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# 2023-2024 Academic Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>FALL 2023</th>
<th>SPRING 2024</th>
<th>SUMMER I 2024</th>
<th>SUMMER II 2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Halls Open for Occupancy</td>
<td>Aug. 13</td>
<td>Jan. 7</td>
<td>May 26</td>
<td>June 30</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug. 24</td>
<td>Jan. 10</td>
<td>May 28</td>
<td>July 1</td>
</tr>
<tr>
<td>Last Day to Withdraw Without Financial Penalty</td>
<td>Sept. 11</td>
<td>Jan. 26</td>
<td>May 31</td>
<td>July 5</td>
</tr>
<tr>
<td>Advance Registration Begins</td>
<td>Nov. 6</td>
<td>April 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open Registration Begins</td>
<td>Nov. 20</td>
<td>April 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day to Declare Pass/Fail Intentions</td>
<td>Nov. 20</td>
<td>April 22</td>
<td>June 25</td>
<td>July 29</td>
</tr>
<tr>
<td>No Exams Except Makeup or Scheduled Lab Exams</td>
<td>Nov. 30-Dec. 6</td>
<td>April 24-May 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Dec. 5</td>
<td>April 30</td>
<td>June 27</td>
<td>July 31</td>
</tr>
<tr>
<td>Individual Study Day</td>
<td>Dec. 6</td>
<td>May 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Examinations</td>
<td>Dec. 7-12</td>
<td>May 2-7</td>
<td>June 28-29</td>
<td>Aug. 1-2</td>
</tr>
<tr>
<td>Semester/Term Ends</td>
<td>Dec. 12</td>
<td>May 7</td>
<td>June 29</td>
<td>Aug. 2</td>
</tr>
<tr>
<td>Residence Halls Close (with exceptions*)</td>
<td>Dec. 13</td>
<td>May 8</td>
<td>June 30</td>
<td>Aug. 3</td>
</tr>
<tr>
<td>Commencement*</td>
<td>Dec. 15-16</td>
<td>May 10-11</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Payments and Refunds
- 95% Payment of Mandatory Tuition and Fees or Enrollment in a Payment Plan Due: Aug. 21 | Jan. 5 | May 22 | June 26
- Last Day to Drop a Course and Have Charges Removed (students who drop to zero hours are considered to be a withdrawal): Sept. 11 | Jan. 26 | May 31 | July 5
- Last Day to Withdraw and Receive Partial Financial Credit: Sept. 21 | Feb. 7 | June 4 (Full Summer only) |

## Add/Drop (Changes in Schedule, Withdrawal (dropping all courses))
- Last Day to Add a Course | Aug. 29 | Jan. 16 | May 29 | July 2 |
- Last Day to Drop a Course Without Academic Penalty | Sept. 11 | Jan. 26 | May 31 | July 5 |
- Last Day to Change Major/Transfer Between Colleges | Sept. 11 | Jan. 26 | May 31 | July 5 |
- Last Day to Drop a Course With Academic Penalty (counts against drop limit) | Nov. 20 | April 22 | June 25 | July 29 |
- Last Day to Withdraw from the University | Nov. 20 | April 22 | June 25 | July 29 |

## Deadlines Related to Graduation
- Graduate School—Last Day to File Application to Graduate | Sept. 8 | Feb. 2 | June 7 |
- Graduate School—Last Day to Submit Defense Notification | Sept. 27 | Feb. 14 | May 31 |
- Last Day to Order Invitations/Academic Regalia at Bookstore | Oct. 25 | March 20 | May 31 |
- Graduate School—Master’s Non-Thesis Comp; Last Day to Defend Thesis/Dissertation | Oct. 27 | March 29 | June 25 |
- Graduate School—Last Day to Submit Final PDF of Thesis/ Dissertation, Oral Defense and Thesis-Dissertation Approval Form | Nov. 3 | April 5 | July 1 |
- Graduate School—Last Day to Post Recital Program | Nov. 3 | April 5 | July 5 |
- Graduate School—Last Day to Remove Grades of I, PR or CR | Nov. 13 | April 12 | July 5 |
- Graduate School—Comprehensive Eval Reports Due | Nov. 13 | April 19 | July 5 |
- Graduate School—Last Day to Submit Interdisciplinary Portfolio Reports | Nov. 13 | April 19 | July 5 |
- Graduate School—Last Day to Pay Thesis/Dissertation Fee | Nov. 13 | April 19 | July 5 |
- Last Day for Undergraduate Degree Candidates to Remove I and PR Grades | Dec. 1 | April 26 | June 25 | July 29 |

## Holidays and Vacation Days
- Labor Day Holiday | Sept. 4 |
- Thanksgiving Vacation | Nov. 22-Nov. 26 |
- MLK Day | January 15 |
- Spring Vacation | March 9-17 |
- No Classes | April 1 |
- Juneteenth | | |
- Independence Day | June 19 | July 4 |

## Intersession
- Fall Intersession | August 7-20 (Grades Due August 20) |
- Winter Intersession | Dec. 13-23, Jan. 2-6 (Grades Due January 11) |
- May Intersession | May 9-25 (Grades Due May 30) |

## Faculty-Related Information
- Faculty on Duty | Aug. 21 | Jan. 8 | May 28 | July 1 |
- Mid-Semester Grades Due Via Raiderlink (5 p.m.) | Oct. 26 | March 20 | | |
- Raiderlink Available for Grading | Dec. 4 | April 29 | June 26 | July 30 |
- Grades Due for Graduating Students Via Raiderlink (noon) | Dec. 13 | May 8 | | |
- Final Grades Due Via Raiderlink (5 p.m.) | Dec. 18 | May 13 | July 1 | Aug. 5 |

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

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

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

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

- Anonymous Report
- Academic Integrity
- Student of Concern
- Student Complaint Form
- Extended Absence Verification Request
- Hazing Incident
- General Student Conduct
- Student Organization Misconduct
- Pregnancy & Parenting
- Title IX/Sexual Misconduct
WHERE TO SUBMIT A REPORT

All reports can be submitted online through the Office of the Dean of Students webpage or through this link.

HOW TO SUBMIT A REPORT

Once you find the Raiders Report landing page, select the form that most closely matches the situation.
WHO IS A MANDATORY REPORTER?

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

WHEN TO FILE A REPORT

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

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

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

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

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

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

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

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

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

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

- If you believe the information provides new and relevant details about the incident, please email or call the Title IX office at 806.834.1949 instead of filling out an additional report
TYPES OF BEHAVIORS AND SUGGESTED ACTIONS/REFERRALS

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

ACTION
Determine a time to talk individually with the student to address the behavior(s)
During the conversation:
- Communicate clearly
- Reestablish expectations
- Provide resource referrals as appropriate

PRIMARY RESOURCES
- Supervisor
- Department Chair

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

ACTION
Communicate expectations early & clearly via the syllabus & student code of conduct
Additional Possible Actions:
- Document what occurred
- Submit online report via Student Conduct website
  - www.depts.ttu.edu/studentconduct

PRIMARY RESOURCE
- Office of Student Conduct
  - 806.742.1714
  - studentconduct@ttu.edu

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

ACTION
- Determine a time to talk individually with the student
- Assess the situation
- Offer resources
- Submit an online Student of Concern report
  - www.ttu.edu.studentsofconcern

PRIMARY RESOURCES
- Student Counseling Center
  - 806.742.3674
  - scc@ttu.edu
- Office of the Dean of Students
  - 806.742.2984
  - deanofstudents@ttu.edu
## TYPES OF BEHAVIORS AND SUGGESTED ACTIONS/REFERRALS

<table>
<thead>
<tr>
<th>VIOLENT BEHAVIORS</th>
<th>ACTION</th>
<th>PRIMARY RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Threat to self or others</td>
<td><strong>If in immediate danger:</strong>&lt;br&gt;• Call 911&lt;br&gt;• Address the immediate concern by protecting self &amp; others by clearing or locking down location</td>
<td>• Texas Tech Police Department&lt;br&gt; ○ 806.742.3931&lt;br&gt; • Office of the Dean of Students&lt;br&gt; ○ 806.742.2984</td>
</tr>
<tr>
<td>• Violent or aggressive behavior</td>
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<tr>
<td>• Mention of weapons or violence to solve problems</td>
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<td></td>
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<tr>
<td>• Deficient in skills to regulate emotion/behavior</td>
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<td></td>
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<tr>
<td>• Writings/Online posting that convey intention to harm self or others</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Unable to care for self</td>
<td><strong>If not in immediate danger:</strong>&lt;br&gt;• Assist student in seeking help&lt;br&gt;• Document what occurred&lt;br&gt;• Report situation to police&lt;br&gt;• Submit an online <a href="#">Student of Concern report</a></td>
<td></td>
</tr>
<tr>
<td>• Profoundly disturbed</td>
<td></td>
<td></td>
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<tr>
<td>• Detached view of reality</td>
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</tbody>
</table>

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

FOR NON-EMERGENCY POLICE ASSISTANCE, CONTACT TEXAS TECH POLICE AT 806.742.3931
ENCountering Students in distress

INDICATORS OF CRISIS

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

- Missed Assignments
- Drop in Grades
- Negative Change in Classroom Behavior
- Continual Seeking of Special Accommodations (extensions, postponed, etc.)
- Unprovoked Anger or Hostility
- Exaggerated Personality Traits
- Any Written Note or Verbal Statement indicating Suicidality or “Finality”
- Tearfulness
- Decline in Quality Work
- Repeated Absences from Class
- Verbal Aggressiveness
- Work the indicates Extremes of Hopelessness, Social Isolation, Rage, or Despair
- Out-of-Control Hygiene or Lack There Of
- Direct Statements indicating Distress, Family Problems, or Other Difficulties
- Self-Injury or Self-Destructive Behavior
- Verbal or Written Threats of Harm to Others

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

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

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

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

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

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

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

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

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

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

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

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

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

FOR NON-EMERGENCY POLICE ASSISTANCE, CONTACT TEXAS TECH POLICE AT 806.742.3931
ENCOUNTERING STUDENTS IN DISTRESS

APPROACHING TO HELP

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

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

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

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

FOR NON-EMERGENCY POLICE ASSISTANCE, CONTACT TEXAS TECH POLICE AT 806.742.3931
OFFICE OF THE DEAN OF STUDENTS

APPROACHING TO HELP

The Office of the Dean of Students takes referrals for Students of Concern and the following situations:

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

Pregnancy and Parenting related matters report to the Office for Student Civil Rights and Sexual Misconduct via email at alfaris@ttu.edu or by phone at 806.742.7233 or through Raiders Report

HOW TO SUBMIT A REFERRAL

There are two ways to submit a referral:

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

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

FOR NON-EMERGENCY POLICE ASSISTANCE, CONTACT TEXAS TECH POLICE AT 806.742.3931
ABSENCES OF A WEEK OR MORE

1. Office of the Dean of Students | 806.742.2984 | Student Union Building - Suite 203
   a. Available to discuss situations where students miss a week or more of consecutive days.

2. Associate Academic Dean of the Student’s College
   a. For absences of less than one week, faculty are encouraged to work directly with the student.
   b. Associate Academic Deans are available for consultation on absences less than one week.

ACADEMIC ACCOMMODATIONS

1. Student Disability Services | 806.742.2405 | Weeks Hall – 130
   a. Coordinates accommodation and resources for students with registered disabilities.

2. Office for Student Civil Rights and Sexual Misconduct | 806.742.7233 | Student Union Building – 232
   a. Coordinates accommodation and resources for students who are pregnant or parenting or for students who have experienced a Title IX related incident.

ACADEMIC INTEGRITY

1. Office of Student Conduct | 806.742.1714 | Student Wellness – 211
   a. Investigates incidents and adjudicates Code of Student Conduct violations.
RESOURCES BY TOPIC

ACADEMIC PERFORMANCE

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

FINANCIAL CONCERNS

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