



TEXAS TECH UNIVERSITY™



# Student Handbook

2011 – 2012

DIVISION OF ENROLLMENT MANAGEMENT & STUDENT AFFAIRS

**TEXAS TECH UNIVERSITY**





# Assumption and Beliefs

2011-2012

Student affairs professionals share some assumptions and beliefs that shape their work. These assumptions and beliefs guide their responses to new issues, changing times, circumstances, and recurring events. The following list is not exhaustive, nor will all student affairs staff agree that each guides their work to the same degree; the higher education community is too diverse for that to be the case. Yet, these ideas have remained remarkably unchanged over time and have successfully applied to different collegiate settings.

No one of these assumptions and beliefs is unique to student affairs. Indeed, they are held by many others in higher education. It is the combination of these assumptions and beliefs that is distinctive. Together, they define the special contributions made by student affairs.

## **The Academic Mission of the Institution is Preeminent**

Colleges and universities organize their primary activities around the academic experience: the curriculum, the library, the classroom, and the laboratory. The work of student affairs should not compete with, and cannot substitute for that academic experience. As a partner in the educational enterprise, student affairs enhances and supports the academic mission.

## **Each Student is Unique**

Students are individuals. No two come to college with the same expectations, abilities, life experiences, or motives. Therefore, students will not approach college with equal skill and sophistication, nor will they make equally good choices about the opportunities encountered there.

## **Each Person Has Worth and Dignity**

It is imperative that students learn to recognize, understand and celebrate human differences. Colleges can, and indeed must, help their students become open to the differences that surround them: race, religion, age, gender, culture, physical ability, language, nationality, sexual preference, and life style. These matters are learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.

## **Bigotry Cannot Be Tolerated**

Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. So long as bigotry in any form exists in the larger society, it will be an issue on the college campus. There must be a commitment by the institution to create conditions where bigotry is forthrightly confronted.

## **Feelings Affect Thinking and Learning**

Although students are in college to acquire knowledge through the use of their intellect, they feel as well as think. Students are whole persons. How they feel affects how well they think. While students are maturing intellectually, they are also developing physically, psychologically, socially, aesthetically, ethically, sexually, and spiritually. This is true regardless of age. Helping students understand and attend to these aspects of their lives can enhance their academic experiences.

## **Student Involvement Enhances Learning**

Learning is not a passive process. Students learn most effectively when they are actively engaged with their work in the classroom and in student life.

## **Personal Circumstances Affect Learning**

Physical disability, financial hardship, family circumstances, medical and psychological problems, and inadequate academic skills are examples of situations which often affect learning. Whenever possible, colleges and universities should assist students when such circumstances interfere with learning.

## **Out-of-Class Environments Affect Learning**

Out-of-class social and physical environments are rarely neutral; they help or detract from students' social and intellectual development. Interactions between students and their environments shape attitudes, readiness to learn, and the quality of the college experience.

## **A Supportive and Friendly Community Life Helps Students Learn**

A campus is usually a collection of small communities such as schools, departments, residences, teams, clubs, and service, religious, social, and peer groups. Healthy communities are settings where students learn to work together, make and keep friends, care about the welfares of others, balance freedom and responsibility, and appreciate human differences. Communities are of high quality when they encourage friendships, intimacy, and intelligent risk taking, and allow values to be freely shared and examined.

## **The Freedom to Doubt and Question Must be Guaranteed**

Students need to be encouraged and free to explore ideas, test values and assumptions in experience, face dilemmas of doubt and perplexity, question their society, criticize and be criticized. Hence the doctrines of academic freedom and of free speech that are central to the classroom must extend to other areas of campus life. Colleges and universities must protect and encourage ideological exploration and avoid policies or practices that bind the inquiring minds and spirits of students, faculty, and staff.

## **Effective Citizenship Should be Taught**

A democracy requires the informed involvement of citizens. Citizenship is complex; thus, students benefit from a practical as well as an academic understanding of civic responsibilities. Active participation in institutional governance, community service, and collective management of their own affairs contributes significantly to students' understanding and appreciation of civic responsibilities.

## **Students are Responsible for Their Own Lives**

Students learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support. (pp. 11-14)

## **Points of View: A Perspective on Student Affairs, 1987**

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## Foreward

**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](http://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 is the principal agency for the administration of student discipline and University Student Housing and the Student Judicial Programs office shall implement the student discipline procedures. All references to the Chancellor and/or President of the university, the Vice Provost, Undergraduate Education, the Director of University Student Housing, or the Director of the Student Judicial Programs shall be interpreted to include persons designated to act on behalf of these officials.

**C. Policy on Nondiscrimination**

1. It is the policy of Texas Tech University to strive to maintain an educational and work environment free from impermissible discrimination.
2. The university brings together, in common pursuit of its educational goals, persons of many backgrounds and experiences. The university is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, color, religion, national origin, age, sex, physical or mental disability, or Vietnam era or special disabled veteran status and the equal opportunity and access to facilities shall be available to all.
3. Nondiscrimination is observed in the admission, housing and education of students and in policies governing discipline, extracurricular life and activities.
4. In addition, in accordance with OP 10.12 (<http://www.depts.ttu.edu/opmanual/OP10.12.pdf>), no person shall be subject to discrimination on the basis of sexual orientation with regard to admission, employment, or use of the programs, facilities, or services of Texas Tech University.

**D. 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>

<http://www.depts.ttu.edu/opmanual/OP68.03.pdf>

**E. Schools of Law, Medicine, Nursing and Allied Health**

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/studentlife/support/>). 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.ttuhsc.edu/student-services](http://www.ttuhsc.edu/student-services).

**F. Definitions**

1. The term "administrative hold" refers to the indicator placed on a student's official record preventing registration and/or the issuance of a transcript 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](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 Student Judicial Programs 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 "judicial hearing officer" means a university designee authorized by the Director of Student Judicial Programs 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 as found in, but not limited to, the Student Handbook, F.Y.R.E. Calendar and Handbook, Honor Code of the School of Law, School of Nursing Student Handbook, School of Medicine Student Handbook, School of Allied Health Handbooks and the Graduate/ Undergraduate Catalogs.
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 probable than not. Preponderance is superiority in weight, power, importance or strength; majority (as in Merriam-Webster’s Collegiate Dictionary, 11th Ed., 2003).
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 “representative” means a university official authorized on a case-by-case basis by the Director of the Student Judicial Programs and/or the Director of University Student Housing to investigate and resolve alleged violations of the *Code of Student Conduct*.
10. The terms “shall” and “will” are used in the imperative sense and the term “may” is used in the permissive sense.
11. 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.
12. The term “student” includes all persons taking 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”.
13. The term “student organization” means any number of students who have complied with the formal requirements for university registration.
14. The term “university” means Texas Tech University and Texas Tech University Health Sciences Center.
15. 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.
16. 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 good order in the classroom is vested in the instructor and responsibility for maintaining order elsewhere is set forth in the *Code of Student Conduct* and is vested with members of the University community.

#### B. Academic Integrity

It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own any work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension.

##### 1. Instructor Responsibilities

The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. In cases of convincing evidence of or admitted academic dishonesty or plagiarism, an instructor should take appropriate action as described below. Before taking such action, however, the instructor should attempt to discuss the matter with the student. If cheating is suspected on a final exam, the instructor should submit a grade **X** until a reasonable attempt can be made to contact the student, preferably within one month after the end of the semester.

##### 2. Instructor Sanctions

When a faculty member determines according to the *Student Handbook* that academic dishonesty has occurred and assigns a grade of **F** for a course, the grade of **F** will stand as a final grade, notwithstanding a subsequent withdrawal from the course by the student. A faculty member shall notify the registrar of the intention to assign a grade of **F** for the course, in addition to notifications of the department chairperson and the student's academic dean. The student will have the right to appeal the receipt of a failing grade in a course through the established grade appeal procedure, as outlined in OP 34.03. Student Grade Appeals. The student may not appeal a failing grade given for a class assignment.

##### 3. Repeated Academic Misconduct

In cases of repeated violations, either the instructor (through his or her department chair and/or academic dean) or the academic dean may refer the case to the Director of Student Judicial Programs for further disciplinary proceeding.

#### 4. Referrals to Student Judicial Programs

A student referred to the Director of Student Judicial Programs 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

#### 5. Disposition by the Director of Student Judicial Programs

A written report of any disciplinary action taken by the Director of Student Judicial Programs will be sent to the appropriate academic dean and to the student.

Note: Student Judicial Programs serves as a clearinghouse for Academic Integrity violations. Please direct all referrals for Academic Integrity violations to Student Judicial Programs, through the respective department chairperson and academic dean.

#### C. Disruption, Obstruction and Personal Safety at University Activities or Functions

University officials have the responsibility for maintaining law and order on university-owned or university-controlled property and at university-sponsored events. Examples of actions for which disciplinary action may be taken under the provisions of the *Code of Student Conduct* include, but are not limited to:

1. Disruption or obstruction of teaching, research, administration, meetings or any activity on university premises (reference Part VII and Part IX of the Student Handbook).
2. The obstruction of access to, or egress from, any university-owned or university-controlled facility.
3. Conduct that threatens the safety of any individual or group.

#### D. Affiliation

The Student Government Associations (undergraduate and graduate) are the official organizations representing students. Students may identify with off-campus programs and activities as individuals, but not as representatives of the university.

#### E. Student Media

*The Daily Treador* student newspaper and *La Ventana* yearbook are free of arbitrary and capricious censorship and advance copy approval. They are expected to 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.

#### 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 and for failure to pick up a returned check.
3. A hold preventing future registration placed on a student's academic records.
4. A hold on the sending of 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](http://www.raiderlink.ttu.edu) under the MyTech (for Students) tab.

For more information, please visit the Student Business Services website at [www.sbs.ttu.edu](http://www.sbs.ttu.edu).

#### I. Religious Holy Day Absences

See

[http://www.depts.ttu.edu/officialpublications/catalog/\\_AcademicsRegulations.php](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](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. If a student withdraws on the 21st 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.

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](http://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* indicates 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](http://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 the student or 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 Vice Provost, Undergraduate Education or designee.

A “direct threat” means:

1. There is a high probability (not just a slightly increased, speculative, or remote risk)
2. of substantial harm
3. based on observation of a student’s conduct, actions, and statements.

### c. The Vice Provost, Undergraduate Education 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 Vice Provost, Undergraduate Education or designee will notify the student of the concern.
2. The Vice Provost, Undergraduate Education or designee will request a meeting with the student to inform the student that an 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:
  - a. Involvement of parents or significant others;
  - b. Academic progress;
  - c. Living arrangements;

- d. Previously granted accommodations;
- e. Confidentiality waivers;
- f. Other possible accommodations, care and support resources including medical or counseling assistance; and
- g. 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.

### d. Temporary Suspensions

During the involuntary withdrawal process, if the Vice Provost, Undergraduate Education or designee determines that an immediate direct threat exists to the student or others, 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 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 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 an Assistant Vice Provost for Student Affairs. If the student resides in campus housing, the Director of Student Housing will also serve as a voting member of the committee. The Assistant Vice Provost for Student Affairs will chair the committee. A non-voting resource person will be assigned from the Assistant Vice Provost for Student Affairs Office to present information and assist the committee. If one of the committee members is unable to attend either in person or via telephone, the member may assign a designee. The Vice Provost, Undergraduate Education does not attend the committee proceedings. 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 Assistant Vice Provost for Student Affairs Office 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 Assistant Vice Provost for Student Affairs Office 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. The non-voting resource person assigned by the Assistant Vice Provost for Student Affairs Office 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 to the Vice Provost, Undergraduate Education, in writing, one of the following:
    - a. the student may remain enrolled at the University with no restrictions;
    - b. the student may remain enrolled at the University subject to specific conditions and/or restrictions as defined by the Involuntary Withdrawal Committee; or
    - c. the student should be involuntarily withdrawn from the University upon a specific date.
- g. *Review of Committee Recommendation*  
Upon receipt of the Involuntary Withdrawal Committee's recommendations, the Assistant Vice Provost for Student Affairs 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 Assistant Vice Provost for Student Affairs by submitting a written appeal to the Vice Provost, Undergraduate Education 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. 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 Vice Provost, Undergraduate Education, limiting any subsequent registration until approval is given by the Vice Provost, Undergraduate Education.
- 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 Vice Provost, Undergraduate Education 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 Vice Provost, Undergraduate Education. 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

### Housing Requirements

The Texas Tech residence hall system includes a variety of living options and provides convenient and affordable housing for approximately 6,500 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 offers suite-style accommodations. Most suites include four private bedrooms, a common living area, and shared bathrooms. Priority 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 <http://housing.ttu.edu/contract-guide.php>.

Information regarding residence hall policies can also be found at <http://www.housing.ttu.edu/residence-hall-policies.php>.

#### 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* and the *Undergraduate and Graduate Catalog* and approved by the Board of Regents. See OP 30.25 (<http://www.depts.ttu.edu/opmanual/OP30.25.pdf>) for complete information.

#### B. Residency Exemption

Requests for exemptions from the on-campus housing requirement must be submitted to University Student Housing no later than August 1 for fall enrollment, January 1 for spring enrollment, and June 1 for summer enrollment (summer I and/or summer II). 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 in Wiggins Complex. 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 is 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).

A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls. See <http://www.housing.ttu.edu/exemptions.php> for complete information and relevant forms.

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.

### **C. Residence Hall Contract Releases**

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. You may access the current residence hall contract here: <http://www.housing.ttu.edu/assets/resources/Fall2011.pdf>

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

## PART IV

### 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](http://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 completely confidential 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 V, Section A. 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 Vice Provost, Undergraduate Education.
  - 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:

1. Student Name
2. Permanent and Local Addresses
3. Place of Birth
4. Classification
5. Major Field of Study
6. Dates of Attendance
7. Degrees, Awards, and Honors Received
8. Specific Enrollment Status
  - a. Full-time, Part-time, Half-time
  - b. Undergraduate, Graduate, Law
9. Participation in Officially Recognized Sports and Activities
10. Height/weight of members of Athletic Teams
11. 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](http://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 printed 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.

## **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 V

### STUDENT GRIEVANCE PROCEDURES

#### A. General Grievance Policy

Prior to filing a formal grievance, students are encouraged to attempt to resolve the concern directly with the individuals involved or informally with the assistance of the Ombuds for Students (<http://www.depts.ttu.edu/ombuds/>). Students will find that most situations can be effectively addressed in this manner. In general, students wishing to review the action of an individual or department should direct their questions to the persons responsible for the individual or department. Procedures for handling specific concerns are outlined below.

##### 1. *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 IV, Section F.

##### 2. *Disciplinary Action*

The university disciplinary appeals process is outlined in the Student Handbook Part IX, 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.

##### 3. *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.

##### 4. *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.

##### 5. *Students with Disabilities*

Students with grievances related to discrimination on the basis of a disability may contact the Vice Provost, Undergraduate Education. Students with concerns which arise out of their employment with the university should

refer to No. 3 above on Employment. Any student seeking remedy on the basis of disability must register as a disabled student with Student Disability Services and must provide all required documentation of disability.

##### 6. *Race, Religion, National Origin, Age Discrimination*

Grievances related to discrimination on the basis of race, religion, national origin, age or sexual orientation should be pursued through regular administrative channels. Academic matters are to be handled in the academic administrative structure culminating in review by the Provost. Nonacademic student matters should be directed to the Vice Provost, Undergraduate Education and Vice President for Institutional Diversity, Equity & Community Engagement.

##### 7. *Sex Discrimination*

Discrimination on the basis of sex in student programs and activities or employment is prohibited under Title IX of the Higher Education Amendment of 1972, Title VII of the Civil Rights Act and the Texas Human Rights Act. Complaints concerning the violation of these acts should be directed to the Vice Provost, Undergraduate Education and be reviewed in conjunction with the Managing Director of the Office of Equal Employment Opportunity (EEO).

##### 8. *Sexual Harassment*

Student concerns about sexual harassment which include faculty, staff or students should be directed to the Vice Provost, Undergraduate Education and reviewed in conjunction with the Managing Director of the Office of Equal Employment Opportunity (EEO), in accordance with university Operating Policy 10.09 regarding sexual harassment. Also, refer to the Student Handbook Part IX, Section B, 7d.

##### 9. *Traffic and Parking Citations*

Students may appeal a campus parking citation in writing either online at [www.parking.ttu.edu](http://www.parking.ttu.edu), by email at [parking@ttu.edu](mailto:parking@ttu.edu) or by U.S. Mail to 2903 4th Street, Room 145, Lubbock, TX 79410. 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. General Grievance Procedures**

A general procedure for a grievance filed with the Assistant Vice Provost for Student Affairs shall be as noted below. The general procedures set forth do not apply to applicants for employment or applicants for admission to the university.

1. Any student wishing to file a grievance based on discrimination shall notify the Assistant Vice Provost for Student Affairs of that complaint in writing.
  - a. The written notice should state specifically in what way the student was discriminated against, by whom and on what date or dates, giving the name, address and telephone number of the student and, if possible, of any other persons allegedly involved either as witnesses or participants. The student should also state specifically what remedy the student seeks.
  - b. The written grievance must be signed by the student, hereinafter referred to as the complainant, and filed within thirty (30) university working days of the alleged discrimination. Determination as to whether complaints filed after this deadline will be considered is done on a case-by-case basis.
2. The appointed staff member in the Assistant Vice Provost for Student Affairs area follows the requirements of due process consistent with these procedures. In any complaint proceeding, all parties shall have the right to:
  - a. Be notified of the alleged discrimination, specific acts involved and remedy sought.
  - b. Know the source of the complaint.
  - c. Be accompanied by an advisor for advisory purposes only at any proceeding.
3. An investigation, as may be appropriate, shall follow the filing of a grievance. In most instances, the investigation shall be conducted by a staff member in the Assistant Vice Provost for Student Affairs area in conjunction with other appropriate administrators as outlined above. These rules contemplate informal but thorough investigations, affording all involved parties an opportunity to submit evidence relevant to the grievance. The investigation process generally is completed within thirty (30) university working days from when the written allegation is filed.
4. A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the investigator and a copy forwarded to the complainant.
5. The investigator shall maintain all files and records relating to the grievances filed for one calendar year.
6. The complainant may, in writing, request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within five (5) university working days to the Vice Provost, Undergraduate Education.
7. The Vice Provost, Undergraduate Education will review the grievance resolution and notify the complainant of the resulting determination in writing within fifteen (15) university working days.
8. Final determination rests with the Vice Provost, Undergraduate Education unless specifically noted elsewhere.
9. The right of a student to a prompt and equitable resolution of the complaint so filed shall not be impaired by the student's pursuit of other remedies, such as the filing of a complaint with the responsible federal department or agency.



## PART VI

### 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, Honorary, International, Social Fraternities/Sororities, Graduate, Multicultural, Religious, Residence Hall, Service, Spirit, 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 Sports Club program. This program exists to promote and develop interest in sports. Sports 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 Sports 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 VIII.
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.
12. 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.

### 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 must attend a Student Organization Registration Seminar or complete online orientation review examination with at least the designated minimum score (the seminars are scheduled weekly throughout the spring re-registration period) and/or 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 completing the online process or attending the 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 [www.sync.studentorgs.ttu.edu](http://www.sync.studentorgs.ttu.edu) and login to OrgSync and 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. Click on "Register New Organization" and complete the profile in order to start the process to establish a new organization on campus (see requirements below).
- b. Student organizations will need to update the organization's portal by accessing "Org Profile" and inputting required information, including officer and organization contact information. Also, when those positions change, organizations need to be sure to update the "Org Profile". If, for any reason, this transition becomes difficult, please discuss it with the Center for Campus Life staff.
- c. 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 (all members must create an individual profile on OrgSync to be recognized) 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 by-laws and constitution and by-laws of any other local, state or national affiliate organization (if applicable). Constitutions must be submitted electronically.
  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 faculty or staff member indicating their willingness to serve as the organization's advisor.
  7. Officers, 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 UPA page(s) electronically to complete the registration process. These forms can also 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 a registration packet, including a copy of all required constitutions, 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-April (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 Center for Campus Life, 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. Sports Clubs  
Sports 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 Sports Club program receives its funding

from the Student Recreation Fee, organizations that affiliate with Recreational Sports are not eligible for SGA funding. Sports 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 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://www.sync.studentorgs.ttu.edu> 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://www.sync.studentorgs.ttu.edu> 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 within five (5) university business days from the date of the "temporary suspension" notification letter. If the director upholds the decision, the president of the student organization may appeal in writing within five (5) university business days to the Assistant Vice Provost for Student Affairs. The decision of the Assistant Vice Provost for Student Affairs shall be final.
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 Associate/Assistant Director of 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 Center for Campus Life within five (5) university business days from the date of the “denial” notification letter. If the Director upholds the decision to deny registration, the president of the applying organization may appeal in writing within five (5) university business days to the Assistant Vice Provost for Student Affairs. The decision of the Assistant Vice Provost for Student Affairs shall be final.



## PART VII

### 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.

#### 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 Student Affairs. 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](http://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, R.P. Fuller Track Stadium, Dan Law Field, 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. *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.

**E. 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 2:00 pm to 5:00 pm 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 VIII

### 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. 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/](http://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.

#### D. 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.

#### **E. Printed Materials**

##### **1. General Policies**

The following policies apply to the display and distribution of printed materials 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 state 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 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**

Posters, signs, and announcements may be displayed only on university announcement bulletin boards designated specifically for use by students and registered student organizations.

The university announcement bulletin boards 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 is maintained in Student Union & Activities.

- a. Posters, signs and announcements shall not exceed a maximum size of 18" x 24";
- 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.

#### **F. 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 IX

### CODE OF STUDENT CONDUCT

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

Student Judicial Programs and University Student Housing encourage and facilitate 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*, Student Judicial Programs and University Student Housing educates students about their rights and responsibilities as members of the University community. In addition, Student Judicial Programs and University Student Housing promote holistic development, self-worth, mutual respect, and how we, as members of the university community, interact with each other on a daily basis. Questions regarding interpretation of the *Code of Student Conduct* should be referred to Student Judicial Programs. The *Code of Student Conduct* is reviewed every year by the *Code of Student Conduct* Review Committee, in conjunction with Student Judicial Programs, University Student Housing, the Assistant Vice Provost for Student Affairs, and the Vice Provost for Undergraduate Education. 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/or student organizations. Students and 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 conducted in a manner which ensures that substantial justice is done and is 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. The Office of the Vice Provost for Undergraduate Education, in conjunction with Student Judicial Programs 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 IX, 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, and or local law.
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, and or local law.
  - b. Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and or local law.
  - 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, and/or local law.
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 an 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 an 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. Possessing materials during a test that 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 the instructor's permission.

7. Discussing the contents of an examination with another student who has taken or will take an examination without the instructor's permission.
8. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, a test, or complete any course-related assignment; including but not limited to, signing in/registering attendance for another student without the instructor's permission.
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/software.
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:  
The appropriation of, buying, receiving as a gift, or obtaining by any means, material that is attributable, in whole or in part, to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.
- 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 alteration of any official University record 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 revocation 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 but not limited to: 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 igniting University and/or personal property on fire either by intent or through reckless behavior which results, or could predictably result, in personal injury or property damage of University premises.

#### 6. *Theft, Damage, 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, 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, personal check, or other unauthorized use of personal property or another's information.
- e. Alteration, forgery, or misrepresentation of any form of identification.
- f. Possession or use of any form of false identification.

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

- a. Conduct which threatens or endangers the health or safety of oneself 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 that endangers the health or safety of oneself or others.
- c. Behavior that disrupts the normal operation of the University, including its students, faculty and/or staff.
- d. Sexual misconduct so severe, persistent, or pervasive that it adversely affects the victim's education; or creates an intimidating, hostile, abusive, or offensive educational environment; or interferes 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 including, but not limited to:

1. Deliberate touching of another's sexual parts without consent.
2. Deliberate sexual invasion of another without consent.
3. 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.
4. 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 academic pursuits, University employment, participation in activities sponsored by the University or organizations, or groups related to the University or opportunities to benefit from other aspects of University life.

- e. Excessive pressure, threats, or any form of conduct that uses coercive tactics or unwanted mental coercion techniques for purposes to retain or recruit a student for membership in an organization.

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

#### 8. *Gambling, Wagering, Gaming, and Bookmaking*

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

#### 9. *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, 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, use of 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 that subjects a student to an unreasonable risk of harm or that 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 University, or may reasonably be expected to cause a student to leave the organization or the University rather than submit to the 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 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>.

#### 10. *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.

#### 11. *Financial Irresponsibility*

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.

#### 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 and 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 that 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 or her duties.
- b. Failure to present student identification on request or identify oneself to any University official acting in the performance of his or 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://www.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, the unauthorized sharing of 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 non-academic 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 including but not limiting 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 the aspect of the research has been explicitly approved by the Texas Tech University official processes for dealing with academic ethical issues. Discovery of explicit material, including child pornography, on any University 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 computing and/or networking facilities that interferes 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 emails to parties with whom one has no existing business, professional, or personal acquaintance).
- j. Use of computing and/or network resources to engage in an 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. 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 the University or 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 or 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 the university's buildings or on university's premises in such a manner as to constitute a safety hazard or cause damage to the 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 students or registered student organization behavior, including, but not limited to: violations of University Operating Policies and Procedures and Texas Tech Regent's 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 and/or Local Law*

Misconduct which constitutes a violation of any provisions of federal, state and/or local laws.

19. *Abuse of the Discipline System*

- a. Failure of a student to respond to a notification to appear before a Judicial 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 Judicial Hearing Officer from proceeding with disciplinary action.
- 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 committee prior to and/or during a disciplinary proceeding.
- g. Harm, threat of harm, or intimidation, verbal, physical or written, of a member of a disciplinary committee 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.
- 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 may 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 Student Judicial Programs, located in Suite 025 of the Student Union Building. The written allegation should describe the action or behavior in question. Student Judicial Programs also reviews reports from University Student Housing and the Texas Tech Police Department. The written allegation should be received by Student Judicial Programs within twenty (20) University working days of the alleged incident to initiate disciplinary procedures. Filings that

are submitted after twenty (20) University working days to Student Judicial Programs should be accompanied with a justification for the delay and will be accepted on a "case-by-case" basis.

1. *General Procedure*

A Judicial Hearing Officer will inquire, gather, and review information about the reported student misconduct and will evaluate the accuracy, credibility, and sufficiency of this information. If it is determined that the information does not warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question. A Judicial Hearing Officer will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

- a. When a written allegation is filed, the student named in the allegation will be notified in writing and asked to appear before a Judicial Hearing Officer. Through this written notification, a Judicial Hearing Officer will assign a specified date and time (outside the student's academic schedule) for a pre-hearing meeting in order to advise the student of the allegation(s) and to review the student's rights and responsibilities in disciplinary proceedings, unless another date and time is otherwise requested by the student. Notice is deemed to have been properly provided when written notification is placed in First Class U.S. Mail, campus mail, sent to the 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 meeting. Written notification will be delivered to the student's last known official, local address as provided by the student to the Registrar's Office (or by a registered student organization to the Center for Campus Life and/or Student Union and Activities) and/or to the student's official assigned Texas Tech University email address. Failure of a student to receive notice does not prevent a judicial proceeding from being carried out.

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. After the student has been advised of the allegation(s), the student shall indicate whether an Administrative Hearing or University Discipline Committee Hearing is preferred. However, a Judicial Hearing 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.
- c. 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 Judicial Hearing Officer or the University Discipline Committee may consider the information and render an administrative decision or University Discipline Committee recommendation.

- d. During the pre-hearing meeting, the Judicial Hearing 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 judicial proceeding (for advisory purposes only, not for representation).

*Advisors.* All students involved in student judicial 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 Judicial Hearing 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 Judicial Hearing 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.

## 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 Judicial Hearing 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 "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. The student(s) named in the allegation(s) will be notified in writing of the allegation(s) and asked to appear before a Judicial Hearing Officer for a pre-hearing meeting. Through this written notification, the Judicial Hearing 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 receive this mail does not prevent the University Discipline Committee from proceeding.
- b. During the pre-hearing meeting, a Judicial Hearing Officer will inform the student of documents and supporting materials to be introduced at the University Discipline Committee Hearing, witnesses to be examined, and the anticipated testimony of the witnesses. Documents and supporting materials may not be considered unless the Judicial Hearing 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 meeting, a Judicial Hearing Officer will inform the student that he or she is to provide Student Judicial Programs with copies of documents and supporting materials he or she plans to present to the University Discipline Committee, 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 Student Judicial Programs of the source and content at least five (5) university working days in advance of the committee hearing.
- c. During the University Discipline Committee Hearing, the University Discipline Committee, Judicial Hearing Officers and the student will have a reasonable opportunity to question witnesses. Hearing proceedings, excluding the deliberations of the University Discipline Committee, will be recorded by the University. The University Discipline Committee chair is responsible for conducting an orderly hearing. 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.
- d. Following the hearing, the University Discipline Committee will recommend to the Director for Student Judicial Programs in writing whether the student is responsible for the alleged violation(s).
  1. If the recommendation is that the student is not responsible for the alleged violation(s), the Director for Student Judicial Programs will be notified in writing of the recommendation

by the University Discipline Committee chair. The Director for Student Judicial Programs will review the recommendation and either accept the recommendation or decide that the accused student is responsible and assigns sanction(s), condition(s) and/or restriction(s). The Director of Student Judicial Programs will notify the student using the written notification procedures outlined in C.1.a, above, within five (5) University working days.

2. If the University Discipline Committee recommends that the student is responsible for the alleged violation(s), the Director for Student Judicial Programs will be notified in writing of the recommendation by the University Discipline Committee chair. In addition, the University Discipline Committee will recommend disciplinary sanction(s), condition(s) and/or restriction(s) and the University Discipline Committee chair will notify the Director for Student Judicial Programs in writing. The Director for Student Judicial Programs will review the recommendation and, if deemed appropriate, amend the sanction(s), condition(s) and/or restriction(s), if any, to be imposed and notify the student in writing using the written notification procedures outlined in C.1.a, above, within five (5) university working days.

- e. The student may utilize the disciplinary appeal procedure in Section E, Disciplinary Appeal Procedure.
- f. In addition to other possible sanction(s), condition(s) and/or restriction(s), 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 Judicial Hearing Officer receives an appropriate response.
- g. All records concerning a student or student organization related to the disciplinary process will remain on file in Student Judicial Programs or University Student Housing for a minimum of seven (7) 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 Vice Provost, Undergraduate Education, or on recommendation of a Judicial Hearing Officer, the physical or emotional well-being of a student, other students, or members of the university community could be endangered; or if the presence of the student would seriously disrupt the normal operations of the University. The Vice Provost, Undergraduate Education or designee will notify the Director for Student Judicial Programs to initiate appropriate disciplinary procedures within five (5) University working days from the date of immediate 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 Student Judicial Programs office and the Texas Tech Police Department.

#### D. **Disciplinary Sanctions, Conditions and/or Restrictions**

A Judicial Hearing Officer may impose sanction(s), condition(s) and/or restriction(s) as a result of an administrative hearing. Additionally, the University Discipline Committee may recommend sanction(s), condition(s) and/or restriction(s) to the Director for Student Judicial Programs as a result of a University Discipline Committee hearing. Through the administrative hearing or University Discipline Committee hearing, the following educational sanctions, conditions and/or restrictions may be assessed when a student is found responsible for misconduct. Potential sanctions, conditions and/or restrictions are not limited to those listed below; items below serve to demonstrate typical student outcomes. 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. Exceptions are made only in cases for which, in the judgment of the Vice Provost, Undergraduate Education, the physical or emotional well-being of the student, other students or other members of the university community may be endangered. In the case of a student organization, a copy of the notification may be sent to the organization's advisor(s) and international or national organization headquarters.

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. 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 Judicial Hearing 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 Judicial Hearing Officer may deny readmission to a student. On denial of a student's readmission, the Vice Provost, Undergraduate Education 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 and 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 Judicial Hearing 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 sanction(s), condition(s), and/or restriction(s), that have been imposed prior to application for re-registration, the Judicial Hearing Officer may deny re-registration to the organization. On denial of an organization's application for re-registration, the Vice Provost, Undergraduate Education 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 and/or student organization's registration. An administrative hold will be placed on the student's record by the Director for Student Judicial Programs 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.
  - 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, that 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.
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. Prohibiting 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.)
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** Any student who has been found responsible for violating the Code of Student Conduct may appeal the disciplinary decision made by a Judicial Hearing Officer. Students may also appeal a decision denying readmission to the University or re-registration of a student organization. Failure to file a written request for an appeal within eight (8) University working days from the date of the decision letter will render the original decision final and conclusive.

## 2. *Grounds for Appeal*

- a. Appeals must be based on:
  1. Procedural error, which fundamentally affected the decision.
  2. Substantive error, *i.e.*, the sanction(s) is not consistent with the gravity of the misconduct.
  3. Newly discovered, relevant information not available at the hearing and sufficient to change the decision.
- b. The specific questions to be addressed on appeal are:
  1. Were the procedures of the Code of Student Conduct followed?
  2. If a procedural error was committed, were the rights of the student or student organization materially violated so as to effectively deny the student or student organization a fair hearing?
  3. Was the hearing conducted in a way that permitted the student or student organization's student representative adequate notice and the opportunity to present information?
  4. Would the newly discovered information presented at the hearing be sufficient to change the decision?

## 3. *Notification of Appeal*

Appeals must be made in writing and in sufficient detail to inform the Judicial Hearing Officer or the University Discipline Appeals Committee of the grounds for appeal. The appeal is not intended to afford a rehearing of the case. This process serves to review the written content and validity of the appeal submitted by the student, the record of the case, decision making procedures, and consideration of newly discovered information, if any. The student may choose to appeal a hearing outcome to either a Judicial Appeals Hearing Officer or the University Discipline Appeals Committee.

## 4. *Administrative or University Discipline Committee Hearing Appeal Procedures*

The student desiring to appeal an administrative or committee hearing decision has eight (8) university working days from date of the decision letter to prepare and submit a written appeal to the Judicial Appeals Hearing Officer indicating whether an administrative or University Discipline Committee hearing is desired. The Judicial Appeals Hearing Officer or the University Discipline Appeals Committee will review materials relevant to the case in the written appeal. The Judicial Appeals Hearing Officer or University Discipline Appeals Committee may choose to do one or more of the following:

- a. Find that the written appeal submitted is not sufficient to establish grounds for appeal, and affirm the decision.
- b. Find that no substantive and/or procedural error has occurred, and affirm the decision.
- c. Refer the matter for a new hearing.
- d. Amend the decision.

5. **Final Decision** The student will be notified of the final disciplinary decision. If referred to a Judicial Appeals Hearing Officer, the decision of a Judicial Appeals Hearing Officer is final. If referred to the University Discipline Appeals Committee, the chair will

communicate in writing the committee's recommendation to the Director for Student Judicial Programs and/or Vice Provost, Undergraduate Education. After reviewing the recommendation, the Director for Student Judicial Programs and/or Vice Provost, Undergraduate Education will determine the final disciplinary decision. In both instances, the Director for Student Judicial Programs and/or the Vice Provost, Undergraduate Education will provide written notice of the final disciplinary decision to the student using the written notification procedure as outlined in C.1.a, above, within five (5) University working days.

## E. **Withdrawal of Consent**

### 1. **Grounds for Removal**

- a. The Judicial Hearing Officer or another University agent acting in accordance with his or her duties may recommend to the Vice Provost, Undergraduate Education that, in accordance with the Texas Education Code, the student have his or her consent to be in attendance at the University withdrawn, if in the judgment of the Judicial Hearing Officer, or the Vice Provost, Undergraduate Education it is determined that:

1. The student has willfully disrupted the orderly operation of the premises; or
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 Vice Provost, Undergraduate Education concurs with the Judicial Hearing 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 Vice Provost, Undergraduate Education and the Texas Tech Police Department. The Director for Student Judicial Programs 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 account prior to 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 and Appeals**

1. A student who has had an administrative hold placed on his or her records under this section must request readmission from the Director for Student Judicial Programs 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 Student Judicial Programs 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 Student Judicial Programs for the removal of the administrative hold, the student must then complete the regular University readmission procedures.

2. If approval for readmission is denied by the Director for Student Judicial Programs, the student may appeal the decision to the Vice Provost, Undergraduate Education. The appeal must be made, in writing, within five (5) University working days from the date the student is notified in writing by the Director for Student Judicial Programs that the student's request has been denied.
3. The Vice Provost, Undergraduate Education, upon receiving an appeal request, shall review the denial decision made by the Director for Student Judicial Programs. The review should be held within five (5) University working days from the date the appeal request is received. The review will be conducted by the Vice Provost, Undergraduate Education or designee. Following the review, the Vice Provost, Undergraduate Education will either uphold the decision made by the Director for Student Judicial Programs or reverse the decision and allow the student to seek reenrollment at the University. The Vice Provost, Undergraduate Education will notify all parties of this decision using the written notification procedures outlined in C.1.a, above, within five (5) University working days of the review.

#### **H. Code of Student Conduct University Committees**

##### **1. University Discipline Committee**

###### **a. Committee Composition**

The University Discipline Committee will conduct disciplinary hearings in referred cases. The committee will be composed of five full-time faculty members, five full-time students and five 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 for Student Judicial Programs. 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 appointed by the Director for Student Judicial Programs and will be a member of the faculty or staff. Five full-time student members will be appointed by the Director for Student Judicial Programs, who will invite recommendations by the President of the Student Government Association and

the President of the Residence Halls Association.

2. Five full-time faculty members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Faculty Senate.
3. Five full-time staff members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Staff Senate.

###### **c. Committee Removals**

The Director for Student Judicial Programs 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 Judicial Hearing 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**

Student Judicial Programs will establish meeting dates and times during which cases will be heard and will also provide scheduling for special meetings as needed. Committee hearings will be conducted by a subgroup of the fifteen (15) committee members.

###### **f. Committee Quorum**

A quorum for the committee consists of four 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 a closed session with only voting members and the resource person present.

###### **h. Additional Committee Members**

The Director for Student Judicial Programs 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. 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 for Student Judicial Programs.

###### **i. Committee Orientation**

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

##### **2. University Discipline Appeals Committee**

###### **a. Committee Composition**

The University Discipline Appeals Committee will conduct disciplinary appeal hearings in requested cases. The committee will be composed of three full-time faculty members, three full-time students and three 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 for Student Judicial Programs. Committee members may be reappointed for consecutive one-year terms.

b. Committee Appointments

University Discipline Appeals Committee appointments will be made as follows:

1. The chair will be appointed by the Director for Student Judicial Programs and will be a member of the faculty or staff.
2. Three full-time student members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Student Government Association and the President of the Residence Halls Association.
3. Three full-time faculty members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Faculty Senate.
4. Three full-time staff members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Staff Senate.

c. Committee Resource Person

A Judicial Hearing Officer, or designee, will serve as a non-voting resource person for the committee.

d. Committee Deliberation

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

e. Committee Removals

The Director for Student Judicial Programs 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.

f. Committee Meetings

Student Judicial Programs will establish meeting dates and times during which cases will be reviewed and will provide for scheduling special meetings as needed. Appeals hearings will be conducted by a subgroup of the nine members from the committee

g. Committee Quorum

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

h. Additional Committee Members

The Director for Student Judicial Programs may appoint additional members of the University Discipline Appeals 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 Appeals Committee will have the same composition of membership, the same duties and the same authority as the original University Discipline Appeals Committee. Cases will be assigned by the Director of Student Judicial Programs.

i. Committee Orientation

Members of the University Discipline Appeals Committee will be required to participate in an orientation facilitated by Student Judicial Programs prior to serving as a member of any disciplinary appeal committee hearing.

3. *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 Vice Provost, Undergraduate Education regarding omissions, clarifications, constructive changes, and other matters relevant to the proper interpretation and operation of the *Code of Student Conduct*.

b. Committee Appointment

1. The chair will be appointed by the Director for Student Judicial Programs 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 Director for Student Judicial Programs who will invite recommendations by the President of the Student Government Association and the President of the Residence Halls Association.
4. Three full-time faculty members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Faculty Senate.
5. Two full-time staff members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Staff Senate.

c. Committee Removals

The Director for Student Judicial Programs 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 Judicial Officer, or designee, will serve as a resource person for the committee and record changes.

e. Committee Meetings

Student Judicial Programs 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 four members.

g. Additional Committee Members

The Director for Student Judicial Programs 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.

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Student Handbook

Approved by the Board of Regents on May 12/13, 2011 Effective  
onday, May 16, 2011

Student Handbook and *Code of Student Conduct* are subject to  
change without notice. Current Student Handbook is available at  
[www.ttu.edu/studenthandbook](http://www.ttu.edu/studenthandbook).

## **PART X**

### **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 Mass Communications**

102 Mass Communications  
(806) 742-3385

##### **University College**

605 Indiana Avenue  
(adjacent to the International Cultural Center)  
(806) 742-7200

##### **College of Visual & Performing Arts**

218 Administration Building  
(806) 742-0700

##### **Office of the Provost**

104 Administration Building  
(806) 742-2184

#### **ACADEMIC FACILITIES**

##### **Academic Support & Facilities Resources (ASFR)**

Texas Tech Plaza, Suite 502  
1901 University Avenue  
(806) 742-3658

#### **UNDERGRADUATE ACADEMIC SUPPORT**

##### **Advising Center at Texas Tech**

79 Holden Hall  
742-2189

##### **IS 1100 Freshman Seminar**

Mass Communications 207  
742-6500 ext 246

##### **SOAR/Learning Center**

80 Holden Hall  
(806) 742-3664

#### **ACTIVITIES**

##### **Tech Activities Board**

020 Student Union Building  
(806) 742-4708

##### **Student Organizations**

Student Union Building  
211 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  
Mailing Address:  
PO Box 41099  
Lubbock, TX 79409

#### **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****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**

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

**Student Counseling Center Reception**

Personal and Academic/Career  
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****Assistant Vice Provost for Student Affairs**

201AA Student Union  
(806) 742-2984

**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) 742-3690 x 225

**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

**Inter-Greek Council**

Student Union, Second Floor  
(806) 742-5433

**GROUND USE REQUESTS****Center for Campus Life**

201 Student Union  
(806) 742-5433

**HANDICAP PARKING****University Parking Services**

Administrative Support Center  
2903 4th Street  
(806) 742-3811

**HARASSMENT – STUDENTS****Assistant Vice Provost for Student Affairs**

201AA Student Union  
742-2984

**Office of Institutional Diversity, Equity & Community Engagement**

162 Administration Building  
(806) 742-7025

**Ombuds Office**

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

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

323 Administration Building  
(806) 742-3627

**Ombuds Office**

024 Student Union (East Basement)  
742-7233

**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

**INFORMATION****Student Union Information Center**

Student Union  
 Outside Barnes & Noble  
 (806) 742-1344

**ID INFORMATION****Student ID Office**

103 Student Union  
 (806) 742-1457

**INFORMATION (Directory)****TTU Campus Operator**

Off-Campus (806) 742-2011  
 On-Campus 0

**INSURANCE (Health)****Ombuds Office**

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

**Student Health Services**

1003 Student Wellness Center  
 (806) 743-2848 (appointments)  
 (806) 743-2860 (other issues)

**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  
 2903 4th Street  
 (806) 742-6277

**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**

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

**ORIENTATION****Center for Campus Life**

201 Student Union  
 (806) 742-5433

**PARENTS****Parent & Family Relations**

025 Student Union  
 (806) 742-3630  
 1-888-888-7409

**PARKING****University Parking Services**

Administrative Support Center  
 2903 4th Street, Rm 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****Office of the Registrar**

103 West Hall  
 (806) 742-3661

**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

### **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 AFFAIRS**

### **Dean of Students**

201AA 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

### **Ombuds Office**

024 Student Union (East Basement)  
(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

## **Senior Vice President for Enrollment Management & Student Affairs**

167 Administration Building  
(806) 742-4360

## **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 – Raider Card**

103 Student Union  
(806) 742-1457

## **Student Judicial Programs**

025 Student Union  
(806) 742-1714

## **Student Legal Services**

307 Student Union  
(806) 742-3289

## **Student Media**

103 Student Media Building  
(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

## **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  
742-1183 x 248

## **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****KTXT-TV Station**

17th & Indiana

(806) 742-2209

**VETERAN SERVICES****Veteran Services**

108 Doak Hall

(806) 742-6877

**WITHDRAWING****Office of the Registrar**

103 West Hall

(806) 742-3661

**XL****Strategies for Learning**

56 Holden Hall

(806) 742-3928

**YEARBOOK****La Ventana**

208 Student Media Building

(806) 742-1583 ext 266





TEXAS TECH UNIVERSITY

## Enrollment Management™

Assistant Vice Provost for Student Affairs

### Student Emergency Contact Information

**TEXAS TECH UNIVERSITY** values the safety and security of its students. In order to maintain communication with students and families during times of crisis and emergency, it is each student's responsibility to regularly update emergency contact information and accurate permanent address, local address and telephone number. Please take a few minutes to provide this information on the form below. *Please Print.*

Student Name \_\_\_\_\_ R# (Tech ID) \_\_\_\_\_  
(First, Middle, Last)

Campus/Local Address, Zip \_\_\_\_\_

Campus/Local Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Permanent Address, State, Zip \_\_\_\_\_ Permanent Phone (\_\_\_\_) \_\_\_\_\_

Updated emergency contact information is crucial in order to communicate with families, significant others, or next of kin during times of student crisis, accidents, and emergencies. Please consider who is most appropriate to act as your emergency contact in these situations.

Emergency Contact Name/s \_\_\_\_\_

Relationship to Student \_\_\_\_\_ Home Telephone (\_\_\_\_) \_\_\_\_\_

Work Telephone (\_\_\_\_) \_\_\_\_\_ Cell Telephone (\_\_\_\_) \_\_\_\_\_

Address, State, Zip \_\_\_\_\_

Thank you for updating your student contact information. Your contact information will be updated with the Office of the Registrar. It is your responsibility to update this contact information regularly at

**[www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu)** and click on MyTech (for Students) tab

Please return to:

Office of the Registrar | 103 West Hall

Box 45015 | Lubbock, Texas 79409-5105 | 806.742.3661



*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 Statement of Ethical Principles**

*“Do the right thing”*

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.



proudly supported by

TEXAS TECH UNIVERSITY

Enrollment Management™





**Texas Tech University**

**Statement of Academic Integrity**

**“Strive for Honor”**

**Academic integrity involves:**

- Taking responsibility for one's own work.
- Being individually accountable.
- Making a personal choice to abide by the standards of intellectual honesty, ethical, behavior, and responsibility.

**Education requires:**

- A shared effort to achieve learning
- The exchange of ideas.
- A bond of mutual trust and respect, which students, faculty, and staff have the collective responsibility to build the entire educational process.

**Academic achievement includes:**

- Scholarship, teaching, and learning, all which are shared endeavors.
- The use of grades as a device used to qualify the successful accumulation of knowledge through learning.
- An underpinning of academic integrity. Adhering to the standards of academic integrity ensures that grades are earned honestly and gives added values to the entire educational process.

**In the final analysis:**

- Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers.
- Ethical behavior and independent thought are essential for the highest level of academic achievement.

**Is it worth it?**

**Integrity Matters . Strive for Honor . Texas Tech University**

Texas Tech University– Quality Enhancement Plan– Academic Integrity  
Student Judicial Programs– <http://www.depts.ttu.edu/studentjudicialprograms>



## 2011-2012 Academic Calendar

	FALL 2011	SPRING 2012	SUMMER I 2012	SUMMER II 2012
Residence Halls Open for Occupancy	Aug. 21	Jan. 15	June 3	July 8
Last Day to Register or Withdraw Without Penalty	Aug. 24	Jan. 18	June 4	July 9
<b>Classes Begin</b>	<b>Aug. 25</b>	<b>Jan. 19</b>	<b>June 5</b>	<b>July 10</b>
Last Day to Declare Pass/Fail Intentions	Oct. 31	March 28	June 25	July 30
Advance Registration for Next Term	Nov. 3-20	April 6-24		
Open Registration Begins	Nov. 21	April 25		
No Exams Except Makeup or Scheduled Lab Exams	Dec. 1-7	May 2-May 8		
Last Day of Classes	Dec. 7	May 8	July 3	Aug. 8
Individual Study Day	Dec. 8	May 9		
Final Examinations	Dec. 9-14	May 10-15	July 5-6	Aug. 9-10
<b>Semester/Term Ends</b>	<b>Dec. 14</b>	<b>May 15</b>	<b>July 6</b>	<b>Aug. 10</b>
Residence Halls Close (with exceptions*)	Dec. 15	May 16	July 7	Aug. 11
Commencement†	Dec. 16-17	May 18-19		Aug. 11
<b>PAYMENTS AND REFUNDS**</b>				
Final Cancellation^	Sept. 15	Feb. 8	June 18	July 23
Last Day to Drop a Course and Receive a Refund (not applicable to students dropping to 0 hours)	Sept. 12	Feb. 3	June 8	July 13
Last Day to Withdraw and Receive Partial Refund	Sept. 22	Feb. 15		
<b>ADD/DROP (changes in schedule), WITHDRAWAL (dropping all courses)</b>				
Student-Initiated Drop/Add, Withdrawal Begin on MyTech	Aug. 25	Jan. 19	June 5	July 10
Last Day to Add a Course	Aug. 30	Jan. 24	June 6	July 11
Last Day to Drop a Course Without Penalty (does not count against drop limit)	Sept. 12	Feb. 3	June 8	July 13
Last Day to Drop a Course (counts against drop limit)	Oct. 31	March 28	June 25	July 30
Last Day to Transfer Between Colleges	Nov. 21	April 25	June 25	July 30
Last Day to Withdraw from the University	Dec. 2	May 3	June 29	Aug. 6
<b>DEADLINES RELATED TO GRADUATION</b>				
Last Day for <b>Undergraduate</b> Degree Candidates to Remove I and PR Grades, Complete Final Exams for Correspondence	Dec. 2	May 4	June 29	Aug. 6
Graduate School—Last Day to File Statement of Intent to Graduate	Sept. 15	Feb. 3	June 12	
Graduate School—Last Day to File Defense Notification	Sept. 30	Feb. 29	June 8	
Last Day to Order Invitations/Academic Regalia at Bookstore	Oct. 24	March 21	June 15	
Graduate School—Last Day to Defend Thesis/Dissertation and Pay Thesis/Dissertation Fee	Oct. 21	March 28	June 29	
Graduate School—Last Day to Submit Final Defense Reports	Oct. 24	March 29	July 2	
Graduate School—Last Day to Submit Final Draft of Thesis/Dissertation	Nov. 4	April 6		July 9
Graduate School—Last Day to Remove Grades of I, PR or CR	Nov. 18	April 20		July 12
Graduate School—Last Day for Reports on Final Comprehensive Exams and Interdisciplinary Portfolio Results	Nov. 18	April 25		July 11
Graduate School—Last Day to Submit Final Corrected PDF of Thesis/Dissertation	Nov. 28	May 1		July 31
<b>HOLIDAYS AND VACATION DAYS</b>				
Labor Day Holiday	Sept. 5			
Student holiday (does not apply to School of Law)	Oct. 10-11			
Thanksgiving Vacation	Nov. 23-27			
Martin Luther King Jr. Day		Jan. 16		
Spring Vacation		March 10-18		
No Classes		April 9		
<b>INTERSESSION AT JUNCTION</b>				
Interession Classes at TTU Center at Junction Campus			May 16-31	
<b>FACULTY-RELATED INFORMATION</b>				
Faculty on Duty	Aug. 22	Jan. 17	June 4	July 9
Mid-Semester Grades Due Via Raiderlink	Oct. 24	March 21		
Raiderlink Available for Grading	Dec. 5	May 7		
Grades Due for Graduating Students Via Raiderlink	Dec. 15	May 16		
Final Grades Due Via Raiderlink	Dec. 17	May 18	July 8	Aug. 12

\* See detailed chronological calendar at [www.depts.ttu.edu/officialpublications/calendar/index.php](http://www.depts.ttu.edu/officialpublications/calendar/index.php) for explanation of exceptions.









\*\* See Finance section of catalog for details of payment arrangements, dates, and refunds.

† Schedule of commencement ceremonies can be found at [www.depts.ttu.edu/provost/commencement/index.php](http://www.depts.ttu.edu/provost/commencement/index.php).

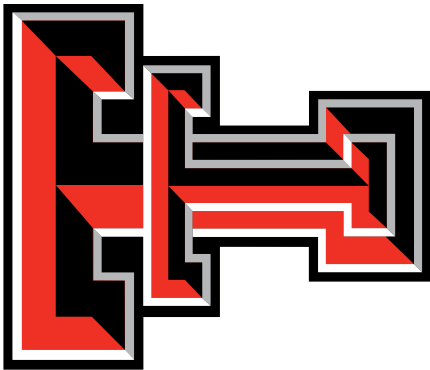
^ Students who are not enrolled in a payment plan or have not paid 100% of mandatory tuition and fees will have credit hours removed from their course(s) and will remain financially responsible for their charges in full. Cancellation fees will be assessed and subject to collection.

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CENTRAL HEATING AND COOLING PLANT #1	2C	PRINTTECH	3C
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	RESIDENCE HALLS		TIME LIMIT
	COMMUTER NORTH	M	TWO WHEEL
	COMMUTER WEST	H	ADA
	COMMUTER SATELLITE		VISITOR PARK & PAY
	LOT CLOSED	F	FORUM AREA

SYMBOLS ON MAP ONLY INDICATE APPROXIMATE LOCATION OF PARKING SPACES AND DO NOT REPRESENT ACTUAL NUMBER OF PARKING SPACES IN LOT.



1

2

3

4

