



TEXAS TECH UNIVERSITY

Office of the Dean of Students™

STUDENTS OF CONCERN (SOC)

Texas Tech University support & resource guide | 2020-2021

SOC is a central place for the Texas Tech University community to report student behaviors of concern for early intervention, risk assessment and referrals to help promote student success while paying special attention to the safety and security needs of members of the University community

WHAT IS A STUDENT OF CONCERN?

A student of concern is any student whose behavior may impact their ability to be successful in the University environment.



RAIDERS
REPORT

ONLINE REPORTING SYSTEM

REPORT

**When in doubt submit a Raiders Report!
Visit go.ttu/raidersreport for all reports**

For more information on types of behaviors to report, see Types of Behaviors & Suggested actions.

If you feel an immediate threat or need emergency response call 911.

For non-emergency police assistance call Texas Tech Police Department at (806) 742.3931

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TEXAS TECH UNIVERSITY

Office of the Dean of Students™

Our office provides support with the following :

Student Emergency

- Death of a loved one
- Injury & Illness
- Student Hospitalizations
- Wellness

Students of Concern

- Classroom & other Behavioral issues
- Threatening Behaviors
- Students in Distress

Processes/ Policies

- Withdrawal & Drops
- Incomplete
- Grade Appeal
- Grievances/ Complaints

Class Absences

- One week or more
- Per **OP 34.04**, the Instructor determines if absences are excused or unexcused.

COVID-19 Support Request Form

(Absence & Resource Support)

www.deanofstudents.edu

Concerned for a student?

Submit a concern at www.ttu.edu/studentsofconcern or call 806.742.2984



We are here to help!

For more information : go.ttu.edu/raiderrelief

Raider Relief was 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.

Raider Relief can assist students in finding resources for food, housing, financial education and support, childcare, employment, medical and behavioral health, and transportation.

Please reach out or refer students to
go.ttu.edu/raiderrelief



TEXAS TECH UNIVERSITY

Office of the Dean of Students™

raiderrelief@ttu.edu | 806.742.2984

MENTAL HEALTH

Student Counseling Center -806.742.3674

licensed mental health care providers (group & individual)

Student Health Services- 806-743-2848

accredited primary health care clinic. includes mental health care. <https://www.depts.ttu.edu/studenthealth/>

TTU Crisis HelpLine- 806.742.5555

24 hour phone line where students are connected to licensed counselors for crisis intervention & referral services.

SUICIDAL IDEATION

Student Counseling Center -806.742.3674

licensed mental health care providers
(group & individual)

TTU Crisis HelpLine- 806.742.5555

24 hour phone line where students are connected to licensed counselors for crisis intervention & referral services.

For Faculty/Staff/ Students

PERSONAL CRISIS/DISTRESS

Student Counseling Center -806.742.3674

licensed mental health care providers (group & individual)

Office of the Dean of Students- 806-742-2984

coordination and referrals to campus community and community resources. | www.deanofstudents.ttu.edu

TTU Crisis HelpLine- 806.742.5555

24 hour phone line where students are connected to licensed counselors for crisis intervention & referral services.

FAMILY EMERGENCY

Associate Academic Dean -

(of student's college)

notification of faculty regarding class absence
(one week or more only) OP 34.04

Office of the Dean of Students- 806-742-2984

coordination and referrals to campus community & community resources. | www.deanofstudents.ttu.edu

ILLNESS /INJURY

Associate Academic Dean -

(of student's college)

notification of faculty regarding class absence
(one week or more only) OP 34.04

In obtaining documentation from students, never request a medical record. Only request documentation with date of service

Office of the Dean of Students- 806-742-2984

coordination and referrals to campus community and community resources. | www.deanofstudents.ttu.edu

STUDENT DEATH

Office of the Dean of Students- 806-742-2984

Official notification processes and resources related to the death of a student. | www.deanofstudents.ttu.edu

ABSENCES

Associate Academic Dean -

(of student's college)

notification of faculty regarding class absence
(one week or more only) OP 34.04

It is the Professors discretion if they will excuse/allow make up work due to absences based on the expectations outlined in the course syllabus

Office of the Dean of Students- 806-742-2984

available to discuss situations where students miss a week or more consecutive days. | www.deanofstudents.ttu.edu

DISABILITY/ACCOMMODATIONS

Student Disability Services - 806.742.2405

coordinates accommodations and resources for registered disabled students

Note: Absence from class due to a disability, is not an automatic classroom accommodation.
www.depts.ttu.edu/sds/

PREGNANCY

Office for Student Civil Rights & Sexual Misconduct -806. 742-7233

Resources and assistance for students navigating pregnancy, childbirth and related outcomes.

SUBSTANCE ABUSE

Raider Assistance Program- 806.743.2844

Student Health Services

Treatment referral and other drug assessment

RISE, Raider Restart -806.742.2110

Brief alcohol screening and intervention.
www.rise.ttu.edu

eCheck Up to Go - An online anonymous assessment for students about their drinking and marijuana use, with resources provided.
www.depts.ttu.edu/rise/AOD/echug.php

FINANCIAL

Student Financial Aid- 806.742.3681

www.financialaid.ttu.edu

Red to Black -806.742.9781

Offers Peer Financial coaching. |www.r2b.ttu.edu

Raider Relief -806.742.2984

provides students access to the most essential resources required to achieve academic goals. Assists with campus community and community resources. | go.ttu.edu/raiderrelief

THREATS OR ACTS OF VIOLENCE

Texas Tech Police Department - 806.742.3931
emergency response, full law enforcement
authority, and criminal investigations
www.depts.ttu.edu/ttpd

Office of the Dean of Students - 806.742.2984
coordination of Behavioral Intervention Team
and other resources
www.ttu.edu/studentsofconcern

SEXUAL VIOLENCE & ASSAULT, SEXUAL HARASSMENT, SEXUAL MISCONDUCT, GENDER BASED DISCRIMINATION

**Office for Student Civil Rights & Sexual Misconduct
/Title IX Coordinator - 806.742.7233**
coordinates response, investigations, and
processes related to instances of sexual violence,
discrimination, and harassment. www.titleix.ttu.edu

Title IX Coordinator : Kimberly Simon
kimberly.simon@ttu.edu Direct: 806. 834.1949
TTU Crisis HelpLine - 806.742.5555
24 hour phone line where students are connected
to licensed counselors for crisis intervention
and referral services.

Voice of Hope - 806.763.7273
community resource for those
affected by sexual assault | www.voiceofhope.org

DISCRIMINATORY HARASSMENT

**Office for Student Civil Rights & Sexual Misconduct
- 806.742.7233**
coordinates responses, investigations,
and process related to discriminatory harassment
www.titleix.ttu.edu

CONDUCT/BEHAVIOR

Office of Student Conduct - 806.742.1714
Investigates incidents and adjudicates
Code of Student Conduct violations
www.depts.ttu.edu/studentconduct

ACADEMIC INTEGRITY

Office of Student Conduct- 806.742.1714
Investigates incidents and adjudicates
Code of Student Conduct violations
(also see A Guide for Faculty insert)
www.depts.ttu.edu/studentconduct/academicinteg.php

GENERAL GRIEVANCES

Office of the Dean of Students- 806.742.2984
Oversees the grievance process
www.ttu.edu/studentsofconcern

CONFLICT COACHING

Office of the Dean of Students- 806.742.2984
Provides training in conflict resolution,
communication and university processes
www.deanofstudents.ttu.edu

STUDENT HOUSING

University Housing -806.789.6000
Residence Life staff on duty to assist students
in the halls.
www.housing.ttu.edu

ACADEMIC PERFORMANCE

SOAR - 806.742-3664
Support Operations for Academic Retention
services to increase student's academic effectiveness
www.soar.ttu.edu

PARENT & FAMILY MEMBERS

Parent & Family Relations- 806.742.3630
Resources and assistance for parent & family
members of students.
www.parent.ttu.edu

STUDENT HANDBOOK

- **Student rights and responsibilities**
 - Policies and processes related to student life
 - Code of Student Conduct
- www.ttu.edu/studenthandbook

OTHER HELPFUL RESOURCES

EMERGENCY ALERTS

The system is used to alert the university community of
emergency situations and class cancellations or delays.
Update cell phone, home phone or text message
information at www.emergency.ttu.edu

QPR-QUESTION, PERSUADE, REFER

Suicide prevention training for faculty, staff and students

- Student Counseling Center
806. 742.3674 counseling.ttu.edu
- RISE (Risk Intervention & Safety Education)
806.742.2110 | www.rise.ttu.edu

TTU CRISIS HELPLINE

Texas Tech Crisis Helpline-806.742.5555
Offers 24 hour assistance for students experiencing:
Mental Health/Crisis, Suicidal thoughts,
Sexual Assault, Interpersonal Violence

2020-2021 Academic Calendar

	FALL 2020	SPRING 2021	SUMMER I 2021	SUMMER II 2021
Residence Halls Open for Occupancy	Aug. 16	Jan. 14	May 30	July 4
Last Day Withdraw Without Financial Penalty	Aug. 21	Feb. 4	June 1	July 5
Classes Begin	Aug. 24	Jan. 20	June 2	July 6
Advance Registration Begins	Nov. 5	April 1		
Open Registration Begins	Nov. 24	April 21		
Last Day to Declare Pass/Fail Intentions	Nov. 24	March 31	June 28	July 26
No Exams Except Makeup or Scheduled Lab Exams	Nov. 24–Dec. 2	April 28–May 4		
Last Day of Classes	Dec. 2	May 4	July 1	Aug. 4
Individual Study Day	Dec. 3	May 5		
Final Examinations	Dec. 4–9	May 6–11	July 2–3	Aug. 5–6
Semester/Term Ends	Dec. 9	May 11	July 3	Aug. 6
Residence Halls Close (with exceptions*)	Dec. 10	May 12	July 3	Aug. 7
Commencement†	Dec. 11–12	May 14–15		Aug. 7
PAYMENTS AND REFUNDS‡				
95% Payment of Mandatory Tuition and Fees or Enrollment in a Payment Plan Due.	Aug. 17	Jan. 13	May 25	June 29
Last Day to Drop a Course and Have Charges Removed (students who drop to zero hours are considered to be a withdrawal)	Sept. 9	Feb. 4	June 7	July 9
Last Day to Withdraw and Receive Partial Financial Credit	Sept. 21	Feb. 16	June 3	July 7
ADD/DROP (changes in schedule), WITHDRAWAL (dropping all courses)				
Last Day to Add a Course	Aug. 27	Jan. 25	June 3	July 7
Last Day to Drop a Course Without Academic Penalty	Sept. 9	Feb. 4	June 7	July 9
Last Day to Transfer Between Colleges	Sept. 9	Feb. 4	June 7	July 9
Last Day to Drop a Course With Academic Penalty	Nov. 24	April 21	June 28	Aug. 2
Last Day to Withdraw from the University	Nov. 24	April 21	June 28	Aug. 2
DEADLINES RELATED TO GRADUATION				
Last Day for Undergraduate Degree Candidates to Remove I and PR Grades	Nov. 24	April 30	June 29	Aug. 2
Graduate School—Last Day to File Statement of Intent to Graduate	Sept. 18	Feb. 5	June 13	
Graduate School—Last Day to Submit Defense Notification	Sept. 25	Feb. 17	June 7	
Last Day to Order Invitations/Academic Regalia at Bookstore	Oct. 19	March 24	June 7	
Graduate School—Master’s Non-Thesis Comps; Last Day to Defend Thesis/Dissertation	Oct. 16	April 2	June 28	
Graduate School—Last Day to Submit Final PDF of Thesis/ Dissertation, Oral Defense and Thesis-Dissertation Approval Form	Nov. 6	April 9		July 5
Graduate School—Last Day to Post Recital Program	Nov. 6	April 9		July 9
Graduate School—Last Day to Remove Grades of I, PR or CR	Nov. 16	April 16		July 9
Graduate School—Comprehensive Eval Reports Due	Nov. 16	April 27		July 9
Graduate School—Last Day to Submit Interdisciplinary Portfolio Reports	Nov. 16	April 27		July 9
Graduate School—Last Day to Pay Thesis/Dissertation Fee	Nov. 16	April 27		July 9
HOLIDAYS AND VACATION DAYS				
Labor Day Holiday	Sept. 7			
Thanksgiving Vacation	Nov. 25–Nov. 29			
MLK Day		January 18		
Spring Vacation		March 19		
No Classes		Feb. 26, April 5		
INTERSESSION				
Fall Intercession	August 10–23 (Grades Due August 31)			
Winter Intercession	Dec. 10–23, Jan. 4–10 (Grades Due January 19)			
May Intercession	May 12–28 (Grades Due June 4)			
FACULTY-RELATED INFORMATION				
Faculty on Duty	Aug. 19	Jan. 19	June 1	July 5
Mid-Semester Grades Due Via Raiderlink (5 p.m.)	Oct. 26	March 23		
Raiderlink Available for Grading	Nov. 30	May 3	June 29	Aug. 3
Grades Due for Graduating Students Via Raiderlink (noon)	Dec. 10	May 12		
Final Grades Due Via Raiderlink (5 p.m.)	Dec. 14	May 17	July 5	Aug. 9

* See detailed chronological calendar at www.depts.ttu.edu/officialpublications/calendar/index.php for explanation of exceptions.

† Schedule of commencement ceremonies can be found at www.depts.ttu.edu/provost/commencement/index.php.

‡ See www.depts.ttu.edu/studentbusinessservices for details of payment arrangements, dates, and refunds.

Faculty Do's & Don'ts for ADA Accommodations

Do	Don't
<p>Do meet with any student requesting accommodations during your office hours. This is when you establish what will be provided in your classroom based on the electronic LOA sent to you by the SDS office.</p>	<p>Don't allow a student to hand you a Letter of Accommodation (LOA) just prior to the beginning or at the end of class. LOA's must be sent to you electronically by the student. Remind the student that discussing it in front of other students violates their right to keeping the disability confidential.</p>
<p>Do follow all accommodations that are requested by the student listed on their Letter of Accommodation</p>	<p>Don't provide anything other than what is listed on the LOA. If the student wants something additional or altered, have them contact the Student Disability Services (SDS) Office to discuss the change.</p>
<p>Do expect a student with a disability to follow the same attendance policy in your course syllabus as any other student.</p>	<p>Don't allow a student with a disability to bring you documentation stating that their disability allows them to miss class. This is not a reasonable accommodation and will never appear on a Letter of Accommodation from the SDS office.</p>
<p>Do accept a note from a Physician or Clinic indicating an appointment or seasonal illness if you allow this from any student in order to make up missed work due to missed class because of illness</p>	<p>Don't ask for, or accept, documentation of any other kind for a disability or medical condition by a student who is asking for accommodations</p>
<p>Do allow a student with a disability to discuss with you problems they may be having in your classroom to help promote their academic progress</p>	<p>Don't allow them to do less work or alter exam schedule or due dates for projects. Unless there is a conflict with the Academic Testing Center and the time of the exam, all exams for students with disabilities must be administered at the same time and using the exact same format as all other students</p>
<p>Do discuss how the supplemental note taking accommodation will be provided in your course. With so many different options available it is important to be clear with the student how this accommodation will be provided.</p>	<p>Don't announce the student's name or indicate that he/she should pick up their class notes in front of other class members.</p>
<p>Do expect a student registered with SDS to follow the Student Code of Conduct, just like any other student.</p>	<p>Don't allow a student registered with SDS to act out of turn in class simply because he/she has presented you with information about their disability. All students are still required to follow the Student Code of Conduct</p>

Call Student Disability Services for questions 806-742-2405

www.depts.ttu.edu/students/sds



Preventing Academic Dishonesty

Texas Tech University students, faculty, and administrators are committed to creating a university atmosphere free from academic dishonesty. All members of the university community are responsible for upholding standards of excellence and for having integrity in the work they produce. Members of the Texas Tech community should contribute to the campus environment in an ethical and honest manner.

Promoting Academic Integrity

Stress the importance of integrity to the Learning Process. Honest work builds self-esteem, knowledge, and skills. Those who violate the Academic Integrity policies undermine the quality of education we provide and devalue Texas Tech's reputation and the degrees we confer.

Highlight the Code of Student Conduct and the importance of academic honesty in class and in handouts; remind students of the Code before exams; link your website to the Code; and refer suspected violations to The Office of Student Conduct.

Discuss issues of integrity with your class, especially those relevant to the course and to students' future careers. Give criteria for the "hard choices" in your field, with examples of how ethical issues can/should be solved.

Enlist students' help in creating a climate of integrity in your class. Give students opportunities to earn your trust. Encourage them to tell you immediately if they see cheating.

Inspire, encourage, and model integrity. You don't have to threaten or scold. Positive reinforcement works better than scare tactics, and internal constraints (morals, ethics, character) are the most effective. As educators, faculty influence students' attitudes and development and can reinforce student integrity.

Set clear standards for assignments and grading, outline them in your syllabus, and discuss them in class. Tell students whether they may collaborate, and if so, how much. You may consider having a "syllabus quiz" or have students sign a "class policies agreement."

General Preventative Steps

Have students sign an honor statement on exams and papers, attesting that all work is their own and that no unfair advantage has been taken.

Provide and collect all exam materials. Inspect formula sheets and scratch paper after the exam.

Develop multiple exams by mixing up the question order, change constant numbers, and print on different colored paper.

Prohibit communication among students during exams; for questions about the test, have them talk to you.

Number exams and include the number at the top of each page

Use a sign-in sheet for each row, by exam numbers, to record where students sit.

Check the student ID of each student before and after exams.

Require written excuses for make-ups or extensions, and check authenticity.

Encourage students to sit away from study partners or friends during exams and to cover their work.

Refrain from using textbook test banks. Students have discovered ways to access these "instructor-only" resources.

Be clear about writing expectations and offer in and out of class resources to help students in the research/writing process.

Require the use of a style guide (MLA, APA, etc.) in ALL written work done outside of class.

Confronting Possible Dishonesty

Discreetly confront suspicious conduct as described below, identify those involved and record their names.

If students appear to be talking or exchanging information, announce to class that no talking is permitted during exams, record names and quietly ask student(s) to move to new seats.

If students appear to be using unauthorized materials, promptly and discreetly confiscate notes. These materials may be important in proving the cheating if a student denies responsibility.

If you see "wandering eyes," announce that eyes must be kept on one's own paper, and quietly warn specific student(s) and record the student's name and those sitting around him or her.

If you learn a "ringer" may be taking an exam for another student, approach quietly and ask for ID. If he/she cannot or will not provide proper ID, confiscate the exam and record a description of the individual.

Review exam(s) for evidence of cheating and report suspected misconduct to the Office of Student Conduct.



Deterring Copying or Collaborating

Use multiple exam versions. Scramble the order of questions and change key variables and/or constants.

Use alternate seating if no extra rooms are available

Combine classes for exams seating students from each class alternately.

Arrange exams by putting multiple choice and true/false questions at the bottom of the page where it is harder to copy.

Use essay and short answer questions. It is much more difficult to copy someone's essay than a multiple choice answer.

Refuse credit for correct answers unless ALL WORK is shown

Require students to remove hats and sunglasses during exams, unless they have a medical reason.

WATCH FOR: Wandering eyes; talking; passing notes; or other communication (e.g., cell phones, headphones, iPods) that can transmit and receive information by voice, email, data transfer, or message function).

Deterring Use of Unauthorized Materials or Notes

Give oral and written instructions regarding, which materials can or cannot be used on the test.

Have students put away books, notes, or other prohibited items and store them out of sight.

Change exam questions often, preferably every semester.

Do not permit programmable calculators, or require students to "clear" all programs before exams begin.

If you provide sample questions or study sheets, do not use the exact same questions on the exam.

Have students turn in blank blue books to you at the class before the test, mark to show you've seen them, and redistribute at random, or have students pass blue books two seats down.

Require students to begin writing on a certain page in their blue books, leaving a specified number of lines/pages blank.

WATCH FOR: Crib notes up sleeve, under leg; inside pockets, clothing, pen, calculator cover, or cap brim; written on hands, arms, pencils, desks, chairs, blackboards, walls; visible on clipboard or floor, binders or backpacks, stored in programmable calculators; pre written in blue books; or hidden in bathroom or nearby classroom.

ALSO WATCH FOR: Students leaving room without submitting test (to use notes or key outside class); attempting to sneak completed exam back into room at end of exam, or into faculty office, or having accomplice "find" and turn in "lost" exam.

Avoiding Fraudulent Re-Grade Requests

Photocopy graded test/scantrons before handing back.

Mark wrong answers or blank space with an "X" or slash mark.

After re-grade, keep record of original score in grade book and database, with page totals, problem scores, and total exam score.

Have one person review all re-grade requests and record changes.

WATCH FOR: Erased or changed scantron answers; new, correct answers in place of previously blank or incomplete response; photocopied tests with original answers and grading marks blanked out, then redone with correct answers and forged grading marks; pages or entire exam with higher scores stolen from return bin, name changed, then submitted for more credit under thief's name. Red Flags: poor quality "second generation" copy inconsistent with original exam; copies of staple holes; entire pages erased and rewritten (to avoid detection of different handwriting); major discrepancies with grade book (resubmitted exam shows different score).

Preventing "Ringers" & Loss/Theft of Exams

Count the number of exams handed out, of students taking the test, and of exams turned in (before leaving the room), and make sure numbers match. Use exam numbers and sign in sheets.

Collect exams from students while seated rather than having a chaotic rush to the front.

Have consistent "loss-proof" method of transporting papers between class, office, and home (e.g., locked briefcase).

Keep office and desk locked and papers secure when you are out.

WATCH FOR: Ringer taking test for enrolled student (who may be present or not). Ringer may do own test, then re-copy Scantron for student, or ringer may do real exam while enrolled student does "fake" exam. When done, switch papers, enrolled student writes own name and submits test. Fake exam is discarded or submitted with phony name.

ALSO WATCH FOR: Theft of ungraded exams/papers from submission box; or from office, computer lab print-out tray; or other student's computer, account backpack, or room. Thief erases name and submits as own. May destroy original work to avoid detection. Student may come to test (or earlier section), take exam copy (or have friend get copy) then go study before own section test/ scheduled make-up. Rarely exam questions or answer key taken from faculty office or computer. Students who fails to submit paper or exam, then claims faculty error caused loss of work (goal: make-up exam or extension).

A Faculty Guide to Encountering Students in Distress or Personal Crisis

Encountering a student in distress or in personal crisis

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

As an Instructor, you may become aware of students’ anxiety, depression, loneliness, marital and family adjustment situations, sexual concerns, feelings of low self-worth, career dilemma, or other situations that are causing the student to be personally distressed or in a troubled mental state. While this distress results from the student’s personal situation, the effects of a troubled personal life sometimes becomes evident in the classroom and may affect not only the student’s ability to succeed in the class, but may affect you and other students in the class as well.

Consult with Student Counseling Center (SCC) Counselors to determine how you can help.

As a consultant, our role is 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 the ability for other students to learn, you may want to consider visiting with your academic dean for classroom management.

A few reasons why faculty and staff consult with Counseling staff are to:
Get ideas for how to suggest to someone that they seek counseling or assistance.

- Become aware of services and resources available to help with particular concerns.
- Learn how to refer a student to our services
- 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.



TEXAS TECH UNIVERSITY
Office of the Provost: Student Affairs
Student Counseling Center

Student Counseling Center (SCC)

806-742-3674

www.depts.ttu.edu/scc

Texas Tech Crisis Helpline

806-742-5555

24-hour assistance for students experiencing:
Mental Health Crisis/ Suicidal Thoughts
Sexual Assault, Interpersonal Violence

Indicators of students in crisis

Students in crisis may exhibit the following early warning indicators:

- Missed assignments
- Deterioration in quality of work
- A drop in grades or repeated absences from class
- A negative changes in classroom performance
- Verbal aggressiveness in class meetings
- Continual seeking of special accommodations (late papers, extensions, postponed examinations, etc.)
- Essays or creative work that indicate extremes of hopelessness, social isolations, rage, or despair
- Tearfulness
- Unprovoked anger or hostility
- Exaggerated personality traits (e.g., more withdrawn or animated than normal)
- Direct statements indicating distress, family problems, or other difficulties
- Expressions of concern about a student in the class by his/her peers
- Lack of personal hygiene
- Any written note or verbal statement that has a “sense of finality” (suicidal)
- Self-injurious or self-destructive behaviors
- Out-of-control behavior
- Verbal or written (email) threats of harm to self or others

None of these warning indicators alone is sufficient for predicting mental health problems, aggression and/or violence. When presented in combination, they may indicate the need for documentation and further analysis to determine an appropriate intervention. This documentation and further analysis is something that should be undertaken with the support of SCC Counseling and in consultation with your academic dean.

First approach to helping

Try to talk with the students in a private location, mention you are concerned and cite a specific reason why you have concern.

- Give the individual time to talk about their situation, just listen
- Use a calm voice when talking to the student
- Ask if student would like to talk with a SCC Counselor who has expertise in helping student to “cope” with a variety of matters that can be troubling
- Mention that Counseling is without fee and is confidential (unless harm is likely)
- If student would like to talk with a Counselor offer to walk the student to the Student Counseling Center for walk-in hours (12:30pm-3:30pm)

When you have had an interaction with a distressed or troubled student, report this to your Associate Dean and complete the web based Students of Concern form found at www.ttu.edu/studentsofconcern

Therapy Assistance Online



TAO is an interactive, web-based program that provides well-researched and highly effective strategies to help overcome anxiety, depression and other common concerns.

With TAO, students will have access to highly effective therapy modules 24/7 and a dedicated time to meet with a counselor each week for a 20-30 minute appointment.

Weekly exercises take approximately 30-40 minutes to complete and can be done on a smart phone, tablet, or computer.

If a student is not interested in counseling appointments, TAO for Self-Help may be a good alternative.

Students can enroll online through the

TTU Dean of Students Website

www.deanofstudents.edu

Click [here](#) for more information



WHAT ARE THE LEGAL REQUIREMENTS?

In accordance with Title IX, Texas Tech University is deemed to have notice of an incident of gender-based harassment or sexual violence if a *Responsible Employee* knew, or in the exercise of reasonable care should have known, that the misconduct occurred. This includes incidents of **sexual assault**, **sexual harassment**, **sexual exploitation**, **stalking**, and **domestic/relationship violence**.

All university employees (faculty, staff, administrators, and student employees) are required, as Responsible Employees, to immediately report actual or suspected harassment or sexual violence (sexual assault, sexual exploitation, dating violence, and stalking) to the Title IX Coordinator, Assistant Title IX Coordinator, and Investigators. Information will remain private and will be shared *only* with coordinators who have a legitimate educational need to know to best assist and support the student. When informed of an incident, employees must refer **all known details** (including names of the involved parties) to one of the above coordinators.

If a student requests confidentiality or that no action be taken, the employee must still refer the incident to the appropriate Title IX coordinators listed above, who will evaluate requests for confidentiality with consideration for whether a continuing threat to either the victim or the campus community exists.

Additionally, employees will **not** share information with law enforcement without the disclosing student's permission. The employee must also still inform one of the above Title IX coordinators. The University's responsibilities exist *regardless* of the involvement of law enforcement.

HOW DO I FULFILL MY RESPONSIBILITIES?

- **Listen** to the student. Be supportive and **do not** probe for details or question the student. Remember, your role is not to investigate the incident, but rather to refer the student to the appropriate administrators who can most effectively provide support, resources, and options for resolution.
- **Say**: "I want to get you connected with a staff member who can assist you with options and resources."
- Forward the details of an incident to appropriate Title IX coordinators online, using the form found at titleix.ttu.edu, or by directly contacting the following:

Kimberly Simón, Ph.D.
Coordinator
kimberly.simon@ttu.edu / (806) 834-1949

Meredith Holden
Coordinator
Student Union Building 232 E/ (806) 742-7233

- Reports made against faculty and staff can also be reported to the [Office of Equal Opportunity](#).
- Encourage the student to speak with Title IX staff, even if they are unsure whether they want to move forward.
- Explain to the reporting student that administrators will not contact the respondent (the alleged) or otherwise escalate the situation without first consulting with the student, and will provide information about available support, resources, and options for resolution.
- Understand that Texas Tech University's jurisdiction for addressing sexual misconduct is **not** limited to only on-campus incidents. In many instances, the University is required by federal law to look into an incident regardless of where it occurred. As such, you should report **any** instance of sexual misconduct or harassment to Title IX coordinators, regardless of the incident's location.
- Understand that any person can report alleged sexual misconduct or harassment, including faculty, students, staff, administration, guests, visitors, etc. These reports, like any other incident of which you become aware, are to be reported to the Title IX Coordinator for appropriate response.

For more information regarding TTU's harassment and sexual misconduct policies and procedures, visit titleix.ttu.edu.



Academic Integrity: A Quick Guide for Faculty

Any questions regarding the Academic Integrity process can be directed to the Office of Student Conduct at (806) 742-1714.

Step 1: Review of Allegations

- The Instructor of Record in a course recognizes or is notified that an academic integrity violation may have occurred.
- Any information related to the allegation is collected to present to the student and include the Office of Student Conduct report.
- Follow departmental procedures for notifying the Department Chair or Associate Academic Dean that an academic integrity incident is being investigated.

Step 2: Academic Integrity Violation Review Meeting With the Student

- The Instructor of Record should contact the student to discuss the allegation and findings. Faculty members and instructors are encouraged to meet one-on-one with students, but may inform them via e-mail, if necessary. The faculty member should describe to the student any information about the alleged academic integrity violation and allow the student an opportunity to respond to the allegations.
- After hearing the student's response, if the faculty member still feels an academic integrity violation may have occurred, the faculty member should inform the student that the violation is being referred to the Office of Student Conduct. The faculty member should inform the student what the potential academic sanction or penalty would be for the violation if found responsible.
- If the student does not respond to a faculty member's request to meet or the electronic communication within a reasonable period of time, then skip to Step 3.

Step 3: Complete the Incident Report Form

- Following the discussion of the allegations and potential academic penalties, the faculty member should complete an Incident Report and submit it to The Office of Student Conduct.
- [The Incident Report Form](#) is available online. In the report, include any available information collected indicating that a violation of the Academic Integrity policy occurred. Documents can also be attached.
- When the report is received by The Office of Student Conduct, it will be reviewed by an Associate Director. If necessary, the AD will contact the referring faculty member with questions prior to contacting the student. Otherwise, the faculty will be carbon copied on all official communication with the student, and the investigation will begin.

Step 4: Formal Academic Integrity Investigation/Hearing

- After receiving the report and consulting with the faculty (as needed), the AD will assign the case to an investigator.
- The investigator will send the student a Notice of Investigation, scheduling a meeting to discuss the alleged violation.
- In the investigation meeting, the student will review the report and have the opportunity to respond and provide their own information or evidence.
- If the investigator believes a violation may have occurred, they will issue formal allegations and the case proceeds to the hearing phase.
- Following the hearing and decision, the referring faculty member will receive a copy of the decision letter sent to the student. The appropriate Associate Academic Dean will be copied as the appeals officer.



Frequently Asked Questions

- “How does the Office of Student Conduct determine whether or not to find a student responsible?”
 - The preponderance of the evidence standard. A student will not be found responsible in any conduct proceeding without sufficient evidence showing that it is more likely than not that a violation has occurred.
- “Does the Office of Student Conduct have a preference on how reports are written?”
 - No, but the report needs to be objective. The student will be able to review the report in full—they’re physically handed all the information—so the more objectively it’s written, the better.
- “What do your sanctions mean in the event of a responsible finding?”
 - Reprimand: Formal warning.
 - Probation: Period of time where student is considered in bad standing with the University.
 - Suspension: Time-limited removal from the University.
 - Expulsion: Student is not welcome to return to the University.
- “What is an appropriate academic penalty?”
 - That’s at the discretion of you and your department. Academic penalties range from reduction in grade on an assignment to no credit for the assignment to failure of the course, with many options in between. If you’re unclear, feel free to consult with your department chair and/or call the Office of Student Conduct to discuss.
If you have a hard and fast rule in your syllabus, be prepared to adhere to it
- “I’m positive that the student violated a policy but you did not issue allegations. Now what?”
 - If this happens, the Office of Student Conduct will do our best to reach out to the faculty to address why no allegations were issued. If we are not at preponderance, we will not issue allegations.
- “The student was found responsible but is still showing up to class. Can I remove them?”
 - If the student has opted to appeal a responsible finding, they need to be allowed to attend class through the final appeal decision is rendered. After that decision, if the academic penalty is such that they will not pass (F for the course, failed a major test/assignment, etc.), you can let the student know that they no longer need to attend, or you can call the Office of Student Conduct and we can inform the student.
- “I’m not sure this is a violation and I don’t want to ruin the student’s life. Should I still report it?”
 - Yes. Our process is educational, and our goal is to maintain the integrity of the institution while modifying behavior and preventing additional instances of misconduct from occurring. Additionally, meeting with the student doesn’t mean they’re immediately up for expulsion; we will not find the student responsible without meeting the preponderance of the evidence standard.

Risk Intervention & Safety Education



Our Mission

RISE strives to promote a campus culture that values holistic well-being by educating students to make informed choices and treat each other with respect.

What RISE Does

RISE provides online education, presentations, & support services for students in the following areas:

- Alcohol & Other Drugs
- Healthy Relationships
- Mental Health
- Sexual Health & Education
- Stress Management
- Violence Prevention

Our Vision

RISE is empowering Texas Tech students to live vital, meaningful lives through comprehensive prevention education.

We have free condoms, menstrual products, stickers, & resources in office!

Contact Us

Drane Hall 247
rise@ttu.edu
rise.ttu.edu
806.742.2110

LETS BE FRIENDS: @TTURISE



Don't cancel class!

Have RISE virtually present!

Visit
rise.ttu.edu
to request a presentation

Invite RISE to virtually present on the following topics:

Alcohol and Other Drugs

Sex Education

Bystander Intervention

Stress Management

Consent and Sexual Assault

Healthy Relationships



Wellness coaching designed to encourage personal growth and increase self-awareness.

Bystander intervention training to encourage students to speak out when they see something wrong.

RAIDERS RESPOND

Bystander Intervention Training
Free RISE sticker upon completion!

**Programs
RISE
Offers**



11 brief alcohol screening for TTU student's substance use. If you are concerned about a student's substance use, refer them to RISE.

M 8/16 11am-2pm.
W 9/8 11am-2pm.
Online registration required @tturise.

For future QPR dates, follow @tturise.

QPR

Question, Persuade, Refer
Suicide Prevention Training

MILD

BEHAVIORS

Talking loudly
Interrupting
Talking off topic
Disrespectful or rude
Causing discomfort
or annoyance
Poor academic performance
Standing in personal space
Texting others or on Phone

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 RESOURCE(S):
Supervisor
Department Chair

DISRUPTION

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 :
 - Syllabus
 - Student Code of Conduct
- Document what occurred
- Report online to the Office of Student Conduct
www.depts.ttu.edu/studentconduct

PRIMARY RESOURCE(S):
Office of Student Conduct
(806) 742-1714

VIOLENCE

BEHAVIORS

Threats to self or others
Violent or aggressive behavior
Mention of weapons or violence
in a way to solve problems
Writings/online posting that
convey intention to harm
self/others
Unable to care for self
Profoundly disturbed
Detached view of reality
Deficient in skills that regulate
emotion/behavior

ACTION

If in immediate danger:

- Call Police (911)
- Address the immediate concern by protecting self & others, clearing or locking down location

If not in immediate danger:

- Assist student in seeking help
- Document what occurred
- Report to Police
- Submit Students of Concern Report online
www.ttu.edu/studentsofconcern

PRIMARY RESOURCE(S):

TTU Police Department
(806) 742-3931
Dean of Students
(806) 742-2984

Types of behaviors &

Suggested actions/referrals

DISTRESS

BEHAVIORS

Emotionally troubled
Crying
Sleeping in class
Excessive absences
Changes in hygiene
Depressed or anxious
Not adapting well
Observed self-injurious behavior
(cutting, eating disorder)

ACTION

- Determine a time to talk individually with the student to address concern(s)
- Listen & Assess the situation
- Offer appropriate support resources
- Submit a Students of Concern report
www.ttu.edu/studentsofconcern

PRIMARY RESOURCE(S):
Student Counseling Center
(806) 742-3674
Office of the Dean of Students
(806) 742-2984

Other Reporting

Visit **Raiders Report** our online reporting system, to view and submit a report.



Raiders Report is an initiative dedicated to the well-being of students and promotion of a community that cares about each of its members.

TTU offers an online reporting system to help students, faculty, staff, families, and friends submit reports about:

- Academic Integrity
- Students of Concern
- Title IX/ Sexual Misconduct
- Campus Inclusion
- Hazing
- General Student Conduct
- Student Organization Misconduct
- Raider Relief
- Pregnancy & Child Birth

If you have any questions about which form to use call Dean of Students Office at 806.742.2984