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.

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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- Faculty & Staff guide: Sexual Misconduct & Gender based Harassment Disclosures
- Faculty Guide for Academic Integrity
- Risk Intervention & Safety Education (RISE)
- Types of Behaviors & Suggested Behaviors/ Referrals Guide
Our office provides support with the following:

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<td>• Classroom &amp; other Behavioral issues</td>
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<td>• Students in Distress</td>
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<tr>
<td>• Wellness</td>
<td></td>
<td>• Grievances/ Complaints</td>
</tr>
</tbody>
</table>

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

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

We are here to help!

For more information: go.ttu.edu/raiderrelief
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 Professor’s 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.

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

WHEN IN DOUBT REPORT.....WWW.TTU.EDU/STUDENTSOFCCONCERN OR CALL 806.742.2984

FOR EMERGENCY RESPONSE IN ANY OF THESE SITUATIONS, CONTACT TEXAS TECH POLICE AT 911.
FOR NON-EMERGENCY RESPONSE CALL TEXAS TECH POLICE DEPARTMENT AT 806.742.3921
# 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](http://www.emergency.ttu.edu).

## Academic Performance

**SOAR** - 806.742.3664
Support Operations for Academic Retention services to increase student’s academic effectiveness
[www.soar.ttu.edu](http://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](http://www.parent.ttu.edu)

## Other Helpful Resources

### Conduct/Behavior

Office of Student Conduct - 806.742.1714
Investigates incidents and adjudicates Code of Student Conduct violations
[www.depts.ttu.edu/studentconduct](http://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](http://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](http://www.ttu.edu/studentsofconcern)

### Confidential Support

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

### 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](http://www.rise.ttu.edu)

### Conflicts and Disputes

**Office of the Dean of Students** - 806.742.2984
Oversees the grievance process
[www.ttu.edu/studentsofconcern](http://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](http://www.deanofstudents.ttu.edu)

# Academic Integity

Office of Student Conduct - 806.742.1714
Investigates incidents and adjudicates Code of Student Conduct violations
[www.depts.ttu.edu/studentconduct](http://www.depts.ttu.edu/studentconduct)

## 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](http://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](http://www.voiceofhope.org)

## Discriminatory Harassment

Office for Student Civil Rights & Sexual Misconduct - 806.742.7233
Coordinates response, investigations, and process related to discriminatory harassment
[www.titleix.ttu.edu](http://www.titleix.ttu.edu)

### Student Handbook

- Student rights and responsibilities
- Policies and processes related to student life
- Code of Student Conduct
[www.ttu.edu/studenthandbook](http://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](http://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](http://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

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When in doubt report.....[www.ttu.edu/studentsofconcern](http://www.ttu.edu/studentsofconcern) OR call 806.742.2984
### 2020-2021 Academic Calendar

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

* See detailed chronological calendar at [www.depts.ttu.edu/officialpublications/calendar/index.php](http://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](http://www.depts.ttu.edu/provost/commencement/index.php).

‡ See [www.depts.ttu.edu/studentbusinessservices](http://www.depts.ttu.edu/studentbusinessservices) for details of payment arrangements, dates, and refunds.
# Faculty Do’s & Don’ts for ADA Accommodations

<table>
<thead>
<tr>
<th>Do</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Do</strong> 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.</td>
<td><strong>Don’t</strong> 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.</td>
</tr>
<tr>
<td><strong>Do</strong> follow all accommodations that are requested by the student listed on their Letter of Accommodation</td>
<td><strong>Don’t</strong> 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.</td>
</tr>
<tr>
<td><strong>Do</strong> expect a student with a disability to follow the same attendance policy in your course syllabus as any other student.</td>
<td><strong>Don’t</strong> 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.</td>
</tr>
<tr>
<td><strong>Do</strong> 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</td>
<td><strong>Don’t</strong> ask for, or accept, documentation of any other kind for a disability or medical condition by as student who asking for accommodations</td>
</tr>
<tr>
<td><strong>Do</strong> allow a student with a disability to discuss with you problems they may be having in your classroom to help promote their academic progress</td>
<td><strong>Don’t</strong> 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</td>
</tr>
<tr>
<td><strong>Do</strong> 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.</td>
<td><strong>Don’t</strong> announce the student's name or indicate that he/she should pick up their class notes in front of other class members.</td>
</tr>
<tr>
<td><strong>Do</strong> expect a student registered with SDS to follow the Student Code of Conduct, just like any other student.</td>
<td><strong>Don’t</strong> 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</td>
</tr>
</tbody>
</table>

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Call Student Disability Services for questions 806-742-2405  
[www.depts.ttu.edu/students/sds](http://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.

Office of Student Conduct
(806) 742-1714
http://www.depts.ttu.edu/studentconduct/

TTU Ethics Center
(806) 742-1505
www.ethics.ttu.edu
### 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.

### 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).

### 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.

### 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 fail to submit paper or exam, then claims faculty error caused loss of work (goal: make-up exam or extension).

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"Preventing Academic Dishonesty" is adapted from “Tips to Prevent Cheating” University of California, Davis; Student Judicial Affairs, October 1999.
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.

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

“Faculty Guide to Distressed Students” is reproduced from Bucks County Community College; Newtown, PA 2013
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 to 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](http://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](http://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?”
  o 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?”
  o 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?”
  o Reprimand: Formal warning.
  o Probation: Period of time where student is considered in bad standing with the University.
  o Suspension: Time-limited removal from the University.
  o Expulsion: Student is not welcome to return to the University.

• “What is an appropriate academic penalty?”
  o 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?”
  o 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?”
  o 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?”
  o 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

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

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.

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

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

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

@TTURISE

Let's Be Friends:
Invite RISE to virtually present on the following topics:

- Alcohol and Other Drugs
- Sex Education
- Stress Management
- Consent and Sexual Assault
- Healthy Relationships
- Bystander Intervention
- Sex Education
- Healthy Relationships
- Bystander Intervention
- Stress Management
- Consent and Sexual Assault
- Healthy Relationships

Visit rise.ttu.edu to request a presentation.

RISE Offers

- 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.

Programs

- 1:1 brief alcohol screening for TTU student's substance use. If you are concerned about a student's substance use, refer them to RISE.
- Suicide Prevention Training
  - M 8/16 11am-2pm
  - W 9/6 11am-2pm
  - Online registration required @tturise.

QPR

- Question, Persuade, Refer Suicide Prevention Training
  - For future QPR dates, follow @tturise.

Drane Hall 247 • rise@ttu.edu • rise.ttu.edu • 806.742.2110 • @tturise
**Communicate clearly**

**Reestablish expectations**

**Provide resource referrals as appropriate**

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**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

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**Types of behaviors & Suggested actions/referrals**

**BEHAVIORS**

**MILD**
- 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

**DISRUPTION**
- 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

**VIOLENCE**
- 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**

- 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](http://www.depts.ttu.edu/studentconduct)

**DISTRESS**
- 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](http://www.ttu.edu/studentsofconcern)

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**PRIMARY RESOURCE(S):**
- Supervisor
- Department Chair

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

**PRIMARY RESOURCE(S):**
- TTU Police Department
  - (806) 742-3931
- Office of the Dean of Students
  - (806) 742-2984

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When in doubt....report! [www.ttu.edu/studentsofconcern](http://www.ttu.edu/studentsofconcern) or call (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