF CONDUCT

Policies adopted by Angelo State University relating to the standards of conduct expected of its students and employees in the area of illicit drugs and alcohol are provided in the Angelo State University Student Handbook and in operating policies adopted by the university for its employees. Additional information is distributed as needed.

HEALTH RISKS OF ALCOHOL AND DRUGS

Alcohol. Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons than for non-users of alcohol. Excessive alcohol intake by binge drinking may cause death due to alcohol poisoning, and such deaths are on the increase among college students. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms.

Drugs. The use of illicit drugs usually causes the same general type of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Such drugs tend to be either physically or psychologically addictive and often require treatment to safely and successfully discontinue their usage. Death or coma resulting from overdose of these drugs is possible.

Cocaine. Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (freebase) is smoked. Users progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes resulting from use include overstimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Discontinuing the use of cocaine requires considerable assistance, close supervision and treatment.

Amphetamines (speed, love drug, ecstasy). Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, hallucinations, and irreversible brain damage. Intense fatigue and depression resulting from use can lead to suicide. Large doses may result in convulsions and death from cardiac or respiratory arrest.

Heroin and Other Opiates. These drugs are usually taken intravenously. "Designer" drugs similar to opiates include fentanyl, demerol, and "china white." Addiction and dependence develop rapidly. Use is characterized by impaired judgment, slurred speech, and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pains.

Hallucinogens or Psychedelics. These include LSD, mescaline, peyote, and phencyclidine (PCP or "angel dust"). Use impairs and distorts one's perception of surroundings, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. Users who discontinue use experience "flashback" consisting of distortions of virtually any sensation. Use of these substances may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

Solvent inhalants, e.g., glue, lacquers, plastic cement. Fumes from these substances cause intoxication, impairment of coordination and reaction time, and in some cases disorientation, hallucinations and even coma resulting in death. Long term users become psychologically addicted and may suffer brain damage or liver failure.

Marijuana (Cannabis). Marijuana is usually ingested by smoking. Prolonged use can lead to psychological dependence, disconnected ideas, extreme loss of motivation and difficulty concentrating, alteration of depth perception and sense of time and impaired judgement. Carcinogens in marijuana smoke may cause throat or lung cancer in long-term or heavy users.

Club Drugs. Different types of Club Drugs include:

- a. **Depressants such as Rohypnol (Rufies) and GHB** slow down the central nervous system and are used as intoxicants and also as "date rape drugs". These drugs can be slipped into a person's drink, causing them to go into a deep sleep which leaves them vulnerable to sexual assault. It is a crime to use the drugs in this manner and an overdose can cause coma or death.
- b. **Ecstasy.** Ecstasy is both a hallucinogen (causing the senses to perceive things that are not real, such as hallucinations and delusions) and a stimulant (substance that speeds up the central nervous system). Ecstasy and Herbal Ecstasy have been shown in some cases to cause seizures, coma, heart attack, stroke and death in even young, healthy people.
- c. **Ketamine.** This is an anesthetic used for treating animals that also acts as a hallucinogen and has been known to cause delirium, seizures and violent behavior. Large doses may cause a coma or death.

Damage from intravenous drug use. In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop AIDS, hepatitis, tetanus (lock jaw), and potentially fatal infections in the heart. Permanent brain damage may also be a result.

DRUG AND ALCOHOL ABUSE COUNSELING SERVICES

Personnel in the Counseling Center, the Student Life Offices, and the University Clinic are available to counsel with students, faculty and staff who voluntarily seek assistance and have not been charged with a violation of University policy or the Board of Regents' Rules and Regulations.

Additional information on drug and alcohol counseling resources in San Angelo and the surrounding

area is available in the Counseling Center, the University Clinic, and the Student Life Offices, Garden Level - University Center.

DISCIPLINARY SANCTIONS

Where a violation of the ASU Drug-Free Policy is found, the University will, in accordance with established procedures of Angelo State University, take appropriate disciplinary action against such students, faculty or staff, up to termination from the University, or require such students, faculty or staff to participate satisfactorily in an off-campus drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. The cost of such programs, not covered by applicable insurance, shall be borne by the individual.

In addition to legal sanctions and penalties, including those contained herein, University employees and students are subject to disciplinary action for violation of all applicable local, state and federal laws.

LEGAL SANCTIONS AND PENALTIES UNDER TEXAS LAW

PENALTIES FOR POSSESSION					
<u>Penalty Group 1: Heroin, Cocaine, Methamphetamine, Methadone, The Opiates</u>					
	<u>Less than 1 gram</u>	<u>1 gram or more, but less than 4 grams</u>	<u>4 grams or more, but less than 200 grams</u>	<u>200 grams or more, but less than 400 grams</u>	<u>400 grams or more</u>
<u>Penalty Group 1</u>	<u>State Jail Felony</u>	<u>Third Degree Felony</u>	<u>Second Degree Felony</u>	<u>First Degree Felony</u>	<u>10-99 years or life and up to \$100,000 fine</u>

PENALTIES FOR GROUP 1A					
<u>LSD Only</u>					
	<u>Less than 20 units</u>	<u>20 units or more, but less than 80 units</u>	<u>80 units or more, but less than 4,000 units</u>	<u>4,000 units or more, but less than 8,000 units</u>	<u>8,000 units or more</u>
<u>Possession</u>	<u>State Jail Felony</u>	<u>Third Degree Felony</u>	<u>Second Degree Felony</u>	<u>First Degree Felony</u>	<u>15-99 years or life and up to \$250,000 fine</u>
<u>Manufacture</u>	<u>State Jail Felony</u>	<u>Second Degree Felony</u>	<u>First Degree Felony</u>	<u>15-99 years or life and up to \$250,000 fine</u>	<u>15-99 years or life and up to \$250,000 fine</u>

PENALTIES FOR POSSESSION					
<u>Penalty Group 2: Amphetamines, Hashish, Mescaline, Methaqualone, Psilocin</u>					
	<u>Less than 1 gram</u>	<u>1 gram or more, but less than 4 grams</u>	<u>4 grams or more, but less than 200 grams</u>	<u>200 grams or more, but less than 400 grams</u>	<u>400 grams or more</u>
<u>Penalty</u>	<u>State Jail Felony</u>	<u>Third Degree Felony</u>	<u>Second Degree Felony</u>	<u>Second Degree Felony</u>	<u>5-99 years or life and up to \$50,000 fine</u>

PENALTIES FOR POSSESSION				
<u>Penalty Groups 3 and 4: Barbiturates, Peyote, Narcotic Cough Syrups</u>				
	<u>Less than 28 grams</u>	<u>28 grams or more, but less than 200 grams</u>	<u>200 grams or more, but less than 400 grams</u>	<u>400 grams or more</u>
<u>Penalty Group 3</u>	<u>Class A Misdemeanor</u>	<u>Third Degree Felony</u>	<u>Second Degree Felony</u>	<u>5-99 years or life and up to \$50,000 fine</u>
<u>Penalty Group 4</u>	<u>Class B Misdemeanor</u>	<u>Third Degree Felony</u>	<u>Second Degree Felony</u>	<u>5-99 years or life and up to \$50,000 fine</u>

PENALTIES FOR MANUFACTURE OR DELIVERY					
<u>Penalty Group 1: Heroin, Cocaine, Methamphetamine, Methadone, The Opiates</u>					
	<u>Less than 1 gram</u>	<u>1 gram or more, but less than 4 grams</u>	<u>4 grams or more, but less than 200 grams</u>	<u>200 grams or more, but less than 400 grams</u>	<u>400 grams or more</u>
<u>Penalty Group 1</u>	<u>State Jail Felony</u>	<u>Second Degree Felony</u>	<u>First Degree Felony</u>	<u>10-99 years or life and up to \$100,000 fine</u>	<u>15-99 years or life and up to \$250,000 fine</u>

PENALTIES FOR MANUFACTURE OF DELIVERY					
<u>Penalty Group 2: Amphetamines, Hashish, Mescaline, Methaqualone, Psilocin (Mushrooms)</u>					
	<u>Less than 1 gram</u>	<u>1 gram or more, but less than 4 grams</u>	<u>4 grams or more, but less than 200 grams</u>	<u>200 grams or more, but less than 400 grams</u>	<u>400 grams or more</u>
<u>Penalty Group 2</u>	<u>State Jail Felony</u>	<u>Second Degree Felony</u>	<u>First Degree Felony</u>	<u>First Degree Felony</u>	<u>10-99 years or life and up to \$100,000 fine</u>

PENALTIES FOR MANUFACTURE OR DELIVERY				
<u>Penalty Groups 3 and 4: Barbiturates, Peyote, Narcotic Cough Syrups</u>				
	<u>Less than 28 grams</u>	<u>28 grams or more, but less than 200 grams</u>	<u>200 grams or more, but less than 400 grams</u>	<u>400 grams or more</u>
<u>Penalty Groups 3 and 4</u>	<u>State Jail Felony</u>	<u>Second Degree Felony</u>	<u>First Degree Felony</u>	<u>10-99 years or life and up to \$100,000 fine</u>

PENALTIES FOR DELIVERY						
<u>Marijuana</u>						
	<u>1/4 ounce without remuneration</u>	<u>1/4 ounce with remuneration</u>	<u>5 lbs. or less, but more than 1/4 ounce</u>	<u>50 lbs. or less, but more than 5 lbs.</u>	<u>2000 lbs. or less, but more than 50 lbs.</u>	<u>More than 2000 lbs.</u>
<u>Penalty</u>	<u>Class B Misdemeanor</u>	<u>Class A Misdemeanor</u>	<u>State Jail Felony</u>	<u>Second Degree Felony</u>	<u>First Degree Felony</u>	<u>10-99 years or life and up to \$100,000 fine</u>

PENALTIES FOR POSSESSION						
<u>Marijuana</u>						
	<u>2 ounces or less</u>	<u>4 ounces or less, but more than 2 ounces</u>	<u>5 lbs. or less, but more than 4 ounces</u>	<u>50 lbs. or less, but more than 5 lbs.</u>	<u>2000 lbs. or less, but more than 50 lbs.</u>	<u>More than 2000 lbs.</u>
<u>Penalty</u>	<u>Class B Misdemeanor</u>	<u>Class A Misdemeanor</u>	<u>State Jail Felony</u>	<u>Second Degree Felony</u>	<u>First Degree Felony</u>	<u>10-99 years or life and up to \$50,000 fine</u>

LEGAL SANCTIONS AND PENALTIES UNDER FEDERAL LAW

<u>OFFENSE</u>	<u>MINIMUM PUNISHMENT</u>	<u>MAXIMUM PUNISHMENT</u>
<u>Manufacture, distribution, or dispensing drugs (includes marijuana).</u>	<u>A term of imprisonment not more than one year, and a minimum fine of \$1,000.</u>	<u>A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).</u>
<u>Possession of drugs (including marijuana).</u>	<u>Civil penalty in amount not exceed \$10,000.</u>	<u>Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution.</u>
<u>Operation of a Common Carrier under the influence of alcohol or drugs.</u>		<u>Imprisonment for up to 15 years and a fine not to exceed \$250,000.</u>

A biennial review of this program will be conducted by Angelo State University to determine its effectiveness, to implement changes in the program, if necessary, and to ensure that the disciplinary sanctions are consistently enforced.

TEXAS TECH UNIVERSITY

STUDENT HANDBOOK 2011-20122012-2013

Inside Front Cover:

Texas Tech University Vision

Texas Tech is a great public research university where students succeed, knowledge is advanced, and global engagement is championed.

Texas Tech University Mission

As a public research university, Texas Tech advances knowledge through innovative and creative teaching, research, and scholarship. The university is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. The university is committed to enhancing the cultural and economic development of the state, nation, and world.*
*Approved by the Texas Tech University Board of Regents on May 14, 2010

Points of View: A Perspective on Student Affairs, 1987

Published by the National Association of Student Personnel Administrators, Inc.
1875 Connecticut Avenue, NW Suite 418
Washington, DC 20009-5728

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)

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 Vice Provost, Undergraduate Education and Student Affairs is the principal agency for the administration of student discipline, and University Student Housing and the Student Judicial Programs office Office of Student Conduct shall implement the student discipline procedures. All references to the Chancellor and/or President of the university, the Vice Provost, Undergraduate Education, the Director of University Student Housing, or the Director of the Student Judicial Programs shall be interpreted to include persons designated to act on behalf of these officials. All references to the officials listed above shall be interpreted to include persons designated to act on their behalf.

C. Policy on Nondiscrimination

- ~~1. It is the policy of Texas Tech University to strive to maintain an educational and work environment free from impermissible discrimination.~~
- ~~2. 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, color, religion, national origin, age, sex, physical or mental disability, or Vietnam era or special disabled veteran status and the equal opportunity and access to facilities shall be available to all.~~
- ~~3. Nondiscrimination is observed in the admission, housing and education of students and in policies governing discipline, extracurricular life and activities.~~
- ~~4. In addition, in accordance with OP 10.12 (<http://www.depts.ttu.edu/opmanual/OP10.12.pdf>), no person shall be subject to discrimination on the basis of sexual orientation with regard to admission, employment, or use of the programs, facilities, or services of Texas Tech University.~~

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. Pertinent links: <http://www.depts.ttu.edu/opmanual/OP01.06.pdf>, <http://www.depts.ttu.edu/opmanual/OP72.23.pdf>, and <http://www.depts.ttu.edu/opmanual/OP68.03.pdf>

E.C. Schools of Law and Texas Tech University Health Sciences Center, 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 (<http://www.law.ttu.edu/studentlife/support/acp/academics/honorcode>). 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 Vice Provost, Undergraduate Education 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.ttuhsc.edu/studentservices.

F.D. Definitions

1. The term "administrative hold" refers to the indicator placed on a student's official record preventing access to such university procedures as registration, release of transcripts, and course add/drops 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. See <http://www.depts.ttu.edu/officialpublications/catalog/AcademicsRegulations.php> for more information.
2. The term "disciplinary good standing" is defined as a student not currently on disciplinary probation or any level of disciplinary suspension/expulsion that has fulfilled in a timely manner, if any, sanctions, conditions, and/or restrictions imposed.
3. The term "discipline body" means any university official or group of officials authorized by the Director of Student Judicial Programs the Office of Student Conduct to determine whether a student has violated the *Code of Student Conduct* and to recommend imposition of sanctions, conditions and/or restrictions.
4. The term "judicial hearing student conduct officer" means a university designee authorized by the Director of Student Judicial Programs the Office of Student Conduct and/or the Director of University Student Housing pursuant to the Code of Student Conduct to adjudicate alleged violations of the Code of Student Conduct.
5. 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.
6. 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.
7. The term "preponderance of evidence" is the standard of proof used by Judicial Hearing Officers, Student Judicial Programs and University Student Housing. It is defined as a circumstance in which the evidence as a whole shows that the fact(s) for which proof is being sought are more probable likely than not. Preponderance is superiority in weight, power, importance or strength; majority (as in Merriam-Webster's Collegiate Dictionary, 11th Ed., 2003).
8. The term "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code § 11.20. See <http://www.depts.ttu.edu/opmanual/OP34.19.pdf>.

9. ~~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.~~
10. ~~The terms "shall" and "will" are used in the imperative sense and the term "may" is used in the permissive sense.~~
- 11.9. 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.
- 12.10. The term "student" includes all persons admitted to taking or enrolled in 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".
- 13.11. The term "student organization" means any number of students who have complied with the formal requirements for university registration.
- 14.12. The term "university" means Texas Tech University and Texas Tech University Health Sciences Center.
- 15.13. 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.
- 16.14. 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).

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 maintaining 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. The Code of Student Conduct outlines the standards of behavior for University students and the disciplinary processes to address misconduct.

B. Academic Integrity

1. Texas Tech University Statement of Academic Integrity
Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]
2. Students must understand the principles of academic integrity, and abide by them in all class and/or course work at the University. Academic integrity violations are outlined in the Code of Student Conduct, Part X, B3. If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question.
3. The Academic Integrity Policy Committee formed by the Assistant Vice Provost for Student Affairs will conduct an annual review of the Policy and make written recommendations to the Senior Vice President for Academic Affairs and Provost or a Vice Provost designated by the Provost to serve as Chief Academic Officer regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the Policy. Such written recommendations will be received annually by the CAO no later than March 1.
4. Instructor Responsibilities
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.

Any person becoming aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. The instructor may contact the Office of Student Conduct to discuss the nature of the violation and the student's record of academic integrity violations. The instructor should attempt to discuss the matter with the student and receive a response from the student about the allegations. Then, the instructor may assign academic sanctions including, but not limited to a assigning a paper or research project related to academic integrity, make-up assignment that is different than the original assignment, issue no credit for the original assignment, reduce the grade for the assignment and/or course, issue a failing grade on the assignment, and/or issue a failing grade for the course. 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. All academic integrity violations should be referred to the Office of Student Conduct Programs as a central clearinghouse of violations and for adjudication as a Code of Student Conduct violation where disciplinary sanctions, conditions, and/or restrictions will be assigned.

4.5. *Instructor Sanctions Withdrawal and Assignment of Grades*

Once a student has been notified of an academic integrity violation, the student may not drop the course until the academic integrity processes are complete. If it is determined that the student was not responsible for academic integrity violations, the student may file a request with the Assistant Vice Provost for Student Affairs for approval to drop the course or withdraw from the University retroactively, without academic and financial penalty.

If a referring faculty member must submit a final course grade before an Academic Integrity Violation allegation is resolved, the involved student shall be given a temporary grade of X, which does not affect the student's GPA, until the academic integrity adjudication process is complete. When the academic integrity adjudication process is complete, the final grade will be assigned through the appropriate academic channels and the completion of a grade change form. All appeals related to academic integrity violations should follow the process outlined in Part X.E: Code of Student Conduct: Disciplinary Appeals Procedures. 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, notwithstanding 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.

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 Student Judicial Programs for further disciplinary proceeding.

5.6. Referrals to Student Judicial Programsthe Office of Student Conduct

In addition to the assignment of academic sanctions by the instructor of record, a referral of the academic integrity violation should also be made to the Office of Student Conduct for the assignment of disciplinary sanctions. A student referred to the Director of Student Judicial ProgramsOffice of Student Conduct 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. Instructors of record of the course where the violation occurred and the associate academic dean of the college in which the student is enrolled may participate in the adjudication of the violation and assignment of additional sanctions, conditions and/or restrictions with the Office of Student Conduct as outlined in the *Code of Student Conduct*.

Disposition by the Director of Student Judicial Programs

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

Note: Student Judicial Programs serves as a clearinghouse for 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.C. Student Government Association Affiliation

The Student Government Associations (undergraduate and graduate) are is the official organizations representing students. Students may identify with off-campus programs and activities as individuals, but not as representatives of the university.

E.D. Student Media

Texas Tech University recognizes the editorial independence and press freedom of all student-edited campus media, specifically *The Daily Toreador* student newspaper and *La Ventana* yearbook. Student editors have the authority to make all content decisions; consequently, they bear the responsibility for the decisions they make. *The Daily Toreador* student newspaper and *La Ventana* yearbook are free of arbitrary and capricious censorship and advance copy approval. They are expected Student media to be should be operated and published within the canons of responsible journalism and policies as established by the university Student Media Committee and the Department of Student Media.

E. Military & Veterans Programs

Military & Veterans Programs (MVP) is here to assist veterans and their families in achieving academic and personal success. MVP oversees regulation of federal and state laws and university regulations concerning Veterans Educational Benefits such as:

1. The exemption for Texas Veterans Under the Hazlewood Act which provides an education benefit to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans.
2. The TTU Texas Veteran Exemption for Executive Style MBA programs (TTU Veterans only).
3. The educational programs such as the various GI bills offered through the Department of Veteran Affairs.

For more information, visit Military & Veterans Programs at www.mvp.ttu.edu, 108 Doak Hall, (806) 742-6877.

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~~ receiving 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 under the TTU MyTech (for Students) tab.

For more information, please visit the Student Business Services website at www.sbs.ttu.edu.

I. Religious Holy Day Absences

See http://www.depts.ttu.edu/officialpublications/catalog/_AcademicsRegulations.php and <http://www.depts.ttu.edu/opmanual/OP34.19.pdf>

J. Class Attendance

OP 34.04, Academic Regulations Concerning Student Performance, and the University Catalog provide complete information regarding class attendance and reporting student illness and emergencies. See http://www.depts.ttu.edu/officialpublications/catalog/_AcademicsRegulations.php and <http://www.depts.ttu.edu/opmanual/OP34.04.pdf>.

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

According to the Undergraduate and Graduate Catalog (http://www.depts.ttu.edu/officialpublications/catalog/_AcademicsRegulations.php), 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 (<http://www.depts.ttu.edu/opmanual/OP34.06.pdf>), students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip.

L. Withdrawals from the University

1. Voluntary Withdrawal from the University

According to the *Undergraduate and Graduate Catalog* and OP 34.05 (<http://www.depts.ttu.edu/opmanual/OP34.05.pdf>), students who find it necessary to withdraw from the University before the end of a semester or summer term must apply to the Office of the Registrar. A student wishing to drop to zero hours must withdraw from the institution. If a student withdraws on the 24th-13th class day or after, a **W** will be recorded for all classes that semester or term, and these W's will not be counted toward the six state-defined permitted drops. International students must receive clearance from the Office of International Affairs as a part of the withdrawal procedure. Withdrawal and reenrollment procedures vary for School of Law students. Students enrolled in the School of Law and seeking withdrawal information should contact the Associate Dean for Student Affairs at the School of Law for assistance.

Students considering withdrawal for medical reasons may contact the Center for Campus Life to discuss additional university resources and services. – do we want to modify this at all?

There may be financial implications to withdrawal. If a student receives financial aid or is living in TTU student housing, he or she should first contact those offices before applying for the withdrawal. If a registration hold exists on the student's record, it must be cleared before the withdrawal can be processed. To check your student record for registration holds, log on at www.raiderlink.ttu.edu and select the MyTech (for Students) tab. Beginning Fall 2005, students who withdraw from the university the 13th class day (fall/spring) and 5th class day (summer) through the last day to withdraw will receive a grade of "W" for all enrolled courses.

2. Refunds

The *Undergraduate and Graduate Catalog* indicates that students withdrawing to zero hours at their request or those who have been withdrawn due to university action may be eligible to receive a refund of paid tuition and fees. A tuition and fee refund schedule is listed in the *Undergraduate and Graduate Catalog* and at <http://www.depts.ttu.edu/registrar/>.

3. Returning to the University after a Voluntary Withdrawal

Application materials and deadlines for former Texas Tech students are available at www.gototexastech.com. Official transcripts from all institutions attended subsequent to Texas Tech enrollment must be submitted by the application deadline. Students who left in good standing must have a 2.0 GPA on work taken since leaving Texas Tech. Please visit the following for more information: <http://www.depts.ttu.edu/formertech/>

4. Involuntary Withdrawals

Texas Tech University seeks to balance the rights of individual students with the rights of the community. In order to maintain the safety of both, some behaviors require consultation among a network of campus professionals to determine the appropriate course of action to address the behavior.

a. General Procedure

When a student poses a direct threat to the health or safety of the student or others, and the direct threat cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations where required, a student may be involuntarily withdrawn from the University.

b. Notice

Notice regarding students who may be direct threats (both self-reports and third-party reports) should be made to the ~~Vice Provost, Undergraduate Education~~ Dean of Students or designee.

1. A "direct threat" means

- i. There is a high probability (not just a slightly increased, speculative, or remote risk)
- ii. of substantial harm
- iii. based on observation of a student's conduct, actions, and statements.

c. The ~~Vice Provost, Undergraduate Education~~ Dean of Students or designee will review the information presented in the notice, including what attempts, if any, have been made to reduce or eliminate the direct threat, such as the student's voluntary compliance with medical or counseling assistance.

1. The ~~Vice Provost, Undergraduate Education~~ Dean of Students or designee will notify the student of the concern.

2. The ~~Vice Provost, Undergraduate Education~~ Dean of Students or designee will request a meeting with the student to inform the student that an initial individualized, objective assessment will be scheduled within five business days in order to determine whether the student poses a direct threat to him/herself or others. The meeting may include, but is not limited to discussion of:

- i. Involvement of parents or significant others;
- ii. Academic progress;
- iii. Living arrangements;
- iv. Previously granted accommodations;
- v. Confidentiality waivers;
- vi. Other possible accommodations, care and support resources including medical or counseling assistance; and

vii. Withdrawal implications such as financial aid, health insurance, visas, and academic timelines.

3. If the student does not respond to the request for a meeting or does not attend the meeting, written notice of the pending assessment will be sent via certified mail to the student's last known official, local address as provided by the student to the Registrar's Office and/or electronically to the student's University email account. Students not responding to requests for meetings or assessments may be referred to the Office of Student Conduct for allegations of failure to comply with reasonable directives and/or requests of a University official acting in the performance of his or her duties.

d. *Temporary Suspensions*

During the involuntary withdrawal process, if the Vice Provost, Undergraduate Education and Student Affairs or designee determines that an immediate direct threat exists to the student or others or an overt disruption of the campus community has occurred, the student may be temporarily suspended pending a final decision on the involuntary withdrawal as long as the student has received notice of the concern, and had an opportunity to address the concern, and the student is afforded a hearing and right to appeal the final decision. During a temporary suspension, the student may not attend classes, use University services and/or resources (except those expressly permitted by the Vice Provost, Undergraduate Education and Student Affairs or designee), and may not be on campus until the proceedings have been resolved. If the student needs to return to campus, the visit must be coordinated through the Vice Provost, Undergraduate Education and Student Affairs or designee and the Texas Tech Police Department.

e. *Involuntary Withdrawal Assessment*

1. An individualized, objective assessment will be completed to determine whether a direct threat exists, and if so, whether the student should be permitted to remain enrolled at the University.
2. The assessment will be based on reasonable medical judgment, using current medical knowledge, or the best available objective information, to assess the student's ability to safely participate in the University's programs. The assessment will be in the form of a written report containing the findings and recommendations of the medical and other professionals performing the assessment.
3. Within five (5) university working days from the initial meeting with the student or five university working days from the date of notice regarding the meeting, the student will be scheduled for an assessment with a medical doctor, a licensed counseling or clinical psychologist, and other professionals as appropriate. If applicable, this assessment would include a psychiatrist from Student Health Services and a psychologist from the Student Counseling Center.
4. The student may provide information from other medical professionals as part of the assessment.
5. If a student elects not to participate in this assessment, the process will continue with the information that is otherwise available to consider.
6. The assessment will determine:
 - a. The nature, duration, and severity of the risk;
 - b. The probability that the potentially threatening injury will actually occur; and

- c. Whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk.

f. *Involuntary Withdrawal Committee*

1. The assessment report will be forwarded to the Involuntary Withdrawal Committee for review.
2. The Involuntary Withdrawal Committee is comprised of the following voting members: the student's Associate Academic Dean, Director of the Student Counseling Center, Medical Director of Student Health Services, Director of Student Disability Services, and Dean of Students~~an Associate Vice Provost for Student Affairs~~. If the student resides in campus housing, the Director of Student Housing will also serve as a voting member of the committee. The ~~Associate Vice Provost for Student Affairs~~Dean of Students will chair the committee. A non-voting resource person ~~will be~~ may be assigned from the ~~Associate Vice Provost for Undergraduate Education and Student Affairs Office~~ to present information and assist the committee. ~~If one of the committee members is unable to attend either in person or via telephone, the member may assign a designee. The Vice Provost, Undergraduate Education does not attend the committee proceedings. The Involuntary University Withdrawal Committee will meet with the student in an informal, non-adversarial hearing to review the information collected throughout the process, and discuss the assessment with the student. The student will be permitted an opportunity to address the evidence being considered by the Involuntary Withdrawal Committee.~~
3. The hearing will be scheduled by the ~~Associate Vice Provost for Student Affairs Office~~Dean of Students within five (5) university working days of the completion of the individualized assessment. The student will be provided the information to be considered at the hearing by the ~~Associate Dean of Students~~Vice Provost for Student Affairs Office in advance of the hearing. The student may elect to attend the Involuntary Withdrawal Committee hearing and present information on his or her behalf. The student may be accompanied by one or more advisors. ~~The A~~ non-voting resource person assigned by the ~~Associate Vice Provost for Student Affairs Office~~ will present information and act as a recorder for the committee. When deliberating a decision, the Involuntary Withdrawal Committee will meet in closed session with only voting members and the resource person present.
4. Following the hearing, the Involuntary Withdrawal Committee will recommend ~~to the Vice Provost, Undergraduate Education, in writing,~~ one of the following:
 - i. the student may remain enrolled at the University with no restrictions;
 - ii. the student may remain enrolled at the University subject to specific conditions and/or restrictions as defined by the Involuntary Withdrawal Committee; or
 - iii. the student should be involuntarily withdrawn from the University upon a specific date.

g. *Review of Committee Recommendation*

~~Upon receipt of the Involuntary Withdrawal Committee's recommendations, the Associate Vice Provost for Student Affairs~~ The Dean of Students will notify the student in writing of the decision within five university working days.

h. *Appeals Process*

The student may appeal the decision of the ~~Associate Dean of Students~~ Vice Provost for Student Affairs by submitting a written appeal to the ~~Vice Provost, Undergraduate Education Assistant Vice Provost for Student Affairs~~ within five (5) university working days. The student will be notified in writing of the final decision within five (5) university working days of receipt of the appeal.

i. Final Decision

Upon completion of the appeal process or with no receipt of an appeal, the student who is involuntarily withdrawn may not attend class or use University facilities, must vacate University housing within 48 hours and may not return to campus unless approved by the Vice Provost, Undergraduate Education and Student Affairs. Referrals will be made for the student upon request to appropriate community resources, i.e. medical care and housing. The student may be entitled to refunds of prorated tuition, fees, and room and board charges as a result of involuntary withdrawal. A registration hold will be placed on the student's record at the direction of the ~~Vice Provost, Undergraduate Education~~ Dean of Students, limiting any subsequent registration until approval is given by the ~~Vice Provost, Undergraduate Education~~ Dean of Students.

j. Eligibility for Readmission

Students are eligible for consideration of readmission following an involuntary withdrawal after one calendar year. At that time, the student should present documentation to the ~~Vice Provost, Undergraduate Education~~ Dean of Students for review. Documentation may include, but it is not limited to, current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon reenrollment. The documentation shall be presented to the Involuntary Withdrawal Committee for recommendation to the ~~Vice Provost, Undergraduate Education~~ Dean of Students. Readmission requests and documentation must be presented by February 1 for summer enrollment, May 1 for fall enrollment, and October 1 for spring enrollment. Readmission will be contingent upon demonstration or documentation that the student is no longer a direct threat, and upon meeting admission deadlines and requirements.

PART III: Anti-Discrimination Policy

Texas Tech University does not tolerate discrimination or harassment of students based on or related to sex, race, national origin, religion, age, disability, status as a covered veteran, genetic information, or other protected categories, classes, or characteristics. While sexual orientation is not a protected category under state or federal law, it is Texas Tech University policy not to discriminate on this basis. Actions related to admission, discipline, housing, extracurricular and academic opportunities shall not be made based on a student's protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed.

Individuals who violate these policies and laws are subject to disciplinary action, up to and including expulsion.

A. Definitions

1. Discriminatory Harassment

Discriminatory harassment is verbal or physical conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, genetic information, or other protected categories, classes, or characteristics and is so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the victim's ability to realize the intended benefits of the university's resources and opportunities.

2. Sexual Harassment

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that are unwelcome and expressly or implicitly imposes conditions upon, threatens, or creates an intimidating, hostile, or demeaning environment of such a severe and pervasive nature as to interfere with an individual's (i) academic pursuits, (ii) university employment, (iii) participation in activities sponsored by the university or organizations related to the university, or (iv) opportunities to benefit from other aspects of university life.

B. Reporting Concerns

Students complaining of discriminatory and sexual harassment should contact the Deputy Title IX Coordinator for Students, Dean of Students, 201 Student Union, (806) 742-2984. Students complaining of discriminatory and sexual harassment in their employment capacity should contact the Office of Equal Employment Opportunity, 212 Administration Building, (806) 742-3627.

C. Office of Civil Rights Complaints

Nothing in this policy shall prevent a student from presenting a charge of discrimination or other grievance covered by this policy to an external agency, such as the United States Department of Education: Office of Civil Rights (OCR), 400 Maryland Avenue, SW Washington, DC 20202-1100, Customer Service Hotline#: (800) 421-3481, www.ed.gov/ocr.

D. Non-retaliation

Retaliation is strictly prohibited against a person who files a complaint of discrimination or harassment in good faith, opposes a charge or testifies, or assists or participates in an investigative proceeding or hearing. Retaliatory harassments is an intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a grievance process.

E. Confidentiality

Confidentiality of both complainant and accused will be honored to such extent as is possible without compromising the university's commitment to investigate allegations of discrimination and

harassment. The willful and unnecessary disclosure of confidential information by anyone, including the alleged victim, regarding discrimination and harassment complaints to any person outside of the investigation process may result in appropriate disciplinary measures against the offending party.

On campus, some resources can offer students confidentiality, sharing options and advice without any obligation to tell anyone unless the student wants it except should the resource fear for your safety, or the safety of others. If one desires that details of the incident be kept confidential, they should speak with the Student Counseling Center, Student Health Services, or an off-campus mental health or crisis resource. In addition, students may speak to on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

F. Faculty/Staff and Student Relationships

Texas Tech University is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student's educational experience. Consensual relationships between faculty and students in a faculty members class or with whom the faculty member has an academic or instructional connection are prohibited. Faculty/staff with direct teaching, training, supervisory, advisory, or evaluative responsibility over the student should recognize and respect the ethical and professional boundaries that must exist in such situations. If questions arise about conflict of interest situations involving faculty/staff and student relationships, they can be directed to the student's Academic Dean or the Dean of Students.

G. Dissemination of Discriminatory and Sexual Harassment Information

Texas Tech University provides educational programs on discriminatory and sexual harassment via the Student Resolution Center. Victim resources and services are available in the Dean of Students Office, Student Resolution Center, University Student Housing, Student Counseling Center, and Student Health Services. Policies and resources related to discriminatory and sexual harassment are provided at Red Raider Orientation, in training programs for Community Advisors and employee compliance EEO training sessions.

H. Grievances

1. A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or TTU policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Grievance processes are outlined in Part VI of the Student Handbook.
2. This grievance process is applicable to all students who choose to complain about unlawful discrimination or other violations of the law that adversely affect their educational environment.
3. While potentially inappropriate, not all rude or offensive comments or conduct constitute sexual harassment or unlawful discrimination.
4. All grievance investigations and procedures will be non-adversarial in nature. The student filing the grievance may represent himself or herself or be accompanied by an advisor (for advisory purposes only, not for representation). The advisor must be a member of the University community or a family member. However, if a student 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. These procedures are entirely administrative in nature and are not considered legal proceedings.
5. The filing of a grievance shall not affect the ability of TTU to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance.

PART IVII: Housing Requirements

The Texas Tech residence hall system includes a variety of living options and provides convenient and affordable housing for approximately ~~6,500~~7,000 students. Special interest housing (Honors, Intensive Study, Collegiate Recovery, 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 and the Boston Avenue Residence Hall offers suite-style accommodations. Most suites include four private bedrooms, a common living area, and shared bathrooms. The Boston Avenue Residence Hall includes a limited number of two bedroom suites. 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.

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.

Complete information regarding campus housing can be found at <http://housing.ttu.edu/contract-guide.php>. Information regarding residence hall policies can also be found at http://www.housing.ttu.edu/_residence-hall-policies.php.

A. Residency Policy

In support of the Strategic Plan of Texas Tech University, the University requires students with less than 30 post high school college hours 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. Compliance with the university housing policy is a condition of enrollment, as set forth in the *Student Handbook*, and the *Undergraduate and Graduate Catalog* and approved by the Board of Regents. See OP 30.25 (<http://www.depts.ttu.edu/opmanual/OP30.25.pdf>) for complete information academic catalog and approved by the Board of Regents.

B. Residency Exemption

Requests for exemptions from the on-campus housing requirement must be submitted to University Student Housing no later than ~~August 1~~May 1 for fall ~~or summer enrollment~~, ~~January 1 for spring enrollment~~, and ~~June 1 for summer enrollment (summer I and/or summer II) 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 Deak 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 ~~is not~~ 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, dining plan, 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).
8. —
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~~
10. A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls. See <http://www.housing.ttu.edu/exemptions.php> for complete information and relevant forms
- 9-11. A student has completed a full academic year (fall and spring terms) of residence in the Texas Tech University residence halls prior to off campus residence eligibility.

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 on-campus housing 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 dining plan 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 or the academic year (fall and spring semesters). 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 on-campus housing requirement does not relieve the student of contractual obligations that may have been assumed with the University for housing in the residence halls. You may access the current residence hall contract here:

<http://www.housing.ttu.edu/assets/resources/Fall2011.pdf>

*It is the responsibility of the student to update any incorrect information regarding place of residence with the Office of the Registrar.

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. Students may update their contact information at www.raiderlink.ttu.edu via the MyTech (for Students) tab.

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~~ privileged 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.
11. Emergency contacts as listed in students' educational records may be notified by designated staff upon notice of student hospitalization or transport via emergency personnel.

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 VI, Section A.7. 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 ~~Vice Provost, Undergraduate Education~~ Assistant Vice Provost for Student Affairs.
- 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. ~~c.~~ Date and Place of Birth
- e. ~~d.~~ Classification
- f. ~~e.~~ Major Field of Study
- g. ~~f.~~ Dates of Attendance
- h. ~~g.~~ Degrees, Awards, and Honors Received
- i. ~~h.~~ Specific Enrollment Status
 - 1. Full-time, Part-time, Half-time
 - 2. Undergraduate, Graduate, Law
- j. ~~i.~~ Participation in Officially Recognized Sports and Activities
- k. ~~j.~~ Height/weight of members of Athletic Teams
- l. ~~k.~~ Previous Institution(s) 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 under the MyTech (for Students) tab. 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 12th class day in the fall term. Restricted directory information will remain restricted until the student unrestricts the information.

The personal identifying information obtained from an individual for the purpose of the emergency alert system of an institution of higher education, including an e-mail address or telephone number, is confidential and not subject to disclosure under Section 552.021, Government Code.

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 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.

PART VI: Student Grievance Procedures

A. General Grievance Policy

A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or TTU policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Procedures for handling specific concerns are outlined below. 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 (<http://www.depts.ttu.edu/ombuds/>). 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. Discriminatory Harassment

Students with grievances related to discrimination in the educational environment on the basis of race, national origin, religion, age, disability, sexual orientation, genetic information, or other protected categories, classes, or characteristics should review the Student Handbook, Part III Anti-Discrimination Policy and Part VI, Section B Procedures for Filing a Grievance. Students complaining of discrimination in their employment capacity should proceed directly to the Office of Equal Employment Opportunity, 212 Administration Building, (806) 742-3627.

2. Sexual Harassment

Harassment of students on the basis of sex is a violation of § 106.31 of Title IX of the Education Amendments of 1972. The Deputy Title IX Coordinator for Students is the Dean of Students, 201 Student Union Building, (806) 742-2984. Students with concerns about sexual harassment in the educational environment should review the Student Handbook, Part III Anti-Discrimination Policy and Part VI, Section B Procedures for Filing a Grievance. Students complaining of sexual harassment in their employment capacity should proceed directly to the Office of Equal Employment Opportunity, 212 Administration Building, (806) 742-3627.

3. Students with Disabilities

Students with grievances related to discrimination on the basis of a disability should review the Student Handbook, Part III Anti-Discrimination Policy and Part VI Grievance Procedures. The grievance process would include the Managing Director of Student Disability Services. Any students seeking remedy on the basis of a disability must register as a disabled student with Student Disability Services and must provide all required documentation of a disability. Students who are denied services or denied a specific accommodation request by a Student Disability Services counselor may appeal the decision to the Managing Director Student Disability Services. The ADA Campus Coordinator for Students is the Managing Director of Student Disability Services, 335 West Hall, (806) 742-2405.

1.4. 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, Section F.

2.5. 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.

3.6. 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 (<http://www.depts.ttu.edu/opmanual/OP70.10.pdf>). The procedures manual may be reviewed in the Office of Equal Employment Opportunity.

4.7. 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 (<http://www.depts.ttu.edu/opmanual/OP34.03.pdf>). 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 Vice Provost, Undergraduate Education. Students with concerns which arise out of their employment with the university should refer to No. 3 above 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 Vice Provost, Undergraduate Education and Vice President for Institutional Diversity, Equity & 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 Vice Provost, Undergraduate Education 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 Vice Provost, Undergraduate Education 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, by email at parking@ttu.edu or by U.S. Mail to 2903 4th Street, Room 145, Lubbock, TX 79410. University Parking Services regulations and a description of the three-tiered appeals process is described in the *Traffic and Parking Rules and Regulations*

available online at <http://www.parking.ttu.edu/resources/pdf/rulesregulations.pdf> or in person from the Texas Tech Police Department or at University Parking Services.

10. Graduate School Requirements

Graduate students may address specific grievances arising from matters affecting academic standing and performance, other than admission to the Graduate School (see <http://www.depts.ttu.edu/opmanual/OP64.01.pdf>) and allegations of academic dishonesty (see the *Code of Student Conduct*). Such matters include, but are not limited to, disputes concerning comprehensive and qualifying examinations, these and dissertations, academic probation and suspension, and graduate assistantships. See OP 64.07 <http://www.depts.ttu.edu/opmanual/OP64.07.pdf> for more information. Appeals of course grades are made through the dean of the college in which the course is offered and are, therefore, excluded from consideration under OP 64.07; see OP 34.03 <http://www.depts.ttu.edu/opmanual/OP34.03.pdf>.

B. General Grievance Procedures

- Procedures for Reporting a Grievance**
1. Prior to filing a formal grievance, a student should attempt to resolve the situation by addressing the offending party in an informal manner and in an atmosphere of mutual respect. A student is not required to contact the person involved if doing so is impracticable, the student is uncomfortable doing so, or if the student believes that the conduct cannot be effectively addressed through informal means. If the situation is not resolved by informal means, the student may file a formal grievance.

A student may also consult with the Dean of Students to determine if he/she wishes to file a formal grievance. Although the Dean of Students will undertake no official action on behalf of the student without a filed, signed complaint, the Dean may notify key personnel with a need to know about the allegation. However, other action may be taken by TTU as deemed appropriate. Such action may include conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility, informing alleged offenders of TTU's policy and educating departments and supervisors as needed on this and other policies.

2. A student having a grievance should submit a completed Student Grievance form, which is available on the Dean of Students website or at the following link www.ttu.edu/deanofstudents, to the Dean of Students Office within 30 business days from the date of the action giving rise to the grievance or within 30 business days of the conclusion of informal attempts to resolve the situation. Determination as to whether complaints filed after this deadline will be considered on a case-by-case basis. If the grievance involves the Dean of Students, the grievance should be presented to the Equal Employment Opportunity Office.

A written grievance shall contain:

- a) A clear and concise statement of the grievance;
 - b) The date the incident(s) took place;
 - c) The name and contact information (if possible) of any witnesses or participants;
 - d) The specific resolution sought by the student; and
 - e) Additional relevant information to be considered in support of the grievance.
 - f) Any changes to the grievance must be in writing.
3. Only one subject matter shall be covered in any one grievance.

4. Upon receipt of a signed grievance, an investigation will be conducted by the Dean of Students or designee. The Vice Provost for Student Affairs & Undergraduate Education and the appropriate academic dean will be notified of the grievance.
5. The investigation may consist of the review of the grievance and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the investigation and its procedures will be determined by and at the discretion of the Dean of Students. The Equal Employment Opportunity Office may be consulted to assist with the investigation or other administrators as defined in Part VI of the Student Handbook.
6. After the investigation is complete, the Dean of Students will provide a written determination to the student who has filed the grievance, the accused parties, the appropriate academic dean, and the Vice Provost for Student Affairs & Undergraduate Education.
7. In the event of a finding of a violation of this policy or other violation of the law is made, appropriate disciplinary action will be taken as determined by the appropriate administrator. Disciplinary action for students may include issuing sanctions, conditions, and restrictions in accordance with Part X, Code of Student Conduct which may range from reprimands to expulsion. Disciplinary action for faculty and staff would be referred to the next senior level administrator and coordinated with the Equal Employment Opportunity Office.
8. Either the complainant or the accused may request a reconsideration of the case if any of the following occurs: 1) a procedural (or substantive error) occurred that significantly impacted the outcomes; 2) new evidence becomes available, previously unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; 3) the disciplinary sanctions imposed are substantially disproportionate to the severity of the violation. The appeal should be submitted in writing to the Assistant Vice Provost for Student Affairs within 10 days of the receipt of the final written determination. The resolution of the appeal will rest with the Assistant Vice Provost for Student Affairs.
9. Any disciplinary action taken in connection with a grievance filed will be reported in writing to the Dean of Students at the time the disciplinary action is implemented.
10. At the conclusion of the investigation the complaining party shall be advised that if the discrimination or unlawful activity persists the student should contact the Dean of Students. Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place the student should contact the Dean of Students and/or file a grievance for retaliation.

A general procedure for a grievance filed with the Vice Provost, Undergraduate Education 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 Vice Provost, Undergraduate Education of that complaint in writing.~~
 - a. ~~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.~~
 - b. ~~The written grievance must be signed by the student, hereinafter referred to as the complainant, and filed within thirty (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 Vice Provost, Undergraduate Education's area 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 Vice Provost, Undergraduate Education's area 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 thirty (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 five (5) university working days to the Vice Provost, Undergraduate Education.~~
7. ~~The Vice Provost, Undergraduate Education will review the grievance resolution and notify the complainant of the resulting determination in writing within fifteen (15) university working days.~~
8. ~~Final determination rests with the Vice Provost, Undergraduate Education 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 VII: 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, Distance Education & Off Campus Sites, Honorary, International, Social Fraternities/Sororities, Graduate, Multicultural, Religious, Residence Hall, Service, Spirit, Sport Clubs, Recreational, Law School and Special Interest. All student organization registration is administered by Center for Campus Life.

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, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council. 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.

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.
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 the Center for Campus Life.
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. The Center for Campus Life 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, logo 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 Center for Campus Life. Any student organization wishing to solicit on campus must follow the policies and procedures listed in the current Student Handbook, Part IXVIII.
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.
- ~~12. 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. The Center for Campus Life 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 the Center for Campus Life.~~

C. Registration of New and Re-Registering Student Organization

1. New and/or re-registering student organizations that desire the benefits of a registered student organization must should attend a Student Organization Registration Seminar or ~~complete online orientation review examination with at least the designated minimum score (the seminars are scheduled weekly throughout the spring re-registration period) and/or~~ make an individual appointment with the Center for Campus Life staff to discuss the policy regulating the registration of student organizations.
2. After attending the seminar or ~~completing the online process or attending the individual~~ appointment and reviewing the policy regulating student organization registration, students who are still interested in re-registering or forming an organization and are in a position to meet the requirements of registered student organizations, must complete the online registration process.

Please go to the Student Organization website at

~~www.sync.studentorgs.ttu.edu~~http://ttu.orgsync.com and login to OrgSync and Yyou will be guided through completing the registration process online. You will be prompted to create an individual profile if you have not already created one.

- ~~a. Click on "Register New Organization" and complete the profile in order to start the process to establish a new organization on campus (see requirements below).~~
 - ~~b. Student organizations will need to update the organization's portal by accessing "Org Profile" and inputting required information, including officer and organization contact information. Also, when those positions change, organizations need to be sure to update the "Org Profile". If, for any reason, this transition becomes difficult, please discuss it with the Center for Campus Life staff.~~
- e.a. To validate the online process, student organizations must provide:

1. List of Officers (must have president and treasurer).
 2. List of membership, must have a minimum of three members ~~(all members must create an individual profile on OrgSync to be recognized)~~ in addition to a president and treasurer (total minimum organization size of five).
 3. List a member of the organization as the Student Organization Representative Council (SORC) representative (either an officer or a general member may be listed.).
 4. Submit updated copy of new constitution and/or by-laws and constitution and/or by-laws of any other local, state or national affiliate organization (if applicable). ~~Constitutions must be submitted electronically.~~
 5. 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 501(c) (Internal Revenue Code) tax exemption number from the Internal Revenue Service. This is the mechanism the government uses to verify eligibility for single-sex exemption.
 6. Provide the title, campus address, telephone number and e-mail address of a full-time Texas Tech University/Texas Tech Health Science Center faculty or staff member indicating their willingness to serve as the organization's advisor.
 7. ~~Officers~~President, Treasurer, advisor(s) and three (3) members must sign a "University Policy Agreement" (found in the OrgSync "forms" folder) stating they intend to comply with all university standards, rules and/or policies as well as all federal, state, and/or local laws.
 8. Submit the signed UPA-University Policy Agreement page(s) electronically to complete the registration process. These forms can also be faxed, mailed, or delivered to the Center for Campus Life.
3. A student organization may file the "intent to form" a registered student organization application with Center for Campus Life staff administering student organizations. This is a temporary status, which lasts for 30 days and allows the non-registered group the privileges of university facilities and publicity venues common to registered student organizations. The 30-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 the on-line registration packetprocess, ~~including a copy of all required constitutions,~~ and schedule a meeting with the Center for Campus Life 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 Center for Campus Life. 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 registration process must be completed annually by mid-April Spring (date to be announced annually) to maintain registration status.

D. Benefits

1. *Registered Student Organizations*
Benefits include: free space reservations in the Student Union, opportunity to reserve rooms in academic space (i.e. classrooms), 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 Center for Campus Life Student Union Main Office, 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

Center for Campus Life prior to the application deadline for reviewing registered student organization funding and meet other eligibility requirements.

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. 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 at 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. 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/Texas Tech Health Science Center 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 ten (10) university business days to update their Org Profile at <http://www.sync.studentorgs.ttu.edu> <http://ttu.orgsync.com> 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 the Center for Campus Life.

F. Prerequisites for Maintaining Registration

To maintain its active registration status throughout the academic year, a registered student organization must meet the following ~~criteria~~ criteria:

1. Organizations must update the "Org Profile" on OrgSync at <http://www.sync.studentorgs.ttu.edu> <http://ttu.orgsync.com> within ten (10) university business days of any of the following:
 - a. Election of or change in officers and/or SORC representatives;
 - b. Change of full-time faculty or staff advisor;
 - c. Changes in organization documents (i.e. constitution, membership requirements);
2. 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.
3. 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 Center for Campus Life staff.

4. 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.
5. 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. The Center for Campus Life 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 the Center for Campus Life.
6. Center for Campus Life and/or 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. Anonymous reporting limits the University's ability to respond to alleged individual and/or organizational noncompliance.

G. Temporary Suspension and Denial of Registration

1. A student organization will not be officially registered with the Center for Campus Life 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 the Center for Campus Life or designee within five (5) 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 (5) university business days to the Associate Vice Provost for Student Affairs. The decision of the Associate Vice Provost for Student Affairs 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 Center for Campus Life. The president of the applying organization may wish to schedule a meeting with the ~~Associate/Assistant Director of the Center for Campus Life~~ Center for Campus Life to discuss the denial. If, following the meeting, the group wishes to file an appeal, the president must do so in writing to the Managing Director of the Center for Campus Life or designee within five (5) 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 (5) university business days to the Associate Vice Provost for Student Affairs. The decision of the Associate Vice Provost for Student Affairs shall be final.~~

PART VIII: 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.

If the use of facilities is for programs or activities involving minor children, the sponsoring group must comply with Texas Education Code 51.976, which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the Texas Department of State Health Services of such training should be received before reservation of space or facility will be confirmed.

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 the Center for Campus Life 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 be reserved by "petitioning" student organizations for one meeting only, if their full-time faculty or staff advisor agrees to be present at their event. Additional reservations will not be approved until the student organization is registered.

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 ~~Student Affairs~~ the Student Union. 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. All requests must be submitted in writing by an active member of the student organization. Written requests can be submitted via the Academic Support and Facilities Resources website www.depts.ttu.edu/asfr or in person at the office. All requests must include the full name, department, and phone number of the student organization's full-time faculty or staff advisor. 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. The intended use is in keeping with the educational purposes of the university.
 2. The intended use does not conflict with the use by academic programs or academic organizations.
 3. 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 Managing Director of University Student Housing.

4. *Intercollegiate Athletic Facilities*

The Jones/AT&T Stadium Athletic Complex, R.P. Fuller Track and Field Stadium, Dan Law Field, Rip Griffin Park, 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 (as space is available) 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, Leisure Pool, recreation fields, tennis courts, racquetball 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. *McKenzie-Merket Alumni Center*

The McKenzie-Merket Alumni Center, located on the southeastern corner of the Texas Tech campus, directly west of the Kent R. Hance Chapel, is the home for all Texas Tech Alumni and friends. This facility boasts a ballroom that can seat 300-plus for a banquet and more than 500 in a theatre setting. Two separate courtyards provide space for outdoor events. Booking of this facility is coordinated by the Texas Tech Alumni Association at (806) 742-0400.

7. *Frazier Alumni Pavilion*

The Frazier Alumni Pavilion, situated just southwest of Jones AT&T Stadium is a 6,000-square foot facility designed to host large banquets but can be configured for weddings, press conferences, and other events. It also has a 10,000-square foot outdoor porch area that can be used to increase the size of your event. To book this venue, contact the Texas Tech Alumni Association at (806) 742-0400.

8. Kent R. Hance Chapel

A 6,879-square foot, 250-seat, non-denominational Spanish Renaissance chapel is capable of supporting a broad range of services and events. To book this venue, contact the Texas Tech Alumni Association at (806) 742-0400.

6-9. 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 the Center for Campus Life (Student Union Room 201). Faculty, staff, or departments of the university desiring to use campus grounds must register for grounds use in the Center for Campus Life (Student Union Room 201) as well. 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 (6) university working days before the intended use. Recurring use assignments shall not be permitted.
3. The Center for Campus Life 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 outlined 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, or 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 University Parking Services to make necessary parking arrangements for the event.
- 11.
12. If the use of university grounds is for programs or activities involving minor children, the sponsoring group must comply with Texas Education Code 51.976, which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the Texas Department of State Health Services of such training should be received before reservation of space or facility will be confirmed.

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 15th 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 (15th 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 which 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~~organizations, whose requests for the use of campus grounds or non-academic space are denied, may appeal to the Managing Director of the Center for Campus Life as follows:

1. A written appeal describing the objections to the denial presented to the Managing Director of the Center for Campus Life must be filed no later than five (5) university working days after the receipt of notice of the denial from the Outdoor Events Coordinating Committee.
2. The Managing Director of the Center for Campus Life 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 8:00 am to 5:00 pm 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 the Center for Campus Life.
 - b. Applications must be submitted at least six (6) 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 the Center for Campus Life.
 - h. Outdoor dances utilizing sound amplification devices may be held only on Friday and Saturday nights, and must terminate by 1:00 a.m. Bands may use their own equipment on 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 IXVIII: 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. 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. Pertinent links: <http://www.depts.ttu.edu/opmanual/OP01.06.pdf>, <http://www.depts.ttu.edu/opmanual/OP72.23.pdf>, and <http://www.depts.ttu.edu/opmanual/OP68.03.pdf>

C.D. 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.depts.ttu.edu/centerforcampuslife/ and return to the Center for Campus Life. Requests must be submitted at least six (6) university working days before intended use.
 - b. All regulations pertaining to on-campus solicitations by students and registered organizations shall be administered by the Managing Director of the Center for Campus Life.
 - 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 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. This sample will be submitted by the licensed vendor selected by the registered student organization. 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 a Grounds Use/Solicitation request form to the Center for Campus Life. 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 the Center for Campus Life.
 - a. A written appeal describing the objections to the denial to the Managing Director of the Center for Campus Life must be filed no later than five (5) university working days after receipt of notice of denial from the Outdoor Events Coordinating Committee.
 - b. The Managing Director of the Center for Campus Life will convey the appeal decision, in writing, to the student or registered student organization and to the Outdoor Events Coordinating Committee within five (5) 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 the Center for Campus Life.

D.E. 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.

E.F. Printed Materials & Digital Signage

1. *General Policies*

The following policies apply to the display and distribution of printed materials and digital signage 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 stated 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 and digital signage content shall not violate any local, state, or federal law; Printed materials shall not include the use of obscenities, libelous statements, or "fighting words" as defined by law.
 - i. Registered student organizations and university departments are allowed to hang banners within the Student Union at the discretion of the Managing Director of the Center for Campus Life. A list of requirements regarding the banners is available in the Center for Campus Life.
2. Use of Bulletin Boards & Digital Signage
Posters, signs, and announcements may be displayed only on university announcement bulletin boards and approved digital signage designated specifically for use by students and registered student organizations. The university announcement bulletin boards and approved digital signs 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 and digital signs is maintained in Student Union & Activities.
- a. Posters, signs and announcements shall not exceed a maximum size of 18" x 24", digital signage requirements will differ per location and are available via the coordinator of that signage;
 - b. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs;
 - c. Posters, signs, and announcements shall not promote unauthorized sponsorship by Texas Tech University;
 - d. Posters, signs, and announcements shall not violate any local, state or federal law;
 - e. 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
 - f. 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.G. 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 University's *Code of Student Conduct* is administered through ~~Student Judicial Programs~~the Office of Student Conduct and University Student Housing. The goal of the *Code of Student Conduct* is to ensure standards of behavior are communicated to, understood, and upheld by University students.

~~Student Judicial Programs~~The Office of Student Conduct and University Student Housing 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~~the Office of Student Conduct and University Student Housing educates students about their rights and responsibilities as members of the university community. In addition, ~~Student Judicial Programs~~the Office of Student Conduct and University Student Housing promotes 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 Office of Student Conduct. The *Code of Student Conduct* is reviewed every year by the *Code of Student Conduct* Review Committee in conjunction with ~~Student Judicial Programs~~the Office of Student Conduct, University Student Housing, Dean of Students, and the Associate Vice Provost for Student Affairs, and the Vice Provost, Undergraduate Education. 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 student organizations. Students and registered student organizations 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 standard of proof used in university judicial proceedings is the preponderance of evidence, or more likely than not. The ~~Office of the Vice Provost, Undergraduate Education, in conjunction with Student Judicial Programs~~Office of Student Conduct 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 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 and/or Texas Tech University policy.

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, and/or Texas Tech University policy.
- b. Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/or local law, and/or Texas Tech University.
- c. Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by federal, state, and/or local law, and/or Texas Tech University policy.

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 in 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;

1. ~~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~~
representation of words, ideas, illustrations, structure, computer code, other expression or media of another as one's own.
2. Improper citation or lack of acknowledgement that direct, paraphrased, or summarized materials are not one's own.
 3. Self-plagiarism which involves submission of the same written assignment for two courses without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.
- 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/academicinteg.php>.

4. Firearms, Weapons and Explosives

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 Contract Guide* 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 could predictably result, in personal injury or property damage of university premises.

6. *Theft, Damage, ~~or~~ Littering 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, littering on grounds owned or leased by the ~~by~~ university, by other university students, other 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.
- f.g. 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.

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

- 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. Specifically, behavior related to disruption or obstruction of (a) teaching, (b) research, (c) administration, (d) free flow of pedestrian or vehicular traffic on University premises, (e) academic mission or pursuits, (f) residential and/or social activities.

NOTE: Actions involving free expression activities are covered in Part VIII, Section F.

8. *Sexual Misconduct*

Sexual misconduct is conduct of a sexual nature so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment, ~~or interferes~~ interfering with the victim's ability to realize the intended benefits of the university's resources and opportunities. Sexual misconduct is nonconsensual conduct of a sexual nature includesing, but is not limited to:

- a. Deliberate touching of another's sexual parts without consent.
- b. Deliberate sexual invasion of another without consent.
- c. 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.
- d. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that are unwelcome and 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.
- e. ~~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.~~

~~NOTE: Actions involving free expression activities are covered in Part VII, Section F.~~

8.9. Gambling, Wagering, Gaming and/or Bookmaking

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

9.10. 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, adversely affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at this educational institution, or 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://www.statutes.legis.state.tx.us/?link=ED>.

10.11. False Alarms or Terroristic Threats

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

~~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, logo, registered marks or symbols; 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. *Failure to Comply*

- a. Failure to comply with reasonable directives and/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.

14. *Abuse, Misuse or Theft of University Information Resources*

Unauthorized use of TTU information resources is prohibited, and may be subject to criminal prosecution in addition to disciplinary sanctions, conditions and/or restrictions pursuant to the *Code of Student Conduct*. "Information resources" means procedures, equipment and software, regardless of location, that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit university information, and associated personnel, including consultants and contractors, regardless of whether the personnel are employed by the university or retained as independent contractors. Usage of TTU information resources may be subject to security testing and monitoring, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of information resources is also subject to the Information Technology Security Policies (<http://depts.ttu.edu/infotech/security/>), University O.P.s, and other applicable laws. Abuse, misuse, or theft of university information resources includes, but is not limited to the following:

- a. Unauthorized use of TTU information resources including, but not limited to, private information and passwords, including the unauthorized sharing of private information or passwords with individuals who otherwise have no authority to access TTU information resources.
- b. Use of TTU information resources for unauthorized or nonacademic purposes including, but not limited to, illegal access, attempted or actual unauthorized accessing, copying, transporting or installing programs, records, data, or software belong to the university, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).
- c. Purposely engaging in activity that may harass, intimidate, threaten, endanger, or abuse others, or acts in a manner that impedes, interferes with, or disrupts any TTU-authorized activity. This includes but is not limited to furnishing false information and/or withholding information, misuse of authority by virtue of one's leadership position, or falsely

- identifying oneself as a representative of TTU on social networking sites or other public forums.
- 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 commercial purposes.
 - f. Access, creation, storage, or transmission of material deemed offensive, indecent, or obscene (as defined by Chapter 43 of the State of Texas Penal Code on Public Indecency). Exceptions may be made for academic research where this aspect of the research has the explicit approval of the Texas Tech University official processes for dealing with academic ethical issues. Discovery of explicit material, including child pornography, on any Texas Tech-owned information resource or networks must be reported to the ISO immediately.
 - 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 (e.g. 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. Users who share their access with another individual shall be responsible and held liable for all usage of their account.
 - l. Per Texas Government Code, TTU information resources are strategic assets of the State of Texas that must be managed as valuable state resources. As such, use of TTU information resources is subject to University operating policies and other applicable laws. Unauthorized use is prohibited, usage may be subject to security testing and monitoring, misuse is subject to criminal prosecution, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. All use of information resources is also subject to the Information Technology Security Policies (<http://www.depts.ttu.edu/infotech/security/>).
 - m. Engaging in acts that contravene the mission and goals of Texas Tech University and acts that expose the university to liability.

15. *Providing False Information or Misuse of Records*

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.

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

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 Regulations at <http://www.depts.ttu.edu/studentjudicialprograms/conductcode.php>.

17. Violation of Published University Policies, Rules or Regulations

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.

NOTE: Refer to the following websites for departmental policies, rules, or regulations:

- a. University Parking Services:
<http://www.parking.ttu.edu/resources/pdf/rulesregulations.pdf>
- b. University Student Housing:
<http://www.housing.ttu.edu>
- c. Recreational Sports:
<http://www.depts.ttu.edu/recsports/facilities/policies.php/#aqc>
- d. Texas Tech University Board of Regents' Rules:
<http://www.texastech.edu/bor/rules.php>
- e. Texas Tech University Operating Policies and Procedures:
<http://www.depts.ttu.edu/opmanual/>

18. Violation of Federal, State, and/or Local Law and/or TTU Policy

Misconduct which may constitutes a violation of any provisions of federal, state and/or local laws, and/or Texas Tech University policy will be considered a violation of this policy, and will be investigated and adjudicated through the University conduct system and standard of proof. A lack of conviction in any criminal proceeding shall not, in and of itself, serve as evidence in a University conduct proceeding.

19. Abuse of the Discipline System

- a. Failure of a student to respond to a notification to appear before a Judicial Student Conduct 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 Student Conduct Hearing Officer from proceeding with disciplinary action. Likewise, failure of a student to respond to notification to appear before a Student Conduct Officer may result in additional alleged violations to be assessed a charge of Failure to Comply Notification.
- 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 verbal, physical 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. This includes retaliation against any person filing an alleged code violation with the university.
- 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 Hearing Officer.

C. Disciplinary Procedures

To file an alleged *Code of Student Conduct* violation, individuals will complete an incident report form, which can be found at the following website:

<http://www.depts.ttu.edu/studentjudicialprograms/>. Individuals may also file a report in person at the office of ~~Student Judicial Programs~~ the Office of Student Conduct, located in suite 025 of the Student Union Building. The written allegation should describe the action or behavior in question. ~~Student Judicial Programs~~ The Office of Student Conduct also reviews reports from University Student Housing and the Texas Tech Police Department. The written allegation should be received by ~~Student Judicial Programs~~ the Office of Student Conduct within twenty (20) university working days of the alleged incident to initiate disciplinary procedures. Filings that are submitted after more than twenty (20) university working days to ~~Student Judicial Programs~~ the Office of Student Conduct should be accompanied with a justification for the delay and will be accepted on a "case by case" basis.

1. General Procedure

~~A Judicial Hearing Officer~~ The Director of the Office of Student Conduct or designees will inquire, gather and review information about the reported student misconduct and will evaluate the accuracy, credibility, and sufficiency of this information. In all cases brought under Part X section B.3 (academic integrity), either the academic associate dean of the college where the student is enrolled or the instructor of record for the course where the violation is alleged to have occurred may participate as the designated Student Conduct Officer or an additional Student Conduct Officer during the adjudication. If it is determined that this information does not warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question. ~~A Judicial Hearing Officer~~ The Director of the Office of Student Conduct or designee will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

- a. Upon receipt of the alleged violation report, a Student Conduct Officer or designee will be assigned to the case. A thorough review will commence that will include adequate and appropriate written notification to the student allegedly involved in the incident. In all cases brought under Part X section B.8 (sexual misconduct), the complainant and the respondent will be kept apprised of all proceedings with regard to the alleged violation(s). When a written allegation is filed, the student named in the allegation will be notified in writing and asked to appear before a Judicial Hearing Officer. Through this written notification, a Judicial Hearing Officer will assign a specified date and time (outside the student's academic schedule) for a pre-hearing meeting in order to advise the student of the allegation(s) and to review the student's rights and responsibilities in disciplinary proceedings, unless another date and time is otherwise requested by the student. Through this written notification, a Student Conduct Officer or designee will assign a specified date and time (outside of the student's academic schedule) to meet with the student for a pre-hearing meeting in order to commence with the review in regard to the allegation. Notice is deemed to have been properly provided when written notification is placed in First Class U.S. Mail, campus mail, sent to student's official assigned Texas Tech University email, or personally delivered to the student no less than five (5) university working days prior to the scheduled appearance. 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) and/or to the student's official assigned Texas Tech University email address. Failure of a student to receive notice does not prevent the judicial proceedings from being carried out. After proper notice has been given to the student, the Student Conduct Officer or designee may proceed to move forward with the review process and may issue a failure to comply code violation against the student.

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

- ~~b. After the student has been advised of the allegation(s), the student shall indicate whether an Administrative Hearing or University Discipline Committee Hearing is preferred. However, a Judicial Hearing Officer has the sole discretion in all cases to designate whether an Administrative or University Discipline Committee hearing will be held notwithstanding the student's preference.~~
- ~~c. After proper notice has been given to the student, the university may proceed to conduct either an Administrative or a University Discipline Committee hearing and deliver a decision or recommendation respectively. The Administrative or University Discipline Committee hearing 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 Hearing Officer or the University Discipline Committee may consider the information and render an administrative decision or University Discipline Committee recommendation.~~
- d-b. During the pre-hearing meeting, the Judicial Hearing Student Conduct Officer will review with the student their rights and responsibilities, including:
 - 1. To receive notification of the alleged violation(s).
 - 2. To know the source of the allegation(s).
 - 3. To know the specific alleged violation(s).
 - 4. To know the sanctions, conditions and/or restrictions that may be imposed because of the alleged violation(s).
 - 5. To be accompanied by an advisor at any student judicial-conduct proceeding (for advisory purposes only, not for representation).
 - i. Advisors. All students involved in student judicial proceedings conduct 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 Judicial Hearing Student Conduct 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 Judicial Hearing Student Conduct Officer upon written request five (5) university working days in advance of the scheduled hearing date.
 - 6. To have the opportunity to respond to the allegation(s) and/or present information.
 - 7. To refrain from making any statement relevant to the allegation(s).
 - 8. To know that any statements made by the student can be used during the proceeding.

c. Following review of the student's Rights and Responsibilities and prior to presentation of the evidence, the student shall indicate whether an Administrative Hearing or University Discipline Committee Hearing is preferred. However, a Student Conduct Officer has the sole discretion in all cases to designate whether an Administrative or University Discipline Committee hearing will be held notwithstanding the student's preference.

e-d. After proper notice has been given to the student, the university may proceed to conduct either an Administrative or a University Discipline Committee hearing and deliver a decision or recommendation respectively. The Administrative or University Discipline Committee hearing 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 Student Conduct Officer or the University Discipline Committee may consider the information and render an administrative decision or University Discipline Committee recommendation.

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 Hearing~~ Student Conduct Officer will deliver written notification to the student of the decision using the written notification procedure as outlined in C.1.a., above, within five (5) university working days and the sanction(s), condition(s), and/or restriction(s) to be imposed, if any.
- c. The student may utilize the disciplinary appeal procedures in Section E, Disciplinary Appeal Procedure.

3. University Discipline Committee Hearing

- a. A University Discipline Committee Hearing panel consists of five (5) committee members including faculty, staff and students. In cases involving allegations of Part X, section B.8 (sexual misconduct), the complainant and respondent may request to remove student representatives from the committee. In cases brought under Part X, section B.3 (academic integrity), the University Discipline Committee will be composed only of faculty and students. A "Notification of Violation and Pending Disciplinary Hearing" will be delivered to the student using the written notification procedure as outlined in C.1.a within five (5) university working days of the pre-hearing meeting. The student(s) named in the allegation(s) will be notified in writing of the allegation(s) and asked to appear before a ~~Judicial Hearing~~ Student Conduct Officer for a pre-hearing meeting. Through this written notification, the ~~Judicial Hearing~~ Student Conduct Officer will assign a specified date and time (outside the student's academic schedule) for the student(s) to meet, unless another reasonable date and time is otherwise requested by the student(s). Failure of a student(s) to receive this ~~mail~~ review notification does not prevent the University Discipline Committee from proceeding.
- a. During the pre-hearing meeting, a ~~Judicial Hearing~~ Student Conduct Officer will inform the student of documents and supporting materials to be introduced at the University Discipline Committee Hearing, witnesses to be ~~examined~~ introduced and questioned by the Student Conduct Officer, and the anticipated testimony of the witnesses. Documents and supporting materials may not be considered unless the ~~Judicial Hearing~~ Student Conduct Officer advised the student of the source and content at least five (5) university working days prior to the committee hearing. Likewise, during the pre-hearing, the ~~Judicial Hearing~~ Student Conduct Officer will inform the student that he or she is to provide ~~Student Judicial Program~~ the Office of Student Conduct with copies of documents and supporting materials he or she plans to ~~would like the Student Conduct Officer to present to the University Discipline Committee, including~~ witnesses to be examined, and the anticipated testimony of

witnesses. The documents and supporting materials of the student may not be considered unless the student has advised Student Judicial Programs the Office of Student Conduct of the source and content at least five (5) university working days in advance of the committee hearing.

- b. During the University Discipline Committee Hearing, the designated chair of the committee initiates the process by introducing the allegation to the University Discipline Committee as well as the complainant and respondent. The Student Conduct Officer presents all facts submitted by both the complainant and respondent as well as any information provided by witnesses. The Student Conduct Officer as well as the University Discipline Committee has the right to question the complainant, respondent and any witnesses. The complainant and respondent have the right to add or make additional comments about the facts of the case but must do so through the Student Conduct Officer. The complainant and respondent do not have the right to question each other nor witnesses directly but may do so through the Student Conduct Officer. During presentation of the information by the Student Conduct Officer, the Student Conduct Officer reminds the committee as well as the complainant and respondent of the allegations. During this phase of the hearing, the chair is to inform the complainant and respondent that they are to focus on the facts of the case and they are not to provide "impact statements" during this time. Hearing proceedings, excluding the deliberations of the University Discipline Committee, will be recorded by the university. 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. In the event the chair of the hearing removes a student due to misconduct (complainant, respondent, or witnesses) the alleged misconduct will be forwarded to the Office of Student Conduct. In regard to removal of the student, the Office of Student Conduct will investigate the alleged misconduct and will follow the judicial process in regard to adjudication of the alleged misconduct. ~~the University Discipline Committee, Judicial Hearing 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 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.~~
- c. Following the hearing, the University Discipline Committee will deliberate and will render a decision in regard to the alleged misconduct as well as decide any sanctions, conditions and/or restrictions if applicable. The chair of the University Discipline Committee will inform recommend to the the Managing Director for Student Judicial Programs of the Office of Student Conduct in writing whether the student is responsible for the alleged violation(s) of the decision(s). If the allegation involves a student organization, the committee may meet with a university staff member whose professional capacity involves the administration of the organization. This staff member may provide information relevant to potential sanctions, conditions, and restrictions for the committee.
 1. If the recommendation decision is that the student is not responsible for the alleged violation(s), the Managing Director for Student Judicial Programs of the Office of Student Conduct 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 accepts the recommendation or decides that the accused student is responsible and assigns sanctions,

~~conditions and/or restrictions. The Director of Student Judicial Programs will notify the student respondent using the written notification procedures outlined in C.1.a, above, within five (5) university working days. In the event the allegation involves Section B.8 allegations, the complainant will also be notified of the decision.~~

2. ~~If the University Discipline Committee recommends~~ decides that the student is responsible for the alleged violation(s), the Managing Director of Student Judicial Programs ~~the Office of Student Conduct~~ 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 deemed appropriate, amend the sanction(s), condition(s) and/or restriction(s), if any, to be imposed and notify the student in writing using the written notification procedures outlined in C.1.a, above, within five (5) university working days. In the event the allegation involves Section B.8 allegations, the complainant will also be notified of the committee's decision.~~
- d. The student may utilize the disciplinary appeal procedure in Section E, Disciplinary Appeal Procedure. In cases involving Section B.8 (sexual misconduct) allegations, the complainant may also utilize the disciplinary appeal procedure.
- e. 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 hold may be placed on the student records to prevent further registration and transcript receipt. The administrative hold will remain until such time as the Judicial Hearing ~~Student Conduct Officer~~ receives an appropriate response.
- f. All records concerning a student or student organization related to the disciplinary process will remain on file in Student Judicial Programs ~~the Office of Student Conduct~~ or University Student Housing for a minimum of seven years from the date the case is completed through an Administrative Hearing or University Discipline Committee Hearing and/or disciplinary appeal procedures. Records pertaining to registered student organizations will remain on file indefinitely.

4. Immediate Temporary Suspension

A student may be temporarily suspended pending completion of disciplinary procedures if, in the judgment of the Vice Provost, Undergraduate Education ~~Dean of Students~~, or on recommendation of a Judicial Hearing ~~Student Conduct 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 significantly ~~seriously~~ disrupt the normal operations of the university. The Vice Provost, Undergraduate Education ~~Dean of Students~~ or designee will notify the Managing Director of Student Judicial Programs ~~the Office of Student Conduct~~ to initiate appropriate disciplinary procedures to address the disruptive behavior within five (5) 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 must be coordinated through the Student Judicial Programs office ~~Office of Student Conduct~~ and the Texas Tech Police Department.

D. Disciplinary Sanctions, Conditions and/or Restrictions

~~A Judicial Hearing Officer~~ Student Conduct Officer or the University Discipline Committee may impose sanctions, conditions and/or restrictions as a result of an administrative hearing where the student is found responsible. 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 listed in the Code of Student Conduct grid at www.depts.ttu.edu/studentjudicialprograms. Please note that the grid is provided only as a guideline for administering sanctions, conditions, and/or restrictions, by the Student Conduct Officer, as well as by the University Discipline Committee. The Student Conduct Officer and/or the University Discipline Committee may deviate from the grid, not limited to those listed below; items below serve to demonstrate typical student outcomes. An administrative fee of up to \$100.00 may be imposed on students and student organizations found responsible for violating the *Code of Student Conduct* in addition to any other sanctions, conditions, and/or restrictions also assessed. 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 Vice Provost, Undergraduate Education, 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 using the written notification procedure outlined in C.1.a, above, 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. 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.
 - d. Time-Limited Disciplinary Suspension:
Time-limited disciplinary suspension is a specific period of time in which a student may not participate in class or university related activities. The status of disciplinary suspension will be shown on the student's academic record, including the transcript. Upon written request by the student to the University Registrar, the notation of disciplinary suspension may be removed from the transcript at the discretion of the University upon readmission or the completion of the disciplinary suspension period. In cases of gender or race discrimination, the notation of disciplinary suspension will

not be removed. Notification of disciplinary suspension of a student will indicate the date on which it begins and the earliest date the application for student readmission will be considered. The ~~Judicial Hearing Officer~~Student Conduct Officer may deny a student's readmission, if the student's misconduct during the suspension would have warranted additional disciplinary action. If the student has failed to satisfy any sanctions, conditions and/or restrictions that have been imposed prior to application for readmission, the ~~Judicial Hearing Officer~~Student Conduct Officer may deny readmission to a student. On denial of a student's readmission, the ~~Vice Provost, Undergraduate Education~~Managing Director of the Office of Student Conduct will set a date when another application for readmission may again be made. A student may appeal denial of readmission or re-registration in accordance with the disciplinary appeal process. (See Section E, Disciplinary Appeal Procedures.)

NOTE: For information pertaining to academic courses taken at another higher education institution during time-limited disciplinary suspension, please refer to OP 34.21 located at <http://www.depts.ttu.edu/opmanual/OP34.21.pdf>

NOTE: Student organizations may also be subject to suspension of their organization's registration. Time-limited disciplinary suspension is a specific period of time in which a student organization's registration and privileges of the organization are suspended. Upon written request by the registered student organization's representative to the Center for Campus Life and/or Student Union & Activities, the notation of disciplinary suspension may be removed from the registration record of the student organization upon completion of the disciplinary suspension period. Notification of disciplinary suspension of an organization will indicate the date on which the suspension begins and the earliest date the application for re-registration will be considered. The ~~Judicial Hearing Officer~~Student Conduct Officer may deny an organization's request for re-registration if the organization's misconduct during a period of suspension would have warranted additional disciplinary action. If the organization has failed to satisfy any sanctions, conditions, and/or restrictions that have been imposed prior to application for re-registration, the ~~Judicial Hearing~~Student Conductg Officer may deny re-registration to the organization. On denial of an organization's application for re-registration, the ~~Vice Provost, Undergraduate Education~~Student Conduct Officer will set a date when another application for re-registration may be made. An organization may appeal denial of re-registration in accordance with the disciplinary appeal process (See Section E, Disciplinary Appeal Procedure).

e. Disciplinary Expulsion:

Disciplinary expulsion occurs when the student is permanently withdrawn and separated from the university. The status of expulsion will be permanently shown on the student's academic record, including the transcript or student organization's registration. An administrative hold will be placed on the student record by the Director of ~~Student Judicial Programs~~Student Conduct Services to prevent future registration.

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 intake session.
 - 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 BASICS Program for assessment.

A mandatory condition associated with violations of Part X, Section B.3 (academic integrity) that result in sanctions of disciplinary suspension or expulsion is that an "XF" is assigned for the course in which the academic integrity violation occurred. In all cases in which a grade of "XF" is assigned, the "XF" shall remain on the student's academic transcript and be included in the GPA calculation, even if the student retakes the specific course and achieves a passing grade. Requests for removal of the "X" from an "XF" grade must be submitted in writing to the Assistant Vice Provost for Student Affairs. Such requests will not be considered until at least two (2) calendar years from the date of adjudication of the violations and the student must have an exemplary record since the original violations.

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.)
 - f.g. Restrictions associated with violations of Part X, Section B.3 (academic integrity) include, but are not limited to, dismissal from a departmental program, denial of access to internships or research programs, loss of appointment to academically-based positions, loss of departmental/graduate program endorsements for internal and external fellowship support and employment opportunities, and/or removal of fellowship or assistantship support.
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/process.php>.

E. Disciplinary Appeal Procedures

1. Appeal Process

A student may appeal the decision or the sanction(s), condition(s) and restriction(s) imposed by the Office of Student Conduct by submitting a written petition to the Director of the Office of Student Conduct or designee within eight (8) business days of receiving the written decision.

The petition must clearly set forth the grounds for the appeal, together with the evidence upon which the appeal is based. A disagreement with the decision alone shall not constitute grounds for appeal. The ONLY proper grounds for appeal, and the only issues that may be considered on appeal are as follows:

- a. A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- b. The discovery of new evidence, unavailable during the original hearing or review of the case, which could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and
- c. The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions.

The Director of the Office of Student Conduct or designee will review the appeal to determine if the appeal is timely and properly sets forth the appropriate grounds for appeal, with adequate accompanying evidence. If any of these requirements are not met, the appeal will be dismissed, and the decision will be final. If an appeal is granted, the results of the appellate process as outlined below will be final.

In cases involving alleged misconduct under Part X, section B.8 (sexual misconduct), either the complainant or respondent may appeal the decision of the Office of Student Conduct. In such cases, the Office of Student Conduct will provide the request for appeal to the other party. In cases involving alleged misconduct under Part X, section B.3 (academic integrity), the designated appeal officer is the Academic Dean of the college where the student is enrolled or designee unless Academic Dean or designee acted as the Student Conduct Officer in the case. In those situations, the designated appeal officer is the Vice Provost for Undergraduate Education & Student Affairs or designee.

If the Director of the Office of Student Conduct or designee determines that new evidence should be considered, he/she may return the complaint to the original hearing body to reconsider the new evidence, or may order a new Administrative or University Discipline Committee Hearing.

If the Director of the Office of Student Conduct or designee determines that a material procedural or substantive error has occurred, he/she may return the complaint to the original hearing officer/committee with instructions for another hearing in light of the appellate findings. In those cases in which the error cannot be cured by the original hearing body (i.e. some cases of bias), the Managing Director of the Office of Student Conduct or designee may order a new hearing with either a new Student Conduct Officer or with a University Discipline Committee hearing with different members.

If the Managing Director of the Office of Student Conduct or designee determines that the sanctions imposed substantially vary from the range of sanctions normally imposed for

similar infractions, the director or designee may then increase, decrease or otherwise modify the sanctions, conditions, and/or restrictions instead of returning the case to the original hearing body or convening a new committee. The Managing Director of the Office of Student Conduct or designee will notify the student in writing within 8 business of receiving the complaint.

The Office of Student Conduct shall make all reasonable efforts to timely notify the student(s) of the status of the appeal throughout the appellate process, and shall make all reasonable efforts to notify the students as to the result of the appeal within (8) eight business days after the final decision is rendered. The appeals officer's decision is final. Any student who has been found responsible for violating the Code of Student Conduct may appeal the disciplinary decision made by a Judicial Hearing 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 (8) 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. Procedural error which fundamentally affected the decision.~~
- ~~2. Substantive error, i.e., the sanction(s) is not consistent with the gravity of the misconduct.~~
- ~~3. Newly discovered relevant information not available at the hearing and sufficient to change the decision.~~

~~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 Hearing 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, decision making procedures, and consideration of newly discovered information, if any. The student may choose to appeal a hearing outcome to either a Judicial Appeals Hearing 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 (8) university working days from date of the decision letter to prepare and submit a written appeal to the Judicial Appeals Hearing Officer indicating whether an administrative or University Discipline Committee hearing is desired. The Judicial Appeals Hearing Officer or the University Discipline Appeals Committee will review materials relevant to the case in the written appeal. The Judicial Appeals Hearing Officer or University Discipline Appeals Committee may choose to do one or more of the following:~~

- 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. Refer the matter for a new hearing.
 - d. Amend the decision.
5. Final Decision
- The student will be notified of the final disciplinary decision. If referred to a Judicial Appeals Hearing Officer, the decision of a Judicial Appeals Hearing Officer is final. If referred to the University Discipline Appeals Committee, the chair will communicate in writing the committee's recommendation to the Director of Student Judicial Programs and/or Vice Provost, Undergraduate Education. After reviewing the recommendation, the Director of Student Judicial Programs and/or Vice Provost, Undergraduate Education will determine the final disciplinary decision. In both instances, the Director of Student Judicial Programs and/or the Vice Provost, Undergraduate Education will provide written notice of the final disciplinary decision to the student using the written notification procedure as outlined in C.1.a, above, within five (5) university working days.

F. Withdrawal of Consent

1. Grounds for Removal
 - a. The Judicial Hearing Officer Student Conduct Officer or another university agent acting in accordance with his or her duties may recommend to the Vice Provost, Undergraduate Education Dean of Students that, in accordance with the Texas Education Code, the student have his/her consent to be in attendance at the university remain on the campus withdrawn if in the judgment of the Judicial Hearing Officer, or the Vice Provost, Undergraduate Education Student Conduct Officer and Dean of Students it is determined that:
 1. The student has willfully disrupted the orderly operation of the premises, and
 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 Vice Provost, Undergraduate Education Dean of Students concurs with the Judicial Hearing Officer's Student Conduct 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 (14) days to determine the student's status at the university. Permission to be on university premises must be coordinated through the Vice Provost, Undergraduate Education Dean of Students and the Texas Tech Police Department. The Director of Student Judicial Programs The Dean of Students will notify all parties of the final decision using the written notification procedures outlined in C.1.a, above, within five (5) university working days.
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.statutes.legis.state.tx.us/?link=ED>.

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 the Office of Student Conduct at least three (3) 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 the Office of Student Conduct 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 the Office of Student Conduct 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 Vice Provost, Undergraduate Education. The appeal must be made, in writing, within five (5) university working days from the date the student is notified in writing by the Judicial Hearing Officer that the student's request has been denied.
3. The Vice Provost, Undergraduate Education, upon receiving an appeal request, shall review the denial decision made by the Director for Student Judicial Programs. The review should be held within five (5) university working days from the date the appeal request is received. The review will be conducted by the Vice Provost, Undergraduate Education or designee. Following the review, the Vice Provost, Undergraduate Education 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 Vice Provost, Undergraduate Education will notify all parties of this decision using the written notification procedures outlined in C.1.a, above, within five (5) university working days of the review.

H. Code of Student Conduct University Committees

1. University Discipline Committee

The composition of the University Discipline Committee consists of a pool of thirty (30) faculty, staff, and students. In cases involving B.3 (academic integrity), the committee is comprised only of students and faculty. In cases involving B.8 (sexual misconduct), if in the event the alleged victim does not want student representatives on the University Discipline Committee, student representatives will be removed.

a. Committee Composition

The University Discipline Committee will conduct disciplinary hearings in referred cases. The committee pool will be composed of five-ten full-time faculty members, five-ten full-time students and five-ten 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 of the Office of Student Conduct, in consultation with the Dean of Students. 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 selected prior to the commencement of the University Discipline hearing and appointed by the Director for Student Judicial Programs and will be a member of the faculty or staff. Five-Ten full-time student members will be appointed by the Director for Student Judicial Programs of the Office of Student Conduct, in consultation with the Dean of Students who will invite recommendations by the President of the Student Government Association, Graduate Student Advisory Council, and the President of the Residence Halls Association.

2. ~~Five-Ten~~ full-time faculty members will be appointed by the Director for Student Judicial Programs of the Office of Student Conduct, in consultation with the Dean of Students who will invite recommendations by the President of the Faculty Senate.
 3. ~~Five-Ten~~ full-time staff members will be appointed by the Director for Student Judicial Programs of the Office of Student Conduct, in consultation with the Dean of Students who will invite recommendations by the President of the Staff Senate.
 - c. Committee Removals
The Director for Student Judicial Programs of the Office of Student Conduct 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.
 - d. Committee Resource Person
A Judicial Hearing Student Conduct Officer, or designee, will serve as a non-voting resource person for the committee as well as being responsible for audio recording of the hearing.
 - e. Committee Meetings
~~Student Judicial Programs~~ The Office of Student Conduct 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)~~ thirty (30) committee members.
 - f. Committee Quorum
A quorum for the committee consists of ~~four~~ five members, provided that at least one member is present from each of the three representative categories.
 - g. Committee Deliberation
When deliberating a case, the committee will meet in closed session with only voting members and the resource person present.
 - h. Additional Committee Members
The Director for Student Judicial Programs ~~the Office of Student Conduct~~ or designee may appoint additional 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 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. Cases will be assigned by the Director of Student Judicial Programs ~~the Office of Student Conduct~~.
 - i. Committee Orientation
Members of the University Discipline Committee will be required to participate in an orientation facilitated by ~~Student Judicial Programs~~ the Office of Student Conduct 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 and the President of the Residence Halls 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 Hearing 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 Members~~

~~The Director for Student Judicial Programs may appoint additional 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 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. 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.~~

~~3.2. 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 Vice Provost, Undergraduate Education Assistant Vice Provost for Student Affairs regarding omissions, clarifications, constructive changes and other matters relevant to the~~

proper interpretation and operation of the *Code of Student Conduct*. The Assistant Vice Provost for Student Affairs will then present the *Code of Student Conduct* to the Vice Provost for Undergraduate Education & Student Affairs and the Provost for review and consideration to the Board of Regents.

b. Committee Appointment

1. The chair will be appointed by the Managing Director of the Office of Student for Student Judicial Programs and Conduct 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 Managing Director to the Office of Student for Student Judicial Programs who Conduct who will invite recommendations by the President of the Student Government Association, Graduate Student Advisory Council, and the President of the Residence Halls Association.
4. Three full-time faculty members will be appointed by the Managing Director for Student Judicial of the Office of Student Conduct. Programs who will invite recommendations by the President of the Faculty Senate.
5. Two full-time staff members will be appointed by the Managing Director for Student Judicial Programs of the Office of Student Conduct who will invite recommendations by the President of the Staff Senate.

c. Committee Removals

The Managing Director for Student Judicial Programs of the Office of Student Conduct 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.

d. Committee Resource Person

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

e. Committee Meetings

~~Student Judicial Programs~~The Office of Student Conduct 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~~five members.

g. Additional Committee Members

The Managing Director for Student Judicial Programs of the Office of Student Conduct may appoint additional members of the *Code of Student Conduct* Review Committee to expedite the review process of the code. The additional 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.

Student Handbook

Approved by the Board of Regents on ~~May 13/14, 2010~~August 9/10, 2012.
Effective Monday, ~~May 17, 2010~~August 13, 2012

Student Handbook and *Code of Student Conduct* are subject to change without notice. Current Student Handbook is available at www.ttu.edu/studenthandbook.

PART XI: 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 – Undergraduate Services

(806) 742-3188 – Dean's Office

College of Education

110 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 CommunicationsMedia and Communications

~~402 Mass Communications~~ 169 Media and Communications

(806) 742-3385

University CollegeStudies

~~605 Indiana Avenue (adjacent to the International Cultural Center)~~

~~(806) 742-7200~~ 164 Drane Hall

(806) 742-7100

College of Visual & Performing Arts

218 Administration Building

(806) 742-0700

Undergraduate Education & Student Affairs

201AA Student Union Building

(806) 742-2984

Office of the Provost

104 Administration Building
(806) 742-2184

ACADEMIC FACILITIES

Academic Support & Facilities Resources (ASFR)

~~Texas Tech Plaza, Suite 502~~

~~1901 University Avenue~~ Suite 5 Administration

(806) 742-3658

UNDERGRADUATE ACADEMIC SUPPORT

University Advising Center

79 Holden Hall

742-2189

IS 1100: Raider Ready Freshman Seminar

~~Mass Communications 207~~

~~742-6500 ext 246~~ Undergraduate Education

(806) 742-2984

SOAR/Learning Center

80 Holden Hall

(806) 742-3664

ACTIVITIES

Tech Activities Board

020 Student Union

(806) 742-4708

Student Organizations

~~Student Union Building~~

~~20144~~ Student Union

(806) 742-5433

ADMISSIONS

Undergraduate 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) 743-2844 ext 296

ALUMNI

Texas Tech Alumni Association

Market Alumni Center

(17th Street & University Avenue)

(806) 742-3641

BILLING (tuition and fees)

Student Financial Center

301 West Hall
(806) 742-3272

Mailing Address:

PO Box 41099
Lubbock, TX 79409

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)
413 Flint Avenue
(806) 742-3931

CHANCELLOR'S OFFICE

124 Administration Building
(806) 742-0012

COMPUTER ACCESS

Advanced Technology Learning Center—ATLC

West Library Basement and Student Union Basement
(806) 742-1650

COPY FACILITIES

Copy Mail

100 Student Union
(806) 742-3444

COUNSELING

Academic & Career

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

271 Human Sciences
(806) 742-9781

Legal/Mediation

Student Legal Services

307 Student Union
(806) 742-3289

Mediation/Conflict Resolution

Ombuds Office Student Resolution Center (formerly Ombuds)

024 Student Union (East Basement)
(806) 742-7233

Personal Counseling/Crisis Intervention

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

Office of International Affairs

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

Office of Institutional Diversity, Equity & Community Engagement

162 Administration Building
(806) 742-7025

DEAN OF STUDENTS

Dean of Students
201AA Student Union
(806) 742-2984

DIVERSITY

Cross-Cultural Academic Advancement Center

105 Doak Hall
(806) 742-8681

Mentor Tech

106 Doak Hall
(806) 742-8692

Pegasus: Office of First Generation Transitions & Mentoring
110 Doak Hall
(806) 742-7060

Women Studies
125 Doak Hall
(806) 742-4335

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

University Career Services

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

College Work Study

Financial Aid Office

310 West Hall
(806) 742-3721 ext 241

Part-time on/off campus

Financial Aid Office

310 West Hall
(806) 742-3690x225

Summer Employment

University Career Services

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

ENROLLMENT SERVICES

Undergraduate Admissions

129 West Hall
(806) 742-1480

Student Financial Aid

310 West Hall
(806) 742-3681

FACULTY SENATE

126 Doak Hall
(806) 742-3656

FAMILY WEEKEND

Texas Tech Parents Association
Parent & Family Relations

203 Student Union

(806) 742-3630

1-888-888-7409

www.parent.ttu.edu

parent@ttu.edu

FINANCIAL AID

Student Financial Aid

310 West Hall

(806) 742-3681

FRATERNITIES

Interfraternity Council

Student Union, Second Floor

(806) 742-5433

Inter-Greek Multicultural Council

Student Union, Second Floor

(806) 742-5433

National Pan-Hellenic Council

Student Union, Second Floor

(806) 742-5433

GROUPS USE REQUESTS

Center for Campus Life

201 Student Union

(806) 742-5433

HANDICAP PARKING

University Parking Services

Administrative Support Center

~~2903 4th Street~~ 407 Flint Ave, Ste 145

(806) 742-3844 7275 (PARK)

HARASSMENT – STUDENTS

Dean of Students

201AA Student Union

742-2984

~~Office of Institutional Diversity, Equity & Community Engagement~~

~~162 Administration Building~~

~~(806) 742-7025~~

Ombuds Office Student Resolution Center

~~232E024 Student Union (East Basement)~~

(806) 742-7233

HARASSMENT – FACULTY/STAFF
Equal Employment Opportunity Office
323 Administration Building
(806) 742-3627

~~Ombuds Office~~

~~024 Student Union (East Basement)~~
~~742-7233~~

HEALTH CONCERNS

Student Health Services

1003 Student Wellness Center
(806) 743-2848 (appointments)
(806) 743-2860 (other issues)

HOMECOMING

Tech Activities Board

203 Student Union
(806) 742-3636

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

I.D.

Student ID Office – Raider Card

103 Student Union
(806) 742-1457

INFORMATION

Student Union Information Center

Student Union
Outside Barnes & Noble
(806) 742-1344

ID INFORMATION

~~Student ID Office~~

~~103 Student Union~~
~~(806) 742-1457~~

INFORMATION (Directory)

TTU Campus Operator

Off-Campus (806) 742-2011
On-Campus 0

INSURANCE (Health)

Ombuds Office Student Resolution Center

024-232E Student Union (~~East Basement~~)

(806) 742-7233

Student Health Services

1003 Student Wellness Center

(806) 743-2848 (appointments)

(806) 743-2860 (other issues)

INSURANCE (Renters)

Center for Campus Life

201 Student Union

(806) 742-5433

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) 742-2265

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

Motorist Assistance Program

~~2903 4th Street~~ 407 Flint Ave

(806) 742-~~MAPP (6277)~~ 6277

MUSEUM

TTU Museum Information

102 Museum (4th Street and Indiana Avenue)

(806) 742-2490

NEWSPAPER

The Daily Toreador

103 Student Media Building
(806) 742-3393

OMBUDS OFFICE (Student Resolution Center)

~~024-232E~~ Student Union (~~East Basement~~)
(806) 742-7233

ORIENTATION

Center for Campus Life

201 Student Union
(806) 742-5433

PARENTS

Parent & Family Relations

~~025-201Q~~ Student Union
(806) 742-3630
1-888-888-7409

PARKING

University Parking Services

Administrative Support Center
~~2903 4th Street, Rm 145~~ 407 Flint Ave, Ste 145
(806) 742-PARK (7275)

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
603B Tech Plaza
19th & University
(806) 742-3100

RECREATION

Recreational Sports

202 Student Rec Center
(806) 742-3351

REGISTRATION (current students)

Office of the Registrar

103 West Hall
(806) 742-3661

REGISTRATION (new students)

Center for Campus Life

Red Raider Orientation

201 Student Union

(806) 742-5433

ROTC

Air Force

117 Student Media

(806) 742-2143

Army

303 Business Administration Bldg.

(806) 742-2141

SCHOLARSHIPS

Scholarship Office

205 West Hall

(806) 742-3144 ext 254

SHUTTLE VAN

Student Government Association

302 Student Union

(806) 742-NITE

SOLICITATION REQUESTS

Center for Campus Life

201 Student Union

(806)742-5433

SORORITIES

Panhellenic Council

Student Union, Second Floor

(806) 742-5433

Multicultural 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

Center for Campus Life

201 Student Union

(806) 742-5433

STUDENT AFFAIRS SERVICES

Dean of Students

201AA Student Union

(806) 742-2984

Marsha Sharp Center for Student Athletes

7th & Boston

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

Wiggins Complex

(806) 742-2661

Ombuds Office Student Resource Center

024-232E Student Union (~~East Basement~~)

(806) 742-7233

Parent & Family Relations

025 Student Union

(806) 742-3630

Recreational Sports

202 Student Recreation Center

(806) 742-3351

Registrar's Office

103 West Hall

(806) 742-3661

Senior Associate Vice President for Enrollment Management & Student Affairs

145 West Hall

(806) 742-1452

Ovations Food Services

United Spirit Arena – Basement

(806) 742-7381

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

1003 Student Wellness Center

(806) 743-2848

Student ID Office —~~Raider Card~~

103 Student Union

(806) 742-1457

Student Judicial Programs Office of Student Conduct

025 Student Union

(806) 742-1714

Student Legal Services

307 Student Union

(806) 742-3289

Student Media

~~103 Student Media Building~~ 180 Media and Communications

(806) 742-3388

Student Union

203 Student Union

(806) 742-3636

TECHniques Center

242 West Hall

(806) 742-1822

Undergraduate 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

Wiggins Complex

(806) 742-2661

Upward Bound

119 Doak Hall

(806) 742-3616

Assistant Vice Provost for Student Affairs

201AA Student Union

(806) 742-2984

Vice Provost, Undergraduate Provost Undergraduate Education & Student Affairs

164 Administration Building

(806) 742-4360

STUDY SKILLS

SOAR/Learning Center

80 Holden Hall

(806) 742-3664

TECHniques CENTER

242 West Hall

(806) 742-3661 x 234

Texas Success Initiative (TSI)

116 West Hall

742-1183x248

THEATER

Maedgen Theatre (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

East Welcome Center

Student Union

(806) 742-3610

Maedgen Theatre (University Theatre)

18th & Boston (southwest of Library)

(806) 742-3601

School of Music

250 Music Building

(806) 742-2270, Ext. 295

TRANSCRIPTS

Office of the Registrar

103 West Hall

(806) 742-3661

TRAVEL Assistance

Road Raiders Safe Travel Network

203 Student Union

(806) 742-3630

1-888-888-7409

TUTORS

SOAR/Learning Center

80 Holden Hall

(806) 742-3664

TV STATION

KTIZX-TV Station

17th & Indiana

(806) 742-2209

VETERAN SERVICES

Veteran Services Military & Veterans Programs Office

108 Doak Hall

(806) 742-6877

WITHDRAWALS

Office of the Registrar

103 West Hall

(806) 742-3661

XL (Academic Probation)

Strategies for Learning

56 Holden Hall

(806) 742-3928

YEARBOOK

La Ventana

~~208 Student Media Building~~ 180 Media and Communications

(806) 742-1583 ext 266

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



Student Handbook

CODE OF PROFESSIONAL AND ACADEMIC CONDUCT

20121-20123

School of Medicine

Paul L. Foster School of Medicine

Graduate School of Biomedical Sciences

Anita Thigpin Perry Perry School of Nursing

Gayle Greve Hunt School of Nursing

School of Allied Health Sciences

School of Pharmacy

Rev. ~~08/22/11~~ 08/13/12

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STATEMENT OF ACCREDITATION

The Texas Tech University Health Sciences Center is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, doctoral, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the Texas Tech University Health Sciences Center. The Commission should be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

PART I. FOREWORD

A. General Policy

1. The **mission** of the Texas Tech University Health Sciences Center is to improve the health of people by providing educational opportunities to students and health care professionals, advancing knowledge through scholarship and research, and providing patient care and service.

The following institutional goals are broad, measurable priorities that will enable TTUHSC to fulfill its mission:

- Train competent health professionals and scientists
 - Increase externally funded, peer-reviewed research, especially NIH-funded research, and research focused on aging, cancer, and rural health
 - Improve access to quality health care for the TTUHSC's target populations
 - Prepare health professions students for an increasingly diverse workforce and patient population
 - Provide leadership in the development of partnerships and collaborations to improve community health
 - Operate the TTUHSC as an efficient and effective institution
2. A University, like any community, must have regulations and/or standards by which its members abide and procedures by which its components function. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Student Handbook, the TTUHSC Operating Policies and Procedures, and the individual School's catalogs are intended to serve these purposes in the interest of all components of the Texas Tech University Health Sciences Center.
3. 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 TTUHSC Operating Policies and Procedures, and the individual Schools' catalogs and any other official University publications. Registered student organizations are required to follow all of these standards, rules and policies.
4. ***The Texas Tech University Health Sciences Center (TTUHSC or the University) reserves the right to change, modify, amend, or rescind, in whole or in part, this Handbook at any time without prior notice. This Handbook supersedes all previous editions. The provisions of this Handbook do not constitute a contract, express or implied, between any student or faculty member and Texas Tech University System, TTUHSC, or the TTUHSC Schools of Medicine, Paul L. Foster School of Medicine, Allied Health Sciences, Pharmacy, Nursing or the Graduate School of Biomedical Sciences(See updates at www.ttuhschool.edu/studentservices)***

B. Tobacco-Free Environment

1. According to the United States Surgeon General, tobacco use is the single largest preventable cause of premature death and disability. Tobacco users are at substantially increased risk for a number of cancers, cardiovascular disease, and lung disease. Environmental smoke can cause discomfort and disease in non-smokers. Institutions with smokers suffer from lost productivity, conflict, and plant deterioration (HSC OP 10.19).
2. As a health care institution, TTUHSC is committed to the establishment and enforcement of a healthier tobacco-free environment. TTUHSC OP 10.19, Tobacco-Free Environment Policy, includes regulation and assessment.

C. Authority

1. The authority to enact and enforce regulations of the University is vested in the Texas Tech University System Board of Regents. The responsibility for enforcing regulations and imposing penalties is delegated to the Chancellor and/or the President of the University and any University officials the President designates.
2. All references to the Chancellor and/or President of the University, the ~~Vice President for Academic Services~~ Senior Vice President for Academic Affairs or designee shall be interpreted to include persons designated to act on behalf of these officials.

D. Policy on Non-Discrimination

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 that equal opportunity and access to facilities shall be available to all. Non-discrimination is observed in the admission, housing, and education of students and in policies governing discipline, extracurricular life and activities. For more information, visit [www.ttuhsu.edu/HSC OP 51.01](http://www.ttuhsu.edu/HSC_OP_51.01), Equal Employment Opportunity Policy and Affirmative Action Plan.

E. University Name, Documents, 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. See TTUHSC OP 67.01, *Publication Guidelines*.

F. Definitions

1. "Accused Student" means any student accused of violating the TTUHSC Code of Professional and Academic Conduct set forth in Part II of this Handbook. This term may also mean an accused registered student organization. If a registered student organization is alleged to have violated the Student Code, only one student from the organization may appear or act on behalf of the student organization (such as appearing before a Student Conduct Board or Student Conduct Administrator) for purposes of the Student Code.
2. "Business day" means a day in which the University normally carries on business or business operations, but excludes weekends and official University holidays.
3. "Complainant" means a member of the University community who submits a Complaint alleging that a student violated the Student Code. When a student believes that he or she has been a victim of another student's misconduct, the student who believes that he or she has been a victim will have the same rights under the Student Code as are provided to the Complainant, even if the victim is not acting as a Complainant.
4. "Complaint of Misconduct" or "Complaint" means a formal, written charge against a student(s) or student organization(s) alleging violation(s) of the Student Code(s). The form for a Complaint of Misconduct is attached to this Handbook as Attachment A. An anonymous report or a report by a person who is not a member of the University community shall not constitute a Complaint of Misconduct. However, such report may initiate an investigation and/or filing of a Complaint of Misconduct by an appropriate University official.
5. Conduct Board reference F. Definitions, pg. 9, item # 22.
6. "Disciplinary good standing" is defined as relating to a student not currently on disciplinary probation; or, a student, whose disciplinary suspension, expulsion or conditions and/or restrictions imposed, if any, have been totally fulfilled in a timely manner.
7. "Faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by University to be a member of its faculty.
8. "Flag" means the indicator placed on a student's official record which may prevent registration and/or the issuance of a transcript until the student meets the requirements of the University office placing the indicator, as described herein and in the Schools' catalogs.
9. "May" is used in the permissive sense.

10. "Member of the University community" means any person who is a volunteer including high school students, an enrolled student, faculty or staff member, University official, any other person employed by the University or campus visitors.

11. "Policy" means the written regulations, standards and/or rules of the University as found in, but not limited to, the TTUHSC Student Handbook; Texas Tech University Residence Hall Calendar and Handbook, if applicable; Anita Thigpin Perry School of Nursing handbook and catalog; Gayle Greve Hunt School of Nursing handbook and catalog; School of Medicine catalog; School of Allied Health Sciences catalog; School of Pharmacy catalog; Paul L. Foster School of Medicine catalog; the Graduate School of Biomedical Sciences Handbook and Policy Manual; and/or the TTUHSC web page and computer use policies.

12. "Department Chair" means the Chair is charged primarily with mentoring and guiding faculty, overseeing Department administrative support, and serving as an interface between faculty and the administration of the School and Texas Tech University Health Sciences Center (TTUHSC). Matters of student misconduct and academic deficiency that are addressed from faculty/program directors etc. are referred to the Department Chair and if not resolved refer to the appropriate student conduct administrator for each school.

13. "Registered student organization" means any number of students who have complied with the formal requirements for University registration.

14. "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. The term "Religious Holy Day" generally means a day on which the tenets of said religion prohibit class attendance or the completion of specific assignments on designated dates. See Tex. Gov't Code § 62.112.

15. "Representative" means a University official authorized on a case-by-case basis by the Dean of each School to investigate and resolve alleged violations of the Code of Professional and Academic Conduct and the Residence Halls Standards of Student Behavior, if applicable.

16. "School" means School of Medicine, Anita Thigpin Perry School of Nursing, Gail Greve Hunt School of Nursing, School of Pharmacy, School of Allied Health Sciences, Paul L. Foster School of Medicine, or Graduate School of Biomedical Sciences.

17. "Shall" is used in the imperative sense.

18. "Sponsorship and/or co-sponsorship" is defined as minimally including, but not limited to, participation in planning, coordination and implementation directed by members of the sponsoring organizations.

19. "Student" means all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate or professional studies, specifically excluding School of Medicine House staff. In addition, for purposes of Part II of this Handbook, persons who withdraw or on leave of absence after alleging violating the Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance may be considered "students."

20. "Student Code" means the TTUHSC Code of Professional and Academic Conduct, which is set forth in Part II of this Handbook. Section D, Misconduct, applies to all students, while Section E, Other Professional and Ethical Standards, applies to students in certain TTUHSC Schools. A student must have applied for admission or be enrolled in the applicable School before a School's provisions in Section E apply to the student.

21. "Student Conduct Administrator" means a TTUHSC official authorized by the Dean of each School to receive Complaints and administer the procedures outlined herein. The Student Conduct Administrator will provide technical assistance and support to the Student Conduct Board and may be present at the Student Conduct Board Hearing, but will not be present during the Board's deliberations. In any case in which the Student Conduct Administrator is the Complainant, the Dean or designee of the applicable School will appoint an alternate to serve as Student Conduct Administrator for that case. For each School, appointments are made as follows: or as otherwise determined by the Dean.

a. For the Graduate School of Biomedical Sciences, the Assistant Dean.

b. For the School of Medicine, the Associate Dean for Academic Affairs.

c. For the Anita Thigpin Perry School of Nursing and the Gayle Greve Hunt School of Nursing, the Assistant Academic Dean for Student Affairs Sr. Director, Office of the Dean, Administration and Student Affairs.

d. For the School of Allied Health Sciences, the Assistant Associate Dean for Admissions and Student Affairs.

e. For the School of Pharmacy, academic violations - the Assistant Dean for Student Services; professional violations – Associate Dean for Professional Affairs.

f. For the Paul L. Foster School of Medicine, the Associate Dean for Student Affairs.

g. For the Gayle Greve Hunt School of Nursing, the Associate Dean.

22. "Student Conduct Board" or "Board" means any person or persons authorized by the Dean of each School to determine whether a student has violated the Student Code and

to recommend sanctions that may be imposed when a rules violation has been committed. All persons serving on the Student Conduct Board must acknowledge an ability to be able to serve objectively and shall decline to serve if there is a conflict of interest or an appearance of a conflict of interest with either the Accused Student or the Complainant. When a person declines to serve because of a conflict of interest, or appearance thereof, the Dean shall appoint another person with the same or similar faculty/student status as the person declining to serve. For each School, appointments are made as follows.

a. For the Graduate School of Biomedical Sciences, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

- i. One (1) Faculty member from the membership of the Graduate Council, who shall serve as Chair;
- ii. Two (2) other faculty members from the membership of the Graduate Faculty; and,
- iii. Two (2) graduate students from the School.

b. For the School of Medicine, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

- i. Two (2) faculty members chosen by the Chair of the School Hearing Committee or designee;
- ii. One (1) faculty member chosen by the Chair of the Student Affairs Committee or designee; and,
- iii. Two (2) medical students, who will be chosen by the Chair of the Student Affairs Committee from a list of second, third, and fourth year students.
- iv. The Board will elect one (1) of the faculty members as its Chair.

c. For the Anita Thigpin Perry School of Nursing and the Gayle Greve Hunt School of Nursing, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

- i. One (1) tenured faculty member, who will serve as Chair;
 - ii. Two (2) faculty members not directly involved with the Complainant or the Accused Student; and,
 - iii. Two (2) students not directly involved with the Complaint or the Accused Student.
- ~~d. For the School of Allied Health Sciences, the Student Conduct Board shall be appointed by the Student Conduct Administrator, as follows:~~

For the Gayle Greve Hunt School of Nursing, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

- i. One (1) tenured faculty member, who will serve as Chair;

- ii. Two (2) faculty members not directly involved with the Complainant or the Accused Student; and,
- iii. Two (2) students not directly involved with the Complaint or the Accused Student.

d. For the School of Allied Health Sciences, the Student Conduct Board shall be appointed by the Dean as follows:

- i. The Assistant Associate Dean for Admissions and Student Affairs serves as the Student Conduct Administrator and he/she will appoint a Student Conduct Board comprised of the following:
- ii. One (1) faculty member who will serve as Chair
- iii. Two (2) faculty members not directly involved with the case
- iv. Two (2) students not directly involved with the case

e. For the School of Pharmacy, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

- i. Three faculty members of the Student Affairs Committee;
- ii. President of the Pharmacy School Student Government; and,
- iii. Vice President of the Pharmacy School Student Government.
- iv. The Board will elect a Chair from its membership, and that Chair will vote only in the case of a tie.

f. For the Paul L. Foster School of Medicine, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

- i. Two (2) faculty members chosen by the Chair of the School Hearing Committee or designee;
- ii. One (1) faculty member chosen by the Chair of the Student Affairs Committee or designee; and,
- iii. Two (2) medical students, who will be chosen by the Chair of the Student Affairs Committee from a list of second, third, and fourth year students.
- iv. The Board will elect one (1) of the faculty members as its Chair.

23. "Student Conduct Board Hearing" or "Hearing" refers to an administrative process whereby a student contests the facts upon which charges of inappropriate conduct, violations of the Student Code and/or sanctions resulting from an alleged violation(s) are based. At the hearing, information is presented to the Student Conduct Board in order to determine whether a student's responsibility related to the alleged violation of the Student Code is valid and appropriate sanctions, if any.

24. "Student Handbook" or "Handbook" means the TTUHSC Student Handbook.

25. "Student organization" means any number of students who have complied with the formal requirements for Texas Tech University Health Sciences Center registration.

26. "University" means Texas Tech University System or Texas Tech University Health Sciences Center (inclusive of all regional sites and their components).

27. "University official" means any person employed by Texas Tech University System, Texas Tech University or Texas Tech University Health Sciences Center while performing their assigned administrative or professional responsibilities.

28. "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).

29. "User" means any member of the University community who uses any University computing and/or networking resources.

30. "Will" is used in the imperative sense.

PART II. CODE OF PROFESSIONAL AND ACADEMIC CONDUCT ("STUDENT CODE")

A. General Policy

1. An environment in which the privileges of citizenship are protected and the obligations of citizenship are understood fosters freedom of discussion, inquiry, and expression. Accordingly, the University community has developed standards of behavior pertaining to students and to student organizations.

2. Students and student organizations are subject to disciplinary action according to the provisions of the Student Code and/or any other applicable University rules or regulations.

3. Each student is responsible to become familiar with the various regulations of the University and meet the various requirements outlined below. Written policies are described in University publications such as this Handbook and the Schools' individual catalogs. Each student, in accepting admission, indicates a willingness to subscribe to and be governed by the rules and regulations of University officials to take such disciplinary action, including dismissal or expulsion, as may be deemed appropriate for failure to abide by such rules and regulations.

4. Each student is responsible for his/her own integrity, and is likewise responsible for reporting possible violations of this Student Code by other students. Faculty and staff shall take all reasonable steps to prevent violations, and each faculty/staff member likewise is responsible for reporting violations.

B. Disciplinary Jurisdiction

1. The Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University and/or pursuit of its objectives. On a case-by-case basis, the Dean and his/her designee of each respective School, in his or her sole discretion, shall determine whether the Student Code should be applied to conduct occurring off premises.

2. All students are expected to subscribe to an honor system which is implicit in accepting admission to the University. Each student shall be responsible for his/her conduct from the time of the application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code shall apply to persons who withdraw after alleged violation of the Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance.

C. Violation of Law and TTUHSC Discipline

A disciplinary proceeding may be instituted against a student charged with conduct that allegedly violates both the criminal and/or civil law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest or prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil and/or criminal proceedings at the discretion of the Dean of each School. Determinations made or sanctions imposed under the Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal and/or civil law defendant.

D. Misconduct

Any student or student organization found to have committed the following misconduct is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

1. Alcoholic Beverages

a. The use, possession, sale, delivery or distribution of alcoholic beverages, except as expressly permitted by University policy as allowed by law.

b. Being under the influence of alcohol and/or intoxication except as allowed by law.

NOTE: State law will be strictly enforced at all times on all property controlled by the University and is inclusive of all regional sites and its components.

2. Narcotics or Drugs

a. Use, possession, sale, delivery or distribution of any narcotic, drug or medicine prescribed to someone else, chemical compound or other controlled substance or drug-related paraphernalia, except as expressly permitted by law the laws of the State of Texas; or,

b. Being under the influence of narcotics or drugs, except as permitted by law.

c. The failure of a drug test whether required by TTUHSC or any health care facility to which a student is assigned or has any type of patient care, contact or responsibility.

NOTE: The University respects the rights and responsibilities of students and shall consider each violation of the University's substance abuse policy and each violation of federal, state, and/or local law on a "case-by-case" situation and, if appropriate, may attempt to initially use educational options and subsequent intervention and/or prevention options to assist students. Violations of this substance abuse policy shall result in appropriate disciplinary action by the respective School, which may include, but is not limited to, required attendance and active participation in substance abuse education and/or intervention programs, and may result in notification to the parents/guardians of dependent students under twenty-one (21) years of age.

3. Firearms, Weapons, and Explosives

Use or possession of firearms, ammunition, explosive weapons, illegal knives and other deadly weapons are prohibited on university property except as specifically authorized by federal, state, or local laws.

NOTE: Possession of weapons by licensed holders of concealed handguns is prohibited on University premises. The Texas Tech Police Department provides storage for weapons and firearms.

4. Theft, Damage, or Unauthorized Use

a. Attempted or actual theft of property of the University, students, of 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 of the University, University students, members of the University community or campus visitors; or,

d. Attempted or actual unauthorized use of a credit card, debit card, automated teller machine card, telephone card and/or personal check; alteration, forgery or misrepresentation of any form of identification.

5. Actions Against Members of the University Community

- a. Physical harm or threat of harm to any person;
- b. Intentional or reckless conduct which endangers the health or safety of any person, campus visitor, or volunteer;
- c. Behavior that disrupts the normal operation of the University, including its students, faculty, staff or volunteers;
- d. Sexual conduct that involves:
 - i. Deliberate touching of another's sexual parts without consent;
 - ii. Deliberate sexual invasion of another without consent; or,
 - iii. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at risk of sexual injury;
- e. 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 or groups related to the University; or,
 - iv. Opportunities to benefit from other aspects of University life;
- f. Excessive pressure, threats, or any form of conduct, coercive tactics or mind control techniques used to retain or recruit a student for membership in an organization; or,
- g. Actions involving free expression activities are covered in Parts VII and VIII of this Handbook.

6. Gambling, Wagering, or Bookmaking

Gambling, wagering, or bookmaking on University premises is prohibited.

7. Hazing

Hazing means any intentional, knowing or reckless act directed against a student, occurring on or off campus, by one or more individuals acting alone or collectively, that endangers the mental or physical health or safety of a student for the purpose of pledging or associating, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose members are, or include, students. Consent or acquiescence by a student or students subjected to hazing is not a

defense in a disciplinary proceeding. Hazing includes, but is not limited to:

- a. Any type of physical or emotional brutality, or the threat of such activity, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity;
- b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of 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 or harm, or which adversely affects the mental, 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 registered at this university, or that may reasonably be expected to cause a student to leave the organization or the university rather than submit to acts described above;
- e. Any activity in which a person engages in, solicits, encourages, directs, aids or attempts to aid another, directly or indirectly, in hazing; intentionally, knowingly or recklessly permits hazing to occur; having firsthand knowledge of the planning of a specific hazing incident which has occurred; and fails to report the incident in writing to the specific School's student affairs office;
- f. Any activity in which hazing is either condoned or encouraged or actions of any officer or combination of members, pledges, associates or alumni of the organization in committing or assisting in the commission of hazing; or,
- g. Any act that is unlawful as designated by local, state, or federal government.

NOTE: *Texas Education Code, Sections 37.151-37.157 and Section 51.936*

8. False Alarms or Terrorist Threats

Intentionally or recklessly sounding a false fire alarm; making a false emergency call or terrorist threat; issuing a bomb threat; constructing mock explosive devices; improperly possessing, tampering with or destroying fire equipment, Automatic External Defibrillators (AED) or emergency signs on University premises.

9. Financial Irresponsibility

Failure to meet financial obligations owed to the University, including, but not limited to, the writing of checks on accounts with insufficient funds.

10. Unauthorized Entry, Possession or Use

- a. Unauthorized entry into or use of University facilities;
- b. Unauthorized possession or duplication, processing, production, or manufacture of any key or unlocking device or access code for use in any University facility;
- c. Unauthorized use of the University name, logotype, registered marks or symbols of the University; or,
- d. Use of the University's name to advertise or promote events or activities in a manner which suggests sponsorship by the University without prior written permission.

11. Traffic and Parking

- a. Violation of University Traffic and Parking regulations; or,
- b. Obstruction of the free flow of vehicle, pedestrian or other traffic on University premises.

12. Housing and Dining Services Regulations

Violation of rules, which govern behavior in the campus residence and/or dining halls as stated in the Residence Hall Handbook and/or other notifications or publications provided by the University Department of Housing and Dining Services.

13. Student Recreation and Aquatic Center Regulations

Violation of rules, which govern behavior in the University Student Recreation Center and Aquatic Center.

14. Failure to Comply with Reasonable Directions or Requests of University Officials

Failure to comply with the reasonable directions or requests of a University official acting in the performance of his or her duties.

15. Failure to Present Student Identification

The failure to present their student identification to any University official upon request and identify himself/herself to any University official acting in the performance of his/her duties. The student identification card is property of the university. Students shall neither

allow their student identification card to be used by other persons, nor shall they alter their student identification in any way. A student must pay a replacement charge for lost, stolen or damaged student identification cards.

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

- a. Unauthorized use of computing and/or networking resources;
- b. Use of computing and/or networking resources for unauthorized or non-academic purposes;
- c. Unauthorized accessing or copying of programs, records or data belonging to the University or another user or copyrighted software, without permission;
- 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 or financial gain;
- f. Attempted or actual transport of copies of University's programs, records or data to another person or computer without written authorization;
- g. Attempted or actual destruction or modification of programs, records or data belonging to 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 (people, capacity, computer); or,
- i. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.

17. Providing False Information or Misuse of Records

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

18. Skateboard, Roller Blades, or Similar Devices

Use of skateboards, roller blades 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: Also refer to TTUHSC OP 76.32, Traffic and Parking Regulations, Attachment A, Section V (K).

19. Academic Misconduct

- a. A student who witnesses academic misconduct or who is approached with an offer to gain unfair advantage or commit academic misconduct is obligated to report that violation to the appropriate authority (See Part II.D). Failure to do so may result in disciplinary action. Faculty and staff are likewise responsible to report academic misconduct in accordance with Part II.D.
- b. "Academic misconduct" involves any activity that tends to compromise the academic integrity of the University, or subvert the educational process, including, but not limited to, cheating, plagiarism, falsifying academic records, misrepresenting facts and any act designed to give unfair academic advantage to the student or the attempt to commit such an act.
- c. "Cheating" includes, but is not limited to:
 - i. Using any aid, sources and/or assistance beyond those authorized by the instructor in taking a course, laboratory, field work, quiz, test or examination; writing papers; preparing reports; solving problems; or carrying out assignments;
 - ii. Failing to comply with instructions given by the person administering the test;
 - iii. Using, buying, stealing, transporting or soliciting in whole or part the contents of an examination, test key, homework solution or computer program;
 - iv. Seeking aid, receiving assistance from, or collaborating (collusion) with another student or individual during a course, quiz, test, examination or in conjunction with other assignment (including, but not limited to writing papers, preparing reports, solving problems or making presentations) unless specifically authorized by the instructor;
 - v. Discussing the contents of an examination with another student who will take the examination;
 - vi. Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room, be returned to or kept by the student;
 - vii. Substituting for another person, or permitting another person to substitute for oneself to take a course, test or any course-related assignment;

- viii. Paying or offering money or other valuable thing to, or coercing another person to obtain an examination, test key, homework solution or computer program, or information about an examination, test key, homework solution or computer program;
- ix. Falsifying research data, laboratory reports and/or other academic work offered for credit;
- x. Taking, keeping, misplacing or damaging 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;
- xi. Possession at any time of current or previous test materials without the instructor's permission;
- xii. Acquisition or dissemination by any means, without written permission, of tests or other academic material belonging to a member of the University community;
- xiii. Alteration of grade records;
- xiv. Bribing, or attempting to bribe, a member of the University community or any other individual to alter a grade;
- xv. Falsification, fabrication, or dishonesty in reporting laboratory and/or research results;
- xvi. Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without specific permission of the instructor of the course for which the work is being submitted.
- xvii. Possession during an exam of prohibited materials, including but not limited to study/review materials, class notes, review questions, etc.

d. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any other means another's work (such as words, ideas, expressions, illustrations, or product of another), in whole or in part, and the submission of it as one's own work offered for an academic credit or requirement. When a student presents the works of another (published or unpublished) in his/her academic work, the student shall fully acknowledge the sources according to methods prescribed by his/her instructor.

e. "Falsifying academic records" includes, but is not limited to, altering or assisting in the altering, of any official record of the University and/or submitting false information or 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.

f. "Misrepresenting facts" to the University or an agent of the University includes, but is not limited to, providing false grades or resumes, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or

financial benefit for oneself or another individual, or providing false or misleading information in an effort to injure another student academically or financially.

g. For additional information relating to the School of Medicine Academic Misconduct procedures, please refer to E.1.d.

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

Violation of any published University policies, rules, or regulations that govern student or student organization behavior, including, but not limited to, applicable publications for each TTUHSC School, such as student handbooks, catalogs, professional and ethical standards and course syllabus.

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

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

22. Abuse of the Discipline System

- a. Failure by an Accused Student to comply with or respond to a notification to appear before the Dean of his or her School, Dean's representative and/or an official of the University, including, but not limited to, the Student Conduct Administrator, 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 the Dean or Dean's representative and/or an official of the University 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 discipline 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 proceeding;
- h. Failure to comply with the sanction(s), condition(s) and/or restriction(s) imposed under this Student Code;

- i. Influencing or attempting to influence another person to commit an abuse of the discipline system; or,
- j. Retaliation against any person or group who files a Complaint of Misconduct in accordance with the Student Code or files a grievance under the applicable School grievance policy.

E. Other Professional and Ethical School Standards

In addition to the Misconduct identified in Part II.D, the following constitute professional and ethical standards for individual TTUHSC Schools and for the basis of a disciplinary action.

1. School of Medicine

a. All students entering the TTUHSC School of Medicine are required to subscribe to the Medical Student Honor Code, as well as the Student Code. Adherence to the Medical Student Honor Code and the Student Code is considered a requirement for admission to the School of Medicine.

b. TTUHSC School of Medicine students, as well as medical professionals in general, are expected, not only by patients, but also by society as a whole, to possess certain attributes, which include, but are not limited to:

- i. Altruism, whereby they subordinate their own interests to take care of their patients;
- ii. High ethical and moral standards;
- iii. Honesty, integrity, trustworthiness, caring, compassion and respect in their interactions with patients, colleagues and others;
- iv. Accountability, not only for their own actions, but also for those of their colleagues, which is the basis for the autonomy of the profession; and,
- v. Maintaining confidentiality concerning the patient and the patient's records.

c. Medical Student Honor Code

"In my capacity as a Texas Tech University Health Sciences Center School of Medicine medical student, I will uphold the dignity of the medical profession. I will, to the best of my ability, avoid actions which might result in harm to my patients. I will protect the dignity of my patients and the deceased, and will protect their confidential information in accordance with the prevailing standards of medical practice. I will not lie, cheat, or steal. I will enter into professional relationships with my colleagues, teachers, and other health care professionals in a manner that is respectful and reflective of the high standards and expectations of my profession. I will not tolerate violations of this Code by others and will report such violations to the appropriate authorities."

d. In matters of Academic Misconduct, the student shall refer to the School of Medicine Student Affairs Handbook, Code of Professional and Academic Conduct and Promotions Policy.

2. Anita Thigpin Perry School of Nursing, Gayle Greve Hunt School of Nursing

a. All students entering into the TTUHSC SON are required to subscribe to the standards and codes of the profession.

b. TTUHSC SON students as nursing professionals, are expected, not only by patients, but also by society as a whole to adhere to:

- i. American Nurses Association (ANA) Code of Ethics for Nurses, and the;
- ii. Texas Board of Nurse Practice/Unprofessional Conduct Rules.

c. Students who fail to uphold and/or comply with the above codes and standards for safe and professional nursing practice will be considered in violation of the law and/or professional nursing standards.

3. School of Pharmacy

a. The following principles of professional conduct are established to guide pharmacists in relationships with patients, fellow practitioners, other health professionals, and the public. A Pharmacist should hold the health and safety of patients to be of first consideration and should tender to each patient the full measure of professional ability as an essential health practitioner. All candidates of the TTUHSC School of Pharmacy shall subscribe to the Student Code. Each candidate implicitly and personally subscribes to the following, as well as the Student Code, in accepting admission to the School of Pharmacy.

- i. A Pharmacist should never knowingly condone the dispensing, promoting or distributing of drugs or medical devices, or assist therein, that are not of good quality, that do not meet standards required by law, or that lack therapeutic-value for the patient.
- ii. A Pharmacist should always strive to perfect and enlarge professional knowledge. A pharmacist should utilize and make available this knowledge as may be required in accordance with the best professional judgment.
- iii. A Pharmacist has the duty to observe the law, to uphold the dignity and honor of the profession, and to meet and maintain ethical principles. A pharmacist should not engage in any activity that will bring discredit to the profession and should expose, without fear or favor, illegal or unethical conduct in the profession.
- iv. A Pharmacist should seek at all times only fair and reasonable remuneration for professional services. A pharmacist should never agree to, or participate in, transactions with practitioners of other health

professions or any other person under which fees are divided or that may cause financial or other exploitation in connection with the rendering of professional services.

v. A Pharmacist should respect the confidential and personal nature of professional records; except where the best interest of the patient requires or the law demands, a pharmacist should not disclose such information to anyone without proper patient authorization.

vi. A Pharmacist should not agree to practice under terms or conditions that interfere with or impair the proper exercise of professional judgment and skill, that cause a deterioration of the quality of professional services, or that require consent to unethical conduct. A Pharmacist should strive to provide information to patients regarding professional services truthfully, accurately and fully and should avoid misleading patients regarding the nature, cost or value of those professional services.

vii. A Pharmacist should associate with organizations having as their object the betterment of the profession of pharmacy and should contribute time and funds to carry on the work of these organizations.

viii. Acts of plagiarism or any other acts of academic dishonesty (as defined in Part II.D above) by students on any assignment, quiz or examination shall result in a course grade of zero (0) and may also result in the additional sanctions identified in Part II.G below.

ix. Permanent dismissal of a pharmacy candidate from a professional clerkship or affiliated healthcare system for academic or professional misconduct shall constitute violation of the code and will be subject to further sanctions identified in Part II.G below in addition to a course grade of zero (0) for the course clerkship.

x. Violations of the School of Pharmacy Professional Conduct Code will constitute demonstration of professional misconduct and are subject to sanctions as identified in Part II G below. The student should refer to the School of Pharmacy Professional Conduct Code located at http://student.ttuhsu.edu/pharmSG/files/Professionalism_code.pdf

-Incidences of academic or professional misconduct as well as violations of the Code, regardless of severity, shall result in a review of the student's disciplinary file by the Student Conduct Administrator and patterns of habitual misconduct, regardless of severity, shall result in escalation of the sanctions administered by the School of Pharmacy as outlined in the School of Pharmacy Procedures for Academic/Professional Misconduct
<http://www.ttuhsu.edu/studentsservices>.

xi. Course Failures Resulting from Sanctions Secondary to Academic or Professional Misconduct

A first course failure resulting from sanctions enforced due to academic or professional misconduct will result in the student being placed on academic probation. If the student is in good standing at the time, then the student will be placed on first probation. If the student is already on academic probation, then the failure will raise the student's probation by 1

level (ie 1st to 2nd or 2nd to Dismissal).

A second course failure resulting from sanctions due to academic or professional misconduct, regardless of semester, will result in student dismissal from the school.

4. School of Allied Health Sciences

Students in the School of Allied Health Sciences will not lie, cheat, or steal or tolerate those who do.

5. Paul L. Foster School of Medicine

a. All students entering the Paul L. Foster School of Medicine are required to subscribe to the Medical Student Honor Code, as well as the Student Code. Adherence to the Medical Student Honor Code and the Student Code is considered a requirement for admission to the Paul L. Foster School of Medicine.

b. Paul L. Foster School of Medicine students, as well as medical professionals in general, are expected, not only by patients, but also by society as a whole, to possess certain attributes, which include, but are not limited to:

- i. Altruism, whereby they subordinate their own interests to take care of their patients;
- ii. High ethical and moral standards;
- iii. Honesty, integrity, trustworthiness, caring, compassion and respect in their interactions with patients, colleagues and others;
- iv. Accountability, not only for their own actions, but also for those of their colleagues, which is the basis for the autonomy of the profession; and,
- v. Maintaining confidentiality concerning the patient and the patient's records.

c. *Medical Student Honor Code*

"In my capacity as a Paul L. Foster School of Medicine medical student, I will uphold the dignity of the medical profession. I will, to the best of my ability, avoid actions which might result in harm to my patients. I will protect the dignity of my patients and the deceased, and will protect their confidential information in accordance with the prevailing standards of medical practice. I will not lie, cheat, or steal. I will enter into professional relationships with my colleagues, teachers, and other health care professionals in a manner that is respectful and reflective of the high standards and expectations of my profession. I will not tolerate violations of this Code by others and will report such violations to the appropriate authorities."

d. In matters of Academic Misconduct, the student shall refer to the Paul L. Foster School of Medicine Student Affairs Handbook, Code of Professional and Academic Conduct and Promotions Policy.

F. Disciplinary Procedures *Academic issues, such as grading and promotion issues, should be addressed by each school's policies and procedures.*

1. Nature of Proceedings. These proceedings are part of an educational process whereby the University applies its values to establishing the best possible learning environment for its students. These proceedings are not intended to follow, or be restricted by, courtroom or judicial procedures, including the rules of evidence. In addition, these proceedings are not intended for grading and promotions issues, which should be addressed under individual School policies.

2. Procedural Deviations. If the Student Conduct Board has not yet been appointed, or in the absence of the Chair of the Student Conduct Board, the parties and the Student Conduct Administrator may agree in advance and in writing to deviations from procedure. If a Student Conduct Board has been appointed, the parties and the Chair of the Student Conduct Board may mutually agree to procedural deviations, such as deadlines for submission of evidence and hearing dates and times.

NOTE: Any notices that are sent by mail will be considered to have been received on the third calendar day after the date of mailing, excluding any intervening Saturday, Sunday or holiday.

3. Filing A Complaint

a. Any faculty, staff, or student of TTUHSC may file a Complaint(s) against a student(s) or a student organization(s) for violation(s) of the Student Code. A preliminary investigation/discussion with a supervisor (program director, chair, etc.) must be done prior to filing a Complaint. If a basis for the Complaint exists, Attachment A shall be completed and delivered by the Complainant to the Student Conduct Administrator. A Complaint shall be submitted no later than twenty (20) business days from the date of the event or when the Complainant becomes aware of the event. Complaints filed more than twenty business days after the event shall include a justification for the delay and will be accepted on a "case by case" basis as determined by the Student Conduct Administrator.

b. When a Complaint is filed, the Student Conduct Administrator will provide the Accused Student with the Complaint of Misconduct filed by the Complainant and will request in writing that the Accused Student is required to appear before the Student Conduct Administrator to discuss the Complaint within five (5) business days from the date of the letter (Attachment B). The Accused Student shall meet with the Student Conduct Administrator.

c. The Student Conduct Administrator may conduct an informal meeting to determine if the complaint may be disposed prior to a formal hearing. Any informal disposition must be in writing and agreed to by all of the parties. Such disposition shall be final and there shall be no subsequent proceedings. The Student Conduct Administrator will send a written notification of the resolution to

all parties involved.

d. If the Complaint is not disposed of administratively under Part II.F.3.c above, the Student Conduct Administrator will meet with the Accused Student to determine if the Accused Student admits or denies violating institutional rules.

i. If the Accused Student admits violating institutional rules, but sanctions are not agreed to, a Student Conduct Board Hearing shall be conducted in accordance with Part II.F.4 but shall be limited to recommending the appropriate sanction(s) Part II.G.

ii. If the Accused Student denies violating University rules, the allegations shall be referred by the Student Conduct Administrator for a Hearing before the Student Conduct Board under Part II.F.4 below.

e. A Student Conduct Board Hearing shall be scheduled within thirty (30) business days after the Accused Student has met with the Student Conduct Administrator under Part II.F.3.d. above. In cases in which an examination period intervenes between the time of the notice to the Accused Student and the Student Conduct Board Hearing date, such Hearing will be held during the first week in which classes are again in session. In the case of inclement weather, the chair of the Student Conduct Board will notify all parties of any cancellations or schedule changes.

4. Student Conduct Board Hearings

a. *Closed Hearing.* A Student Conduct Board Hearing will be conducted in closed session. Any request for an exception must be submitted in writing to the Chair of the Student Conduct Board, who shall render a final written decision.

b. *Hearing Notice.* At least fifteen (15) business days prior to the Student Conduct Board Hearing, the Chair of the Student Conduct Board will provide written notice to the parties (e.g., Sample Hearing Notice from Chair, Attachment D) of the following:

- i. Date, time and place for the hearing,
- ii. Name of the members of the Student Conduct Board,
- iii. Summary statement of the charge(s), and
- iv. Request in writing that at least five (5) business days prior to the Student Conduct Board Hearing, the Accused Student and the Complainant submit the information outlined herein below.

c. *Challenge.* An Accused Student and/or Complainant may challenge in writing the impartiality of any member of the Student Conduct Board up to three (3) business days after receiving the Hearing Notice by submitting their reasons for the challenge to the Student Conduct Administrator.

Any member of the Student Conduct Board whose participation is challenged shall be required to establish to the Student Conduct Board Administrator that the member can serve with fairness and objectivity. If the member cannot establish his or her fairness and objectivity to the satisfaction of the Student Conduct Board Administrator, the member in question shall be removed and a substitute will be appointed by the Student Conduct Administrator.

d. *Evidence Submission.* At least ten (10) business days prior to the date scheduled for the Student Conduct Board Hearing, the Complainant and the Accused Student must submit to the Chair of the Student Conduct Board the following information, if applicable. Requests for extensions to file information with the Student Conduct Board shall be submitted to the Chair.

- i. All pertinent records, exhibits and written statements (including Impact or Position Statements);
- ii. A list of all witnesses, if any, who will be speaking on behalf of the Accused Student or Complainant, including a brief summary of the information to be given by each; and,
- iii. The name of the advisor, if any, who may be present in an advisory capacity at the hearing. See Part II.F.4..i below.

e. *Evidence Exchange.* At least five (5) business days prior to the hearing, the Chair will provide each party with the information, if any, submitted by the other party.

f. *Separate or Joint Hearings.* A Student Conduct Board Hearing involving two or more Accused Students, may be conducted separately or jointly as determined by the Student Conduct Administrator. An accused student may request in writing to the Student Conduct Administrator a separate hearing up to three (3) business days after receiving the notice of hearing. The Student Conduct Board Administrator shall notify the student within three (3) business days the determination of the request.

g. *Recordings.* The University shall record, either digitally, through audiotape, or otherwise as deemed appropriate all Student Conduct Board Hearings until such time that the Student Conduct Board begins discussion and deliberation and prepares its' Findings and Recommendations. Deliberations shall not be recorded. The record is University property. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, the student will be allowed to review, but not to copy, the hearing record. 34 C.F.R. § 99.10 (2003). Neither the Complainant, the Accused Student nor any witnesses are permitted to make any independent record of the proceedings.

h. *Hearing Attendance.* The Complainant, Accused Student and their respective advisor, if any, shall be allowed to attend the portion of the Student Conduct Board Hearing at which information is received, excluding deliberations.

i. *Advisors.* The advisor must be a faculty, staff, or student of TTUHSC. However, if an Accused Student 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 shall attend the Student Conduct Board Hearing on behalf of the University. The University will provide legal counsel for the Student Conduct Board as the Student Conduct Board Chair deems it necessary.

The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of the Chair upon written request seven (7) business days in advance of the date scheduled for the Student Conduct Board Hearing.

j. *Witnesses.* Members of the Student Conduct Board may question all witnesses, followed by the parties. Questioning by the Complainant and the Accused Student may be limited in the sole discretion of the Chair of the Student Conduct Board for such issues as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for the efficient administration of the Hearing. Witnesses are permitted to attend the Student Conduct Board Hearing only during the time they are providing testimony, they are being questioned by the complainant, the accused or the committee unless the Student Conduct Board Chair, in his/her sole discretion determines otherwise.

i. *Parties Witnesses.* The Complainant and the Accused Student may arrange for witnesses to present pertinent information to the Student Conduct Board. The Complainant and the Accused Student are responsible for arranging for the voluntary attendance of his or her own witnesses.

ii. *Board Witnesses.* In its sole discretion, the Student Conduct Board may call other witnesses not identified by the Accused Student or the Complainant. If prior to the hearing the Student Conduct Board anticipates calling additional witnesses, the Board shall notify the Chair of the Student Conduct . The Chair of the Student Conduct Board will then arrange for the voluntary attendance of the witnesses identified by the Student Conduct Board. The Chair of the Student Conduct shall notify the Accused Student and the Complainant of the additional witnesses. If any witness called by the Student Conduct Board intends to present written

information to the Board, the Chair of the Student Conduct Board is responsible for forwarding such information to the Complainant, the Accused Student and the Student Conduct Board prior to the Hearing. No Board members shall have communication with any witnesses, except in the Hearing with the Accused Student and Complainant present.

k. *Procedural Questions.* All procedural questions are subject to the final decision of the Chair of the Student Conduct Board. If a Student Conduct Board has not been appointed, the Student Conduct Administrator will issue a final decision in response to procedural questions.

l. *Deliberations.* If the Student Conduct Board concludes that all pertinent information has been received, the Student Conduct Board shall adjourn the Hearing to discuss, deliberate and prepare Findings and Recommendations. The Student Conduct Board will determine by a simple majority (more than half of the votes cast) of members present at a duly called meeting vote whether the Accused Student has violated any section of the Student Code which the student is charged with violating. If the Student Conduct Board finds a violation(s) of the Student Code, the Student Conduct Board may also recommend all or any of the sanctions identified in Part II.G below.

m. *Failure to Appear.* The Accused Student is expected to attend and participate in the Student Conduct Board Hearing. If the Accused Student or the Complainant elects not to attend a hearing after appropriate written notice Section II.F.4.b above, the charges will be reviewed as scheduled on the basis of the information available, and a recommendation will be made by the Board. Although no inference may be drawn against an Accused Student for failing to attend a hearing or remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the Accused Student to attend the hearing or answer the charges.

n. *Findings and Recommendations.* The Chair is responsible to prepare the Student Conduct Board's Findings and Recommendations in writing. (Sample Findings and Recommendations are attached as Attachment E). If the Findings and Recommendations are not unanimous, opinion(s) may be written by those who differ with the Majority's Findings and Recommendations. The Chair will forward the Findings and Recommendations, including differing opinion(s), within ten (10) business days to the Dean, the Student Conduct Administrator, the Accused Student and the Complainant.

o. *Dean's Review.* The Dean will review the Findings and Recommendations of the record from the Student Conduct Hearing and supporting documents, and transmit his or her decision in writing within ten (10) business days from receipt to the Accused Student, the Complainant, the Student Conduct Administrator, and the Chair of the Student Conduct Board. Actions of the Dean are not limited

to sanctions recommended by members of the Student Conduct Board. The Dean's decision shall be final.

p. *Appeal.* Within ten (10) business days of receipt of the decision of the Dean, if either party believes that the *due process* procedures have been violated, an appeal may be made, in writing, to the President of the University. The President will review the case and notify all parties of his decision within ten (10) business days. If a written appeal is not submitted within ten (10) business days following receipt of the Dean's letter, the right to appeal is thereby waived and the Dean's decision is final.

The Accused Student or Complainant may only raise, and the President shall only consider, the following:

- a. Whether a procedural deviation occurred that substantially affected the outcome of the case;
- b. Whether there is new information sufficient to alter the Findings or other relevant facts not available or mentioned in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

The President will review the Findings and Recommendations and, at his or her sole discretion, the record from the Student Conduct Hearing and supporting documents, and transmit his or her decision in writing to the Accused Student, the Complainant, the Student Conduct Administrator, the Chair of the Student Conduct Board, and the Dean. The President's decision shall be final.

G. Sanctions

1. Sanctions which may be recommended by the Student Conduct Board, and imposed by the Dean of the School, upon any student found to have violated this Student Code. include but are not limited to the following:

- a. *Failing Grade or Cancellation of Credit.* Failing grade for an examination or assignment or for a course, and/or cancellation of all, or any portion, of a prior course credit.
- b. *Censure.* A notice in writing to the student that the student is in violation or has violated institutional regulations. At the Dean's discretion, the censure may remain permanently in the student's disciplinary file or be removed at graduation if certain conditions are met.
- c. *Probation.* A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the likelihood of more severe disciplinary sanctions if the student is found to violate any institutional

regulation(s) during the probationary period.

d. *Loss of Privileges.* Denial of specified privileges for a designated period of time.

e. *Restitution.* Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

f. *Discretionary Sanctions.* Assignments may be made at the discretion of the board, such as work assignments, essays, training, service to the University, temporary dismissal from a class or rotation site, an unexcused absence, a letter of unprofessional behavior in the students disciplinary file or other related discretionary assignments.

g. *Suspension.* Separation of the student from University for a defined (or specific) period of time, after which the student is eligible to return. Conditions for readmission must be specified.

h. *Dismissal With or Without Readmission.* Separation or dismissal of the student from their current program, with or without the option to apply for readmission to the University. The student's transcript will reflect the nature of the dismissal.

i. *Revocation of Admission and/or Degree.* Admission to or a degree awarded by the University may be revoked for fraud, misrepresentation or other violations of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

j. *Withholding Degree.* The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Disciplinary Procedures.

k. *Multiple Sanctions.* More than one of the sanctions listed above may be imposed for any single violation.

l. Any other sanction(s) which may be appropriate under the particular circumstances of the violation.

2. Other than dismissal from the University or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent education record, but shall become part of the student's disciplinary record which is maintained in the Office of the Dean for the applicable School.

3. In situations involving both an Accused Student(s) (or a registered student organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to

be the education records of both the Accused Student(s) and the student(s) claiming to be the victim.

4. The following sanctions may be imposed upon registered student organizations and/or members thereof:

- a. Those sanctions listed above in Part II.G.1 above.
- b. Loss of selected rights and privileges for a specified period of time.
- c. *Deactivation*. Loss of all privileges, including University recognition and/or registration, for a specified period of time.

H. Interpretation and Revision

1. Any question of interpretation or application of this Student Code shall be referred to the Dean of the appropriate School or his or her designee for final determination.

2. The Student Code Review Committee (Review Committee) shall conduct an annual review of the Student Code and make recommendations to the President regarding omission, clarifications, constructive changes and other matters relevant to the interpretation and operation of the Student Code. The Review Committee is composed of the Student Affairs representatives from each School. The President may invite recommendations by the President of the Student Government Association. A quorum for the Review Committee is four members.

PART III. WITHDRAWAL OF CONSENT

A. Recommendation to Withdraw Consent During Periods of Disruption

1. The term "period of disruption" is any period in which it reasonably appears that there is any of the following (Texas Education Code § 51.231):

- a. Threat(s) of destruction to University premises;
- b. Physical or emotional injury to human life on University premises; or,
- c. Threat(s) of willful disruption of the orderly operation of the University.

2. During periods of disruption, the Department Chair within the applicable School may recommend to the Dean that prior to a Student Conduct Board Hearing, and in accordance with Texas Education Code, Section 51.233, a student have his/her consent to be in attendance at the University or on University premises be withdrawn when there is reasonable cause to believe that the student has willfully disrupted the orderly operation of University premises and that his/her presence on University

premises will constitute a substantial and material threat to the orderly operation of the University premises.

3. Withdrawal of Consent shall not be longer than fourteen (14) days from the date on which consent was initially withdrawn.

4. Withdrawal of Consent is specifically provided by state statute (Texas Education Code § 51.233, et seq.). The provisions of Part III do not affect the power of the University to suspend, dismiss, or expel any student or employee at the University in accordance with the procedures set forth in Part II of this Handbook. If a person is alleged to have violated the Student Code, and Withdrawal of Consent also occurs, the procedures set forth in Parts II and III may occur concurrently.

B. Concurrence by Dean

1. If the Dean concurs with the Department Chair's recommendation, the student will have his/her consent to be in attendance at the University or on University premises withdrawn in writing by the Dean. Texas Education Code § 51.233(a) & 51.234.

2. The written notice by the Dean shall contain all of the following:

a. That consent to remain on the campus has been withdrawn and the number of days for which consent has been withdrawn, not to exceed fourteen (14);

b. Name and job title of the person withdrawing consent, along with an address where the person withdrawing consent can be contacted during regular working hours;

c. Brief statement of the activity or activities resulting in the Withdrawal of Consent; and,

d. Notification that the student is entitled to a hearing on the withdrawal not later than three (3) days from the date of receipt by the Dean of a request for hearing from the person.

3. Whenever consent is withdrawn by the Dean, the Dean shall submit a written report to the President within twenty-four (24) hours, unless the Dean has reinstated consent for the student. The report shall contain all of the following:

a. Description of the student, including, if available, the student's name, address, and phone number; and,

b. Statement of the facts giving rise to the Withdrawal of Consent.

C. Confirmation by President

1. If the President or his/her designee upon reviewing the written report described above finds that there was reasonable cause to believe that the student has willfully disrupted the orderly operation of the University or university premises, and that his presence on University premises will constitute a substantial and material threat to the orderly operation of the campus or facility, he/she may enter written confirmation upon the report of the action taken by the Dean. Texas Education Code § 51.236 (b).

2. If the President or his/her designee does not confirm the action taken by the Dean within 24 hours after the time that consent was withdrawn, the Withdrawal of Consent shall be deemed void and of no force or effect, except that any arrest made during the period shall not for this reason be deemed not to have been made for probable cause.

D. Hearing

1. The student from whom consent to remain on campus has been withdrawn may submit a written request for a hearing to the President, within the fourteen (14) day period of withdrawal. The written request must state the address to which notice of hearing is to be sent.

2. The student shall be entitled to the following procedures in accordance with the Texas Education Code, Sections 51.234 and 51.243.

a. *Hearing Notice.* Upon receipt of the request for hearing, the President shall grant the request and immediately mail a written notice of the time, place, and date of the hearing, along with pertinent records, exhibits and written statements to the student. A hearing will be conducted not later than three (3) days from the date that the President receives the request for hearing. The Hearing Committee will be appointed by the President and will be comprised of members from the respective schools other than the accused.

b. *Representation.* The student may be represented by counsel. The University will be represented by the Office of General Counsel.

c. *Witnesses.* The student, as well as the Department Chair who recommended consent be withdrawn, have the right to call and question witnesses and to cross-examine witnesses at the hearing. Members of the Hearing Committee may also question the witnesses. Witnesses are permitted to attend the Hearing only when they are providing information, unless the Hearing Committee, in its sole discretion, allows otherwise. The student shall be advised of the content of the statements, and the names of the persons who made them, at the hearing.

d. *Evidence.* All matters upon which the decision to withdraw consent may be based shall be introduced into evidence at the hearing. The decision to withdraw consent shall be based solely on the evidence presented at the hearing. At least one (1) day prior the date scheduled for the Hearing, the parties must submit to the Chair of the Hearing Committee the following information, if applicable.

- i. All pertinent records, exhibits and written statements (including Impact or Position Statements);
- ii. A list of witnesses, if any, who will be speaking on behalf of the Accused Student or Complainant, including a brief summary of the information to be given by each; and,
- iii. The name of the advisor, if any, who may be present in an advisory capacity at the hearing. See Part II.F.4.i.

e. *Procedural Questions.* All procedural questions are subject to the final decision of the Chair.

f. *Recordings.* University shall record, either digitally or through audiotape, or otherwise as deemed appropriate all Hearings until such time that the Hearing Committee begins discussion and deliberation and prepares Findings and Recommendations. Deliberations shall not be recorded. The record is University property.

g. *Appeal to President.* The student may appeal the decision within three (3) days from the date of the decision by sending a written appeal to the President. If the student does not appeal the decision by the hearing committee, the decision is final. The president will review and render a decision within seven (7) days.

h. *Appeal to the Board of Regents.* If the student is not satisfied with the decision by the President, the student may appeal to the Texas Tech Board of Regents by sending a written appeal to the Chairman of the Board of Regents, with a copy to the President, within three (3) days from the date of the President's decision. If the student does not appeal the President's decision, the President's decision is final. If the student appeals to the Texas Tech Board of Regents, the decision by the Board is final.

PART IV: Anti-Discrimination Policy

Texas Tech University Health Sciences Center does not tolerate discrimination or harassment of students based on or related to sex, race, national origin, religion, age, disability, status as a covered veteran, genetic information, or other protected categories, classes, or characteristics. While sexual orientation is not a protected category under state or federal law, it is Texas Tech University Health Sciences Center policy not to discriminate on this basis. Actions related to admission, discipline, housing, extracurricular and academic opportunities shall not be made based on a student's protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed.

Individuals who violate these policies and laws are subject to disciplinary action, up to and including expulsion.

A. Definitions

1. Discriminatory Harassment

Discriminatory harassment is verbal or physical conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, genetic information, or other protected categories, classes, or characteristics and is so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment, or interferes with the victim's ability to realize the intended benefits of the university's resources and opportunities.

2. Sexual Harassment

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that are unwelcome and 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 related to the university, or (iv) opportunities to benefit from other aspects of university life.

B. Reporting Concerns

Students complaining of discriminatory and sexual harassment should contact the Title IX Coordinator for Students, Assistant Vice President for Student Services, 2C400 Academic Classroom Building, (806) 743-2300. Students complaining of discriminatory and sexual harassment in their employment capacity should contact the Office of Equal Employment Opportunity, 212 Administration Building, (806) 742-3627.

C. Office of Civil Rights Complaints

Nothing in this policy shall prevent a student from presenting a charge of discrimination or other grievance covered by this policy to an external agency, such as the United States Department of Education: Office of Civil Rights (OCR), 400 Maryland Avenue, SW Washington, DC 20202-1100, Customer Service Hotline#: (800) 421-3481, www.ed.gov/ocr.

D. Non-retaliation

Retaliation is strictly prohibited against a person who files a complaint of discrimination or harassment in good faith, opposes a charge or testifies, or assists or participates in an investigative proceeding or hearing. Retaliatory harassments is an intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a grievance process.

E. Confidentiality

Confidentiality of both complainant and accused will be honored to such extent as is possible without compromising the university's commitment to investigate allegations of discrimination and harassment. The willful and unnecessary disclosure of confidential information by anyone, including the alleged victim, regarding discrimination and harassment complaints to any person outside of the investigation process may result in appropriate disciplinary measures against the offending party.

On campus, some resources can offer students confidentiality, sharing options and advice without any obligation to tell anyone unless the student wants it except should the resource fear for your safety, or the safety of others. If one desires that details of the incident be kept confidential, they should speak with the Student Counseling Center, Program of Assistance for Students (PAS), or an off-campus mental health or crisis resource. In addition, students may speak to on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

F. Faculty/Staff and Student Relationships

Texas Tech University Health Sciences Center is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student's educational experience. Consensual relationships between faculty and students in a faculty members class or with whom the faculty member has an academic or instructional connection are prohibited. Student relationships faculty/staff with direct teaching, training, supervisory, advisory, or evaluative responsibility over the student should recognize and respect the ethical and professional boundaries that must exist in such situations. If questions arise about conflict of interest situations involving faculty/staff and student relationships, they can be directed to the student's Academic Dean or the Assistant Vice President for Students.

G. Dissemination of Discriminatory and Sexual Harassment Information

Texas Tech University Health Sciences provides educational programs on discriminatory and sexual harassment via the Texas Tech University (TTU) Ombudsman Office. Victim resources and services are available in the Office of Student Services, TTU Ombudsman Office, TTU Student Housing, TTU Student Counseling Center and the PAS. Policies and resources related to discriminatory and sexual harassment are provided at orientation.

H. Grievances

1. A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or TTUHSC policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Grievance processes are outlined in Part XI of the Student Handbook.
2. This grievance process is applicable to all students who choose to complain about unlawful discrimination or other violations of the law that adversely affect their educational environment.
3. While not appropriate, not all rude or offensive comments or conduct constitute sexual harassment or unlawful discrimination.
4. The filing of a grievance shall not affect the ability of TTUHSC to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance.

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 Health Sciences Center.

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 by completing and submitting HSC OP 77.13 Attachment B to the Office of the Registrar. The reproduction charge shall not exceed the actual cost to the university.

a. Generally, if the Education Record is covered under FERPA, the Student may inspect or review the Education Record at the office of the Records Custodian, but does not have the right to receive copies of the Education Record unless a Student is effectively prevented from onsite inspection or review of his/her Education Record. The Student may then have a right to receive copies of the Education Record at the Student's expense after evaluation of the circumstances by the Records Custodian.

b. Official copies of academic records or transcripts will not be released for Students who have a delinquent or unpaid financial obligation to the University, have a "hold" at the University, or have an unresolved disciplinary action pending at the University, provided that applicable law does not otherwise require disclosure of the records.

c. While TTUHSC is not required to give student access to treatment records under FERPA (see section 1(b)(4) above), a Student may request in writing that those records be released.

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.
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 written consent of the student.

D. Records Not Accessible to Students

The following are records not accessible to students:

1. Records of instructional, administrative and educational personnel that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. Records of the Texas Tech Police Department, subject to the provisions of 34 C.F.R. 99.8;
3. Records relating solely to an employee of TTUHSC in his/her capacity as an employee that are not available for any other purpose, unless the Student is employed as a result of his/her status as a Student;
4. Student medical and counseling records created, maintained, and/or used only in connection with providing medical treatment or counseling to the Student, that are not disclosed to anyone other than the individuals providing the treatment; and
5. Alumni records or other records that contain information about an individual after he/she is no longer a Student at that agency or institution (e.g., information gathered on the accomplishments of alumni).

E. Disclosure of Education 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 November 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. Student's Request to Amend Records

Students have the right to request an amendment of their educational records and information directly relating to them. This section does not include procedures for students challenging individual grades. Grade appeal and grievance procedures are set forth in the individual Student Handbooks for each School and the TTUHSC Student Handbook/Code of Professional and Academic Conduct. The request is limited to inaccurate, misleading or otherwise inappropriate records and information. The procedures set forth below shall be followed to amend the records.

1. Student who believes that his/her Education Records are inaccurate or misleading, or that the records violate his/her privacy rights, must first request an informal discussion regarding the questionable item with the Records Custodian, who may or may not honor the request.
2. If the result of the informal discussion with the Records Custodian is not satisfactory to the Student, and the Student still wishes to have the record corrected, the Student should submit a Student Request to Amend Education Records form HSC OP 77.13 (Attachment C) to the Senior Vice President for Academic Affairs or designee. The

request shall clearly identify the part of the record the Student believes should be changed, and specify why it should be changed, i.e., why the Student believes the record is inaccurate, misleading or in violation of his/her privacy rights. **[Note: The substantive judgment of a faculty member regarding a Student's work, expressed in grades or evaluations, is not within the purview of the right to seek amendment of Education Records under this section. This section does not include procedures for Students challenging individual grades. Grade appeal and grievance procedures are set forth in the individual Student handbooks for each School and the TTUHSC Student Handbook/ Code of Professional and Academic Conduct.]**

3. After receiving the written request from the Student for a change in his/her Education Records, the Senior Vice President for Academic Affairs ("SVPAA") or designee shall request, and the Records Custodian shall provide, a written statement that explains why the request for the change in the Education Record was denied at the informal stage. After reviewing the request by the Student and the response of the Records Custodian, the SVPAA or designee will provide written notification to the Student whether or not TTUHSC will implement the change. If not, the SVPAA or designee will notify the Student of the right to a hearing to challenge the information believed by the Student to be inaccurate, misleading, or in violation of the Student's rights.

4. Upon receiving a written request from the Student for a hearing, the SVPAA or designee shall arrange for a hearing and provide written notice to the Student reasonably in advance of the date, time and place of the hearing. The hearing will be conducted according to the following procedures:

a. The hearing shall be conducted by a hearing official or committee appointed by the President or designee. Such individual(s) must have no direct interest in the outcome of the case and shall decline to serve if a conflict of interest, or an appearance of a conflict of interest, exists with either the Student or the Records Custodian.

b. At least five (5) days prior to the date scheduled for the hearing, the Student and the Records Custodian, shall submit to each other, as well as to the hearing official or committee, any and all pertinent documents and a list of witnesses and advisors who are to be involved in the hearing process. The Student may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney. If the Student has an advisor, the Office of General Counsel shall represent the University. The Student and the Records Custodian are each responsible for presenting relevant information. Therefore, the advisors and/or attorneys for the Parties are not permitted to speak or participate directly in the hearing.

c. At the hearing, the Student shall have the opportunity to present evidence to support his/her position that the content of the relevant educational record is

inaccurate, misleading and/or otherwise in violation of the privacy rights of the Student.

d. Any additional information regarding the hearing procedures will be provided to the Student when notified of the right to a hearing.

e. Within seven (7) business days after the conclusion of the hearing, the hearing officer or chair of the hearing committee, if applicable, will transmit the decision in writing to the Student, the Records Custodian, and the SVPAA or designee. The decision must include a summary of the evidence and the reasons for the decision. If, as a result of the hearing, the hearing official or committee determines that the information in the Education Record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the Student, the Student will be notified of the right to place a statement in the record contesting the information in the record or stating why the Student disagrees with the decision of the agency or institution, or both. Any statement provided by the Student shall be maintained with the contested portion of the record for as long as the record is maintained. In the event the contested portion of the record is later requested, the statement shall be disclosed with the record to the extent it pertains to the contested portion.

G. Release of Student Directory Information

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

1. Student Name
2. Permanent and Local Addresses
3. Telephone Numbers
4. Classification
5. Major Field of Study
6. Dates of Attendance
7. Degrees, Awards, and Honors Received
8. Specific Enrollment Status
 - a. Full-time, Part-time, Half-time
 - b. Undergraduate, Graduate
9. Participation in Officially Recognized Sports and Activities
10. Previous Institution's Attended
11. Postgraduate Training/Clinical sites for R.N., M.D., or Ph.D. graduates and degree candidates

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 by submitting a completed HSC OP 77.13 Attachment A, Student Consent to Release Education Records, or by restricting personal directory information at WebRaider.ttuhs.edu on the MyTech tab.

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 WebRaider and restrict directory information **prior** to the 12th class day in the fall term. Restricted directory information will remain restricted until the students 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. 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 VI. REGISTRATION OF STUDENT ORGANIZATIONS

A. Conditions for Registration

1. Student organizations wishing to register with the Texas Tech University Health Sciences Center must file an application with the Office of HSC Student Services. The purposes and activities of the organization shall be lawful and not in conflict with regulations published by the Texas Tech University Health Sciences Center.

2. This application shall contain, but not be limited to, the following information:
 - a. A statement of the organization's purposes;
 - b. Any present or intended relation the organization may have to any other local, state, or national organization;
 - c. The organization's proposed activities;
 - d. A list of the organization's officers;
 - e. A copy of the organization's constitution/bylaws;
 - f. A copy of the constitution/bylaws of any related organization if any; and,
 - g. The signature, title, and campus address of a full-time member of the faculty or staff indicating his or her willingness to serve as the advisor to the organization.
3. Membership in the organization shall be open only to students of Texas Tech University Health Sciences Center without regard to race, religion, sex, handicap or national origin, except in cases of designated fraternal organizations which are exempted by federal law from Title IX regulations concerning discrimination on the basis of sex. Faculty and staff may hold adjunct memberships in accordance with the organization's constitution.
4. The organization shall not duplicate the purposes and functions of a previously registered organization unless need for such duplication is substantiated.
5. All funds allocated to the organization from TTUHSC controlled sources must be maintained in a TTUHSC account.
6. The organization shall show promise of effectively meeting its stated objectives, be free from control by any other organization and be lawful and peaceful in its activities.
7. The organization shall not use the name of the Texas Tech University Health Sciences Center, logotype, or symbols of TTUHSC as part of its name or in its publications. In addition, the organization shall not advertise or promote events or activities in a manner, which suggests sponsorship by TTUHSC. The organization is permitted to use the word "TTUHSC Chapter" as part of its name or to use the complete statement "a registered student organization at TTUHSC." Requests to use logos or symbols protected by TTUHSC, Texas Tech University or the Texas Tech University System shall be submitted to Office of the Vice Chancellor for Institutional Advancement.
8. Registration of an organization results from compliance with these regulations; it does not imply TTUHSC approval of the organization or its activities.

B. Faculty or Staff Advisor

Each registered organization shall have a TTUHSC full-time faculty or staff advisor to be available to the officers and members for consultation about the organization's affairs, to attend organization meetings and functions as often as possible, to certify the expenditures of the organization by co-signing checks or vouchers, to offer suggestions regarding the operations of the organization and to oversee adherence to TTUHSC regulations and the organization's constitution and bylaws.

C. Conditions for Maintaining Registration

1. In order to maintain its registration, a student organization shall comply with the following requirements:

- a. The organization shall file a list of its current officers and advisor within one (1) month of the first day of classes of the fall semester each year. The current president of the organization, or his or her designated representative shall file notification of subsequent changes, when such changes occur.
- b. The organization shall submit to the Office of TTUHSC Student Services for approval, all changes in documents on file in that office relating to the organization, such as revisions in its constitution, changes in its statement of purpose, changes in procedures for handling organization funds or changes in membership requirements.
- c. The organization shall maintain its funds in accordance with Section A of this part and be in good standing with the Texas Tech University Health Sciences Center.
- d. The organization shall demonstrate by its activities that it is conducting business to achieve its purpose as stated on the application.
- e. The organization shall conduct its affairs in a lawful manner, in accordance with the constitution and bylaws it has on file, and in accordance with applicable Texas Tech University Health Sciences Center regulations and state statutes.
- f. The organization shall be responsible for the observance of all applicable TTUHSC regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.
- g. The Office of TTUHSC Student Services may withdraw the registration of an organization for non-compliance with University policies and procedures.

D. Denial of Registration

1. No student organization will be officially registered with the Texas Tech University Health Sciences Center if the Office of TTUHSC Student Services determines that the organization's actions or activities are detrimental to the educational purposes of the University or not in accordance to the Student Handbook.
2. If registration is denied, the designated president and advisor of the applying organization shall be notified of the decision by the Office of TTUHSC Student Services in writing. The applying organization may appeal in writing to the ~~Vice President for Academic Services~~ Senior Vice President for Academic Affairs within five (5) business days from the date of the denial letter. The decision of the ~~Vice President for Academic Services~~ Senior Vice President for Academic Affairs is final.

PART VII. USE OF UNIVERSITY SPACE, FACILITIES AND AMPLIFICATION EQUIPMENT

1. Space and Facilities

- a. The space and facilities of the University are intended primarily for the support of the instructional program 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 permitted and encouraged for activities which are intended to serve or benefit the entire University community.
- b. TTUHSC buildings, grounds, or property may not be used by individuals or organizations not connected with TTUHSC.
- c. Outside individuals or groups who are not faculty, staff or a currently enrolled student may attend functions held on TTUHSC property, but to be eligible for use of campus facilities, the function must be sponsored or cosponsored by, and affiliated with, a recognized TTUHSC department or registered student organization. Sponsorship and/or co-sponsorship minimally include, but are not limited to, participation in, planning, coordination, and implementation directly by members of the sponsoring organizations. Sponsors are directly responsible for ensuring that activities and events comply with TTUHSC requirements for liability insurance, hold-harmless agreements, financial responsibility for property damage, etc.
- d. Permission to use campus space facilities may be granted only by the offices designated by TTUHSC OP 61.07, *Use of TTUHSC Premises and Amplification Equipment*. 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.
- e. TTUHSC reserves the right to move the location of any assembly should it appear that the activity might interfere with the normal operations of TTUHSC or

interfere with the rights of others. The use of buildings, grounds or TTUHSC property must conform to these regulations and to local, state and federal law.

f. Although TTUHSC is generally an open campus for purposes of student, faculty and staff free expression activities, students, faculty and staff are encouraged, and person and groups not affiliated with TTUHSC are required, to use the Forum Areas of the campus for free expressions activities. Forum Areas for each campus are set forth in TTUHSC OP 61.07, *Use of TTUHSC Premises and Amplification Equipment*.

g. With the exception of free expression activities mentioned above, reservations must be made for the use of TTUHSC premises and must be in accordance with TTUHSC OP 61.07, *Use of TTUHSC Premises and Amplification Equipment*. The term "TTUHSC premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by TTUHSC (including adjacent streets and sidewalks).

| PART VIII. SOLICITATIONS, ADVERTISEMENTS AND PRINTED MATERIALS

Solicitation and sales on University premises or in University-owned or University-controlled buildings are prohibited without prior written approval from the Office of Student Services. 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 approval from the Office of Student Services.

| PART IXVIII. STUDENT TRAVEL POLICY

A. TTUHSC OP 77.08, Student Travel Policy

1. TTUHSC OP 77.08 regulates any travel undertaken by one or more students presently enrolled at TTUHSC to an activity or event that is located more than 25 miles from the campus of TTUHSC. This Operating Policy (OP) applies to any event or activity which is organized, sponsored and/or funded by TTUHSC, is undertaken using a vehicle owned or leased by the university or is a required event or activity by a student organization registered at TTUHSC.

2. Modes of travel by students to events or activities as defined above include:

- a. personally-owned vehicles;
- b. rental cars, vans, chartered buses;
- c. commercial airlines; and
- d. use of TTUHSC-owned vehicle.

3. The purpose of this policy is to help minimize the risks of liability connected with motor vehicle travel by University students. The policy applies to the use of the above modes of travel to any activities directly related to the academic, research and/or administrative responsibility of the department involved. This policy also applies to travel undertaken by one or more students presently enrolled at the University to reach a University-related activity located more than 25 miles from the University. It applies to travel required by a registered student organization.

B. Travel Using University-Owned Vehicles

1. Appropriate Use. Only persons who are acting within the course and scope of University-related activities should use University vehicles.

2. Drivers. Because of the risks of personal injury, it is required that only those persons whose names appear on the approved driver's list be asked or allowed to use University-owned motor vehicles. If students will be using state-owned or rental vehicles, the following is required:

a. The requesting department or unit must place students who drive on behalf of the University on the approved driver's list.

b. Qualifications for drivers of all University or rental vehicles are as follows:

- i. Must possess a valid (Texas or other U.S. state) driver's license, be at least 18 years of age and have held a valid license for at least two years;
- ii. Must have available documentation of current personal insurance;
- iii. Must sign a disclosure statement;
- iv. Must not have any moving violations within the last 18 months,
- v. Are required to report any driving violations to their immediate supervisor as soon as possible. This includes violations that occur while driving a vehicle not owned by the University; and
- vi. Must not have had any violations for drunk driving, driving under the influence of drugs or reckless driving. Must not have had a reinstated license in effect for less than one year after a revocation.

c. Additional qualifications for drivers of vans equipped for 15 passengers are:

- i. Must be at least 21 years of age;
- ii. Must comply with Motor Vehicle check on an annual basis;
- iii. Must successfully complete a driver training course;
- iv. Must attend retraining annually; and
- v. Must not have any moving violation in the last 18 months.

3. Operator Conduct.

a. Operators of University vehicles must take a 15-minute break every 3 hours and may drive no more than 10 hours in a 24-hour period. When the vehicle

driven is a van with passengers, a second person must remain awake at all times and ride in the front passenger seat.

b. Those who operate a University vehicle represent the University to the general public. The image conveyed does affect the University; therefore:

- i. DO NOT use University vehicles for personal transportation or business;
- ii. DO NOT allow alcoholic beverages or narcotics to be transported or consumed in any University vehicle;
- iii. DO NOT pick up hitchhikers or transport family members;
- iv. DO NOT allow the vehicle to become unnecessarily dirty and present an unfavorable image to the general public;
- v. DO observe all traffic rules and regulations;
- vi. DO drive carefully, safely, and courteously;
- vii. DO require driver and all passengers to use seat belts and other appropriate occupant restraints at all times the vehicle is being operated;
- viii. DO NOT operate the vehicle unless all occupants are wearing the appropriate restraints; and,
- ix. DO NOT allow the number of passengers to exceed the authorized capacity of the vehicle.

c. When a vehicle is damaged through operator misuse or operated by a person under the influence of alcohol or narcotics, the operator shall provide a complete statement of the circumstances and a copy of the police report to the department head for appropriate administrative action. Citations for all parking and traffic violations will be the personal responsibility of the operator.

d. Use common sense when driving. For road trips of 100 miles or more, share the driving, if possible, and take frequent breaks.

4. Accidents. The following procedures should be followed whenever a University vehicle is involved in an accident, regardless of the extent of damage.

- a. Stop immediately and notify local police so that an official report can document the accident;
- b. Take necessary steps to prevent another accident;
- c. Use the motor pool card with instructions on the front and numbers to call on the back;
- d. Call a doctor, ambulance, or emergency medical team, if necessary. Render aid to the injured until help arrives;
- e. Get names and addresses of all witnesses;
- f. Provide all required information to the police officer;

- g. Notify the department head or supervisor (if you are unable to contact or reach someone, contact the Texas Tech Police Department); and,
- h. Refer to TTUHSC OP 76.34, *Accidents Involving University Vehicles*, for the completion of required vehicle accident documentation.

C. Travel Using Personal Vehicles

1. **Transportation Generally.** The University recognizes that students occasionally use personal vehicles while engaged in University-related activities on campus and in the local area. Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their personal vehicles while conducting University business should be made aware of the possibility of personal liability related to such use. No University coverage for personal injuries is available to students if they drive their personal vehicles on university-related activities as defined hereinabove.
2. **Reimbursement for Costs.** Mileage costs related to any significant use of personal vehicles to conduct University-related business unrelated to required academic experiences, e.g. clinical rotations, clerkships, etc. will not be reimbursed.
3. **Use of Personal Vehicles Not Required.** No individual shall be required to use a personal vehicle to perform University-related activities with the exception of clinical affiliation sites.
4. **Policy Concerning Use of Personal Vehicles by Students.**
 - a. Use of personal vehicles by students to drive to University-related activities is discouraged.
 - b. If students use their personal vehicles, and/or transport other students as passengers, their personal insurance will be primarily responsible for any liability that may arise from such use.
 - c. No University coverage for personal injuries is available to students if they drive their personal vehicles on University-related activities as defined here in above.

D. Policy Concerning Student Releases and Medical Authorization

Each student who travels by any form of transportation to participate in a University-related activity, including but not limited to academically-related field trips, courses, competitions, or contests, or non-academic activities, must, prior to such activities, execute a copy of the Release and Indemnification Agreement and the Authorization for Emergency Medical Treatment.

E. Guidelines Concerning Safe Travel Practices

1. Each administrative unit approving University-related travel, especially travel that involves students, is encouraged to promulgate guidelines that encourage safe driving and minimize risks of injury during that travel.
2. Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Students and their parents should understand that participation in such off-campus trips and activities is at the students' own risk. If personal injury or accident should occur to students or other persons during such activities, TTUHSC, Texas Tech University or Texas Tech University System will assume no responsibility, financial or otherwise.
3. Faculty and staff sponsors and organization officers are urged to take all possible pre-cautions to ensure the safety and well-being of all persons participating in off-campus activities.
4. There is no official registration procedure for official off-campus trips, and there are no official excused class absences for students who participate in off-campus trips sponsored by student organizations. Students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors may set their own requirements for class work missed under such circumstances: they must grant students an opportunity to make up all course work missed while participating in an official off-campus trip.
5. Please refer to the TTUHSC Office of International Affairs Texas Tech University (TTU) Study Abroad Department for information regarding travel abroad.

PART IX. MISCELLANEOUS POLICIES

A. Policies and procedures for certain items, including, but not limited to, academic advisement, academic review, appeals, attendance in academic courses, auditing courses, clinical attire, grades, promotions/dismissal, grievance procedures and student employment may be referenced in the various Schools' student handbooks and/or catalogs.

1. Absences

Please refer to the individual School's catalogs and/or handbooks for more specific details relating to your program.

2. Academic Requirements

Academic requirements vary with each TTUHSC School and particular degree program in which the student is enrolled. Students should consult with their respective School's academic/program advisor and/or School's catalog for specific details.

3. Admissions and Applicants

The educational policies of the TTUHSC are founded upon the regulations of the Board of Regents of the Texas Tech University System. TTUHSC is an upper-level, graduate, and professional study institution. The application and admissions policies for TTUHSC are outlined in the individual Schools' catalogs.

Most programs at TTUHSC have a deadline for receipt of applications and supporting documents. These deadlines vary by program and application year. Applicants are advised to contact the program to which they are seeking admission for specific deadline dates.

4. Adding and Dropping Courses

Consult with your academic department for deadline dates for adding and/or dropping courses. Students should make an appointment with his/her advisor to complete appropriate documentation. Students dropping a course to the point of zero hours of enrollment are considered to be withdrawing from the School's program. Please refer to the individual Schools' catalogs and/or handbooks for more specific details relating to your program.

5. 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 student body.

6. Attendance

The faculty member responsible for the course determines attendance requirements for each course. A student who fails to attend any class for any reason is responsible for the material presented in class, assignments, examinations, announcements, etc. to the same extent as though the student had attended the class. Please refer to the individual School's catalogs and/or handbooks for more specific details relating to your program.

7. Bacterial Meningitis

a. *General.* Meningococcal disease is a potentially life-threatening infection caused by the bacterium *Neisseria meningitidis*. Bacterial meningitis is an inflammation of the membranes that surround the brain and spinal cord. This disease affects approximately 3000 Americans each year, including 100-125 people on college campuses, leading to 5-15 deaths per year among college students.

b. *Risks and Exposures.* The organism is spread from person-to-person through the exchange of respiratory and throat secretions such as coughing and kissing. Sharing cigarettes, water bottles, eating utensils and food, may increase your

exposure. Resident Hall-style living may also play a role as crowded environments facilitate the spread of the infection.

c. *Symptoms and Diagnosis.* Early diagnosis is important. Your healthcare provider may use a combination of clinical symptoms and laboratory tests to diagnose the disease. Seek medical attention immediately if one or more of these symptoms appear:

- i. High fever
- ii. Severe Headaches
- iii. Vomiting
- iv. Light sensitivity
- v. Stiff neck
- vi. Nausea
- vii. Lethargy
- viii. Seizures
- ix. Confusion and sleepiness
- x. Rash or purple patches on skin

d. *Possible Treatment and Consequences If NOT Treated.* Antibiotic treatment may be effective if exposure and disease is detected early. Possible consequences of the disease, include, but are not limited to:

- i. Permanent brain damage
- ii. Kidney failure
- iii. Learning disability
- iv. Gangrene
- v. Coma
- vi. Convulsions
- vii. Hearing loss
- viii. Blindness
- ix. Limb damage that may require amputation
- x. Death

e. *Prevention.* Vaccinations may be effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the United States. Vaccinations typically take 7-10 days to become effective, with protection lasting 3-5 years. The vaccination is generally safe--most common side effects may include redness and minor pain at the injection site for up to two days.

f. *Information.* If you have more questions contact:

- i. Your healthcare provider
- ii. Your local or regional Texas Department of Health
- iii. TTUHSC Family Practice Clinic at 806-743-2757

iv. Visit these web sites for more information -
www.cdc.gov/ncidod/dbmd/diseaseinfo or www.acha.org

Medical and Religious Exemptions
2010-2011 Texas Vaccine Exemption Information

The state of Texas in law grants and acknowledges the right of parents to exempt their children from vaccination requirements for day care, school, and college for reasons of conscience including a religious belief or for medical reasons. In 2003, the Texas legislature passed changes to the statutes expanding the reasons a parent can claim an exemption but the Health Department has questionably also increased the bureaucratic red tape necessary for claiming the exemption. There are specific procedures for requesting an official state form and submitting it to the school or for completing a medical exemption that all take some time so please don't wait until the last minute to get your papers in order.

For everyone claiming an exemption for the first time after 9/1/03, you must comply with the new law. If you've submitted an old religious exemption prior to 9/1/03, you are grandfathered under the old law (see notes below) and do not need a new form. The vaccine exemption forms for reasons of conscience including a religious belief are only for students claiming a vaccine exemption for the first time after 9/1/03 when the new law went into effect. If you need to request forms from the state health department, you can do it by fax, mail, personal visit, or through an online submission form. If you send your request by mail, we suggest sending it registered mail with a receipt so you can keep track of your request. If you send it by fax, set your fax machine to print out a delivery receipt. We would like to keep track of the Health Department's processing time.

According to the Texas Dept. of State Health Services : Online requests must be made through the web submission form posted at <http://webds.dshs.state.tx.us/immco/affidavit.shtm>.

8. Working with Affiliated Entities-Student Drug Screenings, HSC OP 77.15

1. Defined Terms

For purposes of this policy the term "Student" does not include residents in the Schools of Medicine (HSC and Paul L. Foster) or School of Pharmacy.

2. Background

TTUHSC enters into affiliation agreements with various health care clinical entities ("Affiliated Entities"), such as hospitals and other facilities, in order to provide clinical experience opportunities for its students enrolled in TTUHSC clinical education programs.

Affiliated Entities may establish more stringent standards for students who wish to do a clinical rotation at the affiliated entity, than those required by TTUHSC as

part of its admission process. Affiliated Entities may require students, among other things, to undergo and satisfactorily pass additional background checks and/or drug screenings as a pre-requisite to participating in a clinical rotation at the Affiliated Entity.

Clinical rotations are an essential element in certain degree programs' curricula. Students who cannot participate in clinical rotations due to a positive drug screening may be unable to fulfill the requirements of a degree program. TTUHSC schools may NOT mandate this requirement for all students. It applies solely to those students who must fulfill the requirement for participation in a clinical rotation at an Affiliated Entity.

3. Clinical Placement.

Placements at Affiliated Entities for clinical rotations will be based on the learning objectives as defined by each program consistent with the learning objectives of each student. Determination of unacceptable results of a drug screening will be made by the Affiliated Entity. Any student placed with an Affiliated Entity that requires additional background checks and/or drug screens, who cannot meet these requirements, must discuss all available options with their School's Office of Student Affairs or their designee.

Affiliated entities may conduct their own drug screening. If the student fails the drug test and is consequently denied externship placement, s/he shall be subject to disciplinary action in accordance with the TTUHSC policies.

4. Responsibility of the School

The student's School shall:

a. Notify the student of the Affiliated Entity's requirements for a drug screen, to include the type(s) of drug screen required by the Affiliated Entity, deadlines to meet the Affiliated Entity's requirements, a list of approved drug screen testing vendors, and a completed Authorization, Attachment "A," for signature by the student.

b. Receive the student's drug screen test results, which shall be maintained in a confidential, locked file separate from the student's primary educational records.

c. Notify and ensure the Affiliated Entity that all students prior to their clinical rotation have met their drug screening requirements.

5. Responsibility of the Student

a. The student shall pay for the cost of any and all drug screening required by an Affiliated Entity that is designated for student matriculation by TTUHSC provided articles b, c, d, below are met. The student shall be responsible for the cost of any necessary re-test or subsequent tests at

TTUHSC designated Affiliated Entity(s) and any drug screening required by an Affiliated Entity selected for matriculation by the student.

b. The student shall complete the drug screen prior to the deadlines provided by the School and meet the guidelines of the Affiliated Entity. Failure to complete the drug test prior to the deadlines may result in an additional expense to the student, and/or delay in, or denial of, rotation in the Affiliated Entity.

c. The student shall use a drug screen vendor from the designated vendors provided to the student by his/her School and/or the Affiliated Entity. 1) Results from a vendor NOT on designated by the School and/or Affiliated Entity will not be accepted and the student shall be required to have the drug screening test(s) conducted by an approved vendor.

d. The student will be required to sign a valid consent and authorization, Attachment "A," consenting to the drug screening and giving the vendor performing the test permission to provide the drug screen test results to the person designated by the School to receive student drug screen tests results under this policy.

6. Student Refusal to Consent to Drug Screen

Any student who fails or refuses to consent to a drug screen required by an Affiliated Entity to which the student has been assigned by his/her School shall be subject to disciplinary action in accordance with the TTUHSC Student Handbook/Code of Professional and Academic Conduct, the Schools' written policies, if any, and this policy.

7. Period of Validity – Drug Screen Results

a. Unless otherwise required by an Affiliated Entity, drug screen test results will generally be valid for the time the student is in the program within the School unless there is a break in enrollment, defined as not enrolled for one full semester.

b. Students may be required to undergo drug screening more than once depending on the requirements of each Affiliated Entity in which the student is placed to meet their learning objectives or the number of Affiliated Entities at which the student is placed.

8. Drug Screen Results

a. Diluted Specimen. Should the vendor report that the screening specimen was diluted, thereby precluding an accurate drug screen test, the student, at his/her expense, will be required to complete and successfully pass a new drug screen test.

b. Negative Drug Screen Results. The School which receives the a student's drug screen test results, may release negative drug screen test results to the student, provided the student has signed the appropriate release form, Attachment A.

c. Positive Drug Screen Results.

1) A positive drug screen is any instance in which a drug screen report shows a positive test for one or more of the drugs on the panel required by the Affiliated Entity.

2) Any student with a positive drug screen will not be placed in any clinical facility pending review and outcome of appeal with the vendor.

3) The student has the right, at his/her expense, to request an independent review of any positive drug screen, by an independent Medical Review Officer, provided by the vendor. There will be an additional charge if review by the Medical Review Officer is requested, and the student is responsible for all costs related to this review.

4) Any appeal based on a positive drug screen is solely between the student, the Medical Review Officer and the vendor. The student's School will not become involved in the appeal of a positive drug screen.

5) If, after review by the independent Medical Review Officer, there is no valid medical basis which would cause or contribute to the positive drug screen, the test results will stand, at which point the student will be referred to the School's Office of Student Affairs for disciplinary action in accordance with this policy and the School's written policies.

9. Confidentiality of Records

Drug screening reports and all records pertaining to the results are considered confidential information with restricted access to the extent allowed by law.

10. Readmission

a. Any student who is withdrawn due to a positive drug screen without medical validation will only be eligible for readmission to any TTUHSC program of study in accordance with the School's readmission policies.

b. If accepted for readmission after the required period of time, the student must, at his/her own expense, provide a negative drug test and satisfactory documentation of completion of any remedial action required by the School.

11. Right to Change Policy.

TTUHSC reserves the right to change, modify, amend or rescind this policy in whole, or in part. at any time.

89. Credit by Exam

Specific credit by examination policies may be found in each of the Schools' catalogs and/or student handbooks; however, the School of Nursing does not offer Credit by Exam. Pass or fail grades earned on examinations for these courses will not be considered in determining grade-point averages. TTUHSC Schools may elect not to accept credit by examination, where it is determined that such academic achievement may hinder the success on national licensure exams/certifications.

910. Disabilities (Students)

TTUHSC OP 10.15 complies with the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs and activities of TTUHSC solely on the basis of the disability.

Students with grievances related to discrimination on the basis of a disability should review the Student Handbook, Part IV Anti-Discrimination and Grievance Policy. The grievance process would include ~~may contact~~ the ADA Compliance Officer for Students, ~~in the Office of Student Services~~. Any student seeking accommodations on the basis of disability must register as a disabled student with the ADA Compliance Officer for Students in the Office of Student Services and must provide all required documentation of disability. Students seeking accommodations must complete an application for disability services and provide supporting documentation. For more information, visit www.ttuhs.edu/HSC_OP10.15.pdf.

101. Discrimination/Equal Opportunity

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by TTUHSC on any basis prohibited by applicable law, including but not limited to, race, color, national origin, religion, sex, veteran status or disability. Grievances related to discrimination on the basis of race, religion, national origin or age should be pursued through regular administrative channels. Academic problems are to be handled in the academic administrative structure culminating in review by the individual School's Dean. The individual Schools as noted in their Schools' catalogs should direct non-academic student matters to the Office of Student Services. For more information, visit www.ttuhs.edu/HSC_OP_51.01, Equal Employment Opportunity Policy and Affirmative Action Plan.

-142. Employment Grievance

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 TTUHSC OP 70.10, Non-faculty Employee Complaint and Grievance Procedures. The procedures manual may be reviewed in the Office of Equal Employment Opportunity.

| 123. Exams

Please refer to the individual School's catalogs for more specific exam details relating to your program. Any student seeking exam accommodations on the basis of disability must register as a disabled student with the ADA Compliance Office for Students in the Office of Student Services and must provide all required documentation of disability. Appropriate and reasonable accommodations, if any, will be determined by the ADA Compliance Office for Students in the Office of Student Services.

| 134. Financial Policies

Students must meet all financial responsibilities due the University. The writing of checks on accounts with insufficient funds, the non-payment 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 action by TTUHSC, including, but not limited to, denial of registration, withholding of grades and transcripts and possible adjudication under the Code of Professional and Academic Conduct. In addition, failure to meet financial obligations to the University will result in:

- a. Cancellations of the student's registration if tuition and registration fees are not paid by the 20th class day (15th class day in summer), or if a returned check given in payment of tuition and fees is not redeemed by that time;
- b. Loss of University check writing privileges and possible criminal prosecution for writing insufficient fund checks and for failure to pick up a returned check;
- c. A flag placed on a student's academic records preventing future registration (before registering or requesting a transcript, students may check on the presence of flags on their records by contacting the Office of the Registrar); and/or,
- d. Reporting of financial problems to a credit agency or a collection agent.

| 145. Grades/Grading

- a. The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance.
- b. The processing of formal appeal procedures is the responsibility of the School which administers the course. A copy of the grade appeal procedures may be found in the individual Schools' catalogs and/or handbooks. A student must file a

formal written appeal within 5 days of the beginning of the next long semester in accordance with the individual Schools' policy regarding student grade appeals. 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. Only final course grades may be formally appealed to the responsible academic dean. Earlier grades and other academic grievances may be discussed with the instructor involved and with the chair of the department or division involved.

c. Cheating and other forms of academic misconduct are addressed in the Code of Professional and Academic Conduct.

| 156. Graduation Procedures

a. Degree requirements are published in the individual School's catalogs.

b. Prior to graduation, all candidates for TTUHSC degrees are required to:

- i. Complete all graduation requirements set forth by the applicable School;
- ii. Complete and return to the Office of Student Services the University's *Intent to Graduate* form in the semester before anticipated graduation (the student's "diploma name" as requested in the *Intent to Graduate* form is printed on her/his diploma, and information provided by the student is used in commencement programs);
- iii. Be registered in the semester the certificate or degree is to be conferred unless the student is granted an exception by the dean of their school;
- iv. Attend an Exit Interview session scheduled by the Student Financial Aid Office for students who have received financial assistance, which must be repaid after graduation.

c. Information on invitations, academic regalia and class rings is available through the Office of Student Services website.

d. Individual photos of each graduate receiving her/his diploma or certificate will be taken at graduation ceremonies. Students will be mailed proofs from which they may order copies from the photography company.

| 167. Health Services and Health Insurance Information

a. The Texas Tech Physicians Family & Community Medicine clinic provides health services to TTUHSC students who are currently enrolled and have paid the Student Health Fees as part of tuition and fees. To receive health services, you must present a Student I.D. card at the time of the appointment. If you also

have private insurance in addition to Student Health Services, you will need to submit your receipt for the co-pay to your insurance company for reimbursement.

*The Student Health Fee covers only those services provided by the Family & Community Medicine clinic and specific laboratory and radiology service performed at cooperating locations. **All other charges incurred are your responsibility.***

b. Clinic Procedures

Please call to make an appointment. If you need to be seen for a sudden illness, please call that day as early as possible. If you need to be seen after clinic hours, call your campus's clinic phone number and ask to leave a message for the on-call physician. When you check in, please inform the receptionist that you are a TTUHSC student. If you come to the clinic without an appointment, it may be necessary for you to wait for a physician. Immunizations, paper work, and routine procedures are not ordinarily considered urgent care, and may not be taken care of on the same day as requested. If you have a health emergency that requires you to be seen at a hospital emergency room, go to the hospital listed for your campus under "Clinic Locations." *Visits to an emergency room that generate a charge from either TTUHSC or the hospital are your responsibility.*

c. If the student receives a bill from the Health Sciences Center for services covered by the medical service fees, please contact the Office of Student Services at (806) 743-2300.

d. Students are expected to have hospitalization insurance coverage for each semester enrolled. Students should be prepared to provide proof of coverage at the time of registration.

e. TTUHSC will make available information on student health insurance providers for all registered students in the University. Students may investigate other insurance plans. Insurance information can be found on the Office of Student Services, www.ttuhscc.edu/student-services.

178. Notification of Student Death

The Office of Student Services is the Office of the Chancellor's liaison regarding notification of any student deaths. Schools must be notified the Assistant Vice President for Student Services immediately in the event of any student death.

189. Program of Assistance for Students

Personal counseling services are available to all TTUHSC students through the Program of Assistance for Students (PAS). Through the PAS, licensed counselors are available to assist students with all types of problems, including stress associated with academic, legal, or financial concerns; depression, anxiety, and/or other emotional problems; family and relationship issues; alcohol and drug abuse; and other mental

health and wellness issues. For more information or to request assistance, please call 1-806- 743-1327 or 1-800-327-0328. In after-hours situations, these PAS phone numbers serve as a 24-hour crisis line. In the event of an emergency, the answering service will connect the student with the counselor who is on call. Through PAS, TTUHSC students and their dependents are eligible to receive five free counseling sessions per year. Additional information about PAS services is published in a brochure that is available from student affairs personnel on all campuses and is also posted on the Office of Student Services website at the following address:
http://www.ttuhsu.edu/student-services/documents/PAS_Document.pdf.

| 4920. Student Emergency Contact Information

Students must keep their Emergency Contact Information current. To do so, visit webraider.ttuhsu.edu and sign in. Select the "MyTech (for Students)" tab and look in the "Personal Information" box. Click "Update Emergency Contacts" and fill in your information.

| 201. Student Publications

a. The Daily Toreador student newspaper and La Ventana yearbook are free of arbitrary and capricious censorship and advance-copy approval, when operated and published within the canons of responsible journalism as established by the University Committee on Student Publications.

b. All aspects of TTU\TTUHSC Student Publications shall be the responsibility of the President of the appropriate component institution and therefore under his/her direction.

| 242. Registration

a. Registration is coordinated by the Office of the Registrar in cooperation with the School in which the student enrolls. Tuition and fees are payable in full at the time of registration unless other arrangements have been completed.

Registration for new students is completed as a step in the orientation process, or with the assistance of the Schools' Student Affairs or Coordinators office.

b. To be eligible for registration, the student must have been officially admitted as a new student, or officially readmitted following an absence, and must have satisfied all admission requirements, or must be a continuing student who is eligible to continue as a student at the University. Any student deemed ineligible due to academic, administrative or disciplinary sanction will be barred from registration.

c. *Late Registration.* Students are expected to register at their earliest opportunity. A student who registers late is assessed a charge. Consult the Office of the Registrar for deadline dates for registration

232. Religious Holy Days

- a. A student who intends to observe a Religious Holy Day should provide written notice, at the earliest possible date prior to the absence, to the following: (1) the instructor of each affected class and (2) the Director of Student Affairs of his/her School. A student will be excused from attending class(es), examinations, or other required activities for the observance of a Religious Holy Day, including travel for that purpose. A student whose absence is excused under this section will be allowed to take an examination or complete an assignment within a reasonable time and at the sole discretion of the instructor of record and/or the Director of Student Affairs before or after the absence.
- b. A student who is excused under the above provision may not be penalized for the absence; however, the instructor may appropriately respond if the student fails to satisfactorily complete the missed assignment or examination within the above-stated time.
- c. Any disputes regarding this policy should be submitted in writing to the TTUHSC President or his/her designee. Any decision by the President or his/her designee regarding the dispute shall be final.
- d. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care.

234. State Residency Classification

Students are responsible for registering under the proper residence classification and for providing documentation as required by the institution. If there is any question about the right to classification as a resident of Texas, it is the student's obligation, prior to the time of enrollment, to ask for an official determination by the Office of the Registrar. An applicant whose classification as a resident of the State of Texas is not clearly established should request a Residency Questionnaire from the Office of the Registrar

245. Sexual Harassment Policy

Harassment of students on the basis of sex is a violation of §106.31 of Title IX of the Education Amendments of 1972. The Title IX Coordinator for Students is the Assistant Vice President for Student Services, 2C400 Academic Classroom Building, (806) 743-2300. Student concerns about sexual harassment which include faculty, staff, or students should be directed to the individual School's Dean, in accordance with TTUHSC OP 70.14, Sexual Harassment.

256. Tuition and Fees Installment Payment Options

- a. Texas Education Code, Section 54.007, provides that state-supported institutions of higher education shall provide students with the election to pay tuition and fees during

the fall, spring, or long summer semesters in installments. TTUHSC offers the following payment alternatives:

- i. Full payment of tuition and fees in advance of the beginning of the semester; or
 - ii. One-half payment of tuition and fees in advance of the beginning of the semester and separate one-fourth payments prior to the sixth and eleventh class weeks, respectively.
- b. TTUHSC shall develop procedures which will provide that students may elect to pay tuition and fees using the payment alternative.
- c. TTUHSC is authorized to establish payment due dates in advance of the beginning of a semester and prior to the sixth and eleventh class weeks respectively so that required payments have been received and student records have been appropriately updated on the dates required by law.
- d. If a student elects to pay tuition and fees using the payment alternative, he or she shall be assessed an installment option fee in addition to the required payment of tuition and fees. The fee developed and recommended for approval shall reflect all costs incurred in operating and handling payments under the installment alternative. The rates of the fee shall be approved by the Board of Regents.
- e. If a student who has elected to pay tuition by installment fails to pay in full all amounts of tuition, other registration fees, installment option fee, late payment fees, and other authorized fees by the end of the business day of the last day of the semester, then he or she will be dropped from School for failure to pay.
- f. TTUHSC shall develop procedures so that students are notified of the requirements, provisions, and penalties of the installment payment options.
- g. Annual Approval of Student Fees: The Board of Regents shall approve the assessment and collection of fees from Texas Tech University Health Sciences Center (TTUHSC) and Texas Tech University (TTU) students. The amounts to be collected are presented in a Global Fee Document to the Board of Regents for annually for approval.

267. Tuition and Fees Refund Policies

Withdrawal / Refund Policies

Refund Policies (Institutional and Title IV Withdrawal / Refund Policies)

Detailed information about the impact of decreasing course load on:

- ✓ Institutional Refund Policy - All students who withdraw from TTUHSC or drop all courses during a term

- ✓ Additional considerations for students who received financial aid and withdraw from TTUHSC or drop all courses during a term

Institutional Refund Policy

Refund Policies for Tuition and Fees. Texas Education Code, Section 54.006, provides the amount of tuition and fees to be refunded to students who drop courses or withdraw from the institution. Class day count is based on the official institution calendar for the school, not the specific course dates.

Students who drop a course, but remain enrolled at the institution will be refunded at the following rate:

Term	Class Day	Percent of Refund of Charges
Summer - More than 5 weeks but less than 10 weeks in duration	1st class day through 4th class day	100%
	After the 4th day of class	None
Fall, Spring or Summer - Duration of 10 weeks or longer	1st class day through 12th class day	100%
	After the 12th day of class	None

Students who withdraw from the institution (zero semester credit hours) are required to pay tuition and fees according to the following schedule based on their official withdrawal date:

Term	Class Day	Percent of Refund of Charges
Summer - More than 5 weeks but less than 10 weeks in duration	Before the 1st class day	100%
	1st, 2nd, or 3rd class day	80%
	4th, 5th, or 6th class day	50%
	7th class day of later	None
Fall, Spring or Summer - duration of 10 weeks or longer	Before the 1st class day	100%
	1st five class days	80%
	2nd five class days	70%
	3rd five class days	50%
	4th five class days	25%
	21st class day and after	None

Students who withdraw from TTUHSC or drop all courses during a term that receive(d) financial aid

It's important for students who receive financial aid and withdraw or drop all courses during the term to be aware of the refund policies and to understand the impact they will have on the aid released and the continued financial aid eligibility. Current refund policies for students who withdraw or drop all courses during a term are determined by the Higher Education Title IV refund regulations.

Federal Refund and Repayment calculations must be performed for students who receive Title IV (Pell, FSEOG, Perkins and/or Stafford Loans) funds and officially withdraw from all courses, drop out of all courses, are expelled, take an unapproved leave of absence, or fail to return from an approved leave of absence prior to the 60% date of the term. All "unearned aid" must be returned to the federal aid programs as determined by the Federal Refund and Repayment calculations.

a. The requirements for Title IV program funds are separate from the university refund policy. As such, you are responsible for unpaid institutional charges remaining after the refund calculation. You are also responsible for charges/balances created by the returning of Title IV program funds that the school was required to return.

b. If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID(1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

In order to keep all the financial aid issued in each term, students must be enrollment for at least 60% of the term. After this point in the term students have earned 100% of the Title IV funds released for the term. Therefore, it is in your best interest to maintain attendance and complete at least one class each term that you receive federal aid to avoid repayment of funds

How the calculation works:

1) Number of days attended ÷ Days in semester = % of semester completed

2) Total \$ disbursed X % completed = Earned \$

3) Total \$ disbursed - Earned \$ = \$ to be returned

Once it is determined that you owe money back to any of the federal aid programs, you will be ineligible to receive further federal aid at TTUHSC or any other institution, until this debt is cleared.

To remain eligible for financial aid, a student must maintain satisfactory academic progress. This consists of two categories: (1) grade point average on hours attempted (qualitative) and (2) hours successfully completed (quantitative) based on hours enrolled. As a general rule, a student must successfully pass 75% of the hours they attempt (hours as of the census date). You can find more information here:

<http://www.ttuhsc.edu/financialaid/faqs.aspx/#section27>

PART XI. STUDENT COMPLAINT OR GRIEVANCE POLICIES AND PROCEDURES

The following narrative summarizes TTUHSC's student complaint or grievance policies and procedures. Links to specific policies and procedures are provided on the Office of Student Services website: <http://www.ttuhscc.edu/studentservices/default.aspx>.

It is the policy of the Texas Tech University Health Sciences Center to affirm the right of its students to a prompt and fair resolution of a complaint or grievance involving allegations of inappropriate behavior by other TTUHSC students or by TTUHSC personnel toward students. Policies and procedures exist for the following areas of student complaints:

- Complaints regarding the general or academic misconduct of another student
- Complaints regarding discrimination
- Complaints regarding student records
- Complaints regarding employment at TTUHSC
- Complaints regarding grades or grading
- Complaints regarding other types of mistreatment
- Other institutional-level student complaint procedures

The Office of the Ombudsman for Students, which is located on the Texas Tech University campus in Lubbock, serves as a neutral, objective third party to provide students in the Texas Tech University System including TTUHSC with informal assistance in resolving student-related problems, conflicts, and disputes. The Student Ombudsman is available by phone to assist all TTUHSC students in identifying appropriate complaint-resolution procedures and resources.

A. Complaints regarding the general or academic misconduct of another student

Policies and procedures governing complaints regarding the general or academic misconduct of students are defined in the Code of Professional and Academic Conduct (Student Code), which is published as Part II of this handbook. Students, faculty, and staff are all encouraged to report violations of the Student Code in accordance with the Disciplinary Procedures outlined in the Student Code.

B. Complaints regarding discrimination

This handbook identifies several policies intended to ensure the fair and equitable treatment of all members of the university community. The processes for filing complaints are detailed in the TTUHSC Operating Policies and Procedures. The following list identifies key institutional policies governing complaints regarding discrimination:

- HSC OP 10.15, Americans with Disabilities Act

- HSC OP 51.01, Equal Employment Opportunity Policy and Affirmative Action Plan
- ~~HSC OP 70.14, Sexual Harassment and Attachment A, Complaint of Sexual Harassment form~~

C. Complaints regarding student records

HSC OP 77.13, Student Education Records, provides detailed information about filing complaints relating to student records.

D. Complaints regarding employment at TTUHSC

Information about employment grievances for students who are employed at TTUHSC is provided in HSC OP 70.10, Non-faculty Employee Complaint and Grievance Procedures. This policy covers complaints concerning issues pertaining to wages, hours, working conditions, performance evaluations, merit raises, job promotions, job assignments, or similar matters involving management decisions concerning the employee.

E. Complaints regarding grades or grading

The processing of formal grade appeal procedures is the responsibility of the school which administers the course. Relevant school policies are listed below:

- School of Allied Health Sciences: Student Complaint Resolution and Hearing Policy (addresses academic and non-academic issues, including grade appeals)
- School of Medicine–Lubbock: Student-Faculty Dispute Resolution Policy, Grading Policy, Promotions Policy, and policies and procedures for Challenging Student Records or Grades
- Paul L. Foster School of Medicine at El Paso: Student Faculty Dispute Resolution Policy
- Anita Thigpin Perry School of Nursing, Gayle Greve Hunt School of Nursing: Academic Grade Challenges/Appeals
- School of Pharmacy: Grade Grievance Resolution
- Graduate School of Biomedical Sciences: Grade Appeals Policy

F. Complaints regarding other types of mistreatment

Students who feel that they have been mistreated in a manner that is not directly addressed by any of the specific policies identified above are encouraged to refer to the policies and procedures governing student complaints, grievances, and appeals within their school. Relevant school policies include the following:

- School of Allied Health Sciences: Student Complaint Resolution and Hearing Policy (addresses academic and non-academic issues, including

grade appeals) and Academic Misconduct Policy (addresses academic complaints against a student)

- School of Medicine–Lubbock: Student-Faculty Dispute Resolution Policy, Student-Student Dispute Resolution Policy, Sexual Harassment Policy,
- Paul L. Foster School of Medicine at El Paso: Student Faculty Dispute Resolution Policy
- School of Nursing: Academic Grade Challenges/Appeals and Complaint or Grievance Resolution (Non-Grade Related)
- School of Pharmacy: NonGrade Grievance Resolution
- Graduate School of Biomedical Sciences: Appeals Policy for Students and Grade Appeals Policy

Students should process their complaints or appeals through the appropriate channels. Procedures are delineated in the policies identified above. Students are encouraged to bring their concerns to the designated student affairs officer of their school. The student affairs officer in each school is as follows:

- School of Allied Health Sciences: Assistant Associate Dean for Admissions and Student Affairs
- School of Medicine-Lubbock: Assistant Dean for Student Affairs
- Paul L. Foster School of Medicine in El Paso: Associate Dean for Student Affairs
- Anita Thigpin Perry School of Nursing: Senior Director, Administration and Student Affairs Assistant Academic Dean for Student Affairs
- Gayle Greve Hunt School of Nursing: Associate Dean
- School of Pharmacy: Assistant Dean for Student Services
- Graduate School of Biomedical Sciences: Assistant Dean

The deans of the schools have final authority in resolving disputes related to academic issues, such as grading and promotion, and in non-academic issues involving the school's faculty and staff.

Every effort should be made to resolve complaints against faculty and other school personnel at the school level. If the complaint is about personnel or services at the institutional level, the student is advised to contact the TTUHSC Office of Student Services in accordance with the following institutional-level student complaint procedures. These procedures are also published on the Office of Student Services website.

G. Other Institutional-Level Student Complaint Procedures

The procedures defined below apply to student complaints that fall outside the scope of other institutional and school-based policies and procedures governing specific types of student complaints (Student Complaint or Grievance Policies and Procedures), including, for example, student complaints against staff members employed at the institutional level or against TTUHSC administrators. The TTUHSC Office of Student

Services will administer this institutional policy and will insure that due process is afforded to all concerned.

1. Early Resolution

a. Prior to contacting the TTUHSC Office of Student Services, the student shall attempt to resolve the issue with the individual(s) involved. If the student is not satisfied with the outcome after meeting with the individual or does not feel comfortable talking to the administrator or staff member involved, the student may contact the ~~Director of~~ Assistant Vice President for Student Services. The student shall address the issue and initiate action under this policy within 30 days of the event giving rise to the complaint.

b. The ~~Director~~ Assistant Vice President for of Student Services may counsel the student to discuss the issue with the involved administrator or staff member. If the student does not feel comfortable talking to the person involved, the Director of Student Services will investigate the complaint, attempt to reconcile differences, and propose a solution. The ~~Director of~~ Assistant Vice President for Student Services will provide a written statement of his or her recommendation to all parties within ten working days following the initial receipt of the student's report of the complaint. All involved parties will then have ten working days to respond. Every effort should be made to resolve the issue without going beyond this level. The Director of Student Services will attempt to facilitate a resolution before proceeding with a hearing, as described below.

(If the complaint is against the ~~Director of~~ Assistant Vice President for Student Services, the student should meet with the ~~Senior Vice President for Academic Services~~ Senior Vice President for Academic Affairs, who will follow the procedures outlined here.)

2. Filing a Hearing Request

a. If the student is not satisfied with the recommendation of the ~~Director of~~ Assistant Vice President for Student Services, he/she may file a request for a hearing by submitting a written complaint to the ~~Director of~~ Assistant Vice President for Student Services (Attachment F). The hearing request must include a specific statement of the student's complaint, an explanation of what remedy the student seeks, and a copy of the ~~Director of~~ Assistant Vice President for Student Services' recommended resolution.

b. If the student files a request for a hearing, a Student Hearing Committee as defined below must convene within 15 working days.

3. Hearing Procedure

Upon receipt of a written request for a hearing, the ~~Director of~~ Assistant Vice President for Student Services will appoint a Hearing Committee according to the following procedure:

a. Each party will propose in writing a list of four TTUHSC faculty, staff, and/or students to serve on the Hearing Committee. The ~~Director of~~ Assistant Vice President for Student Services will contact one person from each list in order of the submitting party's preference to determine the person's willingness to serve. Through this process, one person will be selected from each list. The two people selected will then select a third member (a TTUHSC faculty or staff member) and these individuals will comprise the Hearing Committee. This group will select a chair from among themselves.

b. The ~~Director of~~ Assistant Vice President for Student Services will provide technical assistance and support to this committee.

c. As soon as the hearing is scheduled, the chair of the Hearing Committee will send a written notice to all involved parties. The notice will specify the time, place, and nature of the hearing, plus a brief description of the complaint. The notice will also confirm the right of all involved parties to present witnesses and evidence and to be accompanied by counsel for advisory purposes only.

d. At least three days prior to the hearing, all parties will provide to the chair of the Hearing Committee and the ~~Director of~~ Assistant Vice President for Student Services a list of the names of any witnesses or counsel who will attend the hearing. If the student will be represented by counsel, the University will be represented by the Office of General Counsel. The student and the involved individuals(s) shall have access to all information to be considered by the Hearing Committee, including the names of all persons giving evidence.

e. The student and the involved parties shall attend the hearing and be offered an opportunity to state their positions and present testimony and other evidence relevant to the case. The responsibility of establishing the validity of the complaint rests with the student.

f. The Hearing Committee chair shall keep a recording of the hearing, which shall include date, time, and location of the hearing, names of those present, and any evidence introduced (e.g., records, written testimony, duplicated materials).

4. Committee Decision

a. After completion of the hearing, the Hearing Committee shall meet in closed session and prepare a written recommendation. Copies of the Hearing Committee chair's report shall be forwarded to the involved parties within five working days.

- b. The student may request a reconsideration of the case in instances where he or she is dissatisfied with the decision of the Student Hearing Committee. The appeal must be made, in writing, within five working days, to the Senior Vice President for Academic Affairs Services.
- c. The Senior Vice President for Academic Affairs Services will review the complaint resolution and render a decision within five working days. The decision of the Senior Vice President for Academic Affairs Services is final.
- d. If the Senior Vice President for Academic Affairs Services is serving as a mediator in the case, then the President or his designee will review the complaint resolution and render a decision within five working days. The decision of the President is final.

PART XII. CONTACT INFORMATION FOR STUDENT SERVICES PERSONNEL

Student Business Services	(806) 743-7867
Office of Student Services	(806) 743-2300
Office of Student Financial Aid	(806) 743-3025
Office of the Registrar	(806) 743-2300
Graduate School of Biomedical Sciences	(806) 743-2556
School of Allied Health Sciences Admissions and Student Affairs	(806) 743-3220
School of Medicine Student Affairs	(806) 743-3005
<u>School of Nursing Anita Thigpin Perry School of Nursing Student Affairs</u> ———(806) 743-30821732	
<u>Gayle Greve Hunt School of Nursing Student Affairs</u>	(915) 545-9700
School of Pharmacy Student Services	(806) 354-5463
Paul L. Foster School of Medicine Student Affairs	(915) 783-5130

ATTACHMENTS

- Attachment A: Complaint of Misconduct
- Attachment B: Sample Letter from Student Conduct Administrator
- Attachment C: Guidelines for Student Conduct Board Hearing
- Attachment D: Sample Hearing Notice
- Attachment E: Sample Findings and Recommendations
- Attachment F: Institutional-Level Student Complaint Form

ATTACHMENT A

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER (TTUHSC)
Code of Professional and Academic Conduct**

Complaint of Misconduct

This form serves as an official charge against a TTUHSC student or student organization for alleged violations of the Code of Professional and Academic Conduct (referred to as the "Student Code") in the TTUHSC Student Handbook. This form is to be submitted to the Student Conduct Administrator for the applicable TTUHSC School. A separate Complaint of Misconduct must be completed for each student or student organization accused of violations of the Student Code.

Please complete the following:

Name of Accused Student/Registered Student

Organization: _____

School, Department and Program of Accused Student (if known): _____

List the course name, number, and section (if applicable) in which the alleged misconduct occurred. _____

Please provide a clear and concise explanation of the circumstances of the alleged misconduct. Include all relevant information, including, but not limited to, the name of the person(s) who witnessed the incident(s) and where the incident(s) occurred. Use additional pages if necessary. Please attach relevant supporting documents, e.g., copy of assignment, source of plagiarism, etc.

Date of discovery of alleged violation (please report within 20 business days of discovery): _____

Date of alleged violation (if different from above): _____

Please cite the Student Code(s) and the provision(s) of such code(s) that the Accused Student allegedly violated. _____

What remedy are you seeking for your complaint (e.g., reduction of grade for particular work and/or class, warning, probation, suspension, dismissal, restitution, etc.)?

I certify that all information provided herein is accurate and complete.

Printed Name

Complainant Date

Complainant's Signature Contact Information
Number)

(Address/Email/Phone

Refer to the TTUHSC Student Handbook for more information regarding the Student Code, which is available through the TTUHSC Office of Student Services or at http://www.ttuhsc.edu/student-services/doc/student_handbook.pdf.

The following notice is provided in accordance with Texas Government Code § 559.003(a) of the Texas Government Code: (1) with few exceptions, you are entitled on your request to be informed about the information TTUHSC collects about you; (2) under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information; and (3) under Section 559.004 of the Texas Government Code, you are entitled to have TTUHSC correct information that is incorrect in accordance with TTUHSC policies and procedures.

Form Approved by _____ [Insert proper authority]
date]

[Insert

ATTACHMENT B

Sample Letter from Student Conduct Administrator

Date

Name of Accused Student
Address
Anywhere, Texas XXXXX

PRIVILEGED & CONFIDENTIAL

CERTIFIED MAIL# _____

RETURN RECEIPT REQUESTED &
REGULAR MAIL

[In the alternative, "HAND DELIVERY"]

Re: Complaint of Misconduct

Dear Accused Student:

The Texas Tech University Health Sciences Center (TTUHSC) School of _____ has initiated an investigation based upon allegations that you have violated the Code of Professional and Academic Conduct (Student Code) in the TTUHSC Student Handbook, as more fully described below. This investigation was initiated based on the Complaint of Misconduct, which is attached hereto.

On or about *[Provide date; detailed circumstances & conduct; time(s); location(s); individual(s) involved]*.

Under Part II.F of the Student Code, you are required to meet with me within five (5) business days from the date of this letter. It is your responsibility to call my office to schedule an appointment at your earliest convenience. If you fail to meet with me within this time period, you will be in violation of the Student Code and disciplinary action may be taken against you on that basis.

A copy of the Student Code, which is annually published in the TTUHSC Student Handbook, is attached and is available at _____ *[Insert website]* for your review. Until the Student Conduct Board has selected a Chair, I will be your contact for all matters concerning these proceedings. All information concerning this matter is regarded as confidential to the extent allowed by law.

I look forward to meeting with you about this matter.

Sincerely,

Student Conduct Administrator School of _____

xc: Complainant
Department Chair
Enclosures:

ATTACHMENT C

GUIDELINES FOR STUDENT CONDUCT BOARD HEARING

The following should be used as guidelines for conducting Student Conduct Board Hearings under the Code of Professional and Academic Conduct (Student Code) in the TTUHSC Student Handbook. These are not mandatory procedures. The Chair may develop other procedures that fit the particular situation, as long as the procedures do not contradict the provisions of the Code of Professional and Academic Conduct.

A. INTRODUCTION BY CHAIR

The Chair should do the following.

1. Begin recording.
2. Introduce himself/herself and identify his/her role (i.e., to oversee the Student Conduct Board Hearing).
3. Notify parties present that the Hearing is being recording and that the recording is the property of TTUHSC.
4. Ask Board members, the Accused Student (and advisor, present), and the Complainant (and advisor, if present) to identify themselves.
5. If the Complainant or the Accused Student has an advisor, read the following statement:
 - a. The role of the advisor during this Student Conduct Board Hearing is limited. It reflects that this process is not a courtroom proceeding but is part of TTUHSC's program designed to provide a good learning environment for all members of our academic community.
 - b. An advisor may not question witnesses or make statements before the Student Conduct Board. The only appropriate role for the advisor is to provide advice to the student who has requested his/her presence in a manner which does not disturb the proceedings of the Student Conduct Board.
 - c. If an advisor fails to act in accordance with the procedures of the Student Conduct Board, he/she may be barred from these proceedings by the Chair.
6. Remind all persons participating in the Hearing that falsification, distortion, or misrepresentation before the Student Conduct Board is a violation of the Student Code and that any person who abuses the Student Code System in this way may face disciplinary charges for the violation.
7. Advise that witnesses, other than the Accused Student and the Complainant, are present in the Student Conduct Board Hearing only while offering their information. All witnesses, other than the Accused Student and the Complainant, shall be instructed to leave the Student Conduct Board Hearing room and wait outside.

Witnesses may be asked to affirm that they are presenting the truth before information is provided.

8. Address whether the Accused Student or the Complainant challenged any member of the Student Conduct Board for reasons of bias at least 3 days prior to the hearing in accordance with Section F.2.d and whether any new member(s) has been appointed to replace the challenged member.
9. State the allegations that have been brought against the Accused Student and the provisions of the Student Code which have been violated.
10. Explain that the Board will receive information, interview the parties and any witnesses for the parties or the Board, and review documents. At the conclusion of the hearing, the Board will confer privately and issue Findings and Recommendations to the Dean.
11. Advise that the proceedings are not intended to follow courtroom or judicial procedures and are part of an educational process by which the University applies its values to establishing the best possible learning environment for its students. Rules of procedure and evidence applicable to trials will not apply in this hearing. Hearsay evidence may be admitted with consideration given to the source, its credibility, and the nature of the evidence.
12. Remind the parties that professional decorum will be maintained at all times by the participants. Any person may be requested to leave at the discretion of the Chair.

B. COMPLAINANT'S AND ACCUSED STUDENT'S OPENING REMARKS

The Chair should do the following:

1. Chair may allow questions before proceeding with introductory remarks.
2. Ask whether the Accused Student admits or denies the allegations.
3. Both Complainant and Accused Student shall have an opportunity to present opening remarks, not to exceed 5 minutes each. Further time may be allowed in the Chair's discretion. (Opening remarks are not required, and there shall not be a negative assumption should Accused Student and/or Complainant elect not to do so.) If either party has prepared a written Impact or Position Statement or wishes to make an oral statement, he/she may do so within the prescribed time frame.
4. Complainant makes opening remarks.
5. Accused Student makes opening remarks.

C. COMPLAINANT'S CASE PRESENTATION

The Chair should do the following:

1. Inform the Complainant of his/her responsibility to provide information regarding the allegations. Provide the Complainant an opportunity to present his/her case. The complainant may be questioned by the Student Conduct Board. The Accused Student will then be given the opportunity to question the Complainant. The Chair will then ascertain whether members of the Student Conduct Board and the Accused Student have any final questions for the Complainant.

The Complainant may call his/her witnesses during the case presentation to provide relevant information. For each witness, the Complainant, and the Student Conduct Board will have opportunity to question the witness. Questioning by the Complainant and the Accused Student may be limited in the sole discretion of the Chair of the Student Conduct Board to such things as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for efficient administration of the Hearing.

2. Before a witness is excused, the Chair will ascertain whether members of the Student Conduct Board, the Complainant and the Accused Student have any final questions of the witness.
3. Instruct the witness not to discuss with other potential witnesses the information the witness shared with the Student Conduct Board.

D. ACCUSED STUDENT'S WITNESSES

The Chair should do the following:

1. Provide the Accused Student an opportunity to present his/her case regarding the allegations. Inform the Accused Student of his/her responsibility to provide information regarding the allegations. He or she may be questioned by the Student Conduct Board. The Complainant will then be given the opportunity question the Accused Student. The Chair will then ascertain whether members of the Student Conduct Board and the Complainant have any final questions for the Accused Student.

The Accused Student may call his/her witnesses during the case presentation to provide relevant information. For each witness, the Complainant and the Student Conduct Board will have an opportunity to question the witness. Questioning by the Accused Student and the Complainant may be limited in the sole discretion of the Chair of the Student Conduct Board to such things as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for efficient administration of the Hearing.

2. Before a witness is excused, the Chair will ascertain whether members of the Student Conduct Board, the Complainant and the Accused Student have any final questions of the witness.
3. Instruct the witness not to discuss with other potential witnesses the information the witness shared with the Student Conduct Board.

E. STUDENT CONDUCT BOARD'S WITNESSES (IF ANY)

1. If the Student Conduct Board requires further witnesses, it may call them at this time. The witnesses initially will be questioned by the Student Conduct Board. The Complainant and the Accused Student will then be given the opportunity to question the witnesses. Questioning by the Complainant and the Accused Student may be limited at the sole discretion of the Chair of the Student Conduct Board for such things, as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for efficient administration of the Hearing.
2. Before a witness is excused, the Chair will ascertain whether members of the Student Conduct Board and the Complainant and the Accused Student have any final questions of the witness.
3. Instruct the witness not to discuss with other potential witnesses the information the witness shared with the Student Conduct Board.
4. If the Board intends to visit a location where the alleged violation occurred, the Accused Student and Complainant shall accompany the Board to the location and be allowed to participate in discussion by the Board. All discussions regarding the matter made the subject of the Hearing will be "on hold" while traveling to and from a location. Members of the Board should not independently visit the location to investigate the allegations, without the Accused Student and Complainant present.

F. CONCLUDING REMARKS

The Chair should do the following:

1. Provide the Complainant an opportunity for concluding remarks.
2. Provide the Accused Student an opportunity for concluding remarks.
3. Concluding remarks are not required and there shall not be a negative assumption should the Accused Student and/or Complainant elect not to do so.

G. DELIBERATIONS

The Chair should do the following:

1. Inform the parties that the written Findings and Recommendations of the Student Conduct Board ("Findings") will be forwarded to the Dean, the Complainant, and the Accused Student.
2. Refer the parties to the Code of Professional and Academic Conduct in the TTUHSC Student Handbook if they have further questions regarding this proceeding or the appeal process. Questions should not be directed to any member of the Student Conduct Board.

3. Caution members of the Student Conduct Board not to discuss this matter with anyone in order to respect the privacy of all persons involved.
4. Excuse the Complainant, Accused Student, and their advisors (*if any*) from the Student Conduct Board Hearing room so that the members of the Student Conduct Board may determine if the Accused Student is responsible for any of the violations of the Student Code with which he/she has been charged.
5. Cease all recording of the proceeding.
6. After the parties have left the Hearing site, deliberate regarding appropriate sanctions, if any.

H. **FINDINGS AND RECOMMENDATIONS**

The Chair is responsible to prepare the Student Conduct Board's Findings and Recommendations. If the Findings and Recommendations are not unanimous, minority opinion(s) may be written by those who differ with the majority's Findings and Recommendations. The Chair will forward the written Findings and Recommendations, including minority opinion(s), to the Dean with copies to the Accused Student, the Complainant, and the Department Chair.

ATTACHMENT D

Sample Hearing Notice

Date

PRIVILEGED & CONFIDENTIAL

Name of Accused Student
Address
Anywhere, Texas XXXXX

CERTIFIED MAIL# _____
RETURN RECEIPT REQUESTED

Name of Complainant
Address
Anywhere, Texas XXXXX

CERTIFIED MAIL# _____
RETURN RECEIPT REQUESTED

**TTUHSC School of _____
Notice for Student Conduct Board Hearing**

A Student Conduct Board Hearing will begin on _____ *[Insert date]* at _____ *[Insert time]* in room _____. The purpose of this Hearing is to review the Complaint of Misconduct filed against you. The Complaint alleges that on or about *[provide date, time(s) and location(s); summarize circumstances & conduct]*.

In this connection, it is alleged that _____ *[Insert name of Accused Student]* violated *[Identify section of Student Code and quote section]* of the Code of Professional and Academic Conduct (Student Code) in the TTUHSC Student Handbook, a copy of which was made available to you by the Student Conduct Administrator.

If the Hearing is not concluded by _____, the session may be adjourned and continued until a later date to be determined by the members of the Student Conduct Board.

The following individuals will serve on the Student Conduct Board and will make a finding on whether a violation has occurred and recommend appropriate sanctions, if any:

- *[List members of the Board.]*

You may challenge the impartiality of any member of the Student Conduct Board up to three (3) days prior to the Hearing by providing in writing to the _____ *[Insert name]* Student Conduct Administrator, _____, those reasons for the challenge.

At least (7) business days prior to the Student Conduct Board Hearing, you must submit the following information to me:

- All pertinent records, exhibits and written statements (including Impact or Position Statements);
- A list of all witnesses, if any, who will be speaking on your behalf, including a brief summary of the testimony to be given by each; and,

- The name of your advisor, if any, who may be present only in an advisory capacity at the Hearing. The advisor must be a member of the TTUHSC community and may not be an attorney, unless you are also the subject of a pending criminal investigation, indictment or charge arising out of the same circumstances.

After receiving the above information from each party, I will exchange the information with the respective parties prior to the Hearing. At the Student Conduct Board Hearing, you will be provided an opportunity to make opening remarks, call witnesses, question witnesses, be present when testimony/evidence is being presented, respond to questions of the committee and make closing remarks after all evidence is presented.

At the conclusion of the Student Conduct Board Hearing, I will notify you in writing regarding the Findings and Recommendations of the Student Conduct Board.

Please be advised that if you do not appear before the Student Conduct Board at the above-referenced date and time, the information in support of the Complaint shall be presented and considered even if you are not present.

Sincerely,

Chair, Student Conduct Board

xc: Members of the Student Conduct Board
Dean
Department Chair
Student Conduct Administrator

ATTACHMENT E

Sample Findings and Recommendations

Date

PRIVILEGED & CONFIDENTIAL

Dean of the School

Name of Accused Student
Address
Anywhere, Texas XXXXX

CERTIFIED MAIL# _____
RETURN RECEIPT REQUESTED

Name of Complainant
Address
Anywhere, Texas XXXXX

CERTIFIED MAIL# _____
RETURN RECEIPT REQUESTED

**TTUHSC School of _____
Findings and Recommendations**

The Student Conduct Board met on _____ [Insert date] at _____ [Insert time]
in room _____ to review the Complaint of Misconduct filed against
_____ [Insert name of student]. The Complaint alleges that on or about [Provide
date, time(s) and location(s); summarize circumstances & conduct]. It is further alleged
that _____ [Insert name of Accused Student] violated [Identify section of
Student Code and quote section] of the Code of Professional and Academic Conduct
(Student Code) in the TTUHSC Student Handbook.

*[Identify names and titles of the Student Conduct Board members present at the meeting
and whether or not they were challenged by any of the parties. Identify all other individuals
present at the meeting.]*

*[Identify whether the hearing was recorded.. If so, indicate that the recording was delivered
to the Office of the Dean.]*

*[Identify whether the parties submitted written evidence prior to the hearing and on what
date. Attach written evidence.]*

[Identify whether Accused Student admitted or denied the allegations.]

[Identify any witnesses and provide a brief summary substance of their testimony.]

[Provide a brief summary of the evidence that supported and/or refuted the Complaint.]

[Identify findings of the Committee and the vote numbers.]

[Identify recommended sanctions, if any.]

[Identify whether there are any dissenting opinions and attach the opinions.]

Please direct any further questions that you may have to the Student Conduct Administrator.

Sincerely,

Chair, Student Conduct Board

xc: Members of the Student Conduct Board
Chair of the Student Promotions and Professional Conduct Board
Student Conduct Administrator
Department Chair

Enclosures: Written evidence presented by the parties

ATTACHMENT F

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER (TTUHSC)

Institutional-Level Student Complaint Form

Use this form for filing an official complaint that fall outside the scope of other institutional and school-based policies, including, for example, student complaints against staff members employed at the institutional level or against TTUHSC administrators. The TTUHSC Office of Student Services will administer the institutional policy and will insure that due process is afforded to all concerned. *This form is to be submitted to the Director of Student Services.*

Please complete the following:

Name of
Accused: _____

School, Department (if
known): _____

List the course name, number, and section (if applicable) in which the alleged misconduct occurred. _____

Please provide a clear and concise explanation of the circumstances of the alleged incident. Include all relevant information, including, but not limited to, the name of the person(s) who witnessed the incident(s) and where the incident(s) occurred. Use additional pages if necessary. Please attach relevant supporting documents.

Date of alleged violation: _____

I certify that all information provided herein is accurate and complete.

Printed Name

Complainant Date

Complainant's Signature

(Email/Phone Number)

Refer to the TTUHSC Student Handbook for more information regarding the Student Code, which is available through the TTUHSC Office of Student Services or at http://www.ttuhscc.edu/student-services/doc/student_handbook.pdf.

Chancellor's Report
Texas Tech University System
Board of Regents Meeting
August 10, 2012

Chancellor Hance presented his report to the Board: "I have just a few items to discuss today.

"We just got word this morning—Phi Beta Kappa has their national convention every three years where they name the top ten chapters and this year we were one of the top ten chapters in the nation. We are very proud of that accomplishment.

"Also, each of you received a small gift back at your hotel and here. Our Development people did that. They continue to do a great job. Fundraising as of last Friday was \$112 million. We have a couple of big gifts pending that could well come through this month. Once again, we are over \$100 million. The Vision and Tradition Campaign as of last Friday is at \$908.8 million. So, we are \$91.2 million away from our billion dollar goal. We have got about 16 months to meet that goal and I feel confident that we are going to meet that goal ahead of time. That is going well.

"The speaker for tomorrow's commencement is Jim Angle. He is a national correspondent for Fox News. He covers all of the political items from Washington DC as well as all social security and tax reform issues. Prior to his current position, he was the White House correspondent. He has also worked at CNN and ABC. Before he joined ABC, he worked in public radio for 18 years. He spent seven years as a national public radio senior White House correspondent during the Regan and Bush Administration. He is a 1969 graduate of Texas Tech University. We are honored to have him and he is thrilled to be back in Lubbock. With Scott Pelley and Jim Angle, we are well represented in the news area.

"That concludes my report."

Chairman Turner thanked the chancellor for his report to the Board.

President's Report
Texas Tech University Health Sciences Center
Board of Regents Meeting
August 10, 2012

Dr. Mitchell presented his report to the Board: "I have a few items to discuss. In reference to the hospitality of the El Paso campus, the students who we have picked up out here are warm and very interested in our visitors. They actually asked yesterday if Kirby Hocutt was one of the interviewees from the medical school.

"Our enrollment for the fall continues to increase. In 2010, we had a fall enrollment of right at 3,700. For 2011, we had a fall enrollment of 4,100. This fall we will have an enrollment of 4,500. So, we continue to increase our enrollment significantly while at the same time our entering statistics are going up well. If we look at our entering test scores and the like, they continue to go up with our enrollment. We are raising the bar substantially and rapidly on the folks who are coming into the university.

"Just as a point of reference, our School of Medicine class of 2016—this is for the Amarillo, Lubbock and Permian Basin campuses—they represent 56 universities, 15 graduate schools, 6 countries and 15 states. We have students who have varied interests. We have one Army helicopter pilot; we have one nuclear engineer from a fast attach submarine; we have someone who enjoys baking and making truffles who just happens to also be a black belt in karate. We have a composer of music on piano, guitar and viola. We have someone who likes to scrapbook. We have a wood turner, a motor vehicle racing car driver, a competitive shooter and a whole slew of different types of marathon runners. So, we have a very varied class coming in this year.

"Our FMAT program—all of the programs around the country are looking at our Family Medicine Accelerated Track. Everyone is interested to see how our students are going to do. We have a 100 percent pass rate on USMLE for our FMAT group coming through so they are doing exceedingly well. The class 2014 performed extremely well on step ones. You heard what Dr. Steele said earlier about their pass rates. We are running at 98 pass rates on the Amarillo, Lubbock and Permian Basin campuses as well. We are doing very well with that.

"We had a meeting at the end of last month with the VISN—the Veterans Integrated Service Network—as far as the proposed VA super clinic on the Lubbock campus. That meeting went quite well. We are moving forward rapidly with the development of that relationship and the building of that clinic on our campus.

"We have also had several alumni receptions in Dallas, Austin and Lubbock. We have had over 200 people attending those. We are just now as a university getting to the point where our alumni have been out in their respective practices long enough to start becoming philanthropic. So, we are starting to network that along the same way that TTU and ASU does and it is working out quite well.

"That is my report for today."

Chairman Turner thanked Dr. Mitchell for his report.

President's Report
Angelo State University
Board of Regents Meeting
August 18, 2012

Dr. Rallo presented his report to the Board: "Our faculty continue to be nationally recognized for their leadership in many fields and I want to recognize Dr. Susan Wilkinson who is the chair of our Nursing and Rehabilitation Sciences. She was one of only 37 nurse educators nationwide selected by the American Association of Colleges of Nursing for the inaugural class of nursing, deans and faculty to participate in the Wharton Executive Leadership Program for Nurses. She will be participating in August at the Wharton School in Pennsylvania.

"The second thing—we had a Geoscience Summer Institute funded by an NSF grant which we held at the Tech Junction campus for San Angelo ISD faculty to study various facets of geosciences. The reason I mention that is that we have really been working on our curriculum to identify areas of growth and opportunity for students. It was only last year that we started our geosciences program. We now have 70 majors as well as an additional 198 students enrolled in introductory geology classes. Part of that NSF grant is also designed to augment our HIS initiatives by providing outreach to students in under-represented groups who do not historically pursue careers in geology and geosciences. We think that is a great start.

"You have a handout detailing events related to our Center for Security Studies. Everyone is invited to join us. The Center is hosting its first major conference in August on trans-border narco-terrorism. The event will bring together policy strategists and field operators as well as providing Texas peace officers continuing education credit. We have attracted significant corporate sponsorship. As a former business dean, profit is not a bad word. We are going to use those to generate scholarship for students into the future. We have nice synergies also because the Tech Law School is one of the co-sponsors. Again, we are trying to work across the campuses to do these things. Senator Cornyn amongst others is scheduled to make an address. We have some interesting topics of discussion. Mr. Brunjes might be particularly interested in bulk cash smuggling. That is a topic to help him get rid of some of the excess revenue that he might have.

"Lastly, we have been working on two major initiatives for state and federal issues and this week we are going to announce several degree options to meet the Governor's challenge for degree programs under \$10,000. We envision three initial pathways—students who take dual credit while they are in high school; traditional students entering the university; and transfer students. We want to ensure flexibility and academic rigor so we are going carefully monitor the types of degrees that we will offer but at the same time we are also going to put several academic aids in there to be sure that the academic quality is retained including minimum ACTs of 26 and minimum GPAs. By combining transfer credit and targeting Carr dollars, we believe we will be able to offer a sustained, potentially expand some of the degree options in this area. We will announce that this week.

"The second one, and again focusing on the military initially, at a lot of military programs for officers do not offer credit but they are very rigorous programs. What happens right now is if you take a program such as that—and you can take a test through Clep or Dantes and you get academic credit. We need to be a little bit more creative about that. Dr. David Diramio who was here a couple of months ago—he is from Auburn—and he spoke at a Veteran's Symposium. He said 'increasing the federal government doesn't want to pay for programs while they are in the military and then pay twice to the GI bill.' So we really need to be looking at competency based education. What we are going to do at Goodfellow—they have a six-month long graduate level program in intelligence and analysis. It was the same program that I went through 30 years ago. They are very high quality programs. Our faculty has reviewed that program and when the individuals graduate from that program, we will give them 9 to 12 credits toward a graduate degree program. SACS has no issue with this under 3.4.8. They allow this mechanism to award credit for programs which do not have credit. We believe this will allow expansion to other carefully selected military programs and possibly also for corporate programs to allow us to get competency based credits to get those students involved in our graduate program. We are very excited about.

"Any questions?"

Chairman Turner asked, "Does the alternative \$10,000—it is for tuition and books?"

Dr. May responded, "No, that is for tuition and fees."

Chairman Turner asked, "Does that require any action from the Board or is that consistent with the tuition and fees that we adopted?"

Dr. May replied, "It is consistent with our current tuition and fee schedule."

Chairman Turner asked when that would go into effect.

Dr. Rallo responded, "We will be making that announcement this week but we wanted to share it here first."

Chairman Turner thanked Dr. Rallo for his report.