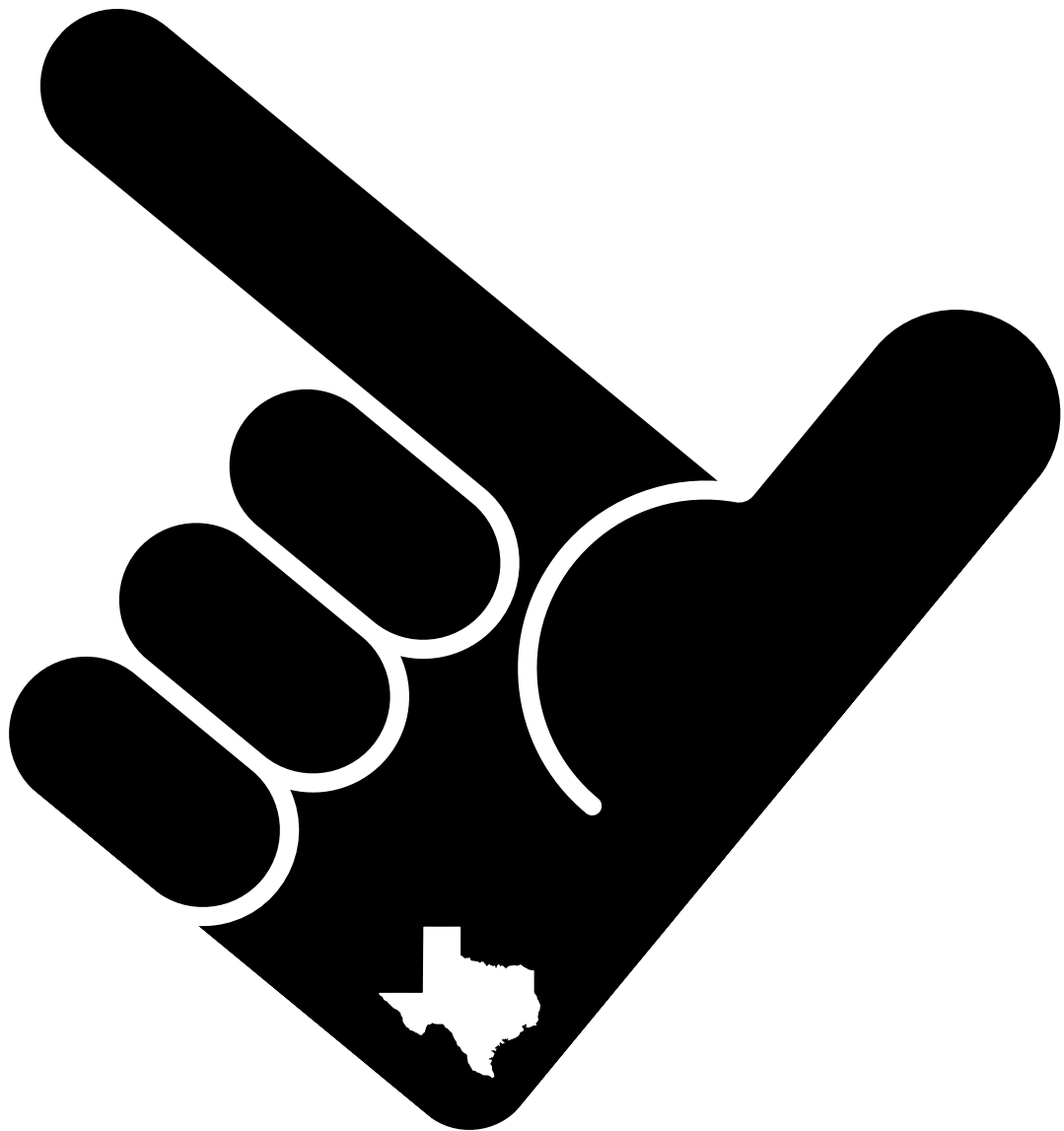


# STUDENT RESOURCES



UPDATED 2023

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# OFFICE OF THE DEAN OF STUDENTS

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## *ABOUT*

The Office of the Dean of Students leads an effort focused on non-academic matters affecting student life and student retention. Services are provided to all enrolled students. Students can access Dean of Students resources and support through online options, in person, phone, or electronic communication mediums.

The Office of the Dean of Students supports the campus community by:

- Encouraging Student Responsibility and Leadership
- Assisting Students and Families During Times of Crisis, including Case Management Services
- Pregnancy and Parenting related matters report to the Office for Student Civil Rights and Sexual Misconduct: [alfaris@ttu.edu](mailto:alfaris@ttu.edu) or call 806.742.7233
- Providing Information on Campus and Community Resources
- Assisting Faculty and Staff in Resolving Student Concerns
- Active Involvement in Issues Related to Student Life at Texas Tech University
- Supporting University Diversity Initiatives to Foster a Welcoming Campus Environment for All Students.

The Office of the Dean of Students has overall responsibility for the TTU Behavioral Intervention Team and threat assessment processes to best assist students in crisis or of concern.

# OFFICE OF THE DEAN OF STUDENTS - CONT.

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## *CONTACT*

The Office of the Dean of Students is located in the Student Union Building in Suite 203. The office can also be contacted by phone at 806.742.2984 or email at deanofstudents@ttu.edu

## *SERVICES*

The Office of the Dean of Students offers resources/assistance for the following:

- Students of Concern
- Absences (5 days or more)
- Medical Emergency
- Illness
- Hospitalization
- Injury
- Loss of a Loved One
- Support Resources
- Overwhelmed/Distressed
- Mental Health Resources
- Academic Burnout
- Academic Options

# OFFICE OF THE DEAN OF STUDENTS - CONT.

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## ***STUDENTS OF CONCERN (SOC)***

The students of concern report 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 within the Texas Tech community.

## ***WHAT IS A STUDENT OF CONCERN?***

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

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

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

# TITLE IX - FAQ

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## ***FREQUENTLY ASKED QUESTIONS***

**1. What if a student discloses a reportable incident to you, but asks you to promise not to tell anyone?**

a. Let them know that the university requires employees to notify the appropriate office to ensure they have immediate access to support and resources. Let the student know how we can help and demystify the reporting process.

**2. What if one incident involves sexual misconduct and a conduct violation/student of concern referral?**

a. If ANY part of an incident might be related to sexual misconduct, fill out only ONE online Title IX/Sexual Misconduct report. Do not submit multiple reports to multiple offices for one incident as we will ensure the appropriate office is noticed.

**3. What if a student reports to multiple employees or multiple employees witness an incident?**

a. Everyone is required to submit. You may submit one singular report in the event you are 100% sure the reporter stated your name as an additional reporter, the report was complete, accurate and fully submitted.

# TITLE IX REPORTER - FAQ

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## ***FREQUENTLY ASKED QUESTIONS***

**4. If a student discloses an incident to me, do I need to tell my supervisor?**

a. No, you are not required to involve your supervisor. To respect the student's confidentiality, we recommend involving as few people as possible.

**5. What if a student disclosed an incident of sexual assault that happened to them when they were younger, before coming a student at Texas Tech? Am I required to report?**

a. You are only required by law to report incidents that occurred while the student is attending Texas Tech. However, we advise that you report all incidents of sexual misconduct, discrimination or harassment regardless of the timing

b. There is a reason the student is disclosing this to you and that it's coming up now. Connecting them with our office ensures they have access to supportive measures

**6. As a supervisor, if your employee mentions to you that they responded to a Title IX incident, do I need to submit an additional report?**

a. It is only required that you confirm with your employee that they submitted the report for the incident that they were involved in. There is no need to file an additional report if there is no new or additional information

# RESOURCES BY TOPIC

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## ***ACADEMIC ACCOMMODATIONS***

### **1. Student Support Specialists | Determined by College**

a. An individual dedicated to supporting students through providing assistance on advising, time management, connect students with resources and more.

### **2. Support Operations for Academic Relations (SOAR) | 806.742.366**

a. Provides services for students as a supplement to classroom and lab instruction such as tutoring, the learning center, supplement instruction (SI) sessions and more.

## ***CASE PROGRAM***

### **• Burkhart Center | 806.742.4561 | 2902 18th St.**

◦ CASE program assists students with Autism and other developmental disabilities to navigate college and empower them to reach postsecondary academic goals and find employment after graduation.

## ***CONDUCT/BEHAVIOR***

### **1. Office of Student Conduct | 806.742.1714 | Student Wellness 211**

a. Investigates incidents and adjudicates Code of Student Conduct violations

### **2. Office for Student Civil Rights and Sexual Misconduct | 806.742.7233 | SUB 232**

a. Investigates and adjudicates alleged violations of Title IX and Civil Rights violations and sexual misconduct.



# RESOURCES BY TOPIC - CONT.

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## ***CONFLICT COACHING***

- Office of the Dean of Students | 806.742.2984 | STE 203
  - Provides training in conflict resolution, communication and university processes.

## ***DISCRIMINATORY HARASSMENT***

- Office of Student Civil Rights & Sexual Misconduct | 806.742.7233
  - Coordinates responses, investigations and process related harassment

## ***FAMILY EMERGENCY/ILLNESS/INJURY***

1. Student Health Services | 806.742.2848 | 1003 Flint Ave.
2. Office of the Dean of Students | 806.742.2984 | STE 203
  - a. Coordinates and refers students to campus community and community resources.
3. Office for Student Civil Rights and Sexual Misconduct | 806.742.7322 | SUB 232
  - a. Coordinates accommodation and resources for students who are pregnant or parenting
4. Associate Academic Dean of the student's college

## ***FINANCIAL HELP***

1. Student Financial Aid | 806.742.3681 | West Hall - 301
2. Red to Black | 806.742.9781 | Drane Hall - 215
  - a. Offers peer financial coaching.

# RESOURCES BY TOPIC - CONT.

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## 3. **Raider Relief** | 806.742.2984 | raiderrelief@ttu.edu

a. The Raider Relief Advocacy and Resource Center is being developed to support the needs of students and connect them with the most essential resources required to achieve academic goals as a Texas Tech University student.

b. Resources include but are not limited to: food, housing, financial education, and basic living supplies (clothing, kitchen essentials, toiletries, etc.)

## **FOOD PANTRY**

- **Raider Red's Food Pantry** | 806.742.1932 | Doak Hall - 117
  - Provides students with short-term access to supplemental food.
  - Connect students with resources on and off campus to support wellbeing.

## **GENERAL GRIEVANCES**

- **Office of the Dean of Students** | 806.742.2984 | SUB - STE. 203
  - Oversees the grievance process

## **MENTAL HEALTH/PERSONAL CRISIS/DISTRESS**

### 1. **Student Counseling Center** | 806.742.3674 | Student Wellness - 201

a. Licensed mental health providers

### 2. **Student Health Services** | 806.743.2848 | 1003 Flint Ave.

a. Accredited primary health care clinic, including mental health care

### 3. **Mental Health Peer Support Groups** | Student Counseling Center

a. The SCC offers peer support groups each semester. Groups offered are subject to change and rotate as active options depending on the semester.

b. For current information regarding available groups, call the SCC at 806.742.3674

# RESOURCES BY TOPIC - CONT.

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## 4. Beyond Okay | Mental Health Support Community

- a. An online initiative focused on sharing resources to maintain the mental-wellbeing in students, faculty and staff

## 5. TELUS | Online

- a. The TELUS Health Student Support app (formerly My SSP) helps students succeed by providing access to the TELUS Health's Student Support Program
- b. An online platform connecting students with free, confidential emotional health support 24/7 via phone, the web and the Telus app

## 6. Therapy Assistance Online (TAO) | Online

- a. Web-based program providing strategies to help overcome mental health struggles.

## 7. Student Mental Health Community

- a. Contact Serena Shade at [serena.shade@ttu.edu](mailto:serena.shade@ttu.edu) for more information

## 8. TTU Crisis Helpline | 806.742.5555

- a. 24 hour phone line for connection to licensed counselors for crisis intervention & referral services

## 9. Togetherall | Online

- a. 24/7 anonymous online platform for peer-to-peer mental health support community

## 10. RISE Drop-In Support | 806.742.2110 | Drane Hall - 249

- a. Meet with a trained RISE Peer Educator during drop-in hours for support and resources.

# RESOURCES BY TOPIC - CONT.

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## ***PARENT & FAMILY MEMBERS***

- **Parent & Family Relations | 806.742.3630 | Drane Hall**
  - Resources and assistance for parent and family members of students

## ***PREGNANCY AND PARENTING***

- **Office for Student Civil Rights and Sexual Misconduct | 806.742.7233 | SUB - 232**
  - Provide resources and assistance for students navigating pregnancy, childbirth, parenting, and other related outcomes. "Parenting student" means a student who is the parent or legal guardian of a child under 18 years of age

## ***SEXUAL VIOLENCE/ASSAULT, SEXUAL HARASSMENT, SEXUAL MISCONDUCT AND GENDER BASED DISCRIMINATION***

- **Office of Student Civil Rights & Sexual Misconduct | 806.742.7233**
  - Coordinates response, investigations and processes related to instances of sexual violence, discrimination and harassment
- **Title IX Coordinator | Kimberly Simon | kimberly.simon@ttu.edu**
- **TTU Crisis Helpline | 806.742.5555**
  - 24-hour phone line for connection to licensed counselors for crisis intervention & referral services.
- **Voice of Hope | 806.763.7273**
  - Community resources for individuals affected by sexual assault

# RESOURCES BY TOPIC - CONT.

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## ***STUDENT DEATH***

- **Office of the Dean of Students | 806.742.2984 | STE 203**
  - Official notification processes and resources related to the death of a student.

## ***STUDENT HOUSING***

- 1. University Student Housing | 806.789.6000 | Wiggins Complex**
  - a. Residence Life staff on duty to assist students living on-campus.
- 2. Student Intervention & Prevention Team | 806.834.7123 | Carpenter Wells Complex, Leadership Development Center**
  - a. Provides outreach services for students living on campus in need of crisis/care support or general resources
  - b. Director | Sarah Cuevas | [sarah.cuevas@ttu.edu](mailto:sarah.cuevas@ttu.edu)
- 3. Residential Tutoring | Sunday - Wednesday: 7 PM - 10 PM**
  - a. Provides academic tutoring the four following residence locations; Chitwood/Weymouth Learning Center, Knapp Tutoring Lounge, Murdough Tutoring Lounge and Gates Tutoring Lounge
- 4. Residence Life On Call | 806.789.6000**
  - a. Residence life staff is available on call 27/7/365 to assist students living on-campus in the event of a crisis/emergency

# RESOURCES BY TOPIC - CONT.

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## ***SUBSTANCE ABUSE***

1. **Raider Assistance Program | 806.742.2844**
  - a. Treatment referral and other drug assessments.
2. **Raider Restart | 806.742.2110 | Drane Hall - 249 | raiderrestart@ttu.edu**
  - a. One-on-one harm reduction coaching for alcohol and cannabis use.
3. **Center for Collegiate Recovery Communities | ann.m.casiraghi@ttu.edu**
  - a. The CCRC offers students in recovery from alcohol, drugs and behavioral addictions a nurturing and supportive community. The CCRC provides academic advising, scholarships, recovery housing and more.

## ***SUICIDAL IDEATION***

1. **Student Counseling Center | 806.742.3674 | Student Wellness - 201**
2. **TTU Crisis Helpline | 806.742.5555**

## ***THREATS OR ACTS OF VIOLENCE***

1. **Texas Tech Police Department | 806.742.3931 | 413 Flint Ave.**
  - a. Emergency response, full law enforcement authority and criminal investigations
2. **Office of the Dean of Students | 806.742.2984 | SUB - STE 203 (non-emergency)**
  - a. Coordinates Behavioral Intervention Team and other resources

# ACADEMICS - POLICIES

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## ***ACADEMIC POLICIES***

Below are several common operating policies and procedures that you may encounter. A full, detailed list is available on the Texas Tech website under the "Operating Policies & Procedures" page or through this [link](#).

## ***ABSENCES OP 34.04***

For absences for four or more consecutive days, refer to the Dean of student's college. If fewer than five consecutive days, work with the student individually.

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

For absences supported under the Office for Student Civil Rights and Sexual Misconduct, refer to OP 07.06 or call 806-742-7233. These absences must be excused/allowed and the opportunity to make up any missed coursework must be provided per Title IX federal regulations

## ***ABSENCE-RELIGIOUS HOLY DAY OP 34.19***

1. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.
2. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assigned scheduled for that day within a reasonable time after the absence
3. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

# ACADEMICS - POLICIES

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## ***DROP COURSE(S) OP 34.05***

Students can drop a course(s) with penalty or without penalty via student-initiated process through raiderlink.

- WITHOUT penalty is the time frame early in the semester and will allow for a refund, does not count toward the students' drop count
- WITH penalty is after the drop refund date and will count against the students' drop limit. Each student in the State of Texas is allotted six drops to use in the undergraduate studies. Both types of drop do not affect the students' GPA.

## ***INCOMPLETE OP 34.12***

In situations where a student is unable to complete the term due to circumstances beyond their control, they can seek eligibility for an incomplete.

the criteria is:

- Must be passing the course
- Attendance is met in the course
- Professor must be willing to grant/work with the student

If these criteria are met, professor and student set a date for completion. The student has up to a year to complete course work and an I is placed on their transcript. Once professor submits paperwork, it must be approved by the academic dean of the student's college.

***\*TTU does not offer a "leave of absence" for undergraduate students. Students seeking this will be referred to request eligibility for an incomplete\****

***\*\*\*"For any academic questions for OP 07.06 contact the Office for Student Civil Rights and Sexual Misconduct at 806-742-7233"\*\*\****



# ACADEMICS - POLICIES

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## ***WITHDRAWAL OP 34.05***

Students initiate the process that actively takes the student out of being enrolled in a specific term. In raiderlink, it is not possible for a student to drop all courses.

- The process to withdrawal from courses takes 72 hours to process once the student submits the form
- It will reflect as "W" on the transcript and will not impact GPA
- Students may have to reactivate their student account by completing the Former Tech application
- Refund dates are federally set and these dates can be found on the student business services website
- *Texas Tech does not offer a "medical withdrawal", students may withdraw for medical reasons*

## ***ADMINISTRATIVE WITHDRAWAL OP 34.29***

An enrolled student can be administratively withdrawn from Texas Tech due to:

1. Failure to meet financial obligations as agreed to by the student and SBS
2. Failure to meet satisfactory academic progress in accordance with standing academic policy
3. Found in violation of the Code of Student Conduct through a hearing body (Office of Student Conduct and Office for Student Civil Rights and Sexual Misconduct) or failure to comply with outcomes of a student conduct process.
4. Documented inability to withdraw oneself due to personal or medical reasons
5. Documented evidence of student's enrollment at another institution and non-attendance at Texas Tech University

An administrative withdrawal may NOT be issued for the purposes of:

- Removal of final grades
- Effecting a refund for coursework that was partially or fully completed

# ACADEMICS - POLICIES

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## ***DROP VS WITHDRAWAL***

Both drop and withdrawal are student initiated processes. The student can start these processes through raiderlink. You may refer students to their academic advisor.

- A student can remove a single course or all their courses except one
- To remove all courses and actively go to zero hours, a withdrawal form must be processed

## ***GRADE REPLACEMENT OP 34.15***

Grade replacement is for the purpose of adjusting the cumulative GPA. On the transcript the original grade will remain visible but will include a notation indicating that the original grade was subsequently replaced.

1. Only grades of D and F are eligible for grade replacement
2. There is no limit on the number of times a student may attempt to grade replace a course
  - a. However, after the third attempt, the student will be charged the non-resident, undergraduate tuition for the course
3. Regardless of the number of attempts made by a student to grade replace a course, only a grade of D or F associated with the most recent attempt of the course will be factored into the student's cumulative GPA until such time as the student successfully achieves a grade of C or better

*\*You may refer students to see their academic advisor\**

# ACADEMIC INTEGRITY - OFFICE OF STUDENT CONDUCT

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## ***ACADEMIC INTEGRITY***

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 Student Code of Conduct**

- Remind student's the importance of academic honesty in class, in handout and before exams. Link your website to the code and refer suspected violations to the Office of Student Conduct

### **Discuss issues of Integrity**

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

### **Enlist Student Help**

- Create a climate of integrity in your class and give students opportunities to earn your trust. Encourage them to tell you immediately if they see cheating

# ACADEMIC INTEGRITY - OFFICE OF STUDENT CONDUCT

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## ***PROMOTING ACADEMIC INTEGRITY - CONT.***

### **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, development and can reinforce student integrity

### **Set Clear Standards**

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

## ***DETECTING AND DETERRING COPYING OR COLLABORATION***

- Use multiple exam versions
- Use alternate seating
- Arrange exams by putting multiple choice and true/false questions at the bottom where it is harder to copy
- Use essay and short answer questions
- Refuse credit for correct answers unless all work is shown
- Require students to remove hats and sunglasses during exams

# ACADEMIC INTEGRITY - OFFICE OF STUDENT CONDUCT

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## ***AVOID FAUDULENT RE-GRADE REQUESTS***

- Photocopy graded exams before returning to students
- Mark wrong answers or blank space with an "X" or slash mark
- After re-grade, keep record of the original score
- Have one person review all re-grade requests and record changes

## ***DETECTING USE OF UNAUTHORIZED MATERIALS***

- Give oral and written instructions regarding what material can or cannot be used on the exam
- Have students put away books, notes or other prohibited items
- Change exam questions often, preferably every semester
- Do not permit programmable calculators
- If you provide sample questions or study sheets, do not use the same questions on the exam
- Have students turn in blank blue books in class before the exam

## ***PREVENTING LOSS/THEFT OF EXAMS***

- Count the number of exams handed out, students taking the test and number of exams turned in
- Use exam numbers and sign in sheets
- Collect exams from students while seated
- Have consistent "loss-proof" method of transporting papers
- Keep office and desk locked and papers secure when you are out

# ACADEMIC INTEGRITY - OFFICE OF STUDENT CONDUCT

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## ***ACADEMIC INTEGRITY: FACULTY QUICK GUIDE***

### **Step 1: Review of Reported Concerns**

- The Instructor of Record in a course recognizes or is notified that an academic integrity violation may have occurred
- All information related to the concerns is collected and presented to the student along with being included in the student conduct incident 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 reported concerns. 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 concerns.
- 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, skip to step 3\**

# ACADEMIC INTEGRITY - OFFICE OF STUDENT CONDUCT

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## ***ACADEMIC INTEGRITY: FACULTY QUICK GUIDE***

### **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 may have occurred. Documents can also be attached.
- When the report is received by the Office of Student Conduct, it will be reviewed and assigned to a hearing officer. If necessary, OSC will contact the referring instructor with any questions. Otherwise, the reporting instructor will be copied on the notice of investigation and the decision letter.

### **Step 4: Formal Academic Integrity Investigation/Hearing**

- After receiving the report, the case will be assigned 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.
- If the investigator believes violation(s) may have occurred, they will issue formal allegation(s) and the case will proceed to the hearing phase.
- Following the hearing and decision, the referring instructor will be copied on the decision letter sent to the student. The appropriate Associate Academic Dean will be copied as the appeals officer.

# ACADEMIC DISHONESTY - OFFICE OF STUDENT CONDUCT

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## ***CONFRONTING POSSIBLE DISHONESTY***

Discreetly address concerns with the student(s) conduct if you notice the following:

- Students appear to be talking or exchanging information during an exam
- Students appear to be using unauthorized materials
- If you see "wandering eyes"
- If you learn someone may be taking an exam for another student

Always review academic work for evidence of academic misconduct and report concerns to the Office of Student Conduct.

## ***TIPS TO PREVENT ACADEMIC DISHONESTY***

- Have students sign an honor statement
- Provide and collect all exam materials
- Develop multiple exams
- Prohibit communication during exams
- Number exams
- Use a sign-in sheet
- Check student ID's before and/or after exam
- Require written excuses for make-ups or extensions
- Encourage students to spread out during exams
- Refrain from using textbook test banks
- Be clear about writing expectations
- Require the use of a style guide



# ACADEMICS - FAQ

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## ***FREQUENTLY ASKED QUESTIONS***

**1. How does the Office of Student Conduct determine whether or not to find a student responsible?**

a. 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.

**2. Does the Office of Student Conduct prefer how reports are written?**

a. No, but the report needs to be objective. The student will be able to review the report in full and any additional information during their meeting.

**3. What do your sanctions mean in the event of a responsible finding?**

a. Reprimand: Formal Warning

b. Probation: Period of time where student is considered not in good standing with Texas Tech.

c. Suspension: Student is removed from TTU with the chance to be readmitted.

d. Expulsion: Student is not welcome to return to Texas Tech.

**4. What is an appropriate academic penalty?**

a. That's at the discretion of you and your department. Academic penalties range from reduction in grade on an assignment to failure of the course and many options in between. If you're unclear, consult with your department chair or call the Office of Student Conduct to discuss.

# ACADEMIC - FAQ

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## *FREQUENTLY ASKED QUESTIONS*

**6. The student was found responsible but is still showing up to class. Can I remove them?**

- a. If the student has opted to appeal a responsible finding, they need to be allowed to attend class until the final appeal decision is provided.
- b. 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 are no longer required to attend class. You can call the Office of Student Conduct if you have any questions.

**7. I'm not sure if this is a violation and I don't want to ruin the student's life. Should I still report it?**

- a. 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.

# ADA ACCOMODATIONS: DO'S - STUDENT DISABILITY SERVICES

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## *FACULTY DO'S FOR ADA ACCOMODATION*

- Do follow all accommodations that are requested by the student listed on their Letter of Accommodation (LOA).
- 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.
- Do expect a student with a disability to follow the same attendance policy in your course syllabus as any other student.
- 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.
- Do discuss how the supplemental note taking accommodation will be provided in your course. With many different options available, it is important to be clear with the student how this accommodation will be provided.
- Do expect a student registered with SDS to follow the Student Code of Conduct, just like any other student.

# ADA ACCOMODATIONS: DON'TS - STUDENT DISABILITY SERVICES

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## *FACULTY DON'TS FOR ADA ACCOMODATION*

- 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.
- Don't provide anything other than what is listed on the LOA. If the student wants something additional or altered, have them contact SDS to discuss the change.
- 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 LOA from the SDS office.
- 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.
- 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.
- Don't announce the student's name or indicate that he/she should pick up their class notes in front of others class members.
- Don't allow a student registered with SDS to act out of turn in class because he/she has presented you with information about their disability.
  - All students are required to follow the Student Code of Conduct.

# SUPPORT OFFICES

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## ***MILITARY & VETERANS PROGRAMS***

Military & Veterans Programs (MVP) was created in 2010 as a department solely dedicated to helping veterans and their families succeed. Our number one priority is you earning your degree from Texas Tech University. As you move toward graduation, MVP is here to help you obtain your Veterans Educational Benefits and assist your transition to campus by connecting you with resources both on campus and in the community.

We currently have 2000 students attending Texas Tech who are veterans or are family members of current veterans. We have more than 250 faculty and staff who have also served. Thank you for your service and dedication to our nation! You served us honorably. It's our turn to serve you.

**Location: West Hall**

**Contact: [mvp@ttu.edu](mailto:mvp@ttu.edu) | 806.742.0480**

# SUPPORT OFFICES

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## ***RISK INTERVENTION & SAFETY EDUCATION***

The Risk Intervention & Safety Education (RISE) office is the central office for prevention education and promotion of well-being at Texas Tech University. RISE provides education, resources, workshops, substance use coaching, and more.

**Location: Drane Hall - 247**

**Contact: [rise@ttu.edu](mailto:rise@ttu.edu) | 806.742.2110**

## ***STUDENT COUNSELING CENTER***

The Student Counseling Center (SCS) is located on the Texas Tech campus in Lubbock to provide students with a safe community of mental health professionals. The SCS provides in-person individual and couples services, online support and more!

**Location: 201 Student Wellness Center**

**Contact: [studentcounselingcenter@ttu.edu](mailto:studentcounselingcenter@ttu.edu) | 806.742.3674**

# SUPPORT OFFICES

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## ***STUDENT DISABILITY SERVICES***

Student Disability Services (SDS) promotes each student's learning experience by providing programs and services for students with disabilities and education of the campus community on issues related to students' disabilities. Accommodations are tailored to the individual and the disability.

**Location: Weeks Hall - 130**

**Contact: [sds@ttu.edu](mailto:sds@ttu.edu) | 806.742.2405**

## ***STUDENT LEGAL SERVICES***

Student Legal Services provides legal advice and limited representation for currently enrolled students at Texas Tech. Our licensed attorneys can advise and/or represent students in a variety of legal areas including, but not limited to: landlord/tenant disputes, expunctions, estate planning, medical power of attorney, family law, misdemeanors, name changes, and small claims consumer disputes.

**Location: Student Union Building - 307**

**Contact: [studentlegalservices@ttu.edu](mailto:studentlegalservices@ttu.edu) | 806.742.0740**

# SUPPORT OFFICES

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## ***STUDENT INVOLVEMENT***

Student Involvement is dedicated to student success at Texas Tech and beyond graduation. Our department fosters environments for like-minded individuals to connect and build community. We support all student organizations by providing resources and tools to help further their organizational mission and initiatives. Our staff engages students in active-learning through leadership development opportunities and experiences.

**Location: Student Union Building - STE.203**

**Contact: [studentorgs@ttu.edu](mailto:studentorgs@ttu.edu) | 806.742.5433**

## ***OFFICE FOR STUDENT CIVIL RIGHTS AND SEXUAL MISCONDUCT***

Texas Tech is committed to providing its students, faculty and staff with an educational and workplace environment free from any form of unlawful discrimination. The Texas Tech community is dedicated to fostering and supporting a culture of mutual respect and communication. The Office for Student Civil Rights and Sexual Misconduct provides support and resources related to Title IX violations.

**Location: Student Union Building - STE. 232**

**Contact: [kimberly.simon@ttu.edu](mailto:kimberly.simon@ttu.edu) | 806.742.1949**