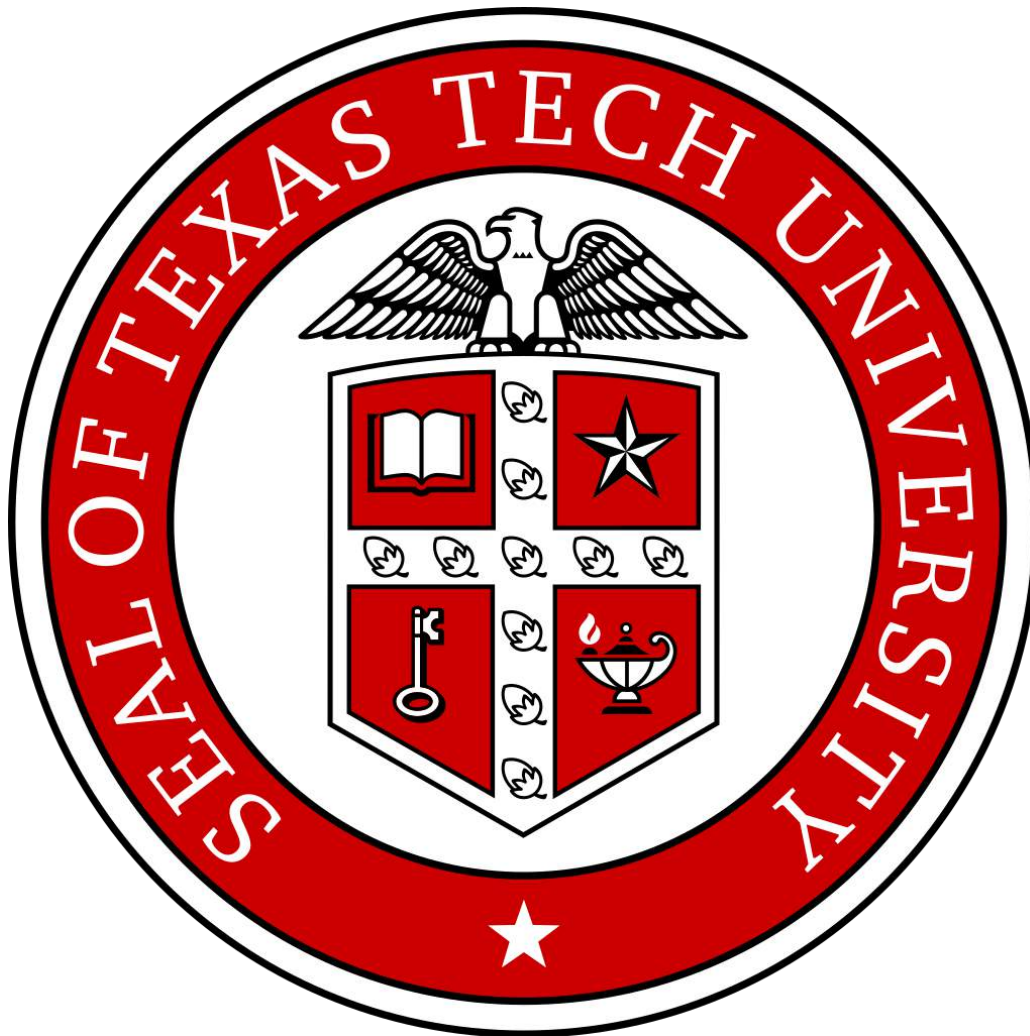


TECH TRANSFER ACCELERATION PROGRAM

Fall 2020

Student Handbook



The Texas Tech Transfer Acceleration Program (TTAP) provides students the opportunity to embark on a transformative academic journey toward acceptance into Texas Tech University. This unique program is a privilege granted on the assumption that the student is committed to earning a degree in higher education and maintaining all of the program requirements as outlined in this handbook.

This handbook is designed to promote the University's mission and to protect the rights of students, faculty and staff. 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 are

responsible for knowing the information, policies, and procedures outlined in this document. Students sign a contract at their TTAP orientation agreeing to abide by the standards, rules, and policies set forth in this handbook.

Membership in the TTAP Community

As members of this unique program, students enjoy the privileges of residing on the TTU campus while enrolled in South Plains College courses. TTAP students share the privileges and obligations of responsible citizenship in the larger community of TTU. 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.

This handbook is a brief introduction to the policies and procedures for TTAP. Students are expected to follow the Code of Conduct for South Plains College and Texas Tech University. For more detailed information, please visit the following websites:

- http://www.southplainscollege.edu/human_resources/policy_procedure/ff.php
- <http://www.depts.ttu.edu/dos/handbook/index.php>

Behavioral Expectations

A. Attendance

TTAP expects students to maintain consistent attendance in all their courses. Student absences will be recorded from the first day the class meets. Class attendance and participation are essential to student success. TTAP students who accrue more than four (4) absences in a 3-hour course or more than two (2) absences in the TTAP 1101 course will be subject to disciplinary reprimand.

An absence is defined as the following:

- Failing to attend a scheduled class.
- Missing more than 10 minutes of a scheduled class.
- Leaving class early without notifying the instructor and obtaining approval from the instructor.

There are no excused absences in TTAP. Instructors and advisors track students' attendance daily. Students will adhere to the Texas Tech academic calendar and closures. Students who choose to observe a religious holy day must do so within the confines of the absence limits detailed within the course. Instructors have the option to count students absent if they are not prepared or participating in class. Students are expected to follow all class procedures, including guidelines prohibiting electronic devices. Doctor's notes will not be accepted as an excused absence.

B. Enrollment

Students must maintain enrollment of 13-credit hours, which includes 12 hours at SPC and 1 hour at TTU. Students who fall below the 13-credit hour requirement will be dismissed from TTAP.

C. Academic Dishonesty

The South Plains College faculty aim to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious academic reprimand, including permanent dismissal from TTAP.

Cheating: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the TTAP student in the presentation of any and all phases of course work. This applies to quizzes of any length, as well as to final examinations, to daily reports, and to term papers.

Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identifiable expression of material taken from books, Internet resources, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

Self-Plagiarism: the submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.

D. TTAP Advising Appointments

Students are expected to attend appointments with their TTAP Academic Advisor twice per month during the Fall semester to discuss overall academic progress and to address any concerns outside of the classroom. Topics covered during these advising appointments include but are not limited to: course grades, course progress, procrastination, social well-being, test anxiety, stress management, career exploration, major exploration, GPA calculation, personality assessments, time management, adjusting to college life, resources for learning disabilities, TTU and SPC resources, goal setting, and final examination preparation.

Students are expected to schedule their appointments at least one week in advance. If they need to cancel the appointment for any reason, students are expected to cancel at least two hours prior to the scheduled appointment. This advising appointment must be made up within the same week of the cancelled session or at the academic advisor's discretion. Students who fail to reschedule or attend the make-up appointment will be subject to disciplinary reprimand. Students who habitually reschedule appointments will also be subject to disciplinary reprimand.

TTAP students may be assigned outside assignments to complete before their individual advising appointments. TTAP Academic Advisors may require students watch an online video, read an online article, or participate in an online discussions or surveys prior to their advising appointment.

TTAP Instructors submit progress reports on designated dates to the TTAP academic advisors. In turn, the advisors use these progress reports to help students overcome personal or academic obstacles as needed throughout the semester.

E. Theft

The attempted or actual theft of property or services of the University, other University students, other members of the University community, or campus visitors will be in violation of Student Code of Conduct and can be cause for permanent dismissal from TTAP. Please see the [TTU Student Code of Conduct](#) for more information.

F. Alcohol

Violating the University's alcohol policy is strictly enforced. Students in violation of alcohol policies while enrolled in TTAP are subject to the university judicial procedures and may be subject to dismissal from TTAP. The unlawful use, possession, or distribution of illicit drugs and alcohol by students on TTU property is a violation of the University policies and procedures.

G. Drugs and Paraphernalia

Violation of the University's drug policy is strictly enforced. Students in violation of drug policies while enrolled in TTAP are subject to the university judicial procedures and may be subject to permanent dismissal from TTAP. The unlawful use, possession, or distribution of illicit drugs and alcohol by students on TTU property is a violation of the University policies and procedures.

H. Actions Against Members of the University Community and Others

Violating the University's behavioral misconduct policy is subject to permanent dismissal from the University and from TTAP. This includes but is not limited to: assault, threats, intimidation, relational violence, bullying, hazing, harassment, stalking, or sexual misconduct. Please see the TTU Student Code of Conduct for more information.

I. Greek Life

TTAP students cannot rush or take part in high-demand social organizations like Greek Life while participating in TTAP because they are not part-time or full-time Texas Tech students. TTAP students can participate in Greek Life should they transfer successfully to Texas Tech in the Spring 2021 semester.

J. Financial Agreement

TTAP/TTU Tuition, Housing and Fees, as well as South Plains College Tuition must be paid in full or a payment plan must be in place prior to the school's designated deadline. Failure to pay tuition and fees will result in removal from courses and forfeit of TTAP transfer.

K. Transcripts

Previous college transcripts and high school transcripts are required by South Plains College and Texas Tech University. Any student who withholds transcripts may delay the transfer process and could result in denied acceptance from TTU.

L. Students with Disabilities/Accommodations

Students are responsible for establishing accommodations through South Plains College and Texas Tech University. Students must notify their instructor and TTAP Academic Advisor that accommodations have been made. Students with accommodations must maintain the 13-hour course load and work within the accommodations provided.

M. Classroom Behavior

TTAP students are expected to abide by classroom expectations as requested by their instructors. Instructors reserve the right to dismiss or remove a student from their classroom, excuse absences, or allow late arrival in class. Instructor policies and procedures will be outlined in the course syllabus or instructed verbally. The TTAP Office will abide by the instructor's policies and procedures for each course.

N. E-mail Accounts

TTAP students are required to check both TTU and SPC e-mail accounts daily to ensure accurate communication between both institutions. TTAP staff will only communicate with students via their TTU e-mail account. SPC instructors will only communicate with students via their SPC e-mail account.

O. TTAP Symposiums

TTAP students are required to participate in three symposiums centered on personal and professional development. Given that the TTAP 1101 course is time limited, meeting only for the first eight weeks of the semester, these symposiums allow opportunity to explore other topics related to collegiate success while also allowing TTAP students to connect more closely with campus resources. The current symposium schedule is the following:

Week of September 14: Dating, Healthy Relationships, and Campus Safety

Week of October 26: Career Development and Navigating Career Choices

Wednesday, December 3 at 4:00 p.m.: Transferring to Texas Tech University

For the first two symposiums, TTAP students will choose the time in which they prefer to participate in the symposiums. The TTAP Assistant Director will notify students via e-mail when they are able to register for the symposium that fits best with their schedule. All students will attend the final symposium on December 3 at 4:00 p.m. (there are no classes scheduled on this day, so this symposium time will not conflict with any schedule class time).

Symposium attendance and participation is mandatory. Students who are absent or tardy for any TTAP symposium will be subject to disciplinary reprimand, which may include dismissal from TTAP.

TTAP Student Contract and Discipline Procedure

TTAP students are expected to comply with all program requirements as outlined in this handbook. At their orientation, students review these requirements with the TTAP Academic Advisor and sign a contract agreeing to adhere to them. Specifically, students agree to:

- a. Attend classes regularly. Students acknowledge their understanding of the TTAP absence limit policy, which states that students cannot accrue more than four (4) absences in a 3-hour class and more than two (2) absence in the TTAP 1101 course
- b. Maintain enrollment in 13-credit hours during the Fall semester
- c. Attend and participate earnestly in advising appointments with the TTAP Academic Advisor and the TTAP Assistant Director
- d. Attend all TTAP Symposiums and any other mandatory activities sponsored by TTAP faculty and staff, such as referrals to tutoring, office hours, or academic coaches
- e. Attend the weekly academic-support period regularly. Students acknowledge their understanding of the academic-support period absence limit policy, which states that students cannot accrue more than 4 absences in their academic-support period
- f. Hold themselves accountable to the behavioral standards as outlined in both SPC and TTU Student Codes of Conduct.
- g. Maintain academic integrity in all courses. Academic integrity issues such as cheating, plagiarism, collusion, and self-plagiarism will be handled following the guidelines outlined for SPC, except for TTAP 1101, which will follow TTU guidelines

The authority to enact and enforce these program requirements is vested in the TTAP Assistant Director and Senior Director for University Programs and Student Success, who work in collaboration to determine the most appropriate course of disciplinary action when students are not compliant with these requirements.

Initially, students who breach the terms of the TTAP Student Contract will be required to meet with the TTAP Assistant Director at least once to discuss the contract violation. Students will be notified in advance of the meeting and encouraged to bring any supporting documentation, medical or otherwise, to the meeting.

After the meeting, the TTAP Assistant Director and Senior Director will convene to consider all details of a student's academic history when determining the most appropriate disciplinary action. This academic history review includes, but is not limited to, a student's overall class attendance, classroom conduct, individual progress reports from instructors, and academic advising attendance and participation. Possible discipline outcomes include:

- a. Written warning with behavior modification contract
TTAP may require students who have violated program requirements to sign a contract reverifying their adherence to program requirements and agreeing to participate in mandatory activities, referrals, and/or behavior modifications as deemed appropriate by the TTAP Assistant Director and Senior Director.
- b. Loss of automatic transfer eligibility status.
Students who lose automatic transfer eligibility status will be required to apply to TTU as a transfer student on their own behalf at the end of the Fall semester using the ApplyTexas Transfer Application.
- c. Permanent dismissal from TTAP.
TTAP reserves the right to dismiss permanently any student at their discretion. Students who are dismissed from TTAP are administratively withdrawn from the TTAP 1101 course, which means they will no longer have access to TTAP academic services and TTU resources. Students who reside in TTU residence halls will be required to vacate student housing in accordance with the University Student Housing and Hospitality Services Official Academic Year Contract Fall 2020 – Spring 2021. Students who are dismissed from TTAP are not automatically withdrawn from SPC courses. Dismissed students are allowed and encouraged to continue attending their SPC courses. Dismissed students are still able to apply to TTU as a transfer student at the end of the semester.