STUDENTS OF CONCERN (SOC)

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

WHAT IS A STUDENT OF CONCERN?

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

REPORT

When in doubt, submit a Students of Concern Report

www.ttu.edu/studentsofconcern

Call (806) 742-2984

Visit go.ttu.edu/raidersreport for all report

If there is an immediate threat or need an emergency response, call 911.

For non-emergency police assistance call Texas Tech Police Department at (806) 742-3931
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- Office of LGBTQIA Education & Engagement
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- Faculty & Staff Guide: Sexual Misconduct & Gender-Based Harassment Disclosures
Raider Relief was developed to support the needs of students and connect them with the most essential resources required to achieve academic goals as a Texas Tech University student.

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

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

raiderrelief@ttu.edu | (806) 742-2984
MENTAL HEALTH/PERSONAL CRISIS/DISTRESS
Student Counseling  Center (806) 742-3674
licensed mental health care providers (group & individual)
Student Health Services (806) 743-2848
accredited primary health care clinic. includes mental health care. https://www.depts.ttu.edu/studenthealth/
TTU Crisis HelpLine (806) 742-5555
24 hour phone line where students are connected to licensed counselors for crisis intervention & referral services.

SUICIDAL IDEATION
Student Counseling  Center (806) 742-3674
licensed mental health care providers (group & individual)
TTU Crisis HelpLine (806) 742-5555
24 hour phone line where students are connected to licensed counselors for crisis intervention & referral services.
For Faculty/Staff/ Students

FAMILY EMERGENCY/ ILLNESS/INJURY
Associate Academic Dean
(of student’s college)
notification of faculty regarding class absence (one week or more only) OP 34.04
In obtaining documentation from students, never request a medical record. Only request documentation with date of service
Office of the Dean of Students (806) 742-2984
coordination and referrals to campus community and community resources. http://www.depts.ttu.edu/dos/
Student Health Services (806) 743.2848
Student Wellness Center
https://www.depts.ttu.edu/studenthealth/

STUDENT DEATH
Office of the Dean of Students (806) 742-2984
Official notification processes and resources related to the death of a student. www.depts.ttu.edu/dos/

FOOD PANTRY
Raider Red’s Food Pantry (806) 742-1932
Doak Hall, Room 117
Provides students with short-term access to supplemental food. We will also connect students with resources on and off campus in an effort to support student wellbeing.
foodpantry@ttu.edu
https://www.depts.ttu.edu/dos/foodpantry.php

ABSENCES
Associate Academic Dean - (of student’s college)
notification of faculty regarding class absence (one week or more only) OP 34.04 (See TTU Academic Policies)
Office of the Dean of Students (806) 742-2984
available to discuss situations where students miss a week or more consecutive days. http://www.depts.ttu.edu/dos/

CASE PROGRAM
BURKHART CENTER (806) 742-4561
The CASE program assists students with Autism and other developmental disabilities to navigate college and empower them to reach their postsecondary academic goals and to find competitive employment after graduation.
applyCASE.educ@ttu.edu
https://www.depts.ttu.edu/burkhartcenter/case/

ACADEMIC ACCOMMODATIONS
Student Disability Services (806) 742-2405
coordinates accommodations and resources for registered disabled students
Note: Absence from class due to a disability, is not an automatic classroom accommodation.
www.depts.ttu.edu/sds/

PREGNANCY
Title IX (806) 742-7233
Resources and assistance for students navigating pregnancy, childbirth and related outcomes.

SUBSTANCE ABUSE
Raider Assistance Program (806) 743-2844
Student Health Services
Treatment referral and other drug assessment
RISE, Raider Restart (806) 742-2110
Brief alcohol screening and intervention.
www.rise.ttu.edu
eCheck Up to Go - An online anonymous assessment for students about their drinking and marijuana use, with resources provided.
www.depts.ttu.edu/rise/AOD/echug.php

FINANCIAL
Student Financial Aid (806) 742-3681
www.financialaid.ttu.edu
Red to Black (806) 742-9781
Offers Peer Financial coaching. www.r2b.ttu.edu
Raider Relief (806) 742-2984
provides students access to the most essential resources required to achieve academic goals.
Assists with campus community, and community resources. go.ttu.edu/raiderrelief
THREATS OR ACTS OF VIOLENCE
Texas Tech Police Department (806) 742-3931
emergency response, full law enforcement authority, and criminal investigations
www.depts.ttu.edu/ttpd
Office of the Dean of Students (806) 742-2984
coordination of Behavioral Intervention Team and other resources
www.ttu.edu/studentsofconcern

SEXUAL VIOLENCE AND ASSAULT, SEXUAL HARASSMENT, SEXUAL MISCONDUCT, AND GENDER BASED DISCRIMINATION
Office for Student Civil Rights & Sexual Misconduct/Title IX Coordinator (806) 742-7233
coordinates response, investigations, and processes related to instances of sexual violence, discrimination, and harassment. www.titleix.ttu.edu
Title IX Coordinator: Kimberly Simon
kimberly.simon@ttu.edu Direct: (806) 834-1949
TTU Crisis HelpLine (806) 742-5555
24 hour phone line where students are connected to licensed counselors for crisis intervention and referral services.
Voice of Hope (806) 763-7273
community resource for those affected by sexual assault.
www.voiceofhope.org

DISCRIMINATORY HARASSMENT
Office for Student Civil Rights & Sexual Misconduct (806) 742-7233
coordinates responses, investigations, and process related to discriminatory harassment. www.titleix.ttu.edu

CONDUCT/BEHAVIOR
Office of Student Conduct (806) 742-1714
Investigates incidents and adjudicates Code of Student Conduct violations
www.depts.ttu.edu/studentconduct

ACADEMIC INTEGRITY
Office of Student Conduct (806) 742-1714
Investigates incidents and adjudicates Code of Student Conduct violations (also see A Guide for Faculty folder insert)
www.depts.ttu.edu/studentconduct/academicinteg.php

GENERAL GRIEVANCES
Office of the Dean of Students (806) 742-2984
Oversees the grievance process
www.ttu.edu/studentsofconcern

CONFlict COACHING
Office of the Dean of Students (806) 742-2984
Provides training in conflict resolution, communication and university processes
www.depts.ttu.edu/dos

STUDENT HOUSING
University Student Housing (806) 789-6000
Residence Life staff on duty to assist students in the halls. www.housing.ttu.edu

ACADEMIC PERFORMANCE
SOAR (806) 742-3664
Support Operations for Academic Retention services to increase student’s academic effectiveness
www.soar.ttu.edu

PARENT & FAMILY MEMBERS
Parent & Family Relations (806) 742-3630
Resources and assistance for parent & family members of students. www.parent.ttu.edu

STUDENT HANDBOOK
• Student rights and responsibilities
• Policies and processes related to student life
  • Code of Student Conduct
  www.ttu.edu/studenthandbook

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

QPR—QUESTION, PERSUADE, REFER
Suicide prevention training for faculty, staff and students
• Student Counseling Center
  (806) 742-3674 counseling.ttu.edu
• RISE (Risk Intervention & Safety Education)
  (806) 742-2110 rise.ttu.edu

TTU CRISIS HELPLINE
Texas Tech Crisis Helpline (806) 742-5555
Offers 24 hour assistance for students experiencing: Mental Health/Crisis, Suicidal thoughts, Sexual Assault, Interpersonal Violence

WHEN IN DOUBT REPORT.....WWW.TTU.EDU/STUDENTSOFCONCERN OR CALL (806) 742-2984
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* 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.
## TTU Academic Policies

### Absences OP 34.04
For absences of four or more consecutive days, refer to the Dean of their College. If fewer than five consecutive days, work with student individually. It is the Professor's discretion if they will excuse/allow make-up work due to absences based on the expectations outlined in the course syllabus.

### Absence-Religious Holy Day OP 34.19
1. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code §11.20.
2. A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.
3. A student who is excused under section 2 may not be penalized for the absence; however, the instructor may respond appropriately if the student fails to complete the assignment satisfactorily.

### Drop Course(s) OP 34.05
A student-initiated process through raiderlink. Students can drop without penalty or with penalty.

**Without penalty** is the time frame a few weeks into the semester and will allow for a refund, does not count towards students' drop count. (will show in transcript as DG)

**With penalty**, is after drop refund date and will count against drop limit. (will show on transcript as DG)

Each student in the State of Texas is allotted six drops to use in the undergraduate studies. Both types of drop do not affect the students' GPA.

### Drop vs. Withdrawal
Both are student initiated processes. Drops can be processed in Raiderlink. A student can remove a single course or their courses except for one course (all but one). To remove all courses and actively go to zero hours, a withdrawal form must be processed (all courses).

*May refer students to see their academic advisor*

### Incomplete OP 34.12
In situations where students are not able to complete the term due to circumstances beyond their control, they can seek eligibility for an Incomplete.

**Criteria for Incomplete:**
- must be passing the course
- cannot be given in lieu of a failing grade
- attendance met in the course
- professor must be willing to grant/ work with student.

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

*TTU does not offer a "leave of absence;" students seeking this will be referred to request eligibility for an Incomplete*

### Grade Replacement OP 34.15
Grade replacement is for the purpose of adjusting the cumulative GPA.
On the transcript, the original grade will remain visible but will include a notation indicating that the original grade was subsequently replaced.

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

*May refer students to see their academic advisor*

### Withdrawal OP 34.05
Student initiated process that actively takes the student out of being enrolled for that specific term. (go from enrolled hours to zero hours.) In Raiderlink it is not possible for a student to remove all courses.

This is the process to remove all courses and takes 72 hours to process once the student submits the form. It will reflect as Ws on the transcript, and it will not impact their GPA.

Students may have to reactivate their student account by completing the Former Tech Application. Refund dates are federally set and these dates can be found on SBS website.

*TTU does not offer a "medical withdrawal"; students may withdraw for medical reasons*

*May refer students to see their academic advisor*

### Administrative Withdrawal OP 34.29
An enrolled student can be administratively withdrawn from TTU for the following:
1. Failure to meet financial obligations as agreed to by the student and the Office of Student Business Services.
2. Failure to comply with guidelines as established by academic support programs such as Programs for Academic Development and Retention (PADR) or Texas Support Initiative (TSI).
3. Failure to meet satisfactory academic progress and in accordance with academic standing policy.
4. Found in violation of the Code of Student Conduct through a Hearing Body and/or the Office of Student Conduct or failure to comply with outcomes of a student conduct process.
5. Documented inability to withdraw oneself due to personal or medical circumstances.
6. Documented evidence of student’s enrollment at another institution and non-attendance at Texas Tech University.

An administrative withdrawal may **not** be issued solely for the purposes of:
1. Removal of final grades; or
2. Effecting a refund for coursework that was partially or fully completed.

Visit [https://www.depts.ttu.edu/opmanual/](https://www.depts.ttu.edu/opmanual/) to view TTU's Operational Policies
Faculty teaching in the classroom often has the first opportunity to observe if a student is in some kind of personal distress or crisis. As such, you may be in the position to be the first to extend a “helping hand” to a troubled student. These suggestions are intended to guide you in extending that helping hand.

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

While this distress results from the student’s personal situation, the effects of a troubled personal life sometimes becomes evident in the classroom and may affect not only the student’s ability to succeed in the class, but may affect you and other students in the class as well.

### Indicators of Crisis

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

### Student Counseling Center (SCC)

(806) 742-3674
www.depts.ttu.edu/scc

Texas Tech Crisis Helpline (806)742-5555

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

### First Approach to Helping

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

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

When you have had an interaction with a distressed or troubled student, report this to your Associate Dean and complete the web based Students of Concern form found at www.ttu.edu/studentsofconcern
TAO is an interactive, web-based program that provides well-researched and highly effective strategies to help overcome anxiety, depression and other common concerns.

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

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

If a student is not interested in counseling appointments, TAO for Self-Help may be a good alternative. Students can access online through the TTU Dean of Students Website www.deanofstudents.edu Click here for more information
### Do’s & Don’ts for ADA Accommodations

**Do:**
- Meet with any student requesting accommodations during your office hours. This is when you establish what will be provided in your classroom based on the electronic LOA sent to you by the SDS office.
- Follow all accommodations that are requested by the student listed on their Letter of Accommodation.
- Expect a student with a disability to follow the same attendance policy in your course syllabus as any other student.
- Accept a note from a Physician or Clinic indicating an appointment or seasonal illness if you allow this from any student in order to make up missed work due to missed class because of illness.
- Allow a student with a disability to discuss with you problems they may be having in your classroom to help promote their academic progress.
- Discuss how the supplemental note taking accommodation will be provided in your course. With so many different options available it is important to be clear with the student how this accommodation will be provided.
- Expect a student registered with SDS to follow the Student Code of Conduct, just like any other student.

**Don’t:**
- Allow a student to hand you a Letter of Accommodation (LOA) just prior to the beginning or at the end of class. LOA’s must be sent to you electronically by the student. Remind the student that discussing it in front of other students violates their right to keeping the disability confidential.
- Provide anything other than what is listed on the LOA. If the student wants something additional or altered, have them contact the Student Disability Services (SDS) Office to discuss the change.
- Allow a student with a disability to bring you documentation stating that their disability allows them to miss class. This is not a reasonable accommodation and will never appear on a Letter of Accommodation from the SDS office.
- Ask for, or accept, documentation of any other kind for a disability or medical condition by as student who asking for accommodations.
- Allow them to do less work or alter exam schedule or due dates for projects. Unless there is a conflict with the Academic Testing Center and the time of the exam, all exams for students with disabilities must be administered at the same time and using the exact same format as all other students.
- Announce the student’s name or indicate that he/she should pick up their class notes in front of other class members.
- Allow a student registered with SDS to act out of turn in class simply because he/she has presented you with information about their disability. All students are still required to follow the Student Code of Conduct.
Integrity Matters – Strive for Honor
Preventing Academic Dishonesty

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

Promoting Academic Integrity

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

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

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

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

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

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

General Preventative Steps

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

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

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

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

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

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

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

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

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

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

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

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

Confronting Possible Dishonesty

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

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

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

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

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

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

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

Use alternate seating if no extra rooms are available.

Combine classes for exams seating students from each class alternately.

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

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

Refuse credit for correct answers unless ALL WORK is shown.

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

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

Avoiding Fraudulent Re-Grade Requests

Photocopy graded test/scantrons before handing back.

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

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

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

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

Deterring Use of Unauthorized Materials or Notes

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

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

Change exam questions often, preferably every semester.

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

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

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

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

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

Preventing “Ringers” & Loss/Theft of Exams

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

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

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

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

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

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

Preventing Academic Dishonesty” is adapted from “Tips to Prevent Cheating” University of California, Davis; Student Judicial Affairs, October 1999.
The Instructor of Record in a course recognizes or is notified that an academic integrity violation may have occurred. Any information related to the allegation is collected to present to the student and to included in the Office of Student Conduct Incident Report. Follow departmental procedures for notifying the Department Chair or Associate Academic Dean that an academic integrity incident is being investigated.

The Instructor of Record should contact the student to discuss the allegation and findings. Faculty members and instructors are encouraged to meet one-on-one with students, but may inform them via e-mail, if necessary. The faculty member should describe to the student any information about the alleged academic integrity violation and allow the student an opportunity to respond to the allegations.

After hearing the student’s response, if the faculty member still feels an academic integrity violation may have occurred, the faculty member should inform the student that the violation is being referred to the Office of Student Conduct. The faculty member should inform the student what the potential academic sanction or penalty would be for the violation if found responsible.

If the student does not respond to a faculty member’s request to meet or the electronic communication within a reasonable period of time, then skip to Step 3.

Following the discussion of the allegations and potential academic penalties, the faculty member should complete an Incident Report and submit it to The Office of Student Conduct. The Incident Report Form is available online. In the report, include any available information collected indicating that a violation of the Academic Integrity policy occurred. Documents can also be attached.

When the report is received by The Office of Student Conduct, it will be reviewed by an Associate Director. If necessary, the AD will contact the referring faculty member with questions prior to contacting the student. Otherwise, the faculty will be copied on all official communication with the student, and the investigation will begin.

After receiving the report and consulting with the faculty (as needed), the AD will assign the case to an investigator. The investigator will send the student a Notice of Investigation, scheduling a meeting to discuss the alleged violation.

In the investigation meeting, the student will review the report and have the opportunity to respond and provide their own information or evidence.

If the investigator believes a violation may have occurred, they will issue formal allegations and the case proceeds to the hearing phase.

Following the hearing and decision, the referring faculty member will receive a copy of the decision letter sent to the student. The appropriate Associate Academic Dean will be copied as the appeals officer.

**Academic Integrity Policy**
OP 34.12: Grading Procedures, Including Academic Integrity

**Student Handbook**
Part II, Section B: Academic Integrity
"How does the Office of Student Conduct determine whether or not to find a student responsible?"

The preponderance of the evidence standard. A student will not be found responsible in any conduct proceeding without sufficient evidence showing that it is more likely than not that a violation has occurred.

“Does the Office of Student Conduct have a preference on how reports are written?”

No, but the report needs to be objective. The student will be able to review the report in full—they’re physically handed all the information—so the more objectively it’s written, the better.

“What do your sanctions mean in the event of a responsible finding?”

Reprimand: Formal warning.

Probation: Period of time where student is considered not in good standing with the University.

Suspension: Time-limited removal from the University.

Expulsion: Student is not welcome to return to the University.

“What is an appropriate academic penalty?”

That’s at the discretion of you and your department. Academic penalties range from reduction in grade on an assignment to no credit for the assignment to failure of the course, with many options in between. If you’re unclear, feel free to consult with your department chair and/or call the Office of Student Conduct to discuss.

**If you have a hard and fast rule in your syllabus, be prepared to adhere to it**

“I’m positive that the student violated a policy but you did not issue allegations. Now what?”

If this happens, the Office of Student Conduct will do our best to reach out to the faculty to address why no allegations were issued. If we are not at preponderance, we will not issue allegations.

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

If the student has opted to appeal a responsible finding, they need to be allowed to attend class through the final appeal decision is rendered. After that decision, if the academic penalty is such that they will not pass (F for the course, failed a major test/assignment, etc.), you can let the student know that they no longer need to attend, or you can call the Office of Student Conduct and we can inform the student.

“I’m not sure this is a violation and I don’t want to ruin the student’s life. Should I still report it?”

Yes. Our process is educational, and our goal is to maintain the integrity of the institution while modifying behavior and preventing additional instances of misconduct from occurring. Additionally, meeting with the student doesn’t mean they’re immediately up for expulsion; we will not find the student responsible without meeting the preponderance of the evidence standard.
DEAR FACULTY & STAFF:

The Office of LGBTQIA Education & Engagement recognizes the important role faculty & staff serve in strengthening our educational and work environments. We are here to serve as a resource in supporting you and your practice of ‘allyship.’ Please contact us with any questions and/or opportunities to partner in the future.

Jody C. Randall, Director
campuslife.lgbtqia@ttu.edu

PROGRAMS & SERVICES

- Signature programs, including Pride Week and the Big 12 LGBTQIA & Allies Summit, are held annually.

- IGNITE: Texas Tech’s Program for LGBTQIA Allyship leads educational sessions for students, faculty, staff, and community partners.

- Undergraduate, graduate, and discipline-specific LGBTQIA student organizations create opportunities for building community.

- Scholarship support is available based on experience in/with the LGBTQIA community and financial need.

- LGBTQIA Faculty, Staff, and Graduate Student Association fosters community among university employees.

- The Texas Tech Alumni Association Pride alumni Network allows alumni to stay connected after graduation.

INSTITUTIONAL COLLABORATIONS

- Institutional operating policies and practices protect sexual orientation and gender identity.

- Through the Campus Pride Index, Texas Tech University holds a five out of five star ranking, premier campus status.

- Texas Tech Athletics is a recognized leader on Athlete Ally's Athletic Equality Index.

- Assistance is available for updating names and gender markers on university and legal documents.

- Culturally-competent medical and behavioral health professionals and career counselors are available to support LGBTQIA students.

- West Village is home to our roommate choice housing option. This option allows eligible students, no matter their gender, to live together in the same apartment. This option must be requested by all members of the apartment.

STATEMENTS IN SUPPORT OF LGBTQIA PEOPLE

Intentional language is an important strategy to communicate your support of LGBTQIA people. If this is something you are interested in doing, the Office of LGBTQIA Education & Engagement provides sample language for your consideration and/or modification.

SAMPLE SYLLABI LANGUAGE FOR FACULTY

I am committed to the practice of ‘allyship’ towards the lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA) community, and I am available to listen and support you. Texas Tech University offers programming and services to support LGBTQIA students and sustain an inclusive educational environment. The Office of LGBTQIA Education & Engagement can be found in the Student Union Building Room 201, online at www.lgbtqia.ttu.edu, and/or contacted at 806-742-5433.
Risk Intervention & Safety Education

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

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

What RISE Does
RISE provides online education, presentations, & support services for students in the following areas:
- Alcohol & Other Drugs
- Healthy Relationships
- Mental Health
- Sexual Health & Education
- Stress Management
- Violence Prevention
- Body Image

Call the Texas Tech CRISIS Helpline
24/7/365 806.742.5555

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

For daily wellness content & updates: @tturise
Invite RISE to present virtually or in person on the following topics:

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

Don’t cancel class!
Have RISE present instead!

Visit riset.ttu.edu to request a presentation.

Programs RISE Offers

- Wellness coaching designed to encourage personal growth and increase self-awareness.
- Bystander intervention training to encourage students to speak out when they see something wrong.
- Prevention program aimed to increase body acceptance by tackling the appearance ideal.
- 1-1 brief alcohol screening for TTU student’s substance use. If you are concerned about a student’s substance use, refer them to RISE.
- Suicide prevention training to teach skills on how to help someone in a crisis. Contact the SCC to schedule: amandawheeler@ttu.edu

- Question, Persuade, Refer (QPR) Suicide Prevention Training

Programs

- Raider Recharge
- B.A.S.I.C.S.
- Raider Restart
- The Body Project
- Raiders Respond

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

**BEHAVIORS**
- Talking loudly
- Interrupting
- Talking off topic
- Disrespectful or rude
- Causing discomfort or annoyance
- Poor academic performance
- Standing in personal space
- Texting or on phone

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

During the conversation:
- Communicate clearly
- Reestablish expectations
- Provide resource referrals as appropriate

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

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**DISRUPTION**

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

**ACTION**
- Communicate expectations early & clearly:
  - Syllabus
  - Student Code of Conduct
- Document what occurred
- Report online to the Office of Student Conduct
- www.depts.ttu.edu/studentconduct

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

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**VIOLENCE**

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

**ACTION**
If in immediate danger:
- Call Police (911)
- Address the immediate concern by protecting self & others, clearing or locking down location
If not in immediate danger:
- Assist student in seeking help
- Document what occurred
- Report to Police
- Submit Students of Concern Report online
- www.ttu.edu/studentofconcern

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

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**DISTRESS**

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

**ACTION**
- Determine a time to talk individually with the student to address the behavior(s)
- Assess the situation
- Offer resources
- Submit a Students of Concern report
- www.ttu.edu/studentofconcern

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

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**If there is an immediate threat or need for non-emergency police assistance call Texas Tech Police Department at (806) 742-3931**
Texas Tech University
Mandated Reporter Resource Guide
Responding to Sexual Misconduct, Harassment & Discrimination

Who Is a Mandated Reporter?
- Any individual employed by Texas Tech University
- Includes all faculty, staff, and student employees
  - **Exemption:** Confidential Employees defined by their scope and role at the institution

When Do I File a Report?
- 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
  - Stalking
  - Discrimination

Examples:
- A student tells you in "confidence" that they were sexually assaulted over the Christmas break.
- You notice a bruise on a staff member's arm and they inform you that their partner hit them.
- A student is concerned because a faculty member will not allow her to make up an exam she missed for the birth of her child.
- 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 discloses a previous incident of abuse from when they were younger.
- You hear a rumor that an administrator regularly makes disparaging comments about employees and students who receive disability accommodations.
- A student tells you that one of their classmates feels pressured into having sex with her TA, but does not want to report in fear of their final grade.
- A student complains that members of their cohort often make negative statements towards women and people of color.
How Do I Respond When Someone Discloses?

ACTIVELY LISTEN | RESPOND WITH EMPATHY | BE GENUINE | CONNECT TO SUPPORT

“I am so glad you felt comfortable telling me. I want to get you in touch with someone that can help. As an employee, I do have to notify a Title IX staff member to ensure that you know about the options and resources available to you. Our main goal is to provide you with immediate support. A member of the Title IX Case Management Team will send you an email to discuss the ways they can assist you, but you do not have to respond if you do not want to. You are in control of how their office intervenes. More than anything, I want to make sure you are not having to walk through this alone.”

Things to Avoid When Responding:

- **DO NOT** interrupt someone to tell them that you are a mandated reporter.
- **DO NOT** ask questions about details or attempt to investigate.
  - You are only required to report the information freely given to you.
  - You are not to determine the truthfulness of the complaint.
- **DO NOT** give your opinion on what they must or should do.
- **DO NOT** cause them to feel blame or guilt.

Common Reporting Concerns:

- The University does not begin an investigation or notify additional parties without the involved student filing a Formal Complaint.
- Due to the University's Amnesty policy, the University will not take any disciplinary action against a student who in good faith reports being the victim of sexual misconduct for a violation of the Code of Student Conduct occurring at or near the time of the incident, including drug or alcohol use.
- When students file a Title IX report, the police are not immediately notified.
- To safeguard student's privacy, our office requires an additional FERPA to be signed before communicating with a student's parent or advisor.

How to Report:

- Report an Incident Online | titleix.ttu.edu
- Office for Student Civil Rights and Sexual Misconduct | SUB 232 | 806.742.7233
  - University Title IX Coordinator | Dr. Kimberly Simón
    - 806.834.1949 | kimberly.simon@ttu.edu
  - Case Manager & Assistant Title IX Coordinator | Meredith Holden
    - 806.834.5556 | meredith.holden@ttu.edu
- For Incidents Regarding University Employees:
  - Office of Equal Opportunity | System Administration Building 309 | 806.742.3627

If You Fail to Timely Report:

Per Senate Bill 212, you will be subject to mandatory termination and potential criminal and civil penalties.
University Requested Supportive Measures

In accordance with federal regulations and TTU System Regulation 07.06, the University is required to provide all students working with our office individualized Supportive Measures to eliminate a hostile environment and support students while navigating difficult and stressful situations. Supportive Measures are coordinated through the Office for Student Civil Rights and Sexual Misconduct, including absence/missed assignment notifications, class changes, student employment schedule changes, and other situational requests.

How Can Faculty and Staff Help?

- If students request this action, our Case Manager will send an email notification verifying that one of your students is currently working with the Office for Student Rights and Sexual Misconduct and request your assistance in supporting the student.
- We encourage the student to reach out to each faculty or staff member individually to discuss the specific assistance they need.
- The student is not required to provide more information or additional verification about why they are working with our office.
- Should you have any questions about how best to assist the student, please contact our Case Manager at 806.834.5556.

Pregnant & Parenting Students

The Office for Student Civil Rights and Sexual Misconduct also provides support and resources for students who are pregnant or expecting. While this is not an incident that you are required by law to report, please refer students to our office to ensure they know about the support available to them. When students are connected to our office, our Case Manager will send their instructors an email verifying the student or partner’s pregnancy and provide additional notice of any medically recommended absences. The U.S. Department of Education details the rights of all Pregnancy and Parenting students. The regulations require the University to:

- **Excuse absences** due to pregnancy or childbirth for as long as a doctor says it is necessary.
- **Allow students to return** to the same academic and extracurricular status as before medical leave began, which should include giving the opportunity to make up any work missed while the student was out.
- Provide pregnant students with the **same special services** it provides to students with temporary medical conditions. This includes homebound instruction/at-home tutoring/independent study.
Frequently Asked Questions

What if a student discloses a reportable incident to you, but asks you to promise not to tell anyone?
- Let them know that the University requires employees to notify our office to ensure they have immediate access to support and resources
- Demystify the Reporting Process & let them know how we can help

What if one incident involves Sexual Misconduct and a conduct violation/student of concern referral?
- If ANY part of an incident might be related to sexual misconduct, fill out ONE online Title IX/Sexual Misconduct report
- Do not submit multiple reports to multiple offices for one incident
- We will ensure the appropriate office is notified

What if a student reports to multiple employees or multiple employees witness an incident?
- Everyone is required to report
- You can submit a singular report if you are 100% certain:
  - The report stated your name as an additional reporter
  - The report was complete and accurate
  - The report was fully submitted

What if a student disclosed an incident of sexual assault that happened to them when they were younger, before they were a student at Texas Tech? Am I required to report?
- You are only required by law to report incidents that occurred while the student is attending Texas Tech
- However, we advise you to report all incidents of sexual misconduct, discrimination or harassment, regardless of the timing
- There is a reason the student is disclosing this to you and that it is coming up now
- Connecting them with our office ensures they have access to supportive measures

What if a student or employee discloses an incident to me while I am 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 you are on duty
  - An employee or student report to you specifically because you are a University employee
- However, this can be a tough line to navigate. Please call our office for clarification
- They can always call us directly to have immediate access to resources

If a student discloses an incident to me, do I need to tell my supervisor?
- You are not required to involve your supervisor
- To respect the student's confidentiality, we recommend involving as few people as possible
- If you have questions about reporting, please contact our office

As a supervisor, if your employee mentions to you that they responded to a Title IX incident, do I need to submit an additional report?
- It is only required that you confirm with your employee that they submitted the report for the incident that they were involved in
- There is no reason to file an additional report if there is no new or additional information

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, we do need you to ask for their name so we can reach to them

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 our office instead of filing an additional report

Interested in a specifically tailored workshop for your department or student group? Email titleix@ttu.edu

Questions? Call 806.742.7233
Visit **Raiders Report** our online reporting system, to view and submit a report.

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

**Sexual Assault & Sexual Violence**
Title IX Administrator (806) 742-2121

**Sexual Harassment**
Title IX Administrator (806) 742-2121

**Criminal Activity on or adjacent to campus**
Texas Tech Police (806) 742-3931

**Missing Students**
Texas Tech Police (806) 742-3931