

STUDENT HANDBOOK 2012-2013

Inside Front Cover:

Texas Tech University Vision

Texas Tech is a great public research university where students succeed, knowledge is advanced, and global engagement is championed.

Texas Tech University Mission

As a public research university, Texas Tech advances knowledge through innovative and creative teaching, research, and scholarship. The university is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. The university is committed to enhancing the cultural and economic development of the state, nation, and world.*

*Approved by the Texas Tech University Board of Regents on May 14, 2010

PART I: Forward

A. General Policy

A university, like any community, must have regulations and/or standards by which its members abide and procedures by which its organization functions. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Student Handbook and the *Code of Student Conduct* contained within are intended to serve these purposes in the interest of all segments of Texas Tech University.

The university has a responsibility to maintain order within the university community and to discipline those who violate its standards, rules, and/or policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules and/or policies set forth in this Student Handbook, the Undergraduate Catalog and other official university publications, as well as the Texas Education Code. Student organizations also agree to follow all these standards, rules, and/or policies. The university or its representative may amend this document at anytime without notice. (See updates at www.deanofstudents.ttu.edu)

B. Disciplinary Authority

The authority to enact and enforce regulations of the university is vested in the Board of Regents. The responsibility for enforcing the regulations and imposing penalties is delegated to the Chancellor and/or President of the university and any university officials the President designates. The Office of the Vice Provost, Undergraduate Education and Student Affairs is the principal agency for the administration of student discipline. University Student Housing and the Office of Student Conduct shall implement the student discipline procedures. All references to the officials listed above shall be interpreted to include persons designated to act on their behalf.

C. School of Law and Texas Tech University Health Sciences Center

1. Students enrolled in, and student organizations registered with, the Texas Tech University School of Law are subject to the university *Code of Student Conduct*,

in all matters not covered in the Honor Code of the School of Law (<http://www.law.ttu.edu/acp/academics/honorcode>). Questions concerning the respective jurisdiction of the *Code of Student Conduct* and the Honor Code of the School of Law will be resolved by the Vice Provost, Undergraduate Education and the Dean of the School of Law.

2. Students enrolled in the Schools of Medicine, Allied Health Sciences, Nursing, Pharmacy, Graduate School of Biomedical Sciences, and organizations registered with the Texas Tech University Health Sciences Center are subject to the TTUHSC Student Handbook/Code of Professional and Academic Conduct, www.ttuhschool.edu/studentservices.

D. Definitions

1. The term “administrative hold” refers to the indicator placed on a student’s record preventing access to such university procedures as registration, release of transcripts, and course add/drops until the student meets the requirements of the university office placing the indicator as described in the Undergraduate/Graduate Catalogs. See <http://www.depts.ttu.edu/officialpublications/catalog/AcademicsRegulations.php> for more information.
2. The term “disciplinary good standing” is defined as a student not currently on disciplinary probation or any level of disciplinary suspension/expulsion that has fulfilled in a timely manner, if any, sanctions, conditions, and/or restrictions imposed.
3. The term “discipline body” means any university official or group of officials authorized by the Director of the Office of Student Conduct to determine whether a student has violated the *Code of Student Conduct* and to recommend imposition of sanctions, conditions and/or restrictions.
4. The term “student conduct officer” means a university designee authorized by the Director of the Office of Student Conduct and/or the Director of University Student Housing pursuant to the Code of Student Conduct to adjudicate alleged violations of the Code of Student Conduct.
5. The term “member of the university community” includes any person who is a student, faculty or staff member, university official or any person employed by the university or campus visitors.
6. The term “policy” is defined as the written regulations, standards and/or rules of the university.
7. The term “preponderance of evidence” is the standard of proof used by Judicial Hearing Officers, Student Judicial Programs and University Student Housing. It is defined as a circumstance in which the evidence as a whole shows that the fact(s) for which proof is being sought are more likely than not.
8. The term “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. See <http://www.depts.ttu.edu/opmanual/OP34.19.pdf>.
9. The term “sponsorship and/or co-sponsorship” is defined as minimally including, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.
10. The term “student” includes all persons admitted to or enrolled in courses at the university, either full time or part time, pursuing undergraduate, graduate or professional studies, and/or those who attend postsecondary educational institutions other than Texas Tech University and who reside in university

residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered “students”.

11. The term “student organization” means any number of students who have complied with the formal requirements for university registration.
12. The term “university” means Texas Tech University and Texas Tech University Health Sciences Center.
13. The term “university official” includes any person employed by Texas Tech University or Texas Tech University Health Sciences Center while performing assigned administrative or professional responsibilities.
14. The term “university premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the university (including adjacent streets and sidewalks).

PART II: Rights and Responsibilities of Students in the Academic Community

A. Citizenship

As members of the academic community, university students enjoy the privileges and share the obligations of the larger community of which the university is a part. Students are entitled to the privileges which accrue to them by virtue of this membership. These privileges carry with them the obligations of responsible citizenship. Students shall conform to university regulations. Students should recognize that citizenship also includes contributing deliberately to strengthening the educational community, improving learning for themselves and their classmates and promoting excellence within the above context. Freedom of discussion, inquiry and expression is protected and nurtured in the classroom as the safeguard of the freedom to learn. Students are expected to exercise their freedom to learn in a manner consistent with the maintenance of good order. Responsibility for maintaining good order in the classroom is vested in the instructor. *The Code of Student Conduct* outlines the standards of behavior for University students and the disciplinary processes to address misconduct.

B. Academic Integrity

1. Texas Tech University Statement of Academic Integrity
Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]
2. Students must understand the principles of academic integrity, and abide by them in all class and/or course work at the University. Academic integrity violations are outlined in the Code of Student Conduct, Part X, B3. If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question.
3. The Academic Integrity Policy Committee formed by the Assistant Vice Provost for Student Affairs will conduct an annual review of the Policy and make written recommendations to the Senior Vice President for Academic Affairs and Provost or a Vice Provost designated by the Provost to serve as Chief Academic Officer regarding omissions, clarifications, constructive changes and other matters relevant to the proper

interpretation and operation of the Policy. Such written recommendations will be received annually by the CAO no later than March 1.

4. **Instructor Responsibilities**

Any person becoming aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. The instructor may contact the Office of Student Conduct to discuss the nature of the violation and the student's record of academic integrity violations. The instructor should attempt to discuss the matter with the student and receive a response from the student about the allegations. Then, the instructor may assign academic sanctions including, but not limited to a assigning a paper or research project related to academic integrity, make-up assignment that is different than the original assignment, issue no credit for the original assignment, reduce the grade for the assignment and/or course, issue a failing grade on the assignment, and/or issue a failing grade for the course. All academic integrity violations should be referred to the Office of Student Conduct Programs as a central clearinghouse of violations and for adjudication as a *Code of Student Conduct* violation where disciplinary sanctions, conditions, and/or restrictions will be assigned.

5. ***Withdrawal and Assignment of Grades***

Once a student has been notified of an academic integrity violation, the student may not drop the course until the academic integrity processes are complete. If it is determined that the student was not responsible for academic integrity violations, the student may file a request with the Assistant Vice Provost for Student Affairs for approval to drop the course or withdraw from the University retroactively, without academic and financial penalty.

If a referring faculty member must submit a final course grade before an Academic Integrity Violation allegation is resolved, the involved student shall be given a temporary grade of X, which does not affect the student's GPA, until the academic integrity adjudication process is complete. When the academic integrity adjudication process is complete, the final grade will be assigned through the appropriate academic channels and the completion of a grade change form. All appeals related to academic integrity violations should follow the process outlined in Part X.E: Code of Student Conduct: Disciplinary Appeals Procedures.

6. ***Referrals to the Office of Student Conduct***

In addition to the assignment of academic sanctions by the instructor of record, a referral of the academic integrity violation should also be made to the Office of Student Conduct for the assignment of disciplinary sanctions. A student referred to the Office of Student Conduct for alleged violations of academic misconduct is entitled to all substantive and procedural guarantees provided in the *Code of Student Conduct*. Law students are subject to discipline procedures as described in the Honor Code of the School of Law. Instructors of record of the course where the violation occurred and the associate academic dean of the college in

which the student is enrolled may participate in the adjudication of the violation and assignment of additional sanctions, conditions and/or restrictions with the Office of Student Conduct as outlined in the *Code of Student Conduct*.

C. Student Government Association

The Student Government Association is the official organization representing students. Students may identify with off-campus programs and activities as individuals, but not as representatives of the university.

D. Student Media

Texas Tech University recognizes the editorial independence and press freedom of all student-edited campus media, specifically *The Daily Toreador* student newspaper and *La Ventana* yearbook. Student editors have the authority to make all content decisions; consequently, they bear the responsibility for the decisions they make. Student media should be operated and published within the canons of responsible journalism and policies as established by the university Student Media Committee and the Department of Student Media.

E. Military & Veterans Programs

Military & Veterans Programs (MVP) is here to assist veterans and their families in achieving academic and personal success. MVP oversees regulation of federal and state laws and university regulations concerning Veterans Educational Benefits such as:

1. The exemption for Texas Veterans Under the Hazlewood Act which provides an education benefit to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans.
2. The TTU Texas Veteran Exemption for Executive Style MBA programs (TTU Veterans only).
3. The educational programs such as the various GI bills offered through the Department of Veteran Affairs.

For more information, visit Military & Veterans Programs at www.mvp.ttu.edu, 108 Doak Hall, (806) 742-6877.

F. Student Identification

1. The student identification card is the property of the university. Furthermore:
 - a. Students shall not allow their student identification to be used by other persons.
 - b. Students shall not alter their student identification in any way.
2. On request, students must present their student identification to any member of the university faculty, staff, administration or police.
3. A student must pay a replacement charge for lost, stolen or damaged student identification cards.

G. Solicitation and Advertisement

Solicitation and sales on university premises or in University-owned or University-controlled buildings are prohibited without prior written approval from the Outdoor Events Coordinating Committee. The distribution of advertising leaflets or handbills or the use of sound trucks and equipment to promote sales on university premises is also prohibited without prior written approval from the Outdoor Events Coordinating

Committee. The solicitation and sales policy is set forth in Part VIII of the Student Handbook.

H. Financial Responsibility

Students must meet all financial responsibilities due to the university. The writing of checks on accounts with insufficient funds, the nonpayment or delinquent payment of outstanding loans and failure to meet any other financial obligations to the university are considered a lack of financial responsibility. Financial irresponsibility can subject the student to additional fees, fines, suspension of check writing and cashing privileges, denial of registration, withholding of grades and transcripts and possible adjudication under the *Code of Student Conduct*. Generally, failure to meet financial obligations to the university may result in:

1. Cancellation of the student's registration if tuition and registration fees are not paid by the dates provided by Student Business Services or if a returned check given in payment of tuition and fees is not redeemed by that time.
2. Possible criminal prosecution for writing insufficient fund checks..
3. A hold preventing future registration placed on a student's academic records.
4. A hold on receiving official university transcripts until the obligation is paid.

Students should understand that consequences may result from not resolving one's financial obligations to the university. The university may report individual student financial problems to a credit agency or a collection agent. Before registering or requesting a transcript, students may check on the presence of holds by accessing their records at www.raiderlink.ttu.edu under the TTU MyTech (for Students) tab.

For more information, please visit the Student Business Services website at www.sbs.ttu.edu.

I. Religious Holy Day Absences

See http://www.depts.ttu.edu/officialpublications/catalog/_AcademicsRegulations.php and <http://www.depts.ttu.edu/opmanual/OP34.19.pdf>

J. Class Attendance

OP 34.04, Academic Regulations Concerning Student Performance, and the University Catalog provide complete information regarding class attendance and reporting student illness and emergencies. See http://www.depts.ttu.edu/officialpublications/catalog/_AcademicsRegulations.php and <http://www.depts.ttu.edu/opmanual/OP34.04.pdf>.

K. Student Absence due to Sponsorship of Student Activities and Off-Campus Trips

According to the Undergraduate and Graduate Catalog (http://www.depts.ttu.edu/officialpublications/catalog/_AcademicsRegulations.php), faculty, department chairpersons, directors, or others responsible for a student representing the university on officially approved trips should notify the student's instructors of the departure and return schedules in advance of the trip. The instructor so notified must not penalize the student, although the student is responsible for material missed. Students absent because of university business must be given the same privileges as other students (e.g., if other students are given the choice of dropping one of four tests, then students with excused absences must be given the same privilege).

According to OP 34.06 (<http://www.depts.ttu.edu/opmanual/OP34.06.pdf>), students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip.

L. Withdrawals from the University

1. Voluntary Withdrawal from the University

According to the *Undergraduate and Graduate Catalog* and OP 34.05 (<http://www.depts.ttu.edu/opmanual/OP34.05.pdf>), students who find it necessary to withdraw from the University before the end of a semester or summer term must apply to the Office of the Registrar. A student wishing to drop to zero hours must withdraw from the institution. If a student withdraws on the 13th class day or after, a **W** will be recorded for all classes that semester or term, and these W's will not be counted toward the six state-defined permitted drops. International students must receive clearance from the Office of International Affairs as a part of the withdrawal procedure. Withdrawal and reenrollment procedures vary for School of Law students. Students enrolled in the School of Law and seeking withdrawal information should contact the Associate Dean for Student Affairs at the School of Law for assistance.

Students considering withdrawal for medical reasons may contact the Center for Campus Life to discuss additional university resources and services. – do we want to modify this at all?

There may be financial implications to withdrawal. If a student receives financial aid or is living in TTU student housing, he or she should first contact those offices before applying for the withdrawal. If a registration hold exists on the student's record, it must be cleared before the withdrawal can be processed. To check your student record for registration holds, log on at www.raiderlink.ttu.edu and select the MyTech (for Students) tab. Beginning Fall 2005, students who withdraw from the university the 13th class day (fall/spring) and 5th class day (summer) through the last day to withdraw will receive a grade of "W" for all enrolled courses.

2. Refunds

The *Undergraduate and Graduate Catalog* indicate that students withdrawing to zero hours at their request or those who have been withdrawn due to university action may be eligible to receive a refund of paid tuition and fees. A tuition and fee refund schedule is listed in the *Undergraduate and Graduate Catalog* and at <http://www.depts.ttu.edu/registrar/>.

3. Returning to the University after a Voluntary Withdrawal

Application materials and deadlines for former Texas Tech students are available at www.gototexastech.com. Official transcripts from all institutions attended subsequent to Texas Tech enrollment must be submitted by the application deadline. Students who left in good standing must have a 2.0 GPA on work taken since leaving Texas Tech. Please visit the following for more information: <http://www.depts.ttu.edu/formertech/>

4. Involuntary Withdrawals

Texas Tech University seeks to balance the rights of individual students with the rights of the community. In order to maintain the safety of both, some behaviors

require consultation among a network of campus professionals to determine the appropriate course of action to address the behavior.

a. *General Procedure*

When a student poses a direct threat to the health or safety of others, and the direct threat cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations where required, a student may be involuntarily withdrawn from the University.

b. *Notice*

Notice regarding students who may be direct threats (both self-reports and third-party reports) should be made to the Dean of Students or designee.

1. A "direct threat" means
 - i. There is a high probability (not just a slightly increased, speculative, or remote risk)
 - ii. of substantial harm
 - iii. based on observation of a student's conduct, actions, and statements.
- c. The Dean of Students or designee will review the information presented in the notice, including what attempts, if any, have been made to reduce or eliminate the direct threat, such as the student's voluntary compliance with medical or counseling assistance.
 1. The Dean of Students or designee will notify the student of the concern.
 2. The Dean of Students or designee will request a meeting with the student to inform the student that an initial individualized, objective assessment will be scheduled within five business days in order to determine whether the student poses a direct threat to him/herself or others. The meeting may include, but is not limited to discussion of:
 - i. Involvement of parents or significant others;
 - ii. Academic progress;
 - iii. Living arrangements;
 - iv. Previously granted accommodations;
 - v. Confidentiality waivers;
 - vi. Other possible accommodations, care and support resources including medical or counseling assistance; and
 - vii. Withdrawal implications such as financial aid, health insurance, visas, and academic timelines.
 3. If the student does not respond to the request for a meeting or does not attend the meeting, written notice of the pending assessment will be sent via certified mail to the student's last known official, local address as provided by the student to the Registrar's Office and/or electronically to the student's University email account. Students not responding to requests for meetings or assessments may be referred to the Office of Student Conduct for allegations of failure to comply with reasonable directives and/or requests of a University official acting in the performance of his or her duties.

d. *Temporary Suspensions*

During the involuntary withdrawal process, if the Vice Provost, Undergraduate Education and Student Affairs or designee determines that an immediate direct threat exists others or an overt disruption of the campus community has occurred, the student may be temporarily suspended pending a final decision on the involuntary withdrawal as long as the student has received notice of the concern, and had an opportunity to address the concern, and the student is afforded a hearing and right to appeal the final decision. During a temporary suspension, the student may not attend classes, use University services and/or resources (except those expressly permitted by the Vice Provost, Undergraduate Education and Student Affairs or designee), and may not be on campus until the proceedings have been resolved. If the student needs to return to campus, the visit must be coordinated through the Vice Provost, Undergraduate Education and Student Affairs or designee and the Texas Tech Police Department.

e. Involuntary Withdrawal Assessment

1. An individualized, objective assessment will be completed to determine whether a direct threat exists, and if so, whether the student should be permitted to remain enrolled at the University.
2. The assessment will be based on reasonable medical judgment, using current medical knowledge, or the best available objective information, to assess the student's ability to safely participate in the University's programs. The assessment will be in the form of a written report containing the findings and recommendations of the medical and other professionals performing the assessment.
3. Within five (5) university working days from the initial meeting with the student or five university working days from the date of notice regarding the meeting, the student will be scheduled for an assessment with a medical doctor, a licensed counseling or clinical psychologist, and other professionals as appropriate. If applicable, this assessment would include a psychiatrist from Student Health Services and a psychologist from the Student Counseling Center.
4. The student may provide information from other medical professionals as part of the assessment.
5. If a student elects not to participate in this assessment, the process will continue with the information that is otherwise available to consider.
6. The assessment will determine:
 - a. The nature, duration, and severity of the risk;
 - b. The probability that the potentially threatening injury will actually occur; and
 - c. Whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk.

f. Involuntary Withdrawal Committee

1. The assessment report will be forwarded to the Involuntary Withdrawal Committee for review.
2. The Involuntary Withdrawal Committee is comprised of the following voting members: the student's Associate Academic Dean, Director of the

Student Counseling Center, Medical Director of Student Health Services, Director of Student Disability Services, and Dean of Students. If the student resides in campus housing, the Director of Student Housing will also serve as a voting member of the committee. The Dean of Students will chair the committee. A non-voting resource person may be assigned from the Vice Provost for Undergraduate Education and Student Affairs to present information and assist the committee. The Involuntary University Withdrawal Committee will meet with the student in an informal, non-adversarial hearing to review the information collected throughout the process, and discuss the assessment with the student. The student will be permitted an opportunity to address the evidence being considered by the Involuntary Withdrawal Committee.

3. The hearing will be scheduled by the Dean of Students within five (5) university working days of the completion of the individualized assessment. The student will be provided the information to be considered at the hearing by the Dean of Students in advance of the hearing. The student may elect to attend the Involuntary Withdrawal Committee hearing and present information on his or her behalf. The student may be accompanied by one or more advisors. A non-voting resource person will present information and act as a recorder for the committee. When deliberating a decision, the Involuntary Withdrawal Committee will meet in closed session with only voting members and the resource person present.
4. Following the hearing, the Involuntary Withdrawal Committee will recommend one of the following:
 - i. the student may remain enrolled at the University with no restrictions;
 - ii. the student may remain enrolled at the University subject to specific conditions and/or restrictions as defined by the Involuntary Withdrawal Committee; or
 - iii. the student should be involuntarily withdrawn from the University upon a specific date.

g. Review of Committee Recommendation

The Dean of Students will notify the student in writing of the decision within five university working days.

h. Appeals Process

The student may appeal the decision of the Dean of Students by submitting a written appeal to the Assistant Vice Provost for Student Affairs within five (5) university working days. The student will be notified in writing of the final decision within five (5) university working days of receipt of the appeal.

i. Final Decision

Upon completion of the appeal process or with no receipt of an appeal, the student who is involuntarily withdrawn may not attend class or use University facilities, must vacate University housing within 48 hours and may not return to campus unless approved by the Vice Provost, Undergraduate Education and Student Affairs. Referrals will be made for the student upon request to appropriate community resources, i.e. medical care and housing. The student

may be entitled to refunds of prorated tuition, fees, and room and board charges as a result of involuntary withdrawal. A registration hold will be placed on the student's record at the direction of the Dean of Students, limiting any subsequent registration until approval is given by the Dean of Students.

j. Eligibility for Readmission

Students are eligible for consideration of readmission following an involuntary withdrawal after one calendar year. At that time, the student should present documentation to the Dean of Students for review. Documentation may include, but it is not limited to, current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon reenrollment. The documentation shall be presented to the Involuntary Withdrawal Committee for recommendation to the Dean of Students. Readmission requests and documentation must be presented by February 1 for summer enrollment, May 1 for fall enrollment, and October 1 for spring enrollment. Readmission will be contingent upon demonstration or documentation that the student is no longer a direct threat, and upon meeting admission deadlines and requirements.

PART III: Anti-Discrimination Policy

Texas Tech University does not tolerate discrimination or harassment of students based on or related to sex, race, national origin, religion, age, disability, status as a covered veteran, genetic information, or other protected categories, classes, or characteristics. While sexual orientation is not a protected category under state or federal law, it is Texas Tech University policy not to discriminate on this basis. Actions related to admission, discipline, housing, extracurricular and academic opportunities shall not be made based on a student's protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed.

Individuals who violate these policies and laws are subject to disciplinary action, up to and including expulsion.

A. Definitions

1. Discriminatory Harassment

Discriminatory harassment is verbal or physical conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, genetic information, or other protected categories, classes, or characteristics and is so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the victim's ability to realize the intended benefits of the university's resources and opportunities.

2. Sexual Harassment

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that are unwelcome and expressly or implicitly imposes conditions upon, threatens, or creates an intimidating, hostile, or demeaning environment of such a severe and pervasive nature as to interfere with an individual's (i) academic pursuits, (ii) university employment, (iii) participation in activities sponsored by the university or organizations related to the university, or (iv) opportunities to benefit from other aspects of university life.

B. Reporting Concerns

Students complaining of discriminatory and sexual harassment should contact the Deputy Title IX Coordinator for Students, Dean of Students, 201 Student Union, (806) 742-2984. Students complaining of discriminatory and sexual harassment in their employment capacity should contact the Office of Equal Employment Opportunity, 212 Administration Building, (806) 742-3627.

C. Office of Civil Rights Complaints

Nothing in this policy shall prevent a student from presenting a charge of discrimination or other grievance covered by this policy to an external agency, such as the United States Department of Education: Office of Civil Rights (OCR), 400 Maryland Avenue, SW Washington, DC 20202-1100, Customer Service Hotline#: (800) 421-3481, www.ed.gov/ocr.

D. Non-retaliation

Retaliation is strictly prohibited against a person who files a complaint of discrimination or harassment in good faith, opposes a charge or testifies, or assists or participates in an investigative proceeding or hearing. Retaliatory harassments is an intentional action

taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a grievance process.

E. Confidentiality

Confidentiality of both complainant and accused will be honored to such extent as is possible without compromising the university's commitment to investigate allegations of discrimination and harassment. The willful and unnecessary disclosure of confidential information by anyone, including the alleged victim, regarding discrimination and harassment complaints to any person outside of the investigation process may result in appropriate disciplinary measures against the offending party.

On campus, some resources can offer students confidentiality, sharing options and advice without any obligation to tell anyone unless the student wants it except should the resource fear for your safety, or the safety of others. If one desires that details of the incident be kept confidential, they should speak with the Student Counseling Center, Student Health Services, or an off-campus mental health or crisis resource. In addition, students may speak to on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

F. Faculty/Staff and Student Relationships

Texas Tech University is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student's educational experience. Consensual relationships between faculty and students in a faculty members class or with whom the faculty member has an academic or instructional connection are prohibited. Faculty/staff with direct teaching, training, supervisory, advisory, or evaluative responsibility over the student should recognize and respect the ethical and professional boundaries that must exist in such situations. If questions arise about conflict of interest situations involving faculty/staff and student relationships, they can be directed to the student's Academic Dean or the Dean of Students.

G. Dissemination of Discriminatory and Sexual Harassment Information

Texas Tech University provides educational programs on discriminatory and sexual harassment via the Student Resolution Center. Victim resources and services are available in the Dean of Students Office, Student Resolution Center, University Student Housing, Student Counseling Center, and Student Health Services. Policies and resources related to discriminatory and sexual harassment are provided at Red Raider Orientation, in training programs for Community Advisors and employee compliance EEO training sessions.

H. Grievances

1. A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or TTU policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Grievance processes are outlined in Part VI of the Student Handbook.

2. This grievance process is applicable to all students who choose to complain about unlawful discrimination or other violations of the law that adversely affect their educational environment.

3. While potentially inappropriate, not all rude or offensive comments or conduct constitute sexual harassment or unlawful discrimination.

4. All grievance investigations and procedures will be non-adversarial in nature. The student filing the grievance may represent himself or herself or be accompanied by an advisor (for advisory purposes only, not for representation). The advisor must be a member of the University community or a family member. However, if a student is also the subject of a pending criminal investigation, indictment, or charge arising out of the same circumstances, he or she may be allowed to have an attorney serve as his or her advisor, at his or her own expense, to participate in the same manner as any other advisor. These procedures are entirely administrative in nature and are not considered legal proceedings.

5. The filing of a grievance shall not affect the ability of TTU to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance.

PART IV: Housing Requirements

The Texas Tech residence hall system includes a variety of living options and provides convenient and affordable housing for approximately 7,000 students. Special interest housing (Honors, Intensive Study, Collegiate Recovery, Freshman Interest Groups, and Learning Communities) provides students with the opportunity to live with others of similar interests. The Carpenter/Wells Complex, which is arranged in three-bedroom townhouses or four-bedroom flats, offers private bedrooms in an apartment setting. Murray Hall and the Boston Avenue Residence Hall offer suite-style accommodations. Most suites include four private bedrooms, a common living area, and shared bathrooms. The Boston Avenue Residence Hall includes a limited number of two bedroom suites. for assignment to Carpenter/Wells Complex and Murray Hall will be given to students of sophomore or above classification. Gordon Hall, a suite-style residence, is designated as the Honors College Residence Hall.

An experienced and trained staff of Residence Life Coordinators and Community Advisors manages each residence hall. Residence hall offices provide assistance to residents with concerns, including maintenance requests, room and roommate assignments, and resource information.

The interests of students living on campus are promoted through the Residence Halls Association and individual hall governments. Each hall government sponsors social, cultural, educational, and recreational activities.

Complete information regarding campus housing can be found at housing.ttu.edu. Information regarding residence hall policies can also be found at housing.ttu.edu/hall-policies.

A. Residency Policy

In support of the Strategic Plan of Texas Tech University, the University requires students with less than 30 post high school college hours to live in the university Residence Halls if there are vacancies. Institutional research suggests that students who live on campus are significantly more inclined to remain in college and achieve higher GPAs in comparison to students living off campus. Compliance with the university housing policy is a condition of enrollment, as set forth in the *Student Handbook*, academic catalog and approved by the Board of Regents.

B. Residency Exemption

Requests for exemptions from the on-campus housing requirement must be submitted to University Student Housing no later than May 1 for fall or summer enrollment and November 1 for spring enrollment. Because of unforeseen changes in a student's circumstances such as illness or other personal reasons, some petitions are considered after the above dates. Unless it is clearly established that illness or personal reasons were not known prior to the above dates and necessitate a student's living off campus, students should not expect to be relieved of their residence hall contract. Students are encouraged to discuss such developments with the office of University Student Housing. Subject to verification and authorization by University Student Housing, students who meet one or more of the following criteria may be given permission to live off campus:

1. A student is residing and continues to reside in the established primary residence of her/his parents (or legal guardian) if it is within a 60-mile radius of Texas Tech University. The parents must have established their primary Lubbock-area residency at least six months prior to the request for an exemption. In order for the exemption request to be considered, legal guardianship must have been established by a court of law at least one year prior to the request.
2. A student presents sufficient evidence of an extreme financial hardship condition based on guidelines similar to those required for financial aid.
3. A student is married or has dependent children living with the student.
4. A student is 21 years of age or over on or before the first day of classes of the initial semester of enrollment.
5. A student has successfully completed 30 or more semester hours of academic credit prior to the student's enrollment or re-enrollment. Credit earned by exam (Advanced Placement, CLEP, ACT, and SAT) and hours received from concurrent high school credit are not considered.
6. A student is awarded a university scholarship/sponsorship that is managed by a university department or college and includes the equivalence of the current academic school year's room, dining plan, tuition, fees, and textbooks (as estimated by the Student Financial Aid Office). Upon prior approval from the managing department or college, the student may request to be exempted from living on campus. The managing department or college must provide verification in writing to University Student Housing prior to the student's enrollment and/or re-enrollment to the university.
7. A student is enrolled in the Graduate School or Law School.
8. A student has served in active military service, as verified by a discharge certificate (DD214).
9. student presents sufficient evidence of an extreme medical condition, as documented by his/her treating physician for which on-campus accommodations cannot be made.
10. A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls.
11. A student has completed a full academic year (fall and spring terms) of residence in the Texas Tech University residence halls prior to off campus residence eligibility.

In conjunction with the university's support of academic integrity, evidence of deliberate falsification of information, data, or any materials submitted, or providing false or erroneous information in connection with an application for exemption from the on-campus housing requirement will be grounds for disciplinary action. Such action may include, but is not limited to, revocation of a previously approved exemption, restitution of up to a semester's room and dining plan fees, or probation, as determined by Student Judicial Programs and in accordance with the Code of Student Conduct at Texas Tech University.

Students sign a Residence Hall Contract for the summer session or the academic year (fall and spring semesters). Any student wishing to move from the residence halls should consult the Residence Hall Contract for the provisions applicable to cancellation of the contract. Authorization for exemption from the on-campus housing requirement does not relieve the student of contractual obligations that may have been assumed with the University for housing in the residence halls.

It is the responsibility of the student to update any incorrect information regarding place of residence with the Office of the Registrar.

PART V: Student Records

A. General Policy

Policies and procedures concerning student records are based on respect for the privacy of the individual. To minimize the risk of improper disclosure, academic records are maintained separately from disciplinary records. (During the time of disciplinary suspension or expulsion, the notice is placed in the student's permanent file.) The conditions for access to each are set forth in the Student Handbook and complies with federal and state statutes and with registered student organization guidelines. The procedures set forth below apply to all persons formerly or currently enrolled at Texas Tech University.

B. Address of Record

Students must maintain an accurate permanent address with the Office of the Registrar. The address is used for official notifications including billing and notification of official university requirements. Students should maintain a current local address and telephone number that is used by university officials, and/or student organizations and the campus community. Students may update their contact information at www.raiderlink.ttu.edu via the MyTech (for Students) tab.

C. Student Access to Educational Records

All current and former students of the university have the right to access their educational records as provided by law.

1. Students may obtain copies of records relating to themselves at their expense. The reproduction charge shall not exceed the actual cost to the university.
2. The university will respond to all requests for explanations and interpretations of records or information, if the response does not violate the Family Educational Rights and Privacy Act of 1974, as amended.
3. A student may waive the right of access to confidential letters of recommendation in the areas of admissions, job placement and receipt of awards. A student seeking employment through the University Career Services may sign a waiver.
4. Personally identifiable information such as rank in class, personal conduct, grade point average, academic progress, etc., shall not be released to non-authorized personnel without the consent of the student.

D. Records Not Accessible to Students

The following are records not accessible to students:

1. Instructional, supervisory and administrative personnel records and the student's educational personnel records in the sole possession of the author and not revealed to any person other than a substitute (i.e. grade books, notes of observation and notes for recollection purposes).
2. Employment records of a university employee who is not a student.
3. Medical records are maintained for students visiting Student Health Services. Information contained in the medical record is privileged and will not be released to another person or institution without written permission of the student, unless otherwise authorized by law. Medical records are kept on file indefinitely at the Student Wellness Center at the corner of Main and Flint, Lubbock, Texas 79430. Students needing to request a copy of their medical records may contact Student Health Services at (806) 743-2860. While not considered "education" records under the Family Educational Rights and Privacy Act of 1974, as amended, the mentioned statute still allows the patient, in most instances, access to his/her

records. The general rule of confidentiality contains an exception when the patient or someone authorized to act on his/her behalf submits a written consent. Consent must be in writing and signed by the patient (or a parent or legal guardian if the patient is a minor). A physician shall furnish copies of medical records requested in accordance with the consent provided, except if the physician determines that access to the information would be harmful to the physical, mental or emotional health of the patient.

4. Medical and/or psychological information submitted to Student Disability Services for the purpose of determining eligibility and services are not releasable. Students may obtain the original information from the source.

E. Authorized Non-student Access to Student Records

Educational records (or personally identifiable information within a record) may be released without the written consent of the students to:

1. Officials, faculty and staff employed by the university if they have a legitimate educational interest.
2. Officials of other educational institutions in which the student intends to enroll or seeks to enroll if the student is notified of what is being released and given a copy if desired.
3. Authorized representatives of the Comptroller General of the United States, the Secretary of Education and administrative heads of educational agencies or state educational authorities.
4. Individuals needing this information in connection with a student application for, or receipt of, financial aid.
5. Federal, state and local officials to whom laws (in effect on or before Nov. 19, 1984) require information to be reported.
6. Organizations such as Educational Testing Service administering predictive tests, student aid programs and improving instruction. The organizations must not show the personally identifiable information to outsiders and the information must be destroyed when no longer needed for audit, evaluation or compliance with federal requirements.
7. Accrediting organizations.
8. Parents who certify a student is carried as a dependent for federal income tax purposes. This certification must be ascertained by the university office concerned.
9. Appropriate persons, if necessary, to protect the health or safety of the student or other persons.
10. Individuals requiring such information by means of a judicial order or any lawfully issued subpoena, on condition that the student may be notified by the university of all such orders and subpoenas in advance of compliance.
11. Emergency contacts as listed in students' educational records may be notified by designated staff upon notice of student hospitalization or transport via emergency personnel.

F. Students' Rights to Challenge Records

Students have the right to challenge records and information directly relating to them. This section does not include procedures for students challenging individual grades. Grade appeal procedures are described in the Student Handbook, Part VI, Section A.7. The challenge is limited to inaccurate, misleading or otherwise inappropriate records and information. The procedures set forth below shall be followed for an appropriate challenge.

1. Any student wishing to challenge records or information directly relating to him or her must notify the individual responsible for maintaining the records. The notice must be in writing and specifically identify the item challenged and the basis for the custodian of the challenged records.
2. All initial meetings will be informal and participants will include: the custodian of the challenged records or information, the student and the author (if appropriate) of the material.
3. If any of the participants (record custodian, student or author) are not satisfied with the results of the informal meeting, a formal hearing will be conducted under the following procedures:
 - a. The hearing will be conducted within seven university working days following the request for the hearing.
 - b. The hearing will be conducted by an institutional official or other party who does not have direct interest in the outcome of the hearing appointed by the Assistant Vice Provost for Student Affairs.
 - c. The student may present evidence relevant to the content of the educational records to demonstrate how they are inaccurate, misleading or otherwise in violation of the privacy rights of the student. The hearing also provides an opportunity for correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained in the records and for insertion into the records a written explanation by the student requesting the content of the challenged records.
 - d. A written decision must be delivered in writing to all interested parties within seven university working days after the conclusion of the hearing.

G. Release of Student Directory Information

The following student information is considered Texas Tech University Directory Information:

- a. Student Name
- b. Permanent and Local Addresses
- c. Place of Birth
- d. Classification
- e. Major Field of Study
- f. Dates of Attendance
- g. Degrees, Awards, and Honors Received
- h. Specific Enrollment Status
 1. Full-time, Part-time, Half-time
 2. Undergraduate, Graduate, Law
- i. Participation in Officially Recognized Sports and Activities
- j. Height/weight of members of Athletic Teams
- k. Previous Institution(s) Attended

This information will be released by various campus offices periodically, or on request, unless the student stipulates that directory information (as defined above) be withheld. Students may request that directory information be withheld in writing in West Hall, room 103, or by restricting personal directory information at www.raiderlink.ttu.edu under the MyTech (for Students) tab. Students should select the Directory Profile link located under Personal Information and uncheck the box next to their name.

The publication known as the Texas Tech Campus Directory is one type of printed periodical containing data classified as “directory information.” To restrict directory information from appearing in the directory, students must go to Raiderlink and restrict directory information **prior** to the 12th class day in the fall term. Restricted directory information will remain restricted until the student unrestricts the information.

The personal identifying information obtained from an individual for the purpose of the emergency alert system of an institution of higher education, including an e-mail address or telephone number, is confidential and not subject to disclosure under Section 552.021, Government Code.

H. Destruction of Records

The university constantly reviews the “educational records” it maintains and periodically destroys certain records. The university will not destroy records if prohibited by state or federal law. The student’s basic scholastic record is kept and maintained permanently in the Office of the Registrar. Disciplinary records are maintained for at least seven years in the Student Judicial Programs office. Student Disability Services records are maintained for three years after the last date of enrollment.

I. Letters of Recommendation

1. Students may review recommendations used in application for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives, in writing, the privilege of examination.
2. Appropriate forms are available in University Career Services for students using this service for future employment purposes. These forms are designed to provide the student with several options concerning the use and confidentiality of future letters of reference and recommendation.
3. Under the Family Educational Rights and Privacy Act 1974, as amended, the student does not have access to confidential letters and statements of recommendation which were placed in the educational records before January 1, 1975, if the letters or statements are used for purposes for which they were specifically intended.

PART VI: Student Grievance Procedures

A. General Grievance Policy

A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or TTU policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Procedures for handling specific concerns are outlined below. Procedures for handling specific concerns are outlined below.

1. Discriminatory Harassment

Students with grievances related to discrimination in the educational environment on the basis of race, national origin, religion, age, disability, sexual orientation, genetic information, or other protected categories, classes, or characteristics should review the Student Handbook, Part III Anti-Discrimination Policy and Part VI, Section B Procedures for Filing a Grievance. Students complaining of discrimination in their employment capacity should proceed directly to the Office of Equal Employment Opportunity, 212 Administration Building, (806) 742-3627.

2. Sexual Harassment

Harassment of students on the basis of sex is a violation of § 106.31 of Title IX of the Education Amendments of 1972. The Deputy Title IX Coordinator for Students is the Dean of Students, 201 Student Union Building, (806) 742-2984. Students with concerns about sexual harassment in the educational environment should review the Student Handbook, Part III Anti-Discrimination Policy and Part VI, Section B Procedures for Filing a Grievance. Students complaining of sexual harassment in their employment capacity should proceed directly to the Office of Equal Employment Opportunity, 212 Administration Building, (806) 742-3627.

3. Students with Disabilities

Students with grievances related to discrimination on the basis of a disability should review the Student Handbook, Part III Anti-Discrimination Policy and Part VI Grievance Procedures. The grievance process would include the Managing Director of Student Disability Services. Any students seeking remedy on the basis of a disability must register as a disabled student with Student Disability Services and must provide all required documentation of a disability. Students who are denied services or denied a specific accommodation request by a Student Disability Services counselor may appeal the decision to the Managing Director Student Disability Services. The ADA Campus Coordinator for Students is the Managing Director of Student Disability Services, 335 West Hall, (806) 742-2405.

4. *Personal Records*

Guidelines governing student access to personal records and the procedures for challenging information in these records are contained in the student records policy that is detailed in the Student Handbook Part V, Section F.

5. *Disciplinary Action*

The university disciplinary appeals process is outlined in the Student Handbook Part X, Section E. Procedures relating to the School of Law are contained in the Honor Code of the School of Law. Procedures relating to the School of Medicine, School of Nursing and the School of Allied Health are contained in the School of

Medicine Student Handbooks, School of Nursing Student Handbook, and the School of Allied Health Student Handbooks.

6. **Employment**

A student wishing to pursue a grievance concerning employment with the university and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Office of Equal Employment Opportunity in accordance with the grievance procedures outlined in the university Operating Policy 70.10 (<http://www.depts.ttu.edu/opmanual/OP70.10.pdf>). The procedures manual may be reviewed in the Office of Equal Employment Opportunity.

7. **Grades**

The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance. A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. The complete student grade appeal policy and procedure is listed in Texas Tech University Operating Policy 34.03 (<http://www.depts.ttu.edu/opmanual/OP34.03.pdf>). A copy of the grade appeal procedures may be obtained from any academic college dean's office or from the Office of the Provost. Also, refer to the Student Handbook Part II, Section B, Academic Integrity.

9. **Traffic and Parking Citations**

Students may appeal a campus parking citation online at www.parking.ttu.edu. University Parking Services regulations and a description of the three-tiered appeals process is described in the *Traffic and Parking Rules and Regulations* available online at <http://www.parking.ttu.edu/resources/pdf/rulesregulations.pdf> or in person from the Texas Tech Police Department or at University Parking Services.

10. **Graduate School Requirements**

Graduate students may address specific grievances arising from matters affecting academic standing and performance, other than admission to the Graduate School (see <http://www.depts.ttu.edu/opmanual/OP64.01.pdf>) and allegations of academic dishonesty (see the *Code of Student Conduct*). Such matters include, but are not limited to, disputes concerning comprehensive and qualifying examinations, these and dissertations, academic probation and suspension, and graduate assistantships. See OP 64.07 <http://www.depts.ttu.edu/opmanual/OP64.07.pdf> for more information. Appeals of course grades are made through the dean of the college in which the course is offered and are, therefore, excluded from consideration under OP 64.07; see OP 34.03 <http://www.depts.ttu.edu/opmanual/OP34.03.pdf>.

B. Procedures for Reporting a Grievance

1. Prior to filing a formal grievance, a student should attempt to resolve the situation by addressing the offending party in an informal manner and in an atmosphere of mutual respect. A student is not required to contact the person involved if doing so is impracticable, the student is uncomfortable doing so, or if the student believes that the conduct cannot be effectively addressed through informal means. If the situation is not resolved by informal means, the student may file a formal grievance.

A student may also consult with the Dean of Students to determine if he/she wishes to file a formal grievance. Although the Dean of Students will undertake no official action on behalf of the student without a filed, signed complaint, the Dean may notify key personnel with a need to know about the allegation. However, other action may be taken by TTU as deemed appropriate. Such action may include conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility, informing alleged offenders of TTU's policy and educating departments and supervisors as needed on this and other policies.

2. A student having a grievance should submit a completed Student Grievance form, which is available on the Dean of Students website or at the following link www.ttu.edu/deanofstudents, to the Dean of Students Office within 30 business days from the date of the action giving rise to the grievance or within 30 business days of the conclusion of informal attempts to resolve the situation. Determination as to whether complaints filed after this deadline will be considered on a case-by-case basis. If the grievance involves the Dean of Students, the grievance should be presented to the Equal Employment Opportunity Office.

A written grievance shall contain:

- a) A clear and concise statement of the grievance;
 - b) The date the incident(s) took place;
 - c) The name and contact information (if possible) of any witnesses or participants;
 - d) The specific resolution sought by the student; and
 - e) Additional relevant information to be considered in support of the grievance.
 - f) Any changes to the grievance must be in writing.
3. Only one subject matter shall be covered in any one grievance.
 4. Upon receipt of a signed grievance, an investigation will be conducted by the Dean of Students or designee. The Vice Provost for Student Affairs & Undergraduate Education and the appropriate academic dean will be notified of the grievance.
 5. The investigation may consist of the review of the grievance and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the investigation and its procedures will be determined by and at the discretion of the Dean of Students. The Equal Employment Opportunity Office may be consulted to assist with the investigation or other administrators as defined in Part VI of the Student Handbook.
 6. After the investigation is complete, the Dean of Students will provide a written determination to the student who has filed the grievance, the accused parties, the appropriate academic dean, and the Vice Provost for Student Affairs & Undergraduate Education.

7. In the event of a finding of a violation of this policy or other violation of the law is made, appropriate disciplinary action will be taken as determined by the appropriate administrator. Disciplinary action for students may include issuing sanctions, conditions, and restrictions in accordance with Part X, Code of Student Conduct which may range from reprimands to expulsion. Disciplinary action for faculty and staff would be referred to the next senior level administrator and coordinated with the Equal Employment Opportunity Office.
8. Either the complainant or the accused may request a reconsideration of the case if any of the following occurs: 1) a procedural (or substantive error) occurred that significantly impacted the outcomes; 2) new evidence becomes available, previously unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; 3) the disciplinary sanctions imposed are substantially disproportionate to the severity of the violation. The appeal should be submitted in writing to the Assistant Vice Provost for Student Affairs within 10 days of the receipt of the final written determination. The resolution of the appeal will rest with the Assistant Vice Provost for Student Affairs.
9. Any disciplinary action taken in connection with a grievance filed will be reported in writing to the Dean of Students at the time the disciplinary action is implemented.
10. At the conclusion of the investigation the complaining party shall be advised that if the discrimination or unlawful activity persists the student should contact the Dean of Students. Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place the student should contact the Dean of Students and/or file a grievance for retaliation.

PART VII: Registration of Student Organizations

A. Categories and Definitions

1. *Registered Student Organizations*

A registered student organization is a group (president, treasurer and a minimum of three members, excluding officers) comprised of at least five students enrolled at Texas Tech University who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations and standards of the university and/or federal, state and/or local statutes. Generally, student groups broadly fall under one of the following categories: Academic/Professional, Distance Education & Off Campus Sites, Honorary, International, Social Fraternities/Sororities, Graduate, Multicultural, Religious, Residence Hall, Service, Spirit, Sport Clubs, Recreational, Law School and Special Interest. All student organization registration is administered by Center for Campus Life.

2. *Sports Clubs*

Recreational Sports is responsible for the oversight of the Texas Tech Sport Club program. This program exists to promote and develop interest in sports. Sport club members learn new skills, engage in competition and enjoy the recreational and social fellowship of sport. A group seeking sports club status must first be a registered student organization, subject to the rules and regulations of the

university. Following the organization registration process, a group should request a meeting with Recreational Sports to initiate the application process for sports club affiliation. After obtaining Sport Club status, groups must also comply with the guidelines of Recreational Sports.

3. *Social Fraternities/Sororities*

The Center for Campus Life is responsible for the oversight of Texas Tech Social Fraternities and Sororities. A group seeking social fraternity or sorority status must first be recognized by one of the four governing councils for social fraternities and sororities: Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council. All student organizations registering as a social fraternity or social sorority must show proof of their Title IX exemption by attaching to their registration application a letter from their national affiliate with their IRS 501(c) number.

B. Conditions for Registration of New and Reforming Student Organizations

1. Membership in a student organization shall be open only to students enrolled at Texas Tech University without regard to race, religion, sex, disability or national origin; except in cases of designated fraternal organizations which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex.
2. Faculty and staff may hold associate memberships to the extent allowed by the student organization's constitution.
3. The organization shall not duplicate the purposes and functions of a previously or currently registered student organization unless the need for duplication is substantiated with the Center for Campus Life.
4. All funds allocated to a registered student organization from university-controlled sources must be maintained in a university account. Additional resources acquired by fundraising may be kept in an off-campus organizational account.
5. The student organization shall show initiative in effectively meeting its stated goals and be lawful and peaceful in its activities. The Center for Campus Life is available to assist in organizational development.
6. The student organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/ associate members should not be granted voting privileges nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at Texas Tech University.
7. Registered student organizations shall not use the name, logo or symbols of the university as part of its name or in its publications. In addition, the organization shall not advertise or promote functions or activities in a manner that suggest sponsorship by the university. Registered student organizations are permitted to use the word "Tech" as a part of their names or to use the complete statement "a registered student organization at Texas Tech University." Approval of the use of logos or symbols protected by Texas Tech University is under the discretion of the Athletic Department External Operations, Texas Tech University.
8. Solicitation is prohibited on campus by registered student organizations that may abridge any contractual agreements of Texas Tech University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials in the Center for Campus Life. Any student organization wishing to solicit on campus must follow the policies and procedures listed in the current Student Handbook, Part IX.

9. All registered student organization resources must be used to advance and support the organization's purpose, identified goals, and/or mission.
10. Must comply with university rules, standards, and policies.
11. Student organization registration does not imply university approval of either the organization or its functions or activities.

C. Registration of New and Re-Registering Student Organization

1. New and/or re-registering student organizations that desire the benefits of a registered student organization should attend a Student Organization Registration Seminar make an individual appointment with the Center for Campus Life staff to discuss the policy regulating the registration of student organizations.
2. After attending the seminar or individual appointment and reviewing the policy regulating student organization registration, students who are still interested in re-registering or forming an organization and are in a position to meet the requirements of registered student organizations, must complete the online registration process.

Please go to the Student Organization website at <http://ttu.orgsync.com> and login to OrgSync. You will be guided through completing the registration process online. You will be prompted to create an individual profile if you have not already created one.

- a. To validate the online process, student organizations must provide:
 1. List of Officers (must have president and treasurer).
 2. List of membership, must have a minimum of three members in addition to a president and treasurer (total minimum organization size of five).
 3. List a member of the organization as the Student Organization Representative Council (SORC) representative (either an officer or a general member may be listed.).
 4. Submit updated copy of new constitution and/or by-laws and constitution and/or by-laws of any other local, state or national affiliate organization (if applicable).
 5. New student organizations registering as a single-sex, social fraternity or social sorority must show proof of their Title IX exemption. Upon filing their registration application, groups must attach a letter from their national affiliate with their IRS 501(c) (Internal Revenue Code) tax exemption number from the Internal Revenue Service. This is the mechanism the government uses to verify eligibility for single-sex exemption.
 6. Provide the title, campus address, telephone number and e-mail address of a full-time Texas Tech University/Texas Tech Health Science Center faculty or staff member indicating their willingness to serve as the organization's advisor.
 7. President, Treasurer, advisor(s) and three (3) members must sign a "University Policy Agreement" (found in the OrgSync "forms" folder) stating they intend to comply with all university standards, rules and/or policies as well as all federal, state, and/or local laws.
 8. Submit the signed University Policy Agreement page(s) to complete the registration process. These forms can be faxed, mailed, or delivered to the Center for Campus Life.

3. A student organization may file the “intent to form” a registered student organization application with Center for Campus Life staff administering student organizations. This is a temporary status, which lasts for 30 days and allows the non-registered group the privileges of university facilities and publicity venues common to registered student organizations. The 30-day time period should be used to recruit new members, develop a constitution and by-laws and obtain a permanent full-time faculty/staff advisor.
4. Before the “intent to form” expiration deadline, students still interested in permanent status should complete the on-line registration process, and schedule a meeting with the Center for Campus Life staff to discuss finalizing their status as a registered student organization. Extensions of the “intent” status are possible under extenuating circumstances and requests should be addressed to the Center for Campus Life. Although re-registration of current groups occurs during the spring, this does not mean that new or reforming groups have to wait until the spring to complete the process.
5. The registration process must be completed annually by mid-Spring (date to be announced annually) to maintain registration status.

D. Benefits

1. *Registered Student Organizations*
Benefits include: free space reservations in the Student Union, opportunity to reserve rooms in academic space (i.e. classrooms), free mailbox in the Student Union, organization information published online, posting on campus, use of university logo (with permission of Athletics Department External Operations), leadership training, ready references and access to Involvement Center, opportunity for free cubicle space through Student Union Main Office, and free webpage through Academic Computing Services. Registered student organizations may apply for funding through the Student Government Association (SGA) each year provided they are registered as a student organization with the Center for Campus Life prior to the application deadline for reviewing registered student organization funding and meet other eligibility requirements.
2. *Sport Clubs*
Sport clubs are entitled to all of the benefits of a registered student organization. In addition, each club receives administrative and financial support from Recreational Sports. However, since the Sport Club program receives its funding from the Student Recreation Fee, organizations that affiliate with Recreational Sports are not eligible for SGA funding. Sport Clubs not affiliating with Recreational Sports are not eligible for SGA funding.

E. Faculty or Staff Advisor

1. Each registered student organization shall have a full-time university faculty or staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to facilitate incorporating the advisor into the organization’s program planning and decision-making. The advisor should certify the organization’s expenditures by co-signing all checks or vouchers. The advisor must oversee adherence to university standards, rules and/or policies as well as the organization’s constitution and by-laws.
2. Registered student organizations may have additional advisors, i.e. coaches (typical of sports clubs) or alumni advisors, to the extent permitted by their

constitution and/or by-laws; however, one advisor must be a full-time Texas Tech University/Texas Tech Health Science Center faculty or staff member as required and identified in the registration packet.

3. Any individual who is a secondary advisor or coach who is not affiliated with the university or is not a full-time Texas Tech employee should also be included when filling out the registration application, complete with names, addresses, telephone numbers and emails.
4. Registered student organizations have ten (10) university business days to update their Org Profile at <http://ttu.orgsync.com> with the name, address, telephone number and email of any new or replacement full-time university faculty or staff member appointed as their advisor. Failure to do so may result in suspended privileges.
5. Certain student organizations do not choose their advisor(s); rather, they are assigned a full-time faculty or staff person by the department to oversee the administration of those areas, groups and resources.
6. Established full-time university faculty or staff members, who reduce employment hours below full-time status and maintain an office on-campus, may continue to function as the "Primary" advisor of a student organization with the approval of the Center for Campus Life.

F. Prerequisites for Maintaining Registration

To maintain its active registration status throughout the academic year, a registered student organization must meet the following criteria:

1. Organizations must update the "Org Profile" on OrgSync at <http://ttu.orgsync.com> within ten (10) university business days of any of the following:
 - a. Election of or change in officers and/or SORC representatives;
 - b. Change of full-time faculty or staff advisor;
 - c. Changes in organization documents (i.e. constitution, membership requirements);
2. Conduct its affairs in a lawful manner as a collaborative entity, in accordance with the constitution and by-laws it has on file, and applicable policies, rules, regulations and standards of the university and/or federal, state, and/or local statutes.
3. Solicitation on campus by registered student organizations may not abridge any contractual agreements of Texas Tech University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials with the Center for Campus Life staff.
4. Ensure off-campus individuals or organizations whose appearance on campus is sponsored by the organization observe all applicable policies, rules, regulations and standards of the university.
5. In accordance with Texas Education Code, Section 51.9361, all registered student organizations are required to attend training sessions on the topic of risk management as it relates to individuals, organization functions, and/or activities. Social fraternities and sororities and Sports Clubs are required to attend the Clay R. Warren Memorial Risk Management Retreat annually. The Center for Campus Life and/or other designated departments may require other student organizations to attend the Clay R. Warren Memorial Risk Management Retreat in order to fulfill this requirement. Student organizations not required to attend will participate in an alternative risk management training opportunity identified by the Center for Campus Life.

6. Center for Campus Life and/or Student Judicial Programs may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the Student Handbook. Anonymous reporting limits the University's ability to respond to alleged individual and/or organizational noncompliance.

G. Temporary Suspension and Denial of Registration

1. A student organization will not be officially registered with the Center for Campus Life if it is determined that the organization's actions or activities are detrimental to the educational purposes of the university or not in accordance to the Student Handbook. The registration of a student organization may be temporarily suspended while an investigation is pending involving an alleged violation of registered student organization policies and procedures as outlined in the Student Handbook. The registered student organization will be afforded all due process guidelines as described in the Student Handbook. The president of the student organization may file an appeal in writing to the Managing Director of the Center for Campus Life or designee within five (5) university business days from the date of the "temporary suspension" notification letter.
2. The president and advisor of the student organization shall be notified of a decision to deny registration in writing by the Center for Campus Life. The president of the applying organization may wish to schedule a meeting with the Center for Campus Life to discuss the denial. If, following the meeting, the group wishes to file an appeal, the president must do so in writing to the Managing Director of the Center for Campus Life or designee within five (5) university business days from the date of the "denial" notification letter.

PART VIII: Use of University Space, Facilities and Amplification Equipment

A. General Policy

With the exception of free expression activities outlined below, the space and facilities of the university are intended primarily for the support of the instructional programs of the institution. Second priority is given to programs sponsored and conducted by university academic and administrative departments or organizations affiliated with those departments. Beyond these two priorities, use of campus space and facilities is encouraged for activities that have as their purpose service or benefit to the Texas Tech University community, and that are sponsored by registered student organizations. University buildings, grounds or property may not be used by individuals or organizations not connected with the university, with the exception of the use of Forum Areas for free expression as set forth in Section F below or as otherwise permitted under Texas Tech University or Texas Tech University System policies. An individual who is not a student, faculty, or staff member may attend functions or activities held on university property, but to be eligible for the use of campus facilities, the function or activity must be sponsored by and affiliated with a university department or registered student organization. Sponsorship and/or co-sponsorship minimally include, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations. A department, student or registered student organization may not reserve space or facilities on campus and permit it to be used by a non-registered organization or off-campus group or person. Except as otherwise permitted under Texas Tech University or Texas Tech University System policies, non-registered organizations or off-campus groups or persons not sponsored by a department or registered organization will not be permitted to reserve space on campus. State law requires that university facilities and property be used only for state purposes and not for private gain.

B. Reservation Requirements

Reservations must be made for the use of buildings and grounds under the control of the university. Requests for reservations will be granted according to the priorities of the designated area. Requests must be made to the appropriate office. Requests from registered student organizations must be signed by the organization's president and full-time faculty/staff advisor. Requests from individuals must be signed by the person applying for the use of the space or facilities.

If the use of facilities is for programs or activities involving minor children, the sponsoring group must comply with Texas Education Code 51.976, which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the Texas Department of State Health Services of such training should be received before reservation of space or facility will be confirmed.

C. Use of Facilities by Student Organizations

1. Student organizations must be registered to use university facilities or grounds.
2. A student organization that has petitioned the Center for Campus Life for registration status may hold up to three meetings in the Student Union pending action on the petition. These meetings must be held within a 25 calendar-day time period from the date the petitioning organization filed its intent to register. Other campus facilities or space may be reserved by "petitioning" student

organizations for one meeting only, if their full-time faculty or staff advisor agrees to be present at their event. Additional reservations will not be approved until the student organization is registered.

D. Procedure and Priorities for Designated Facilities

1. *Student Union*

Priority for use of space in the Student Union is given to programs and activities which are conducted by the various departments within the Student Union. Secondary priority is given to registered student organizations and university departments. Reservations must be made in the Student Union Office Room 203.

2. *Academic Buildings*

a. Any registered student organization may request the use of space in academic buildings for specific purposes. These purposes may include, but are not limited to, regular meetings of honorary or professional organizations, lectures, seminars or workshops and special programs and functions. The space must be reserved through the Academic Support and Facilities Resources Office. All requests must be submitted in writing by an active member of the student organization. Written requests can be submitted via the Academic Support and Facilities Resources website www.depts.ttu.edu/asfr or in person at the office. All requests must include the full name, department, and phone number of the student organization's full-time faculty or staff advisor. Recurring space assignments may be made for one semester only. All space assignments are made on the basis of use consistent with the purposes of the university and of available space. Space assignments will not be made during final examination periods. Academic use by departments and colleges has priority over other uses and organizational assignments may be changed or canceled if conflicts with regular academic programs develop.

b. Academic space will be assigned on a limited basis if:

1. The intended use is in keeping with the educational purposes of the university.
2. The intended use does not conflict with the use by academic programs or academic organizations.
3. The intended use does not conflict with normal security and maintenance schedules.

3. *Residence Halls*

Regularly enrolled students who live in the residence halls and participate in the residence hall governments have first priority for all residence hall facilities. Facilities may also be provided for individuals or groups whose activities are sponsored by, or affiliated with, University Student Housing. University departments or registered student organizations may use residence hall facilities during the summer, or at times when space is available, for workshops, institutes, short courses and conferences. However, space availability is limited, and requests for the use of residence hall space must be made to the Managing Director of University Student Housing.

4. *Intercollegiate Athletic Facilities*

The Jones/AT&T Stadium Athletic Complex, Fuller Track and Field, Rip Griffin Park, McLeod Tennis Center, Rocky Johnson Field, John Walker Soccer and other athletic fields are owned and maintained by the university for the primary use and benefit of the intercollegiate and intramural (as space is available) athletic programs of the university, of allied non-university athletic activities

consistent with such programs and of official academic events of the university. The use of these facilities shall be limited to these purposes unless otherwise authorized by the Intercollegiate Athletics Office. Requests for use of all intercollegiate athletic facilities must be made to the Intercollegiate Athletics Office.

5. *Recreational Facilities*

The Robert H. Ewalt Recreational Center, Aquatic Center, Leisure Pool, recreation fields, tennis courts, racquetball courts and basketball courts are intended primarily for student recreational and instructional use on an organized group and individual basis. Recreational Sports is responsible for scheduling the use of these facilities.

6. *McKenzie-Merket Alumni Center*

The McKenzie-Merket Alumni Center, located on the southeastern corner of the Texas Tech campus, directly west of the Kent R. Hance Chapel, is the home for all Texas Tech Alumni and friends. This facility boasts a ballroom that can seat 300-plus for a banquet and more than 500 in a theatre setting. Two separate courtyards provide space for outdoor events. Booking of this facility is coordinated by the Texas Tech Alumni Association at (806) 742-0400.

7. *Frazier Alumni Pavilion*

The Frazier Alumni Pavilion, situated just southwest of Jones AT&T Stadium is a 6,000-square foot facility designed to host large banquets but can be configured for weddings, press conferences, and other events. It also has a 10,000-square foot outdoor porch area that can be used to increase the size of your event. To book this venue, contact the Texas Tech Alumni Association at (806) 742-0400.

8. *Kent R. Hance Chapel*

A 6,879-square foot, 250-seat, non-denominational Spanish Renaissance chapel is capable of supporting a broad range of services and events. To book this venue, contact the Texas Tech Alumni Association at (806) 742-0400.

9. *United Spirit Arena*

The United Spirit Arena is a 15,000-seat multi-purpose facility and is host to a variety of entertainment and athletic events, including Texas Tech University basketball and volleyball, commencement ceremonies, concerts and numerous meeting room events. Facilities available for lease within the United Spirit Arena include the four meeting rooms in the City Bank Conference Center, the Arena Food Court, the arena concourse, the arena floor and the arena bowl area. Registered student organizations receive rental discount for the City Bank Conference Center meeting rooms. Texas Tech University Commencement, Health Sciences Center Commencement, Texas Tech basketball and volleyball games and major arena events, such as concerts, have priority in booking the United Spirit Arena. Space in the United Spirit Arena is reserved through the Arena Management Office.

E. Use of Campus Grounds

1. Selected grounds area (other than those described above) are available for activities that are sponsored and approved by university departments, registered student organizations or individual faculty, students and employees. Academic use by departments and colleges has priority and assignments may be changed or canceled if conflicts with regular academic programs develop.
2. Students or registered student organizations desiring to use campus grounds must register for grounds use in the Center for Campus Life (Student Union Room 201). Faculty, staff, or departments of the university desiring to use

campus grounds must register for grounds use in the Center for Campus Life (Student Union Room 201) as well. In accordance with the university's Operating Policy 61.02 regarding Use of University Grounds, Facilities and Amplification, each use must be approved in writing by the Outdoor Events Coordinating Committee (OECC). Requests must be submitted at least six (6) university working days before the intended use. Recurring use assignments shall not be permitted.

3. The Center for Campus Life will coordinate all grounds use applications and shall grant only grounds use requests that are consistent with applicable university regulations and local, state and federal law.
4. A permit granting grounds use shall specify the boundaries of the area to be used, the date for which the use is approved, the time at which the proposed activity may begin, the time at which the reservation for the use expires and any special provisions concerning the use of the space. No request will be approved for activities occurring during individual study days and/or final examination period.
5. Students or registered organizations using a designated area are subject to the following requirements:
 - a. Use of amplification equipment must comply with Section H of these regulations.
 - b. A structure may not be erected on campus grounds without prior written approval that will include arrangements for cleaning up after the event.
 - c. If any expenses will be incurred in the course of an event, the sponsor or co-sponsor will be required to supply a university account number before the activity can be approved by the Outdoor Events Coordinating Committee.
6. Violations of these campus grounds use regulations are subject to the disciplinary sanctions, conditions and/or restrictions and procedures outlined in the *Code of Student Conduct*.
7. Students or registered student organizations desiring grounds use may be required to provide evidence of appropriate liability insurance in accordance with recommendations from the General Counsel's Office, Risk Management Office, other university departments or others as necessary prior to approval from the Outdoor Events Coordinating Committee.
8. Participants in, and/or sponsors for, events may be required to sign a "Hold Harmless" release.
9. The sponsor should contact the Environmental Health and Safety Department to make necessary arrangements for any event that includes concessions or a mobile concession stand. In order for any person, vendor, or organization to operate a temporary food service or mobile unit on Texas Tech property, the Environmental Health and Safety Department must issue a valid Temporary Food Service Permit.
10. The sponsor should contact University Parking Services to make necessary parking arrangements for the event.
- 11.

If the use of university grounds is for programs or activities involving minor children, the sponsoring group must comply with Texas Education Code 51.976, which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the Texas Department of State Health Services of such training should be received before reservation of space or facility will be confirmed.

F. Freedom of Expression Activities and Forum Areas

The open exchange of information, opinions, and ideas between students is an essential element of the campus experience. These policies are intended to protect the interests of all students as well as other members of the university community. These policies presume that students are generally free to engage in freedom of expression activities in those outdoor areas of campus that are common and accessible to all students (such as park-like areas and sidewalks) without the need of prior approval of the university.

Although the Texas Tech University campus is generally an open campus for purposes of student freedom of expression activities, students are encouraged, and persons and groups not affiliated with the university are required, to use the Forum Areas of the campus for freedom of expression activities.

1. The following are the Forum Areas as currently defined at Texas Tech University. Each location is marked with a plaque that reads, "Forum Area," and may be used on a first-come, first-serve basis.
 - a. Southwest Collections – the outdoor gazebo and concrete octagon surrounding it located immediately east of the Southwest Collections building close to the corner of 15th Street and Boston Avenue.
 - b. Engineering Key – the northern 1/3 of the grassy area of the Engineering Key from the diagonal sidewalk going north to the flowerbed and bound by the street curbs on the east and west sides.
 - c. Student Union – northeast corner (15th Street and Akron Avenue).
 - d. Student Union/Library Plaza – the southern 1/3 of the plaza between the Student Union and Library described as follows: From the southwest raised flowerbed in front of the Library on the west to the black brick border of the flowerbeds on the east; and from the black brick border that stretches from the Library steps to the flowerbed outside the Student Union west entrance on the north to the bollards on the south end.
 - e. Jerry S. Rawls College of Business Administration – the western half of the courtyard between the College of business Administration building and the Architecture building as described by the midway sidewalk on the east to the inside of the Flint Avenue sidewalk on the west and the sidewalks on the north and south sides.
 - f. Urbanovsky Amphitheater – the Urbanovsky Amphitheater bound on the west by the second semicircular sidewalk, on the east by the inside of the sidewalk bordering Flint Avenue, and by the north and south sidewalks.
2. Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:
 - a. The location selected for the activity is inadequate for the purpose for which it will be used (either too close to buildings, not big enough for the event, etc.);
 - b. The activity substantially interferes with either vehicular or pedestrian traffic;
 - c. The activity blocks the ingress or egress to buildings;
 - d. The space is not available due to prior reservation;
 - e. The activity conflicts with a previously planned university activity;
 - f. The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university;
 - g. The activity presents an unreasonable danger to the health or safety of the applicant or other individuals;
 - h. The activity is prohibited by local, state, or federal law; or

- i. The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on campus.
3. Students engaged in freedom of expression activities may be subject to discipline under the *Code of Student Conduct* for the following actions:
 - a. Activities which are illegal.
 - b. Activities that deny the rights of other students, faculty and staff of the university.
 - c. Activities that substantially obstruct or restrict the free movement of persons on any part of the university campus, including the free entry or exit from university facilities.
 - d. Activities that deny the use of office or other facilities to the students, faculty, staff or guests of the university.
 - e. Activities that threaten or endanger the health or safety of any person on the university campus.
 - f. Activities that include the use of obscenities, libelous statements, or "fighting words," as defined by law.
 - g. Activities that result in damage to or destruction of university property;
 - h. Activities that attempt to prevent a university event or other lawful assembly by the threat or use of force or violence.
4. Signs, banners, posters, and other displays used for freedom of expression activities must be handheld and must remain in the hands of individuals engaged in the expressive activities at all times.

G. Appeals of Ground Use Request Denials

Students of registered student organizations, whose requests for the use of campus grounds or non-academic space are denied, may appeal to the Managing Director of the Center for Campus Life as follows:

1. A written appeal describing the objections to the denial presented to the Managing Director of the Center for Campus Life must be filed no later than five (5) university working days after the receipt of notice of the denial from the Outdoor Events Coordinating Committee.
2. The Managing Director of the Center for Campus Life will convey the appeal decision, in writing, to the student or registered student organization and to the Outdoor Events Coordinating Committee within a reasonable time from the receipt of the written appeal.

H. Use of Amplification Equipment

1. *Use of Amplification Equipment for Freedom of Expression Activities*
 - a. Use of Amplification Equipment in Forum Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities within the designated Forum Areas from 8:00 am to 5:00 pm Monday through Friday.
 - b. Use of Amplification Equipment in All Other Outdoor Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities in all other outdoor areas of the campus from 2:00pm to 5:00pm Monday through Friday.
 - c. Use of amplification equipment is subject to all rules concerning the time, place, and manner of freedom of expression activities and Forum Areas as set forth in Section F of this policy.
 - d. Only handheld amplification devices are permitted.

- e. No amplification of sound is permitted during the week prior to or the week of final exams.
 - f. The volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
 - g. Use of amplification equipment shall not create a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university community.
2. *Other Use of Amplification Equipment*
- The use of loudspeakers, any other type of amplification equipment (e.g. portable stereo devices, portable studios, etc.), or amplified musical instruments on university grounds by students and/or registered student organizations for any purpose other than expressive activities as set forth in Section H(1) above is by permission only.
- a. Applications from individuals, departments, and organizations for permission to use amplification equipment must be made on the Grounds Use and Solicitation Request form provided by the Center for Campus Life.
 - b. Applications must be submitted at least six (6) university working days before the intended use.
 - c. The Outdoor Events Coordinating Committee and the Director of Academic Support & Facilities Resources may prescribe rules concerning scheduling, maximum sound levels, location and direction of speakers, and other rules to facilitate the use of amplified sound to mediate any conflict with university functions, classes in session, examinations, other nearby activities, and the campus environment.
 - d. The use of amplification equipment for solicitation purposes must conform to all campus grounds use provisions, as well as policies governing solicitation and commercial activities.
 - e. The use of such equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours without written permission from Academic Support and Facilities Resources.
 - f. Sound equipment must not be disruptive, and the volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
 - g. Special events such as dances, pep rallies, ceremonies, or recreational activities that include the use of bands or amplification equipment may be held in approved locations only with prior approval of the Center for Campus Life.
 - h. Outdoor dances utilizing sound amplification devices may be held only on Friday and Saturday nights, and must terminate by 1:00 a.m. Bands may use their own equipment on such dates.
3. *Academic Use*
- a. The appropriate use of loudspeakers for official university activities inside academic buildings, or on the campus as a part of the academic instructional program, is determined and approved by the Office of the Provost.
 - b. Permission for use of the victory bells or carillon bells in the towers of the Administration Building must be requested through the Office of the Provost at least one university working day before time of intended use. Use of the bells must not interfere with the normal functions and programs of the university. See OP 30.21.

PART IX: Solicitations, Advertisements and Printed Materials

A. General Policy

The primary mission of the university is education. The university is responsible for promoting and protecting the intellectual and cultural growth and development of the institution and the members of its community. Therefore, solicitations or advertisements and sales, displays or distribution of publications on the campus are not permitted, except as provided below or as provided by law.

B. Definitions

1. Solicitation includes, but is not limited to requesting money, seeking agreement to pay, taking subscriptions, selling merchandise or tickets or offering other comparable materials and privileges in person or by handbills, posters or similar materials to promote sales.
2. Advertisements are the displays of any items that have, as an integral part of their design, the identification of a consumer product or service.
3. Printed materials are publications, handbills, posters, leaflets and other written matter intended for public distribution, sale or display on campus.

C. University Name, Document and Records

The use by any person or organization of the university's name in connection with any program or activity, without the prior written permission of the Office of the Vice Chancellor for Institutional Advancement, or any unauthorized use of university documents, records or seal is prohibited. Pertinent links:

<http://www.depts.ttu.edu/opmanual/OP01.06.pdf>,
<http://www.depts.ttu.edu/opmanual/OP72.23.pdf>, and
<http://www.depts.ttu.edu/opmanual/OP68.03.pdf>

D. Solicitations

1. Jurisdiction:
 - a. All solicitation requests should be directed to the Outdoor Events Coordinating Committee for review. Complete the Grounds Use/Solicitation Request form at www.depts.ttu.edu/centerforcampuslife/ and return to the Center for Campus Life. Requests must be submitted at least six (6) university working days before intended use.
 - b. All regulations pertaining to on-campus solicitations by students and registered organizations shall be administered by the Managing Director of the Center for Campus Life.
 - c. All regulations pertaining to on-campus solicitations by university departments and staff shall be administered by the Senior Vice President of Administration and Finance.
 - d. All regulations pertaining to on-campus solicitations by academic departments and faculty shall be administered by the Provost and Senior Vice President of Academic Affairs.
 - e. Solicitation of all gifts, donations, and non-contractual grants from private philanthropic sources (e.g., individuals, foundations, and corporations) are administered by the Vice Chancellor of Institutional Advancement and in accordance with OP 02.02.
2. Solicitations by registered student organizations and students are prohibited on Texas Tech University grounds and facilities except for:
 - a. Activities supporting the educational mission of the institution;

- b. Promotion of organizational activities consistent with organization mission;
 - c. Recruitment of members or membership drives;
 - d. Accepting donations on behalf of altruistic or charitable projects;
 - e. Scholarship and/or fundraising projects in support of organization mission.
3. The regulating offices may grant special permission for solicitation purposes or places not listed above in exceptional circumstances. Permission will not be granted for any activity which promotes the use of alcoholic beverages, infers sponsorship by Texas Tech University or violates any federal, state and/or local laws and/or University policies.
 4. In order to solicit in University buildings, authorization is required via the Outdoor Events Coordinating Committee and appropriate building manager.
 5. Registered student organizations may use the university's registered marks when used in connection with a student organization activity, provided items are acquired from a licensed vendor. A sample or drawing needs to be provided showing how the university's registered marks are to be used before production of the merchandise can proceed. This sample will be submitted by the licensed vendor selected by the registered student organization. For additional information on licensing and use of Texas Tech University registered names, logos and trademarks, refer to OP 54.03 or contact the Office of Intercollegiate Athletics External Operations.
 6. Requests for permission to solicit are granted for a specified period. To be eligible to solicit, an individual must present current student identification and submit a Grounds Use/Solicitation request form to the Center for Campus Life. A permit to solicit may be revoked if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
 7. Decisions by the Outdoor Events Coordinating Committee rejecting or revoking permission of students or registered student organizations to solicit may be appealed to the Managing Director of the Center for Campus Life.
 - a. A written appeal describing the objections to the denial to the Managing Director of the Center for Campus Life must be filed no later than five (5) university working days after receipt of notice of denial from the Outdoor Events Coordinating Committee.
 - b. The Managing Director of the Center for Campus Life will convey the appeal decision, in writing, to the student or registered student organization and to the Outdoor Events Coordinating Committee within five (5) university working days from the receipt of the written appeal.
 - c. The student or registered student organization may not appeal beyond the Managing Director of the Center for Campus Life.

E. Advertisements

1. Advertisements by commercial organizations, either as groups or through student representatives, are not allowed on the campus unless they advertise specific registered student organization functions. This implies sponsorship and/or co-sponsorship, which minimally includes, but is not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.
2. Individuals and commercial organizations attempting to display or distribute unauthorized materials on campus, or use campus facilities for such activity, will be removed from the campus by the Texas Tech Police and will be subject to appropriate legal action.

3. Advertisement is not permitted on the exterior side of residence hall room doors or within public areas of the residence halls.
4. Amplification equipment may not be used to advertise or promote sales in conjunction with any approved solicitation activity unless authorized in advance by the Outdoor Events Coordinating Committee.

F. Printed Materials & Digital Signage

1. General Policies

The following policies apply to the display and distribution of printed materials and digital signage in all areas of the university campus:

- a. Only individuals affiliated with the university (i.e. students or student organizations) may distribute handbills, leaflets or any other type of printed materials, except as provided by law
- b. Students and registered student organizations do not need prior approval concerning the content or distribution of materials such as leaflets and handbills; however, students may be required to provide student identification upon request;
- c. Solicitation and Advertising materials must conform with the provisions stated in Section B and C above;
- d. Student election campaign literature must conform to the procedures outlined in the Student Election Code of the Student Government Association;
- e. Use of the Texas Tech campus that results in the need to utilize University personnel for litter collection, crowd control, repair/replacement of university property, etc., may necessitate repayment to the university by the responsible party;
- f. Printed materials may not be placed on vehicles parked in University parking lots or on vehicles in motion without permission of the vehicle owners;
- g. Printed materials such as handbills and leaflets may not be distributed within University buildings;
- h. Printed materials and digital signage content shall not violate any local, state, or federal law; Printed materials shall not include the use of obscenities, libelous statements, or "fighting words" as defined by law.
- i. Registered student organizations and university departments are allowed to hang banners within the Student Union at the discretion of the Managing Director of the Center for Campus Life. A list of requirements regarding the banners is available in the Center for Campus Life.

2. Use of Bulletin Boards & Digital Signage

Posters, signs, and announcements may be displayed only on university announcement bulletin boards and approved digital signage designated specifically for use by students and registered student organizations. The university announcement bulletin boards and approved digital signs may be used only by students, registered student organizations, and university departments. Bulletin boards will be cleared periodically. A list of designated university announcement bulletin boards and digital signs is maintained in Student Union & Activities.

- a. Posters, signs and announcements shall not exceed a maximum size of 18" x 24", digital signage requirements will differ per location and are available via the coordinator of that signage
- b. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs;

- c. Posters, signs, and announcements shall not promote unauthorized sponsorship by Texas Tech University;
- d. Posters, signs, and announcements shall not violate any local, state or federal law;
- e. Bulletin boards belonging to academic and administrative Departments are for official university use only. Posters, signs, and announcements may not be displayed without consent of the appropriate department; and
- f. Posters, announcements, banners, cards or other campaign material for any individuals seeking student government office may be posted in accordance with the rules and regulations of the Student Government Association.

G. Violations

A student or registered student organization violating regulations governing solicitations, advertising, and printed materials is subject to the disciplinary sanctions, conditions, and/or restrictions outlined in the *Code of Student Conduct*.

PART X: Code of Student Conduct

The University's *Code of Student Conduct* is administered through the Office of Student Conduct and University Student Housing. The goal of the *Code of Student Conduct* is to ensure standards of behavior are communicated to, understood, and upheld by University students.

The Office of Student Conduct and University Student Housing encourages and facilitates a university environment where students and registered student organizations take responsibility for their actions. Through a well-defined student judicial process and the *Code of Student Conduct*, the Office of Student Conduct and University Student Housing educates students about their rights and responsibilities as members of the university community. In addition, the Office of Student Conduct and University Student Housing promotes holistic development, self-worth, mutual respect, and how we, as members of the university community, interact with each other on a daily basis. Questions of interpretation regarding the *Code of Student Conduct* should be referred to the Office of Student Conduct. The *Code of Student Conduct* is reviewed every year by the *Code of Student Conduct* Review Committee in conjunction with the Office of Student Conduct, University Student Housing, Dean of Students, and the Associate Vice Provost for Student Affairs. Definitions for terms used throughout the *Code of Student Conduct* are outlined in Part I of the Student Handbook.

A. General Policy

Freedom of discussion, inquiry and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood. Accordingly, the university community has developed standards of behavior pertaining to students and to student organizations. Students and registered student organizations are subject to judicial action according to the provisions of the *Code of Student Conduct* and/or the Student Handbook. Student conduct on or off university premises is subject to university judicial jurisdiction. The university may enforce its own judicial policies and procedures when a student's conduct directly, seriously or adversely impairs, interferes with or disrupts the overall mission, programs or other functions of the university. University judicial proceedings may be instituted against a student alleged to have violated the *Code of Student Conduct* and/or the Student Handbook. Proceedings under the *Code of Student Conduct* may be carried out prior to, independent of, concurrent with or following civil or criminal proceedings. The proceedings are not restricted by the rules of evidence governing criminal and civil proceedings. The standard of proof used in university judicial proceedings is the preponderance of evidence, or more likely than not. The Office of Student Conduct and University Student Housing, respects the rights and responsibilities of students and shall consider each violation of university policy and each violation of federal, state and/or local law on a "case-by-case" basis and shall further attempt to initially use educational options and subsequent intervention and/or prevention options to assist students.

B. Misconduct

Any student(s) found to have committed the following misconduct while defined as a student is subject to disciplinary sanction(s), condition(s) and/or restriction(s). For definitions, please refer to the Student Handbook, Part X, Section D, Disciplinary Sanctions, Conditions and/or Restrictions. Misconduct includes, but is not limited to:

1. *Alcoholic Beverages*

- a. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages, except as expressly permitted by university policy and federal, state, and/or local law.
 - b. Being under the influence of alcohol and/or intoxication as defined by federal, state, local law and/or Texas Tech University policy.
2. *Narcotics or Drugs*
- a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by federal, state, local law, and/or Texas Tech University policy.
 - b. Possession of drug-related paraphernalia, except as expressly permitted by federal, state, local law, and/or Texas Tech University.
 - c. Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by federal, state, local law, and/or Texas Tech University policy.
3. *Academic Dishonesty*
- "Academic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor(s) or the attempt to commit such an act).
- a. "Cheating" includes, but is not limited to;
 - 1. Copying from another student's test paper or devices.
 - 2. Using unauthorized materials or devices during a test or other assignment.
 - 3. Failing to comply with instructions given by the person administering the test.
 - 4. Possession of materials during a test which are not authorized by the person administering the test, such as class notes, textbooks, or other unauthorized aids.
 - 5. Possessing, using, buying, stealing, transporting, selling or soliciting in whole or in part items including, but not limited to, the contents of an unadministered test, test key, homework solution, or computer program/software. Possession, at any time, of current or previous test materials without the instructor's permission.
 - 6. Collaborating with, seeking aid, or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority.
 - 7. Discussing the contents of an examination with another student who has taken or will take the examination without authority.
 - 8. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, or complete any course-related assignment; including but not limited to, signing in/registering attendance for another student without permission from the instructor.
 - 9. Paying or offering to pay money, other valuables, obtaining by any means, or coercing another person to obtain items including, but not limited to, an unadministered test, test key, homework solution or computer program/software, or information about an unadministered test, test key, homework solution or computer program.

10. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
11. Taking, keeping, misplacing, damaging or altering the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
- b. "Plagiarism" includes, but is not limited to;
 1. The representation of words, ideas, illustrations, structure, computer code, other expression or media of another as one's own.
 2. Improper citation or lack of acknowledgement that direct, paraphrased, or summarized materials are not one's own.
 3. Self-plagiarism which involves submission of the same written assignment for two courses without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.
- c. "Collusion" includes, but is not limited to;
 1. The unauthorized collaboration with another person in preparing academic assignments offered for credit.
 2. Collaboration with another person to commit a violation of any section of the rules on academic dishonesty.
- d. "Falsifying academic records" includes, but is not limited to;
 1. Altering or assisting in the altering of any official record of the university and/or submitting false information.
 2. Omitting requested information that is required for, or related to, any academic record of the university. Academic records include, but are not limited to; applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. *A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.*
- e. "Misrepresenting facts" to the university or an agent of the university includes, but is not limited to;
 1. Providing false grades, resumes, or other academic information.
 2. Providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment to obtain an academic or financial benefit for oneself or another individual.
 3. Providing false or misleading information in an effort to injure another student academically or financially.

NOTE: See Academic Integrity information at

<http://www.depts.ttu.edu/studentjudicialprograms/academicinteg.php>.

4. *Firearms, Weapons and Explosives*

Use or possession of any items used as weapons, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, bb guns, knives, or explosive or noxious materials on university premises except as expressly permitted by federal, state, and/or local law.

NOTE: See *University Student Housing Contract Guide* for specific approved devices allowed in the residence halls.

5. *Flammable Materials/Arson*

- a. Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify

flames for fire, except as expressly permitted by university officials, such as the Outdoor Events Coordinating Committee.

- b. Attempting to ignite and/or the action of igniting university and/or personal property on fire either by intent or through reckless behavior which results, or could result, in personal injury or property damage of university premises.

6. *Theft, Damage, Littering or Unauthorized Use*

- a. Attempted or actual theft of property or services of the university, other university students, other members of the university community, or campus visitors.
- b. Possession of property known to be stolen or belonging to another person without the owner's permission.
- c. Attempted or actual damage to property owned or leased by the university, littering on grounds owned or leased by the university, by other university students, other members of the university community, or campus visitors.
- d. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, eRaider account information and/or personal check, or other unauthorized use of personal property or information of another.
- e. Alteration, forgery or misrepresentation of any form of identification.
- f. Possession or use of any form of false identification.
- g. Failure to meet financial obligations owed to the university, or components owned or operated by the university, including, but not limited to, the writing of checks from accounts with insufficient funds.

7. *Actions Against Members of the University Community and Others*

- a. Conduct which threatens or endangers the health or safety of self or others, including, but not limited to, acts such as physical assault, physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
- b. Intentional or reckless conduct which endangers the health or safety of self or others.
- c. Behavior that disrupts the normal operation of the university, including its students, faculty and/or staff. Specifically, behavior related to disruption or obstruction of (a) teaching, (b) research, (c) administration, (d) free flow of pedestrian or vehicular traffic on University premises, (e) academic mission or pursuits, (f) residential and/or social activities.

NOTE: Actions involving free expression activities are covered in Part VIII, Section F.

8. *Sexual Misconduct*

Sexual misconduct is conduct of a sexual nature so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment interfering with the victim's ability to realize the intended benefits of the university's resources and opportunities. Sexual misconduct is nonconsensual conduct of a sexual nature includes, but is not limited to:

- a. Deliberate touching of another's sexual parts without consent.
- b. Deliberate sexual invasion of another without consent.

- c. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury.
- d. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that are unwelcome and expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's (I) academic pursuits, (II) university employment, (III) participation in activities sponsored by the university or organizations, groups related to the university, or (IV) opportunities to benefit from other aspects of university life.

9. *Gambling, Wagering, Gaming and/or Bookmaking*

Gambling, wagering, gaming and bookmaking as defined by federal, state, local laws, and/or university policy are prohibited on university premises or by using university equipment or services.

10. *Hazing*

Hazing is any intentional, knowing or reckless act, directed against a student by one person acting alone or by more than one person occurring on or off university premises that endangers the mental or physical health or safety of a student for the purpose of pledging or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding. Hazing includes, but is not limited to:

- a. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.
- b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student.
- c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of a student.
- d. Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, shame or humiliation, adversely affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at this educational institution, or may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
- e. Any activity in which a person engages in hazing; solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to Student Judicial Programs.
- f. Any activity in which hazing is either condoned or encouraged or any action by an officer or combination of members, pledges, associates or alumni of the organization of committing or assisting in the commission of hazing.

NOTE: See Texas Education Code, Sections 37.151-37.155 and Section 51.936 at <http://www.statutes.legis.state.tx.us/?link=ED>.

11. *False Alarms or Terroristic Threats*

Intentional sounding of a false fire alarm, falsely reporting an emergency or terroristic threat in any form, issuing a bomb threat, constructing mock explosive devices, destruction or activation of fire sprinklers, filing false police reports, improperly possessing, tampering with or destroying fire equipment or emergency signs on university premises.

12. *Unauthorized Entry, Possession or Use*

- a. Unauthorized entry into or use of university premises or equipment including another student's room.
- b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, university identification card or access code for use in university premises or equipment.
- c. Unauthorized use of the university name, logo, registered marks or symbols; however, registered student organizations are permitted to use the word "Tech" as a part of their organizational names or to use the complete statement "a registered student organization at Texas Tech University."
- d. Unauthorized use of the university name to advertise or promote events or activities in a manner which suggests sponsorship and/or recognition by the university.

13. *Failure to Comply*

- a. Failure to comply with reasonable directives and/or requests of a university official acting in the performance of his/her duties.
- b. Failure to present student identification on request or identify oneself to any university official acting in the performance of his/her duties.

14. *Abuse, Misuse or Theft of University Information Resources*

Unauthorized use of TTU information resources is prohibited, and may be subject to criminal prosecution in addition to disciplinary sanctions, conditions and/or restrictions pursuant to the *Code of Student Conduct*. "Information resources" means procedures, equipment and software, regardless of location, that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit university information, and associated personnel, including consultants and contractors, regardless of whether the personnel are employed by the university or retained as independent contractors. Usage of TTU information resources may be subject to security testing and monitoring, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of information resources is also subject to the Information Technology Security Policies (<http://depts.ttu.edu/infotech/security/>), University O.P.s, and other applicable laws. Abuse, misuse, or theft of university information resources includes, but is not limited to the following:

- a. Unauthorized use of TTU information resources including, but not limited to, private information and passwords, including the unauthorized sharing or

private information or passwords with individuals who otherwise have no authority to access TTU information resources.

- b. Use of TTU information resources for unauthorized or nonacademic purposes including, but not limited to, illegal access, attempted or actual unauthorized accessing, copying, transporting or installing programs, records, data, or software belong to the university, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).
- c. Purposely engaging in activity that may harass, intimidate, threaten, endanger, or abuse others, or acts in a manner that impedes, interferes with, or disrupts any TTU-authorized activity. This includes but is not limited to furnishing false information and/or withholding information, misuse of authority by virtue of one's leadership position, or falsely identifying oneself as a representative of TTU on social networking sites or other public forums.
- d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to university computing and/or networking resources, compromising the privacy of another user or disrupting the intended use of computing or network resources.
- e. Attempted or actual use of the university's computing and/or networking resources for personal, political, or commercial purposes.
- f. Access, creation, storage, or transmission of material deemed offensive, indecent, or obscene (as defined by Chapter 43 of the State of Texas Penal Code on Public Indecency). Exceptions may be made for academic research where this aspect of the research has the explicit approval of the Texas Tech University official processes for dealing with academic ethical issues. Discovery of explicit material, including child pornography, on any Texas Tech-owned information resource or networks must be reported to the ISO immediately.
- g. Attempted or actual destruction, disruption or modification of programs, records or data belonging to or subscribed to by the university or another user or destruction of the integrity of computer based information.
- h. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the university's computing and/or networking systems; or through such actions, causing a waste of such resources (e.g. people, capacity, computer).
- i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails to parties with whom you have no existing business, professional or personal acquaintance).
- j. Use of computing and/or network resources to engage in activity that may harass, threaten, or abuse others.
- k. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above. Users who share their access with another individual shall be responsible and held liable for all usage of their account.
- l. Per Texas Government Code, TTU information resources are strategic assets of the State of Texas that must be managed as valuable state resources. As such, use of TTU information resources is subject to University operating policies and other applicable laws. Unauthorized use is prohibited, usage may be subject to security testing and monitoring, misuse is subject to criminal prosecution, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. All use of information

resources is also subject to the Information Technology Security Policies (<http://www.depts.ttu.edu/infotech/security/>).

- m. Engaging in acts that contravene the mission and goals of Texas Tech University and acts that expose the university to liability.

15. *Providing False Information or Misuse of Records*

Knowingly furnishing false information to the university, to a university official in the performance of his/her duties, or to an affiliate of the university, either verbally or through forgery, alteration or misuse of any document, record or instrument of identification.

16. *Skateboards, Rollerblades, Scooters, Bicycles or Similar Devices*

Use of skateboards, rollerblades, scooters, bicycles or other similar devices in university buildings or on university premises in such a manner as to constitute a safety hazard or cause damage to university or personal property.

NOTE: Refer to University Parking Services Regulations at <http://www.depts.ttu.edu/studentjudicialprograms/conductcode.php>.

17. *Violation of Published University Policies, Rules or Regulations*

Violation of any published university policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of University Operating Policies and Procedures and Texas Tech Regents Rules.

NOTE: Refer to the following websites for departmental policies, rules, or regulations:

- a. University Parking Services:
<http://www.parking.ttu.edu/resources/pdf/rulesregulations.pdf>
- b. University Student Housing:
<http://www.housing.ttu.edu>
- c. Recreational Sports:
<http://www.depts.ttu.edu/recsports/facilities/policies.php/#aqc>
- d. Texas Tech University Board of Regents' Rules:
<http://www.texastech.edu/bor/rules.php>
- e. Texas Tech University Operating Policies and Procedures:
<http://www.depts.ttu.edu/opmanual/>

18. *Violation of Federal, State, Local Law and/or TTU Policy*

Misconduct which may constitute a violation of federal, state local laws, and/or Texas Tech University policy will be considered a violation of this policy, and will be investigated and adjudicated through the University conduct system and standard of proof. A lack of conviction in any criminal proceeding shall not, in and of itself, serve as evidence in a University conduct proceeding.

19. *Abuse of the Discipline System*

- a. Failure of a student to respond to a notification to appear before a Student Conduct Officer during any stage of a disciplinary proceeding. Failure to comply with or respond to a notice issued as part of a disciplinary procedure and/or failure to appear will not prevent a Student Conduct Officer from

proceeding with disciplinary action. Likewise, failure of a student to respond to notification to appear before a Student Conduct Officer may result in additional alleged violations to be assessed a charge of Failure to Comply Notification.

- b. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d. Filing an allegation known to be without merit or cause.
- e. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.
- f. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.
- g. Harm, threat of harm, or intimidation, either verbal, physical or written, of a member of a disciplinary body prior to, during and/or after disciplinary proceedings.
- h. Influencing or attempting to influence another person to commit an abuse of the discipline system.
- i. Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook. This includes retaliation against any person filing an alleged code violation with the university.
- j. Failure to comply with the sanction(s), condition(s), and/or restriction(s) imposed under the *Code of Student Conduct* or the Student Handbook by a Judicial Hearing Officer.

C. Disciplinary Procedures

To file an alleged *Code of Student Conduct* violation, individuals will complete an incident report form, which can be found at the following website:

<http://www.depts.ttu.edu/studentjudicialprograms/>. Individuals may also file a report in person at the office of the Office of Student Conduct, located in suite 025 of the Student Union Building. The written allegation should describe the action or behavior in question. The Office of Student Conduct also reviews reports from University Student Housing and the Texas Tech Police Department. The written allegation should be received by the Office of Student Conduct within twenty (20) university working days of the alleged incident to initiate disciplinary procedures. Filings that are submitted after more than twenty (20) university working days to the Office of Student Conduct should be accompanied with a justification for the delay and will be accepted on a "case by case" basis.

1. General Procedure

The Director of the Office of Student Conduct or designees will inquire, gather and review information about the reported student misconduct and will evaluate the accuracy, credibility, and sufficiency of this information. In all cases brought under Part X section B.3 (academic integrity), either the academic associate dean of the college where the student is enrolled or the instructor of record for the course where the violation is alleged to have occurred may participate as the designated Student Conduct Officer or an additional Student Conduct Officer during the adjudication. If it is determined that this information does not warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question. The Director of the

Office of Student Conduct or designee will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

- a. Upon receipt of the alleged violation report, a Student Conduct Officer or designee will be assigned to the case. A thorough review will commence that will include adequate and appropriate written notification to the student allegedly involved in the incident. In all cases brought under Part X section B.8 (sexual misconduct), the complainant and the respondent will be kept apprised of all proceedings with regard to the alleged violation(s). Through this written notification, a Student Conduct Officer or designee will assign a specified date and time (outside of the student's academic schedule) to meet with the student for a pre-hearing meeting in order to commence with the review in regard to the allegation. Notice is deemed to have been properly provided when written notification is placed in First Class U.S. Mail, campus mail, sent to student's official assigned Texas Tech University email, or personally delivered to the student no less than five (5) university working days prior to the scheduled appearance. Failure of a student to receive notice does not prevent the judicial proceedings from being carried out. After proper notice has been given to the student, the Student Conduct Officer or designee may proceed to move forward with the review process and may issue a failure to comply code violation against the student.

NOTE: Students are advised to keep their most current local address, permanent address, email address and local telephone number updated in the student records system at <http://raiderlink.ttu.edu/>.

- b. During the pre-hearing meeting, the Student Conduct Officer will review with the student their rights and responsibilities, including:
 1. To receive notification of the alleged violation(s).
 2. To know the source of the allegation(s).
 3. To know the specific alleged violation(s).
 4. To know the sanctions, conditions and/or restrictions that may be imposed because of the alleged violation(s).
 5. To be accompanied by an advisor at any student conduct proceeding (for advisory purposes only, not for representation).
 - a) Advisors. All students involved in student conduct proceedings may be assisted by advisors they choose, at their own expense. The advisor must be a member of the university community or family member. However, if a student accused of alleged misconduct is also the subject of a pending criminal investigation, indictment or charge arising out of the same circumstances, he or she may be allowed to have an attorney serve as his or her advisor, at his or her own expense, to participate in the same manner as any other advisor. If an advisor for the accused student is an attorney, an attorney from the Office of General Counsel may attend the hearing on behalf of the university. The complainant and/or the student accused of alleged misconduct is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearing unless authorized by a Student Conduct Officer. Students should

select an advisor whose schedule allows attendance at the scheduled date and time for the hearing, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of a Student Conduct Officer upon written request five (5) university working days in advance of the scheduled hearing date.

6. To have the opportunity to respond to the allegation(s) and/or present information.
 7. To refrain from making any statement relevant to the allegation(s).
 8. To know that any statements made by the student can be used during the proceeding.
- c. Following review of the student's Rights and Responsibilities and prior to presentation of the evidence, the student shall indicate whether an Administrative Hearing or University Discipline Committee Hearing is preferred. However, a Student Conduct Officer has the sole discretion in all cases to designate whether an Administrative or University Discipline Committee hearing will be held notwithstanding the student's preference.
 - d. After proper notice has been given to the student, the university may proceed to conduct either an Administrative or a University Discipline Committee hearing and deliver a decision or recommendation respectively. The Administrative or University Discipline Committee hearing may be held and a decision or recommendation made, regardless of whether the student responds, fails to respond, attends the hearing or fails to attend the hearing. Should an absence of the student occur, a Student Conduct Officer or the University Discipline Committee may consider the information and render an administrative decision or University Discipline Committee recommendation.

2. Administrative Hearing

- a. The Administrative Hearing process will be completed in a timely manner based upon the specific circumstances of each case.
- b. After making a determination, a Student Conduct Officer will deliver written notification to the student of the decision using the written notification procedure as outlined in C.1.a., above, within five (5) university working days and the sanction(s), condition(s), and/or restriction(s) to be imposed, if any.
- c. The student may utilize the disciplinary appeal procedures in Section E, Disciplinary Appeal Procedure.

3. University Discipline Committee Hearing

- a. A University Discipline Committee Hearing panel consists of five (5) committee members including faculty, staff and students. In cases involving allegations of Part X, section B.8 (sexual misconduct), the complainant and respondent may request to remove student representatives from the committee. In cases brought under Part X, section B.3 (academic integrity), the University Discipline Committee will be composed only of faculty and students. A "Notification of Violation and Pending Disciplinary Hearing" will be delivered to the student using the written notification procedure as outlined in C.1.a within five (5) university working days of the pre-hearing meeting. The student(s) named in the allegation(s) will be notified in writing of the allegation(s) and asked to appear before a Student Conduct Officer for a pre-hearing meeting. Through this written notification, the Student Conduct Officer will assign a

specified date and time (outside the student's academic schedule) for the student(s) to meet, unless another reasonable date and time is otherwise requested by the student(s). Failure of a student(s) to review notification does not prevent the University Discipline Committee from proceeding.

- a. During the pre-hearing meeting, a Student Conduct Officer will inform the student of documents and supporting materials to be introduced at the University Discipline Committee Hearing, witnesses to be introduced and questioned by the Student Conduct Officer, and the anticipated testimony of the witnesses. Documents and supporting materials may not be considered unless the Student Conduct Officer advised the student of the source and content at least five (5) university working days prior to the committee hearing. Likewise, during the pre-hearing, the Student Conduct Officer will inform the student that he or she is to provide the Office of Student Conduct with copies of documents and supporting materials he or she would like the Student Conduct Officer to present to the University Discipline Committee, including witnesses to be examined, and the anticipated testimony of witnesses. The documents and supporting materials of the student may not be considered unless the student has advised the Office of Student Conduct of the source and content at least five (5) university working days in advance of the committee hearing.
- b. During the University Discipline Committee Hearing, the designated chair of the committee initiates the process by introducing the allegation to the University Discipline Committee as well as the complainant and respondent. The Student Conduct Officer presents all facts submitted by both the complainant and respondent as well as any information provided by witnesses. The Student Conduct Officer as well as the University Discipline Committee has the right to question the complainant, respondent and any witnesses. The complainant and respondent have the right to add or make additional comments about the facts of the case but must do so through the Student Conduct Officer. The complainant and respondent do not have the right to question each other nor witnesses directly but may do so through the Student Conduct Officer. During presentation of the information by the Student Conduct Officer, the Student Conduct Officer reminds the committee as well as the complainant and respondent of the allegations. During this phase of the hearing, the chair is to inform the complainant and respondent that they are to focus on the facts of the case and they are not to provide "impact statements" during this time. Hearing proceedings, excluding the deliberations of the University Discipline Committee, will be recorded by the university. Prospective witnesses will be excluded from the hearing room until they are given the opportunity to present their information, knowledge, and/or perception of the alleged incident. The chair may deny admission into or remove from, the hearing anyone due to space limitations or disruptive behavior. In the event the chair of the hearing removes a student due to misconduct (complainant, respondent, or witnesses) the alleged misconduct will be forwarded to the Office of Student Conduct. In regard to removal of the student, the Office of Student Conduct will investigate the alleged misconduct and will follow the judicial process in regard to adjudication of the alleged misconduct.
- c. Following the hearing, the University Discipline Committee will deliberate and will render a decision in regard to the alleged misconduct as well as

decide any sanctions, conditions and/or restrictions if applicable. The chair of the University Discipline Committee will inform the Managing Director of the Office of Student Conduct in writing of the decision(s). If the allegation involves a student organization, the committee may meet with a university staff member whose professional capacity involves the administration of the organization. This staff member may provide information relevant to potential sanctions, conditions, and restrictions for the committee.

1. If the decision is that the student is not responsible for the alleged violation(s), the Managing Director of the Office of Student Conduct will notify the respondent using the written notification procedures outlined in C.1.a, above, within five (5) university working days. In the event the allegation involves Section B.8 allegations, the complainant will also be notified of the decision.
 2. If the University Discipline Committee decides that the student is responsible for the alleged violation(s), the Managing Director of the Office of Student Conduct will notify the student in writing using the written notification procedures outlined in C.1.a, above, within five (5) university working days. In the event the allegation involves Section B.8 allegations, the complainant will also be notified of the committee's decision.
- d. The student may utilize the disciplinary appeal procedure in Section E, Disciplinary Appeal Procedure. In cases involving Section B.8 (sexual misconduct) allegations, the complainant may also utilize the disciplinary appeal procedure.
 - e. In addition to other possible sanctions, conditions and/or restrictions, and in the event that a student fails to respond to written notification, an administrative hold may be placed on the student records to prevent further registration and transcript receipt. The administrative hold will remain until such time as the Student Conduct Officer receives an appropriate response.
 - f. All records concerning a student or student organization related to the disciplinary process will remain on file in the Office of Student Conduct or University Student Housing for a minimum of seven years from the date the case is completed through an Administrative Hearing or University Discipline Committee Hearing and/or disciplinary appeal procedures. Records pertaining to registered student organizations will remain on file indefinitely.

4. Immediate Temporary Suspension

A student may be temporarily suspended pending completion of disciplinary procedures if, in the judgment of the Dean of Students, or on recommendation of a Student Conduct Officer, the physical or emotional well-being of a student or other students or members of the university community could be endangered or if the presence of the student would significantly disrupt the normal operations of the university. The Dean of Students or designee will notify the Managing Director of the Office of Student Conduct to initiate appropriate disciplinary procedures to address the disruptive behavior within five (5) university working days from the date of temporary suspension.

During the invocation of immediate temporary suspension, the student may no longer attend classes, use university services and/or resources, and may not be on campus until the disciplinary proceedings have been resolved. Any

instances whereby the student should need to return to campus must be coordinated through the Office of Student Conduct and the Texas Tech Police Department.

D. Disciplinary Sanctions, Conditions and/or Restrictions

A Student Conduct Officer or the University Discipline Committee may impose sanctions, conditions and/or restrictions as a result of an administrative hearing where the student is found responsible. Potential sanctions, conditions and/or restrictions are listed in the Code of Student Conduct grid at www.depts.ttu.edu/studentjudicialprograms. Please note that the grid is provided only as a guideline for administering sanctions, conditions, and/or restrictions, by the Student Conduct Officer, as well as by the University Discipline Committee. The Student Conduct Officer and/or the University Discipline Committee may deviate from the grid. An administrative fee of up to \$100.00 may be imposed on students and student organizations found responsible for violating the *Code of Student Conduct* in addition to any other sanctions, conditions, and/or restrictions also assessed. Implementation of the disciplinary sanction(s), condition(s) and/or restriction(s) will not begin until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted.

1. Sanctions are defined as the primary outcome of the alleged violation. If found responsible, the range of sanctions includes the following outcomes:
 - a. Disciplinary Reprimand:
The disciplinary reprimand is an official written notification using the written notification procedure outlined in C.1.a, above, to the student that the action in question was misconduct.
 - b. Disciplinary Probation:
Disciplinary probation is a period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with university policies, rules, and/or standards and any other requirement stipulated for the probationary period. Further instances of misconduct under the *Code of Student Conduct* and/or Student Handbook during this period may result in additional sanctions, conditions and/or restrictions.
 - c. Deferred Disciplinary Suspension:
Deferred disciplinary suspension is a period of time where a disciplinary suspension may be deferred for a period of observation and review, but in no case will the deferred suspension be less than the remainder of the semester. Further instances of misconduct under the *Code of Student Conduct* and/or Student Handbook during this period may result in additional sanctions, conditions and/or restrictions.
 - d. Time-Limited Disciplinary Suspension:
Time-limited disciplinary suspension is a specific period of time in which a student may not participate in class or university related activities. The status of disciplinary suspension will be shown on the student's academic record, including the transcript. Upon written request by the student to the University Registrar, the notation of disciplinary suspension may be removed from the transcript at the discretion of the University upon readmission or the completion of the disciplinary suspension period. In cases of gender or race discrimination, the notation of disciplinary suspension will not be removed. Notification of disciplinary suspension of a student will indicate the date on which it begins and the earliest date the application for student readmission will be considered. The Student

Conduct Officer may deny a student's readmission, if the student's misconduct during the suspension would have warranted additional disciplinary action. If the student has failed to satisfy any sanctions, conditions and/or restrictions that have been imposed prior to application for readmission, the Student Conduct Officer may deny readmission to a student. On denial of a student's readmission, the Managing Director of the Office of Student Conduct will set a date when another application for readmission may again be made. A student may appeal denial of readmission or re-registration in accordance with the disciplinary appeal process. (See Section E, Disciplinary Appeal Procedures.)

NOTE: For information pertaining to academic courses taken at another higher education institution during time-limited disciplinary suspension, please refer to OP 34.21 located at <http://www.depts.ttu.edu/opmanual/OP34.21.pdf>

NOTE: Student organizations may also be subject to suspension of their organization's registration. Time-limited disciplinary suspension is a specific period of time in which a student organization's registration and privileges of the organization are suspended. Upon written request by the registered student organization's representative to the Center for Campus Life and/or Student Union & Activities, the notation of disciplinary suspension may be removed from the registration record of the student organization upon completion of the disciplinary suspension period. Notification of disciplinary suspension of an organization will indicate the date on which the suspension begins and the earliest date the application for re-registration will be considered. The Student Conduct Officer may deny an organization's request for re-registration if the organization's misconduct during a period of suspension would have warranted additional disciplinary action. If the organization has failed to satisfy any sanctions, conditions, and/or restrictions that have been imposed prior to application for re-registration, the Student Conduct Officer may deny re-registration to the organization. On denial of an organization's application for re-registration, the Student Conduct Officer will set a date when another application for re-registration may be made. An organization may appeal denial of re-registration in accordance with the disciplinary appeal process (See Section E, Disciplinary Appeal Procedure).

e. Disciplinary Expulsion:

Disciplinary expulsion occurs when the student is permanently withdrawn and separated from the university. The status of expulsion will be permanently shown on the student's academic record, including the transcript or student organization's registration. An administrative hold will be placed on the student record by the Director of Student Conduct Services to prevent future registration.

2. A condition is defined as a secondary component of a disciplinary sanction. A condition is usually an educational or personal element that is to occur in conjunction with the assigned sanction. Some examples of conditions include, but are not limited to:
 - a. Personal and/or academic counseling intake session.

- b. Discretionary educational conditions and/or programs of educational service to the university and/or community.
- c. Residence hall relocation and/or contract review/cancellation of residence hall contract and/or use of dining facilities.
- d. Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement.
- e. Monetary assessment owed to the university.
- f. Completion of an alcohol or drug education program.
- g. Referral to the BASICS Program for assessment.

A mandatory condition associated with violations of Part X, Section B.3 (academic integrity) that result in sanctions of disciplinary suspension or expulsion is that an "XF" is assigned for the course in which the academic integrity violation occurred. In all cases in which a grade of "XF" is assigned, the "XF" shall remain on the student's academic transcript and be included in the GPA calculation, even if the student retakes the specific course and achieves a passing grade. Requests for removal of the "X" from an "XF" grade must be submitted in writing to the Assistant Vice Provost for Student Affairs. Such requests will not be considered until at least two (2) calendar years from the date of adjudication of the violations and the student must have an exemplary record since the original violations.

3. A restriction is defined as a secondary component of a disciplinary sanction. A restriction is usually an educational component that is to occur in conjunction with the sanction and will usually be time specific. Some examples of restrictions include, but are not limited to:
 - a. Revocation of parking privileges.
 - b. Denial of eligibility for holding office in registered student organizations.
 - c. Denial of participation in extracurricular activities.
 - d. Prohibited access to university facilities and/or prohibited direct or indirect contact with members of the university community.
 - e. Loss of privileges on a temporary or permanent basis.
 - f. Withdrawal of university funding (Student Government Association, departmental, Student Services Fees, etc.)
 - g. Restrictions associated with violations of Part X, Section B.3 (academic integrity) include, but are not limited to, dismissal from a departmental program, denial of access to internships or research programs, loss of appointment to academically-based positions, loss of departmental/graduate program endorsements for internal and external fellowship support and employment opportunities, and/or removal of fellowship or assistantship support.
4. Violations of the alcohol, narcotics or drugs policy (Sections B.1. or B.2.) may result in notification to the parents/guardians of dependent students under the age of 21.

NOTE: See Parent Notification Policy at <http://www.depts.ttu.edu/studentjudicialprograms/process.php>.

E. Disciplinary Appeal Procedures

1. Appeal Process

A student may appeal the decision or the sanction(s), condition(s) and restriction(s) imposed by the Office of Student Conduct by submitting a written petition to the Director of the Office of Student Conduct or designee within eight (8) business days of receiving the written decision.

The petition must clearly set forth the grounds for the appeal, together with the evidence upon which the appeal is based. A disagreement with the decision alone shall not constitute grounds for appeal. The ONLY proper grounds for appeal, and the only issues that may be considered on appeal are as follows:

- a. A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- b. The discovery of new evidence, unavailable during the original hearing or review of the case, which could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and
- c. The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions.

The Director of the Office of Student Conduct or designee will review the appeal to determine if the appeal is timely and properly sets forth the appropriate grounds for appeal, with adequate accompanying evidence. If any of these requirements are not met, the appeal will be dismissed, and the decision will be final. If an appeal is granted, the results of the appellate process as outlined below will be final.

In cases involving alleged misconduct under Part X, section B.8 (sexual misconduct), either the complainant or respondent may appeal the decision of the Office of Student Conduct. In such cases, the Office of Student Conduct will provide the request for appeal to the other party. In cases involving alleged misconduct under Part X, section B.3 (academic integrity), the designated appeal officer is the Academic Dean of the college where the student is enrolled or designee unless Academic Dean or designee acted as the Student Conduct Officer in the case. In those situations, the designated appeal officer is the Vice Provost for Undergraduate Education & Student Affairs or designee.

If the Director of the Office of Student Conduct or designee determines that new evidence should be considered, he/she may return the complaint to the original hearing body to reconsider the new evidence, or may order a new Administrative or University Discipline Committee Hearing.

If the Director of the Office of Student Conduct or designee determines that a material procedural or substantive error has occurred, he/she may return the complaint to the original hearing officer/committee with instructions for another hearing in light of the appellate findings. In those cases in which the error cannot be cured by the original hearing body (i.e, some cases of bias), the Managing Director of the Office of Student Conduct or designee may

order a new hearing with either a new Student Conduct Officer or with a University Discipline Committee hearing with different members.

If the Managing Director of the Office of Student Conduct or designee determines that the sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions, the director or designee may then increase, decrease or otherwise modify the sanctions, conditions, and/or restrictions instead of returning the case to the original hearing body or convening a new committee. The Managing Director of the Office of Student Conduct or designee will notify the student in writing within 8 business of receiving the complaint.

The Office of Student Conduct shall make all reasonable efforts to timely notify the student(s) of the status of the appeal throughout the appellate process, and shall make all reasonable efforts to notify the students as to the result of the appeal within (8) eight business days after the final decision is rendered. The appeals officer's decision is final.

F. Withdrawal of Consent

1. Grounds for Removal

- a. The Student Conduct Officer or another university agent acting in accordance with his or her duties may recommend to the Dean of Students that, in accordance with the Texas Education Code, the student have his/her consent to remain on the campus withdrawn if in the judgment of the Student Conduct Officer and Dean of Students it is determined that:
 1. The student has willfully disrupted the orderly operation of the premises, and
 2. The student's presence on the campus or facility will constitute a substantial and material threat to the orderly operation of the premises.
- b. If the Dean of Students concurs with the Student Conduct Officer's recommendation, permission for the student to be on university premises will be withdrawn. This Withdrawal of Consent will not be longer than fourteen (14) days and a hearing must be held within these fourteen (14) days to determine the student's status at the university. Permission to be on university premises must be coordinated through the Dean of Students and the Texas Tech Police Department. The Dean of Students will notify all parties of the final decision using the written notification procedures outlined in C.1.a, above, within five (5) university working days.

2. Registration Flag Following Withdrawal of Consent

When a student is withdrawn under this section, an administrative hold will be placed on the student's readmission to the university. This administrative hold will remain on the student's records until the student is readmitted.

NOTE: See Texas Education Code, Sections 51.233-51.244 at <http://www.statutes.legis.state.tx.us/?link=ED>.

G. Readmission Procedures

1. A student who has had an administrative hold placed on his or her records under this section must request readmission from the Director of the Office of Student

Conduct at least three (3) weeks prior to any Texas Tech University Office of Admissions application deadlines for the semester or summer session in which the student wishes to re-enroll. The student may be required by the Director for the Office of Student Conduct to submit evidence in writing supportive of his or her present ability to function properly and effectively in the university community. The university will evaluate the student's request and supporting documentation with primary consideration given to satisfying all conditions specified at the time of suspension or withdrawal. If approval is granted by the Director for the Office of Student Conduct for the removal of the administrative hold, the student must then complete the regular university readmission procedures.

H. Code of Student Conduct University Committees

1. University Discipline Committee

The composition of the University Discipline Committee consists of a pool of thirty (30) faculty, staff, and students. In cases involving B.3 (academic integrity), the committee is comprised only of students and faculty. In cases involving B.8 (sexual misconduct), if in the event the alleged victim does not want student representatives on the University Discipline Committee, student representatives will be removed.

a. Committee Composition

The University Discipline Committee will conduct disciplinary hearings in referred cases. The committee pool will be composed of ten full-time faculty members, ten full-time students and ten full-time staff members and will be recognized as a University Committee. Each member will be appointed for a single one-year term by the Director of the Office of Student Conduct, in consultation with the Dean of Students. Committee members may be re-appointed for consecutive one-year terms.

b. Committee Appointments

University Discipline Committee appointments will be made as follows:

1. The chair will be selected prior to the commencement of the University Discipline hearing and will be a member of the faculty or staff. Ten full-time student members will be appointed by the Director of the Office of Student Conduct, in consultation with the Dean of Students who will invite recommendations by the President of the Student Government Association, Graduate Student Advisory Council, and the President of the Residence Halls Association.
2. Ten full-time faculty members will be appointed by the Director of the Office of Student Conduct, in consultation with the Dean of Students who will invite recommendations by the President of the Faculty Senate.
3. Ten full-time staff members will be appointed by the Director of the Office of Student Conduct, in consultation with the Dean of Students who will invite recommendations by the President of the Staff Senate.

c. Committee Removals

The Director of the Office of Student Conduct may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

d. Committee Resource Person

A Student Conduct Officer, or designee, will serve as a non-voting resource person for the committee as well as being responsible for audio recording of the hearing.

e. Committee Meetings

The Office of Student Conduct will establish meeting dates and times during which cases will be heard and will also provide for scheduling special meetings as needed. Committee hearings will be conducted by a subgroup of the thirty (30) committee members.

f. Committee Quorum

A quorum for the committee consists of five members, provided that at least one member is present from each of the three representative categories.

g. Committee Deliberation

When deliberating a case, the committee will meet in closed session with only voting members and the resource person present.

h. Additional Committee Members

The Director for the Office of Student Conduct or designee may appoint additional members of the University Discipline Committee to expedite the orderly disposition of cases and/or to aid in the administration of disciplinary action within the university. The additional members of the University Discipline Committee will have the same composition of membership, the same duties and the same authority as the original University Discipline Committee. Cases will be assigned by the Director of the Office of Student Conduct.

i. Committee Orientation

Members of the University Discipline Committee will be required to participate in an orientation facilitated by the Office of Student Conduct prior to serving as a member of any committee hearing.

2. *Code of Student Conduct* Review Committee

a. Committee Composition

The *Code of Student Conduct* Review Committee will conduct an annual review of the *Code of Student Conduct* and make recommendations to the Assistant Vice Provost for Student Affairs regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the *Code of Student Conduct*. The Assistant Vice Provost for Student Affairs will then present the *Code of Student Conduct* to the Vice Provost for Undergraduate Education & Student Affairs and the Provost for review and consideration to the Board of Regents.

b. Committee Appointment

1. The chair will be appointed by the Managing Director of the Office of Student Conduct and will be a full-time member of the faculty or staff.
2. The *Code of Student Conduct* Review Committee will consist of three full-time faculty members, two full-time staff members, two full-time undergraduate students and one full-time graduate student.
3. Two full-time undergraduate student members and one full-time graduate student member will be appointed by the Managing Director to the Office of Student Conduct who will invite recommendations by the President of the Student Government Association, Graduate Student Advisory Council, and the President of the Residence Halls Association.

4. Three full-time faculty members will be appointed by the Managing Director of the Office of Student Conduct.
Programs who will invite recommendations by the President of the Faculty Senate.
5. Two full-time staff members will be appointed by the Managing Director of the Office of Student Conduct who will invite recommendations by the President of the Staff Senate.
- c. Committee Removals
The Managing Director of the Office of Student Conduct may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.
- d. Committee Resource Person
A Student Conduct Officer, or designee, will serve as a resource person for the committee and record changes.
- e. Committee Meetings
The Office of Student Conduct will establish meeting dates and times during which the *Code of Student Conduct* will be reviewed and will provide for scheduling special meetings as needed.
- f. Committee Quorum
A quorum for the committee is five members.
- g. Additional Committee Members
The Managing Director of the Office of Student Conduct may appoint additional members of the *Code of Student Conduct* Review Committee to expedite the review process of the code. The additional members of the *Code of Student Conduct* Review Committee will have the same composition of membership, the same duties and the same authority as the original *Code of Student Conduct* Review Committee.

Student Handbook

Approved by the Board of Regents on August 9/10, 2012.

Effective Monday, August 13, 2012

Student Handbook and *Code of Student Conduct* are subject to change without notice.
Current Student Handbook is available at www.ttu.edu/studenthandbook.

PART XI: Campus Resources

ACADEMIC CONCERNS

Academic Deans' Offices

College of Agricultural Sciences & Natural Resources

108 Goddard

Range & Wildlife & Fisheries Mgmt.

Building

(806) 742-2808

College of Architecture

1005 Architecture Building

(806) 742-3136

College of Arts & Sciences

102 Holden Hall

(806) 742-3831

Jerry S. Rawls College of Business Administration

201 Business Administration Building

(806) 742-3171 – Undergraduate Services

(806) 742-3188 – Dean's Office

College of Education

110 Education Building

(806) 742-1998

College of Engineering

Engineering Center Suite 100

(806) 742-3451

Graduate School

02 Holden Hall

(806) 742-2781

Honors College

103 McClellan Hall

(806) 742-1828

College of Human Sciences

142 Human Sciences Building

(806) 742-3031

Law School

122-C Law Building

(806) 742-3793

College of Media and Communications

169 Media and Communications

(806) 742-3385

University Studies

164 Drane Hall

(806) 742-7100

College of Visual & Performing Arts

218 Administration Building

(806) 742-0700

Undergraduate Education & Student Affairs

201AA Student Union Building

(806) 742-2984

Office of the Provost

104 Administration Building
(806) 742-2184

ACADEMIC FACILITIES**Academic Support & Facilities Resources (ASFR)**

Suite 5 Administration
(806) 742-3658

UNDERGRADUATE ACADEMIC SUPPORT**University Advising Center**

79 Holden Hall
742-2189

IS 1100: Raider Ready

Undergraduate Education
(806) 742-2984

SOAR/Learning Center

80 Holden Hall
(806) 742-3664

ACTIVITIES**Tech Activities Board**

020 Student Union
(806) 742-4708

Student Organizations

201 Student Union
(806) 742-5433

ADMISSIONS**Undergraduate Admissions**

129 West Hall
(806) 742-1480

Graduate Admissions

03 Holden Hall
(806) 742-2787

ALCOHOL EDUCATION**Student Health Services**

103 Student Wellness Center
(806) 743-2848

Raider Assistance Program

Student Wellness Center
(806) 743-2844 ext 296

ALUMNI**Texas Tech Alumni Association**

Merket Alumni Center
(17th Street & University Avenue)
(806) 742-3641

BILLING (tuition and fees)**Student Financial Center**

301 West Hall

(806) 742-3272

BOARD OF REGENTS

202 Administration Building

(806) 742-2161

BOOKSTORE**Barnes & Noble Bookstore**

Student Union (West side)

(806) 742-3816

BUS INFORMATION**Student Government Association**

302 Student Union

(806) 742-3631

CAMPUS LIFE**Center for Campus Life**

201 Student Union

(806) 742-5433

STUDENT UNION & ACTIVITIES

203 Student Union

(806) 742-3636

CAMPUS SAFETY**Texas Tech Police Department**

(Campus Crimes Officer)

413 Flint Avenue

(806) 742-3931

CHANCELLOR'S OFFICE

124 Administration Building

(806) 742-0012

COMPUTER ACCESS**Advanced Technology Learning Center—ATLC**

West Library Basement and Student Union Basement

(806) 742-1650

COPY FACILITIES**Copy Mail**

100 Student Union

(806) 742-3444

COUNSELING**Academic & Career**

University Career Services

Wiggins Complex (southeast side)
(806) 742-2210

Degree Requirements

(see Academic Concerns)

Financial**Student Financial Center**

310 West Hall
(806) 742-3681

Red To Black

271 Human Sciences
(806) 742-9781

Legal/Mediation**Student Legal Services**

307 Student Union
(806) 742-3289

Mediation/Conflict Resolution**Student Resolution Center (formerly Ombuds)**

024 Student Union (East Basement)
(806) 742-7233

Personal Counseling/Crisis Intervention**Student Counseling Center**

201 Student Wellness Center
(806) 742-3674

Student Disability Services

335 West Hall
(806) 742-2405

CULTURAL STUDENT PROGRAMS**Office of International Affairs**

601 N. Indiana Ave.
(806) 742-2974

Office of Institutional Diversity, Equity & Community Engagement

162 Administration Building
(806) 742-7025

DEAN OF STUDENTS

Dean of Students
201 Student Union
(806) 742-2984

DIVERSITY

Cross-Cultural Academic Advancement Center
105 Doak Hall
(806) 742-8681

Mentor Tech
106 Doak Hall
(806) 742-8692

Pegasus: Office of First Generation Transitions & Mentoring
110 Doak Hall
(806) 742-7060

Women Studies
125 Doak Hall
(806) 742-4335

DROPPING A COURSE

Office of the Registrar

103 West Hall
(806) 742-3661

DROPPING ALL COURSES

Academic Withdrawal

Office of the Registrar

103 West Hall
(806) 742-3661

EMERGENCY

On-Campus 9-911
Off-Campus 911

EMPLOYMENT

After Graduation

University Career Services

Wiggins Complex (southeast side)
(806) 742-2210

College Work Study

Financial Aid Office

310 West Hall
(806) 742-3721 ext 241

Part-time on/off campus

Financial Aid Office

310 West Hall
(806) 742-3690x225

Summer Employment

University Career Services

Wiggins Complex (southeast side)
150 Wiggins
(806) 742-2210

ENROLLMENT SERVICES

Undergraduate Admissions

129 West Hall
(806) 742-1480
Student Financial Aid
310 West Hall
(806) 742-3681

FACULTY SENATE
126 Doak Hall
(806) 742-3656

FAMILY WEEKEND
Texas Tech Parents Association
Parent & Family Relations
203 Student Union
(806) 742-3630
1-888-888-7409
www.parent.ttu.edu
parent@ttu.edu

FINANCIAL AID
Student Financial Aid
310 West Hall
(806) 742-3681

FRATERNITIES
Interfraternity Council
Student Union, Second Floor
(806) 742-5433
Multicultural Council
Student Union, Second Floor
(806) 742-5433
National Pan-Hellenic Council
Student Union, Second Floor
(806) 742-5433

GROUPS USE REQUESTS
Center for Campus Life
201 Student Union
(806) 742-5433

HANDICAP PARKING
University Parking Services
Administrative Support Center
407 Flint Ave, Ste 145
(806) 742-7275 (PARK)

HARASSMENT – STUDENTS
Dean of Students
201 Student Union
742-2984
Student Resolution Center
232E Student Union

(806) 742-7233

**HARASSMENT – FACULTY/STAFF
Equal Employment Opportunity Office**

323 Administration Building

(806) 742-3627

HEALTH CONCERNS

Student Health Services

1003 Student Wellness Center

(806) 743-2848 (appointments)

(806) 743-2860 (other issues)

HOMECOMING

Tech Activities Board

203 Student Union

(806) 742-3636

HONORS COURSES

Honors College

103 McClellan Hall

(806) 742-1828

HOUSING (ON CAMPUS)

University Student Housing

108 Doak Hall

(806) 742-2661

HOUSING (OFF CAMPUS)

Student Government Association

302 Student Union

(806) 742-3631

I.D.

Student ID Office – Raider Card

103 Student Union

(806) 742-1457

INFORMATION

Student Union Information Center

Student Union

Outside Barnes & Noble

(806) 742-1344

INFORMATION (Directory)

TTU Campus Operator

Off-Campus (806) 742-2011

On-Campus 0

INSURANCE (Health) Student Resolution Center

232E Student Union

(806) 742-7233

Student Health Services

1003 Student Wellness Center

(806) 743-2848 (appointments)

(806) 743-2860 (other issues)

INSURANCE (Renters)

Center for Campus Life

201 Student Union

(806) 742-5433

INTERNATIONAL STUDENTS

International Cultural Center

601 Indiana Ave.

(806) 742-2974

LANDMARK ARTS

105 Art Building

(806) 742-1947

LIBRARY

Texas Tech Library Hours

(806) 742-2265

Information

(806) 742-2265

Southwest Collection

(Next to Texas Tech Library (north side))

(806) 742-3749

LOST AND FOUND

Texas Tech Police Department

2901 4th Street

(806) 742-3931

MATH PLACEMENT

Mathematics Department

201 Math Building

(806) 742-2566

MOTORIST ASSISTANCE

University Parking Services

Motorist Assistance Program

407 Flint Ave

(806) 742-MAPP (6277)

MUSEUM

TTU Museum Information

102 Museum (4th Street and Indiana Avenue)

(806) 742-2490

NEWSPAPER

The Daily Toreador

103 Student Media Building
(806) 742-3393

OMBUDS OFFICE (Student Resolution Center)

232E Student Union
(806) 742-7233

ORIENTATION**Center for Campus Life**

201 Student Union
(806) 742-5433

PARENTS**Parent & Family Relations**

201Q Student Union
(806) 742-3630
1-888-888-7409

PARKING**University Parking Services**

Administrative Support Center
407 Flint Ave, Ste 145
(806) 742-PARK (7275)

POLICE**Texas Tech Police Department**

2901 4th Street
(806) 742-3931

PRESIDENT'S OFFICE

150 Administration Building
(806) 742-2121

RADIO STATION

KOHM-FM Radio
603B Tech Plaza
19th & University
(806) 742-3100

RECREATION**Recreational Sports**

202 Student Rec Center
(806) 742-3351

REGISTRATION (current students)**Office of the Registrar**

103 West Hall
(806) 742-3661

REGISTRATION (new students)

**Center for Campus Life
Red Raider Orientation**

201 Student Union
(806) 742-5433

ROTC

Air Force

117 Student Media
(806) 742-2143

Army

303 Business Administration Bldg.
(806) 742-2141

SCHOLARSHIPS

Scholarship Office

205 West Hall
(806) 742-3144 ext 254

SHUTTLE VAN

Student Government Association

302 Student Union
(806) 742-NITE

SOLICITATION REQUESTS

Center for Campus Life

201 Student Union
(806) 742-5433

SORORITIES

Panhellenic Council

Student Union, Second Floor
(806) 742-5433

Multicultural Greek Council

Student Union, Second Floor
(806) 742-5433

National Pan-Hellenic Council

Student Union, Second Floor
(806) 742-5433

STAFF SENATE

(806) 742-7555

STUDENT GOVERNMENT ASSOCIATION

302 Student Union
(806) 742-3631

STUDENT ORGANIZATIONS

Center for Campus Life

201 Student Union
(806) 742-5433

STUDENT SERVICES

Dean of Students

201 Student Union
(806) 742-2984

Marsha Sharp Center for Student Athletes

7th & Boston
William J. Davis Dining Hall
(806) 742-0150

Barnes & Noble Bookstore

005 & 112 Student Union
(806) 742-3816

Center for Campus Life

201 Student Union
(806) 742-5433

Hospitality Services

Wiggins Complex
(806) 742-2661

Student Resource Center

232E Student Union
(806) 742-7233

Parent & Family Relations

025 Student Union
(806) 742-3630

Recreational Sports

202 Student Recreation Center
(806) 742-3351

Registrar's Office

103 West Hall
(806) 742-3661

Senior Associate Vice President for Enrollment Management

145 West Hall
(806) 742-1452

Ovations Food Services

United Spirit Arena – Basement
(806) 742-7381

Student Counseling Center

201 Student Wellness Center
(806) 742-3674

Student Disability Services

335 West Hall
(806) 742-2405

Student Financial Aid

310 West Hall
(806) 742-3681

Student Government Association

302 Student Union
(806) 742-3631

Student Health Services

1003 Student Wellness Center
(806) 743-2848

Student ID Office

103 Student Union
(806) 742-1457

Office of Student Conduct

025 Student Union
(806) 742-1714

Student Legal Services

307 Student Union
(806) 742-3289

Student Media

180 Media and Communications
(806) 742-3388

Student Union

203 Student Union
(806) 742-3636

TECHniques Center

242 West Hall
(806) 742-1822

Undergraduate Admissions

129 West Hall
(806) 742-1480

United Spirit Arena

19th & Indiana
(806) 742-7362

University Career Services

Wiggins Complex (southeast side)
(806) 742-2210

University Student Housing

Wiggins Complex
(806) 742-2661

Upward Bound

119 Doak Hall
(806) 742-3616

Assistant Vice Provost for Student Affairs

201AA Student Union
(806) 742-2984

Vice Provost Undergraduate Education & Student Affairs

164 Administration Building
(806) 742-4360

STUDY SKILLS

SOAR/Learning Center

80 Holden Hall
(806) 742-3664

TECHniques CENTER

242 West Hall
(806) 742-3661 x 234

Texas Success Initiative (TSI)

116 West Hall
742-1183x248

THEATER

Maedgen Theatre (University Theater)
18th & Boston, (southwest of Library)
(806) 742-3601

TICKETS -ATHLETIC

Jones AT&T Stadium (North End)
(806) 742-Tech (8324)

TICKETS –ENTERTAINMENT

Student Union Ticket Booth

East Welcome Center
Student Union
(806) 742-3610

Maedgen Theatre (University Theatre)

18th & Boston (southwest of Library)
(806) 742-3601

School of Music

250 Music Building
(806) 742-2270, Ext. 295

TRANSCRIPTS

Office of the Registrar

103 West Hall
(806) 742-3661

TRAVEL Assistance

Road Raiders Safe Travel Network
203 Student Union
(806) 742-3630
1-888-888-7409

TUTORS

SOAR/Learning Center

80 Holden Hall
(806) 742-3664

TV STATION

KTTZ-TV Station

17th & Indiana
(806) 742-2209

VETERAN SERVICES

Military & Veterans Programs Office

108 Doak Hall
(806) 742-6877

WITHDRAWALS

Office of the Registrar

103 West Hall
(806) 742-3661

**XL (Academic Probation)
Strategies for Learning**

56 Holden Hall
(806) 742-3928

YEARBOOK

La Ventana

180 Media and Communications
(806) 742-1583 ext 266

**TEXAS TECH UNIVERSITY
STATEMENT OF ETHICAL PRINCIPLES
“DO THE RIGHT THING”**

Texas Tech University is committed to the values of mutual respect; cooperation and communication; creativity and innovation, community service and leadership; pursuit of excellence; public accountability; and diversity. 2005 Texas Tech University Strategic Plan

Texas Tech University is committed to being an ethical institution. In recognition of the rights and inherent dignity of all members of the Texas Tech University community, the university is committed to supporting the following principles and to protecting those rights guaranteed by the Constitution, the laws of the United States and the State of Texas, and the policies adopted by the Board of Regents. As members of the Texas Tech community, faculty, students, staff, administration, and all stakeholders accept responsibility for abiding by and promoting the ethical principles of the university described below. Although legal behavior and ethical behavior overlap in many areas, they are quite distinct from each other. While we follow legal requirements, an ethical institution goes beyond them to achieve the following values.

MUTUAL RESPECT

Texas Tech University is committed to an open and diverse society. Each member of the Texas Tech community has the right to be treated with **respect** and dignity. This right imposes a duty not to infringe upon the rights or personal values of others. Professional relationships among all members of the Texas Tech community deserve attention so that they are not exploited for base motives or personal gain.

COOPERATION AND COMMUNICATION

Texas Tech University is committed to the promotion of professional relationships and open channels of **communication** among all individuals. The university will publish and disseminate in a timely manner its values, policies, procedures, and regulations, as well as any other information that is necessary to protect and educate all members of our community. We encourage and provide opportunities for the free and open exchange of ideas both inside and outside the classroom. While the free expression of views in orderly ways is encouraged, personal vilification of individuals has no place in the university environment.

CREATIVITY AND INNOVATION

Texas Tech University is committed to ethical institutional programs that meet the teaching, research, and service objectives of each discipline and department, to policies that are consistent with those objectives, and to a working and learning environment that encourages active participation. Such exemplary environments often challenge existing worldviews, requiring trust in the process of discovery and the acceptance of uncertainty and ambiguity within ethical parameters. The university supports all its members in life-long learning—a process that is both challenging and rewarding—and encourages **creative** and **innovative** means to achieve this goal through both opportunities and incentives.

COMMUNITY SERVICE AND LEADERSHIP

Texas Tech University is committed to ethical **leadership** practices at all levels and to our tradition of **community service**, both within the university community and in our relationships with the greater community. We strive for exemplary professional and **community service** through research, creative works, and service programs that extend beyond the university environment. We strive to provide excellent service in a caring and friendly environment, and encourage such involvement in the community by all faculty, students, staff, and administration.

PURSUIT OF EXCELLENCE

Texas Tech University is committed to achieving **excellence** in all aspects of our community. We expect this in the expertise and performance of our faculty, staff, and administration, as well as the continuing education of our students. A high standard of professionalism, including opportunities for professional contact and continuous growth, is expected of our faculty, students, staff, and administrators. The university is committed to academic integrity and to the effective and just implementation of a system designed to preserve and protect it. The university intends to be a model of **excellence**, following best practices in its professional work, displaying the highest standards in its scholarly work, and offering venues to showcase national and international examples of achievement.

PUBLIC ACCOUNTABILITY

Texas Tech University is committed to transparency in governance, personal responsibility, and both individual and organizational integrity. Being responsible requires us to be thoughtful stewards of our resources—**accountable** and respectful to ourselves, to each other, and to the publics we serve. A sense of institutional and public responsibility requires careful reflection on one's ethical obligations and the duty to respect commitments and expectations by acknowledging the context and considering the consequences, both intended and unintended, of any course of action. We promptly and openly identify and disclose conflicts of interest on the part of faculty, staff, students, administration, and the institution as a whole, and we take appropriate steps to either eliminate such conflicts or ensure that they do not compromise our procedures and values. When we make promises, we must keep those promises. We strive to do what is honest and ethical even if no one is watching us or compelling us to "do the right thing."

DIVERSITY

Texas Tech University is committed to the inherent dignity of all individuals and the celebration of **diversity**. We foster an environment of mutual respect, appreciation, and tolerance for differing values, beliefs, and backgrounds. We encourage the application of ethical practices and policies that ensure that all are welcome on the campus and are extended all of the privileges of academic life. We value the cultural and intellectual **diversity** of our university because it enriches our lives and the community as a whole, promoting access, equity, and excellence.

*Submitted by the Steering Committee of Texas Tech University Ethics Initiative and
Adopted by the Board of Regents March 6, 2008*

