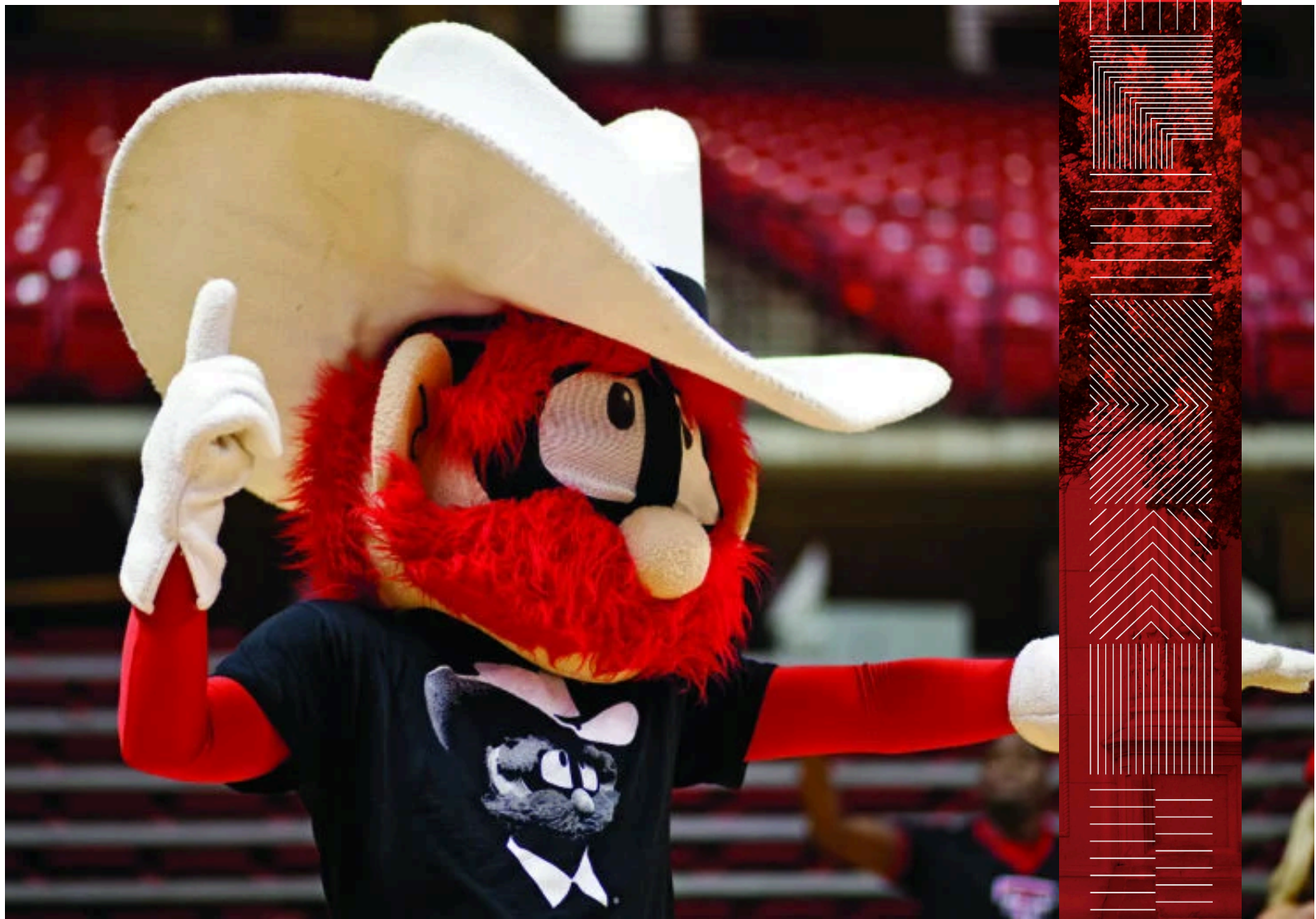


RED FOLDER

STUDENTS OF CONCERN

Faculty & Staff Support Resources
Updated 2024

TEXAS TECH™



FROM HERE, IT'S POSSIBLE.™

TABLE OF CONTENTS

Academic Calendar | 3

Raider Report | 4

Mandatory Reporter Guide | 6

- Examples | 7
- Frequently Asked Questions | 8

Behavior Chart | 9

Faculty Guide to Students in Distress | 11

- Encounter | 12
- Consult | 13
- First Approach to Help | 14

Office of the Dean of Students | 15

Resources by Topic | 16



2024-2025 Academic Calendar

	FALL 2024	SPRING 2025	SUMMER I 2025	SUMMER II 2025
Residence Halls Open for Occupancy	Aug. 15	Jan. 12	May 29	July 6
Classes Begin	Aug. 22	Jan. 15	May 30	July 8
Advance Registration Begins	Nov. 4	April 7		
Open Registration Begins	Nov. 18	April 22		
Last Day to Declare Pass/Fail Intentions	Nov. 18	April 22	June 27	Aug. 4
No Exams Except Makeup or Scheduled Lab Exams	Nov. 25–Dec. 4	May 1–7		
Last Day of Classes	Dec. 3	May 6	July 1	Aug. 6
Individual Study Day	Dec. 4	May 7		
Final Examinations	Dec. 5–10	May 8–13	July 2–3	Aug. 7–8
Semester/Term Ends	Dec. 10	May 13	July 3	Aug. 8
Residence Halls Close (with exceptions*)	Dec. 11	May 14	July 5	Aug. 9
Commencement†	Dec. 13–14	May 16–17		Aug. 9
PAYMENTS AND REFUNDS‡				
95% Payment of Mandatory Tuition and Fees or Enrollment in a Payment Plan Due.	Aug. 19	Jan. 10	May 27	July 2
Last Day to Drop a Course and Have Charges Removed (students who drop to zero hours are considered to be a withdrawal)	Sept. 9	Jan. 31	June 4	July 11
Last Day to Withdraw and Have All Charges Removed	Sept. 9	Jan. 31	June 4	July 11
Last Day to Withdraw and Have 50% of Charges Removed	Sept. 19	Feb. 12	June 6 (Full Summer only)	
ADD/DROP (changes in schedule), WITHDRAWAL (dropping all courses)				
Last Day to Add a Course	Aug. 27	Jan. 21	June 2	July 9
Last Day to Drop a Course Without Academic Penalty	Sept. 9	Jan. 31	June 4	July 11
Last Day to Change Major/Transfer Between Colleges	Sept. 9	Jan. 31	June 4	July 11
Last Day to Drop a Course With Academic Penalty (counts against drop limit)	Nov. 18	April 22	June 27	Aug. 4
Last Day to Withdraw from the University	Nov. 18	April 22	June 27	Aug. 4
DEADLINES RELATED TO GRADUATION				
Graduate School—Last Day to File Application to Graduate	Sept. 6	Feb. 7	June 13	
Graduate School—Last Day to Submit Defense Notification	Sept. 25	Feb. 12	June 4	
Last Day to Order Invitations/Academic Regalia at Bookstore	Oct. 23	March 26	June 4	
Graduate School—Master’s Non-Thesis Comps; Last Day to Defend Thesis/Dissertation	Oct. 25	March 28	June 27	
Graduate School—Last Day to Submit Final PDF of Thesis/ Dissertation, Oral Defense and Thesis-Dissertation Approval Form	Nov. 1	April 4		July 7
Graduate School—Last Day to Post Recital Program	Nov. 1	April 4		July 11
Graduate School—Last Day to Remove Grades of I, PR, or CR	Nov. 11	April 18		July 11
Graduate School—Comprehensive Evaluation Reports Due	Nov. 11	April 24		July 11
Graduate School—Last Day to Submit Interdisciplinary Portfolio Reports	Nov. 11	April 24		July 11
Graduate School—Last Day to Pay Thesis/Dissertation Fee	Nov. 11	April 24		July 11
Last Day for Undergraduate Degree Candidates to Remove I and PR Grades	Dec. 3	May 2	June 27	Aug. 4
HOLIDAYS AND VACATION DAYS				
Labor Day Holiday	Sept. 2			
Thanksgiving Vacation	Nov. 27–Dec. 1			
MLK Day		Jan. 20		
Spring Vacation		March 15–23		
No Classes		April 21		
Juneteenth			June 19	
Independence Day				July 4
INTERSESSION				
Fall Intercession	August 5–18 (Grades Due August 26)			
Winter Intercession	Dec. 11–20, Jan. 2–10 (Grades Due January 17)			
May Intercession	May 14–29 (Grades Due May 28)			
FACULTY-RELATED INFORMATION				
Faculty on Duty	Aug. 19	Jan. 13	May 30	July 7
Midterm Grades Due Via Raiderlink (5 p.m.)	Oct. 24	March 26		
Raiderlink Available for Grading	Dec. 2	May 5	June 30	Aug. 5
Grades Due for Graduating Students Via Raiderlink (noon)	Dec. 11	May 14		
Final Grades Due Via Raiderlink (5 p.m.)	Dec. 16	May 19	July 7	Aug. 11

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

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

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

RAIDER REPORT

ABOUT

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

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



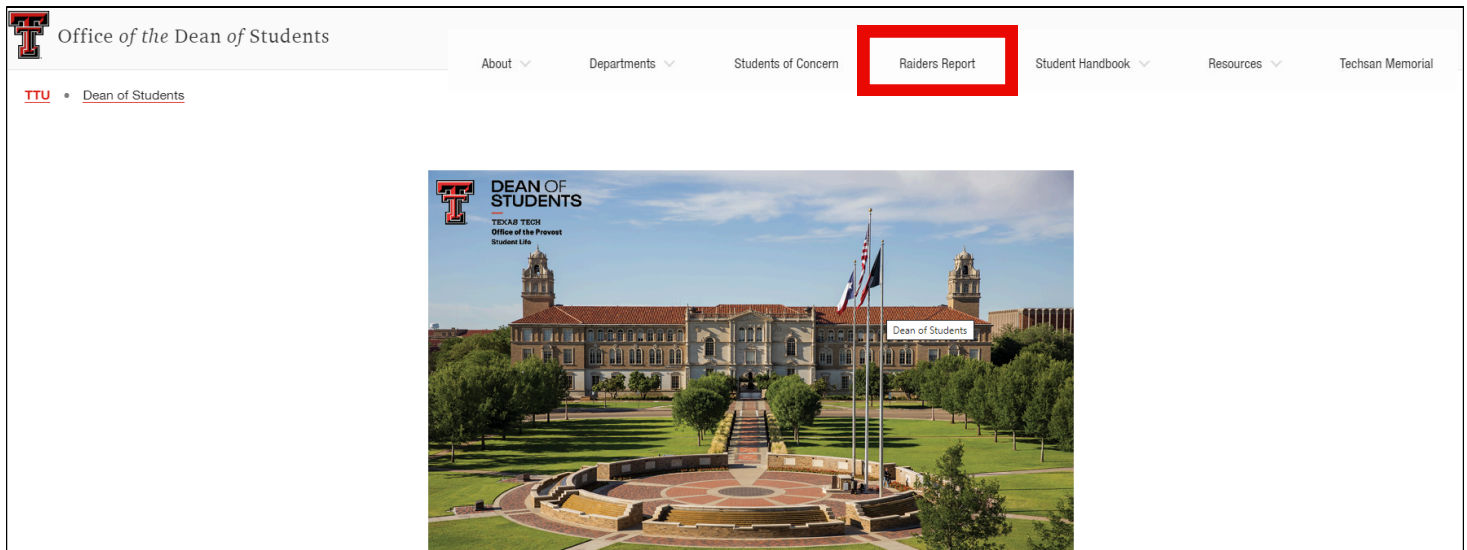
RAIDERS REPORT



RAIDER REPORT

WHERE TO SUBMIT A REPORT

- All reports can be submitted online through the Office of the Dean of Students webpage or through this [link](#).



HOW TO SUBMIT A REPORT

- Once you find the Raiders Report Landing page, select the form that most closely matched the situation.

[Anonymous Report >](#)

For clarification on which form to fill out, please click [here](#)!

[Academic Integrity >](#)

[Absence Verification >](#)

[General Student Conduct >](#)

[Hazing Incident >](#)

[Pregnancy & Parenting >](#)

[Student Complaint >](#)

[Student of Concern >](#)

[Student Org Misconduct >](#)

[Title IX/Sexual Misconduct >](#)

TITLE IX REPORTER

WHO IS A MANDATORY REPORTER?

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

WHEN TO FILE A REPORT

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

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



TITLE IX REPORTER

EXAMPLES

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

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



TITLE IX REPORTER

FREQUENTLY ASKED QUESTIONS

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

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

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

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

After I submitted an initial report, I find out more information about the incident.

What should I do?

- If you believe the information provides new and relevant details about the incident, please email or call the Title IX office at 806.834.1949 instead of filling out an additional report



TYPES OF BEHAVIORS AND SUGGESTED ACTIONS / REFERRALS

MILD BEHAVIORS

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



ACTION

Determine a time to talk individually with the student to address the behavior(s).

During the conversation:

- Communicate clearly
- Reestablish expectations
- Provide resources referrals as appropriate



PRIMARY RESOURCES

- Supervisor
- Department Chair

DISRUPTIVE BEHAVIORS

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



ACTION

Communicate expectations early & clearly via the syllabus & student code of conduct

Additional Possible Actions:

- Document what occurred
- Submit online report via
- Student Conduct website

www.depts.ttu.edu/studentconduct



PRIMARY RESOURCES

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



TYPES OF BEHAVIORS AND SUGGESTED ACTIONS / REFERRALS

BEHAVIORS OF DISTRESS

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



ACTION

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



PRIMARY RESOURCES

- Student Counseling Center
 - 806.742.3674
 - scc@ttu.edu
- Office of the Dean of Students
 - 806.742.2984
 - deanofstudents@ttu.edu

VIOLENT BEHAVIORS

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



ACTION

If in immediate danger:

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

If not in immediate danger:

- Assist student in seeking help
- Document what occurred
- Report situation to police
- Submit an online Student of Concern report
www.ttu.edu/studentsofconcern



PRIMARY RESOURCES

- Texas Tech Police Department
 - 806.742.3931
- Office of the Dean of Students
 - 806.742.2984

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

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

ENCOUNTERING STUDENTS IN DISTRESS

INDICATORS OF CRISIS

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

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

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

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



ENCOUNTERING STUDENTS IN DISTRESS

ENCOUNTERER

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

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

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

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

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

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



ENCOUNTERING STUDENTS IN DISTRESS

CONSULT

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

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

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

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

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

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



ENCOUNTERING STUDENTS IN DISTRESS

APPROACHING TO HELP

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

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

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

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

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



OFFICE OF THE DEAN OF STUDENTS

APPROACHING TO HELP

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

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

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

HOW TO SUBMIT A REFERRAL

There are two ways to submit a referral:

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

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

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



RESOURCE BY TOPIC

ABSENCES OF A WEEK OR MORE

1. **Office of the Dean of Students | 806.742.2984 | Student Union Building - Suite 203**
 - a. Available to discuss situations where students miss a week or more of consecutive days.
2. **Associate Academic Dean of the Student's College**
 - a. For absences of less than one week, faculty are encouraged to work directly with the student.
 - b. Associate Academic Deans are available for consultation on absences less than one week.

ACADEMIC ACCOMMODATIONS

1. **Student Disability Services | 806.742.2405 | Weeks Hall – 130**
 - a. Coordinates accommodation and resources for students with registered disabilities.
2. **Office for Student Civil Rights and Sexual Misconduct | 806.742.7233 | Student Union Building – 232**
 - a. Coordinates accommodation and resources for students who are pregnant or parenting or for students who have experienced a Title IX related incident.

ACADEMIC INTEGRITY

1. **Office of Student Conduct | 806.742.1714 | Student Wellness – 211**
 - a. Investigates incidents and adjudicates Code of Student Conduct violations.



RESOURCE BY TOPIC

ACADEMIC PERFORMANCE

1. Raider Success Hub | Online

- a. An online portal available to all students to connect with their student success team comprised of academic advisors, success specialist and career advisors

FINANCIAL CONCERNS

1. Raider Relief | 806.742.2011 | raiderrelief@ttu.edu

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

