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I, Ben Lock, the duly appointed and qualified Secretary of the Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the Minutes of the Texas Tech University System Board of Regents meeting on May 10-11, 2007.

Ben Lock
Secretary

Seal

PART IX

Code of Student Conduct

Texas Tech University

The *Code of Student Conduct* at Texas Tech University is administered through Student Judicial Programs and is based on promoting education and a tradition of excellence regarding student behavior. The goal of the *Code of Student Conduct* is that acceptable standards of behavior are communicated to, understood, and upheld by the students of Texas Tech University.

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

A. General Policy

Freedom of discussion, inquiry and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood. Accordingly, the university community has developed standards of behavior pertaining to students and to registered student organizations. Students and registered student organizations (hereafter referred to only as students) 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 Office of the Vice President for Student Affairs, in conjunction with the Dean of Students, Student Judicial Programs and the Department of Housing and Residence Life 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 classified 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 or prohibited behavior 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 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 unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor(s) or the attempt to commit such an act.

a. "Cheating" includes, but is not limited to;

1. Copying from another student's test paper or devices.
2. Using unauthorized materials during a test or other assignment.
3. Failing to comply with instructions given by the person administering the test.
4. Possession of materials during a test which are not authorized by the person administering the test, such as class notes or other unauthorized aids. The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
5. Using, buying, stealing, transporting, selling or soliciting in whole or part items including, but not limited to, the contents of an unadministered test, test key, homework solution, or computer program.
6. Collaborating with, seeking aid, or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority.
7. Discussing the contents of an examination with another student who has taken or will take the examination without authority.
8. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, or complete any course-related assignment; including but not limited to, signing in/registering attendance for another student without permission from the instructor.
9. Paying or offering to pay money or other valuables or coercing another person to obtain items including, but not limited to, an unadministered test, test key, homework solution or computer program, or information about an unadministered test, test key, homework solution or computer program.
10. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
11. Taking, keeping, misplacing, or damaging 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.
12. Possession at any time of current or previous test materials without the instructor's permission.

b. "Plagiarism" includes, but is not limited to;

1. 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 altering of any official record of the university and/or submitting false information.
2. Omitting requested information that is required for, or related to, any academic record of the university. Academic records include, but are not limited to; applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms used by the Office of the Registrar. *A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree and withdrawal of a diploma.*

- e. "Misrepresenting facts" to the university or an agent of the university includes, but is not limited to;
 - 1. Providing false grades or resumes.
 - 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/IntegrityMatters>.

4. *Firearms, Weapons and Explosives*

- a. 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 Residence Hall Policies and Procedures for specific approved devices allowed in the residence halls.

5. *Flammable Materials/Arson*

- a. Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire.
- b. Attempting to ignite and/or the action of igniting university and/or personal property on fire either by intent or through reckless behavior which results, or foreseeably results, in 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 university students, members of the university community, or campus visitors.
- d. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, eRaider account information and/or personal check.
- 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*

- a. Conduct which threatens or endangers the health or safety of self or others, including, but not limited to, acts such as physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
- b. Intentional or reckless conduct which endangers the health or safety of self or others.
- c. Behavior that disrupts the normal operation of the university, including its students, faculty and/or staff.
- d. Sexual misconduct that involves:
 - 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. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's (I) academic pursuits, (II) university employment,

(III) participation in activities sponsored by the university or organizations or groups related to the university, or (IV) opportunities to benefit from other aspects of university life.

- e. Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization.
 - f. Actions involving free expression activities are covered in Part VII, Section F.
8. *Gambling, Wagering, Gaming and/or Bookmaking*
- a. Gambling, wagering, gaming or bookmaking as defined by federal, state, and/or local laws is 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 or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students. Consent and/or acquiescence by a student or students subjected to hazing is not a reasonable defense in a disciplinary proceeding. Hazing includes, but is not limited to:

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

NOTE: See Texas Education Code, Sections 37.151-37.155 and Section 51.936 at <http://tlo2.tlc.state.tx.us/statutes/edtoc.html>.

10. *False Alarms or Terroristic Threats*

- a. 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*

- a. 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.

- 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, logotype, registered marks or symbols of the university; however, registered student organizations are permitted to use the word "Tech" as a part of their organizational names or to use the complete statement "a registered student organization at Texas Tech University."
- d. Unauthorized use of the university's name to advertise or promote events or activities in a manner which suggests sponsorship and/or recognition by the university.

13. *University Parking Services*

- a. Violation of university Traffic and Parking regulations.
- b. Obstruction of the free flow of vehicular and/or pedestrian traffic on university premises.

NOTE: See University Parking Services at
<http://www.depts.ttu.edu/studentjudicialprograms/KnowtheCode.htm>.

14. *Department of Housing and Residence Life Regulations*

- a. Violation of rules that govern behavior in the campus residence and/or dining halls as stated in the F.Y.R.E. Handbook and/or other notifications or publications provided by the Department of Housing and Residence Life.

NOTE: See Housing and Residence Life Policies at
<http://www.depts.ttu.edu/studentjudicialprograms/KnowtheCode.htm>.

15. *Student Recreation and Aquatic Center Regulations*

- a. Violation of rules that govern behavior in the Student Recreation Center and Aquatic Center.

NOTE: See Student Recreation and Aquatic Center Regulations at
<http://www.depts.ttu.edu/studentjudicialprograms/KnowtheCode.htm>.

16. *Failure to Comply*

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

17. *Abuse, Misuse or Theft of University Computer Data, Programs, Time, Computer or Network Equipment*

- a. Unauthorized use of computing and/or networking resources including, but not limited to, private information and passwords.
- b. Use of computing and/or networking resources for unauthorized or nonacademic purposes including, but not limited to, illegal access.
- c. Unauthorized attempted or actual accessing, copying, transporting or installing programs, records, data, material or software belonging to the university, another user, or another entity..
- 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 financial gain.
- f. Access, creation, storage, or transmission of material deemed offensive, indecent, or obscene other than for official academic purpose.g. Attempted or actual destruction, disruption or modification of programs, records or

- data belonging to the university or another user or destruction of the integrity of computer based information.
- h. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the university's computing and/or networking systems; or through such actions, causing a waste of such resources (i.e. people, capacity, computer).
- i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails to parties with whom you have no existing business, professional or personal acquaintance).
- j. Use of computing and/or network resources to engage in activity that may harass, threaten, or abuse others.
- k. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.

NOTE: See Information Technology Security Policies at
<http://www.depts.ttu.edu/studentjudicialprograms/KnowtheCode>.

18. *Providing False Information or Misuse of Records*

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

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

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

NOTE: Refer to University Parking Services at
<http://www.depts.ttu.edu/studentjudicialprograms/KnowtheCode.htm>.

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

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

21. *Violation of Federal, State and/or Local Law*

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

22. *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 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 body prior to and/or during the disciplinary proceeding.
- g. Harm, threat of harm or intimidation either verbally, physically or written, of a member of a disciplinary body prior to, during and/or after disciplinary proceedings.
- h. Influencing or attempting to influence another person to commit an abuse of the discipline system.
- i. Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook.
- 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 Officer.

C. Disciplinary Procedures

To file an alleged *Code of Student Conduct* violation, including an incident report from the Department of Housing and Residence Life, the Texas Tech Police Department, any other law enforcement agency or member of the university community, against a student, individuals may meet with a university official and shall deliver a written allegation describing the action or behavior to Student Judicial Programs. The written allegation should be received by Student Judicial Programs within twenty university working days of the alleged incident to initiate disciplinary procedures. Filings that are submitted after more than twenty 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 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 this information is insufficient to warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question. A Judicial 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 Officer. Through this written notification, a Judicial Officer will assign a specified date and time (outside the academic schedule) for the student to meet with the Judicial Officer, unless another date and time is otherwise requested by the student. 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. Failure of a student to receive First Class US Mail or Campus Mail does not prevent the disciplinary process from proceeding. If mailed, notification is to be mailed in First Class US Mail or Campus Mail.

NOTE: Students are advised to keep their most current local address, permanent address, and email address updated in TechSIS as well as a local contact telephone number.

- b. In any disciplinary proceeding, the student has the right to:
 1. Notification of the alleged misconduct.
 2. Know the source of the allegation(s).
 3. Know the specific alleged violation(s).
 4. Know the sanctions, conditions and/or restrictions that may be imposed because of the alleged misconduct.
 5. Be accompanied by an advisor at any student judicial proceeding (for advisory purposes only, not for representation).
 - a. 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. 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 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 hearing officer upon written request five (5) university working days in advance of the scheduled hearing date.
 6. Refrain from making any statement relevant to the allegation(s).

7. Know that any statements made by the student can be used during the proceeding.
 - c. After the student has been advised of the allegation(s), the student shall indicate whether an administrative or a discipline committee hearing is preferred. However, a Judicial Officer has the authority in all cases to designate whether an administrative or committee hearing will be held notwithstanding the student's request.
 - d. After notice has been given to the student, the university may proceed to conduct either an administrative or a discipline committee hearing and deliver a decision or recommendation respectively. The administrative or 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 Officer or the University Discipline Committee may consider the information and render an administrative decision or discipline committee recommendation. Notice is deemed to have been given when written notification is placed in US Mail or campus mail no less than eight university working days prior to the hearing or personally delivered at any time prior to the hearing. The written notification is given when the notice is addressed to the student's last known official, local address as provided by the student to the Registrar's Office or registered student organization to the Center for Campus Life and/or Student Union and Activities.
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 Officer will provide written notification to the student of the decision and, if any, the sanction(s), condition(s) and/or restriction(s) to be imposed.
 - c. The student may utilize the disciplinary appeal procedures in Section E, Disciplinary Appeals Procedure.
 3. Committee Hearing
 - a. A "Notification of Violation and Pending Disciplinary Hearing" will be delivered in person or sent to the student's last known official, local address as provided by the student or registered student organization to the Registrar's Office, the Center for Campus Life, and/or Student Union and Activities. If mailed, notification is to be mailed by US Mail or campus mail. Failure of a student to receive this mail does not prevent the University Discipline Committee from proceeding.
 - b. A Judicial Officer and the student will inform each other of documents to be introduced, witnesses to be examined and the anticipated testimony of the witnesses. Information and/or supporting materials may not be considered unless the student and the university's representative have been advised of the source and content at least five university working days in advance of the committee hearing.
 - c. The University Discipline Committee, Judicial Officers and the student will have a reasonable opportunity to question witnesses. Hearing proceedings, excluding the deliberations of the University Discipline Committee, will be tape recorded by the university. The confidential hearing will be closed unless the student requests to a Judicial Officer, in writing, within five university working days from the date of the "Notification of Violation and Pending Disciplinary Hearing" that the hearing be open to the public. 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, by consensus, 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 assign sanctions, conditions and/or restrictions. The Director of Student Judicial Programs will notify the student in writing of the disciplinary decision within five university working days.

2. If the University Discipline Committee recommends that the student is responsible for the alleged violation(s), the Director of 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 necessary, amend the sanction(s), condition(s) and/or restriction(s), if any, to be imposed and notify the student in writing via US Mail or campus mail of the final disciplinary decision within five university working days.
 - e. The student may utilize the disciplinary appeal procedures in Section E, Disciplinary Appeals Procedure.
 - f. In addition to other possible sanctions, conditions and/or restrictions, and in the event that a student fails to respond to written notification, an administrative flag may be placed on the student records to prevent further registration and transcript receipt. The administrative flag will remain until such time as the Judicial Officer receives an appropriate response.
 - g. All records concerning a student related to the disciplinary process will remain on file in Student Judicial Programs for seven years from the date the case is completed through an administrative or discipline committee hearing and/or disciplinary appeal procedures. Records pertaining to registered student organizations will remain on file for a minimum of seven years.
4. Immediate Temporary Suspension
- If in the judgment of the Vice President for Student Affairs, the Dean of Students, or on recommendation of a Judicial Officer or other university officials, the physical or emotional well-being of a student or other students or members of the university community could be endangered or if the presence of the student would seriously disrupt the normal operations of the university, a student may be temporarily suspended pending completion of disciplinary procedures. The Vice President for Student Affairs, the Dean of Students, or designee will notify the Director of Student Judicial Programs to initiate appropriate disciplinary procedures within five university working days from the date of temporary suspension.

D. Disciplinary Sanctions, Conditions and/or Restrictions

A Judicial Officer may impose sanctions, conditions and/or restrictions as a result of an administrative hearing. Additionally, the University Discipline Committee may recommend sanctions, conditions and/or restrictions to the Director of 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. 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 President for Student Affairs or the Dean of Students, the physical or emotional well-being of the student, other students or other members of the university community may be endangered.

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 via US Mail or campus mail to the student that the action in question was misconduct. 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.
 - 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. Additional misconduct or failure to comply with university policies, rules and/or standards and any other requirement stipulated for the probationary period may result in additional sanctions, conditions, and/or restrictions.

d. Time-Limited Disciplinary Suspension:

Time-limited disciplinary suspension is a period of time in which a student may not attend class or participate in university related activities as the student is withdrawn and separated from the university for a specified time period. The status of disciplinary suspension will be shown on the student's academic record, including the transcript or student organization's registration, during the period of disciplinary suspension. During disciplinary suspension of a registered student organization, the registration and privileges of the organization are suspended. Upon written request by the student to the University Registrar or by the registered student organization's representative to the Center for Campus Life and/or Student Union and Activities, the notation of disciplinary suspension will be removed from the transcript or registration upon readmission or the completion of the disciplinary suspension period. Notification of disciplinary suspension of a student will indicate the date on which the disciplinary suspension begins, the earliest date, if any, upon which the application for student readmission or student organization re-registration will be considered. The Judicial Officer may deny a student's or student organization's request for readmission or registration, respectively, if the student's or student organization's misconduct during a period of disciplinary suspension would have warranted additional disciplinary action. Similarly, if the student has failed to satisfy any sanctions, conditions and/or restrictions that have been imposed prior to application for readmission or registration, the Judicial Officer may deny readmission to a student or deny registration to a student organization. On denial of a student's readmission or of a student organization's re-registration, the Dean of Students will set a date when another application for readmission or registration may again be made. A student may appeal denial of readmission or re-registration in accordance with the disciplinary appeals process. (See Section E, Disciplinary Appeals Procedure.)

e. Disciplinary Expulsion:

Disciplinary expulsion occurs when the student is permanently withdrawn and separated from the university. The status of expulsion will be shown on the student's academic record, including the transcript or student organization's registration. These sanctions may be accompanied by conditions and/or restrictions.

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, which may take the form of appropriate service and/or monetary or material replacement.
- e. Monetary assessment owed to the university.
- f. Completion of an alcohol or drug education program.
- g. Referral to the Raider Assistance 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.
 - b. Denial of eligibility for holding office in registered student organizations.
 - c. Denial of participation in extracurricular activities.
 - d. Prohibited access to university facilities and/or prohibited direct or indirect contact with members of the university community.
 - e. Loss of privileges on a temporary or permanent basis.
 - f. Withdrawal of university funding (Student Government Association, departmental, Student Services Fees, etc.)
 - g. 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>.

E. Disciplinary Appeal Procedures

1. Appeal Process

Any student who has received sanctions, conditions, and/or restrictions may appeal the disciplinary decision made by a Judicial 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 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. Issues of substantive or procedural errors which were prejudicial and which were committed during the disciplinary process.
 2. Newly discovered relevant information that was not available at the administrative or committee hearing.
- 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

The appeal must be made in writing in sufficient detail to inform the Judicial 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 and decision making procedures. The student may choose to appeal a hearing outcome to either a Judicial Appeals 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 university working days from date of the decision letter to prepare and submit a written appeal to the Judicial Appeals Officer indicating whether an Administrative or University Discipline Committee hearing is desired. The Judicial Appeals Officer or the University Discipline Appeals Committee will review materials relevant to the case in the written appeal. The Judicial Appeals Officer or University Discipline Appeals Committee may:

- 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. Find that the relevant new materials and written appeal submitted were sufficient to establish that based on the preponderance of evidence, the alleged misconduct had not occurred. The decision may be amended by the Judicial Appeals Officer or the University Discipline Appeals Committee who may refer the matter for a new hearing.
- d. Find substantive and/or procedural errors that effectively denied the student or student organization due process. In this event, the decision may be amended by the Judicial Appeals Officer or the University Discipline Appeals Committee who will refer the matter for a new hearing.
- e. In cases where a student is seeking readmittance or a student organization is seeking re-registration, the Judicial Appeals Officer or the University Discipline Appeals Committee may affirm the decision or recommend that the student be readmitted or the organization be re-registered.

5. Final Decision

The student will be notified of the final disciplinary decision. If referred to a Judicial Appeals Officer, the decision of a Judicial Appeals Officer is final. If referred to the University Discipline Appeals Committee, the chair will communicate in writing the committee's recommendation to the Dean of Students. After reviewing the recommendation, the Director of Student Judicial Programs and/or the Dean of Students will determine the final disciplinary decision. In both instances, the Director of Student Judicial Programs and/or the Dean of Students will provide written notice of the final disciplinary decision to the student within five university working days via U.S. Mail or campus mail.

F. Withdrawal of Consent

1. Grounds for Removal

- a. The Judicial Officer or another university agent acting in accordance with his or her duties may recommend to the Dean of Students or the Vice President for Student Affairs that in accordance with the Texas Education Code the student have his/her consent to be in attendance at the university withdrawn if in the judgment of the Judicial Officer, the Dean of Students or the Vice President for Student Affairs 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 Dean of Students or Vice President for Student Affairs concurs with the Judicial 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 days to determine the student's status at the university. Permission to be on university premises must be coordinated through the Dean of Students and the Texas Tech Police Department. The Director of Student Judicial Programs will notify all parties of the final decision in writing via U.S. Mail within five university working days of the hearing.

2. Registration Flag Following Withdrawal of Consent

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

NOTE: See Texas Education Code, Sections 51.233-51.244 at <http://www.capitol.state.tx.us/statutes/ed.toc.htm>.

G. Readmission Procedures and Appeals

- 1a. A student who has had an administrative hold placed on his or her records under this section must request readmission from the Director of Student Judicial Programs at least three 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.

- 2b. If approval for readmission is denied by the Director for Student Judicial Programs, the student may appeal that decision to the Dean of Students. The appeal to the Dean of Students must be made, in writing, within five university working days from the date the student is notified in writing by the Judicial Officer that the student's request has been denied.
- 3e. The Dean of Students, upon receiving an appeal request, shall review the denial decision made by the Director for Student Judicial Programs. The review meeting should be held within five university working days from the date that the Dean of Students receives the appeal request. The meeting will be conducted by the Dean of Students or the Dean of Student's designee. Following the meeting, the Dean of Students will either sustain the decision made by the Director for Student Judicial Programs or reverse the decision and allow the student to attempt reenrollment at the university. The Dean of Students will notify all parties of this decision in writing via U.S. Mail within five university working days of the meeting.

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

c. Committee Recorder

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

d. Committee Meetings

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

e. 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.

f. Committee Deliberation

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

g. 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.

h. Additional Committee Sections and/or Members

The Director for Student Judicial Programs or designee may appoint additional sections and/or members of the University Discipline Committee to expedite the orderly disposition of cases and/or to aid in the administration of disciplinary action within the university. The additional sections and/or 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, and additional sections will be alphabetically designated. Each section will function as a separate and independent unit in helping dispose of the caseload in the university disciplinary process. Cases will be assigned by the Director of 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 appellate 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 re-appointed 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.
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 Recorder

A Judicial 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 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 Sections and/or Members

The Director for Student Judicial Programs may appoint additional sections and/or 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 sections and/or 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, and the additional sections will be alphabetically designated. Each section will function as a separate and independent unit in helping dispose of the appeal

caseload in the university disciplinary process. 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 President for Student Affairs regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the *Code of Student Conduct*. The *Code of Student Conduct* Review Committee is composed of three full-time faculty members, two full-time staff members, two full-time undergraduate students and one full-time graduate student. Faculty and staff will be appointed for one three-year term, and undergraduate/graduate student(s) will be appointed for a single one-year term.

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.
4. Three full-time faculty members will be appointed by the Director for Student Judicial Programs who will invite a recommendation 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 a recommendation by the President of the Staff Senate.

c. Committee Recorder

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

d. 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.

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 Sections and/or Members

The Director for Student Judicial Programs may appoint additional sections and/or members of the *Code of Student Conduct* Review Committee to expedite the review process of the code. The additional sections and/or 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, and the additional sections will be alphabetically designated.

h. *Code of Student Conduct* Committee Orientation

Members of the *Code of Student Conduct* Committee will be required to participate in an orientation facilitated by Student Judicial Programs prior to review of the *Code of Student Conduct*.

Part IX *Code of Student Conduct*

Student Handbook

Approved by the Board of Regents May 10-11, 2007

Effective Day, May 14, 2007

EXECUTIVE SUMMARY

Proposed revisions to the *Code of Professional and Academic Conduct of the Student Affairs Handbook 2007-2008* are noted in the attached document.

Code of Student Conduct

Section A: Editorial changes to Title Page include:

1. Add "Rev. Date"

Section B: Editorial changes to "Part I. FORWARD include:

Subsection: B. Tobacco-Free Environment

1. Add "(HSC OP 10.19)" to B.1. line 5.

Subsection: F. Definitions

1. Renumber entire subsection
2. Remove "any person" from F.3., line 1 and Replace with "a member of the University community";
3. Remove "another member of the University community submitted the Complaint" from F.3. and Replace with "the victim is not acting as a Complainant" to F.3., line 5.
4. Add "an anonymous report or a report by a person who is not a member of the University community shall not constitute a Complaint of Misconduct. However, such report may initiate an investigation and/or filing of a Complaint of Misconduct by an appropriate University official." to F.4., line 3.
5. Add "F.5. Conduct Board reference F. Definitions, # 22"
6. Add "and catalog" to F.11, line 3.
7. Add "F.12. Department Chair means the Chair is charged primarily with mentoring and guiding faculty, overseeing Department administrative support, and serving as an interface between faculty and the administration of the School and Texas Tech University Health Sciences Center (TTUHSC). Matters of student misconduct and academic deficiency that are addressed from faculty/program directors etc. are referred to the Department Chair and if not resolved refer to the appropriate Student Conduct Administrator for each school."
8. Add "appropriate Associate Dean for Administration and Student Affairs" to F.21.c.
9. Add "Associate Dean" to F.21.d.
10. Remove "Associate" and Replace with "Assistant" to F.21.e.
11. Remove "Council" and Replace with "Faculty to F.22.ii.
12. Remove "the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows" and Replace with "the Student Conduct Board shall be comprised of the following" to F.22.d.
13. Remove "i. Associate Dean, who serves as the Chair of the Student Conduct Board (if the Complaint involves a program under the supervision of the Associate Dean, the Dean will appoint an alternate chair of the Student Conduct Board.; ii.

Two (2) students from programs not directly involved with the Complainant or the Accused Student; and, iii. Two (2) faculty members from programs not directly involved with the Complainant or the Accused Student.” and Replace with “i. The Associate Dean serves as the Student Conduct Administrator and he/she will appoint a Student Conduct Board comprised of the following; ii. One (1) faculty member who will serve as Chair; iii. Two (2) faculty members not directly involved with the case; iv. Two (2) student not directly involved with the case.” to F.22.d.

14. Add “is valid” to F.23. line 5.

Section C: Editorial changes to “Part II. Code of Professional and Academic Conduct (Student Code) include:

Subsection: D. Misconduct

D.8. False Alarms or Terrorist Threats

1. Add “Automatic External Defibrillators (AED)” to D.8., line 3.

Subsection: D.19. Academic Misconduct

1. Remove “unadministered test” from 19.c.iii. and Replace with “examination”.

2. Remove “unadministered test” from 19.c.viii. and Replace with “examination”.

3. Remove “or not to” 19.vi. Line 3.

4. Remove “not” to Item 19.vi. Line 4.

5. Add “xvii. Possession during an exam of prohibited materials, including but not limited to study/review materials, class notes, review questions, etc.” to Item 19.c.

Subsection: E. Other Professional and Ethical School Standards

E.2. Remove “a. Recognizing that nursing is a profession that demands the highest standards of honesty and integrity, the TTUHSC School of Nursing (SON) mandates that its students, faculty and administration be responsible for maintaining personal, professional and institutional standards in order to bring about a positive reflection upon themselves, the School and the nursing profession. Committing the misconduct identified in Part II.D above and/or failure to comply with the following will be addressed in a firm manner commensurate with the violation. i. American Nurses’ Association *Code of Ethics for Nurses*; ii. Texas Board of Nurse Examiners Nursing Practice Act (if applicable); and, iii. Standards of Professional Nursing Practice and Unprofessional Conduct Rules. b. The above enumerates the standards required for a safe and sound professional nursing practice. In some situations, reporting to the Board of Nurse Examiners for the State of Texas is required.” and

Replace with “a. All students entering into the TTUHSC SON are required to subscribe to the standards and codes of the profession. b. TTUHSC SON students as nursing professionals,

are expected, not only by patients, but also by society as a whole to adhere to: i. American Nurses Association (ANA) Code of Ethics for Nurses, and the; ii. Texas Board of Nurse Practice/Unprofessional Conduct Rules; c. Students who fail to uphold and/or comply with the above codes and standards for safe and professional nursing practice will be considered in violation of the law and/or professional nursing standards."

Subsection: F. Disciplinary Procedures

1. Add after subtitle "Academic issues, such as grading and promotion issues, should be addressed by each school's policies and procedures."

Subsection: F.1. Nature of Proceedings.

1. Remove "Procedures under this section are specifically not intended to follow courtroom or judicial procedures."
2. Remove "procedures" and Replace with "proceedings"
3. Remove "Disciplinary proceedings at TTUHSC are not restricted by rules of evidence or procedures governing criminal and civil proceedings." and Replace with "These proceedings are not specifically intended to follow, or be restricted by, courtroom or judicial procedures, including the rules of evidence. In addition, these proceedings are not intended for grading and promotions issues, which should be addressed under individual School policies for that purpose." F.1.

Subsection: F.2. Procedural Deviations

1. Remove subtitle "Notices" and Replace with "Note".
2. Renumber subsection.

Subsection: F.3. Filing Complaint

1. Add " Prior to filing a Complaint, a preliminary investigation/discussion with a supervisor (program director, chair, etc.) must be done prior to formal filing of a Complaint. If there is a basis for the Complaint the" to F.3.a.
2. Remove "within five (5) business days from the date of the Student Conduct Administration's letter to the Accused Student." from F.3.b.
3. Remove "Part II.F.5" and Replace with "Part II.F.4" in F.3.d.i.
4. Add "Part II.G." to F.3.d.i., line 4.
5. Remove "for a time not less than five (5) business days but no more than" and Replace with "within" to F.3.e., line 1.
6. Add "In the case of inclement weather, the chair of the Student Conduct Board will notify all parties of any cancellation or schedule changes." to Item F.3.e., line 5.

Subsection: F.4. Student Conduct Board Hearings

1. Add " Any member of the Student Conduct Board whose participation is challenged shall be required to establish to the Student Conduct Board chair that the member can serve with fairness and objectivity. If he cannot establish his or her fairness and objectivity to the Student Conduct Board, the chair will ask the member to recuse himself or herself and a

substitute will be appointed by the Student Conduct Administrator.” to F.4.

2. Remove “The Complainant and the Accused Student may be assisted by advisors they choose, at their own expense.” from F.4.i.
3. Remove “...and the Student Conduct Board may elect to utilize available pro bono counsel from the Texas Tech University School of Law based on best practice.” from F.4.i.
4. Add “The University will provide legal counsel for the Student Conduct Board if the SCB Chair deems it necessary.” to F.4.i.
5. Add “a simple majority (more than half of the votes cast) of members present at a duly called meeting” to Item F.5.I., line 4.

Subsection: G. Sanctions

1. Remove “TTUHSC” and Replace with “their current program” from G.1.h.
2. Add “to TTUHSC” to Item G.1.h., end of sentence.

Subsection: H. Request for Reconsideration to Appellate Board

1. Remove “Except as required to explain the basis of new information, the review by the Appellate Board shall be limited to the written Request for Reconsideration and the record of the Student Conduct Board Hearing and any supporting documentation.” from H.2.
2. Remove “regarding” and Replace with “in response to” from H.2., line 2.
3. Remove from H.3. “a. Whether the Student Conduct Board Hearing was conducted fairly in light of the charges and the information presented, and in conformity with procedures herein giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to the allegations. Deviations from the procedures herein will not be a basis for reconsideration unless **significant** prejudice results; b. Whether the Findings regarding the Accused Student were based on substantial information, that is, whether there were facts in the case that, if believed by the Student Conduct Board, were sufficient to establish that a violation of the Student Code occurred; c. Whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed; and,” and
Replace with “a. Whether a procedural deviation occurred that substantially affected the outcome of the case;” in H.3.
4. Add “The written decision of the original board must go to the Dean for review.” to H.3.b.
5. Remove “Depending on the Findings and Recommendations of the Appellate Board with respect to Part II.H.3 above, the Appellate Board must by majority vote either recommend to the Dean that the Student Conduct Board’s Findings and

Recommendations be upheld or return the Complaint of Misconduct to the original Student Conduct Board and Student Conduct Administrator for reopening of Student Conduct Board Hearing to allow reconsideration of the original Findings and Recommendations.” from H.4. and Replace with “The Appellate Board’s review of the appeal shall be limited to the verbatim record of the Student Conduct Hearing and supporting documents, as well as any written submissions by the Accused Student, the Complainant and/or the Chair of the Student Conduct Board. The appellate procedure is not intended to provide a new hearing to the Accused Student or the Complainant. The Appellate Board must by majority vote either: a. recommends to the Dean that the Student Conduct Board’s Findings and Recommendations be upheld; b. return the Complaint of Misconduct to the original Student Conduct Board and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original Findings and Recommendations; or c. recommends to the Dean that another Student Conduct Board, consisting of person not part of the original Student Conduct Board Hearing, be convened to rehear the Complainant of Misconduct, if the Appellate Board believes that a procedural deviation occurred that substantially affected the outcome.” to H.4.

6. Remove “In the event the Appellate Board believes that there was a deviation from designated University procedures resulting in significant prejudice to the Accused Student, the Appellate Board may recommend to the Dean that another Student Conduct Board, consisting of persons not part of the original Student Conduct Board Hearing, be convened to rehear the Complaint of Misconduct. However, in such case, the Findings and Recommendations of the second Student Conduct Board will be forwarded to the Dean, who will issue a final decision regarding the Complaint of Misconduct.” From H.5. and replace with “If the Appellate Board recommends to the Dean that the Student Conduct Board’s Findings and Recommendations be upheld (Part II.H.4.a.) the Dean’s decision regarding the complaint shall be final and binding on all involved.” To H.5.
7. Remove “If the Appellate Board recommends to the Dean that the Student Conduct Board’s Findings and Recommendations be upheld, the Dean’s decision regarding the Complaint shall be final and binding on all involved.” from H.6. and Replace with “Complaint of Misconduct is returned to the original Student Conduct Board for reopening (Part II.H.4.b.), or the Dean convenes another Student Conduct Board to rehear the Complaint of Misconduct (Part II.H.4.c.), the Findings and Recommendations of the Student Conduct Board will be forwarded directly to the Dean, who will issue a final decision regarding the Complaint of Misconduct.” to H.6.

Subsection: I. Interpretation and Revision

1. Remove "Conduct Administrators" and Replace with "Affairs representatives" in I.2.

Section C: Editorial changes to "Part III. Withdrawal of Consent"

Subsection: A. Recommendation to Withdraw Consent During Periods of Disruption

1. Remove "Program" and Replace with "Department Chair within" from A.2.

Subsection: B. Concurrence by Dean

2. Remove "Program Director's/" and Replace with "Department Chairs" from B.1.

Subsection: D. Hearing

3. Remove "Program Director/" and Replace with "Department Chair" from D.2.c.

Section D: Editorial changes to "Part IV. Student Records"

Remove "Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility, for more information visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html>. and Replace with "'The Family Educational Rights and Privacy Act of 1974 ("FERPA") (20 U.S.C.A. Section 1232g; 34 C.F.R. Part 99) affords certain rights to students concerning their educational records. FERPA grants students the right to inspect and review their educational records (with exceptions), to request that their records be amended, to have limited control over the disclosure of information contained in their records, and to file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA."

TTUHSC has provided the following information to annually notify students regarding their rights under FERPA. In addition, students will be notified of their rights through the TTUHSC registration process and the TechSIS Web for Students at <http://techsis.admin.ttu.edu/Student/>. Individual TTUHSC schools may also provide FERPA information to Students ((HSC OP 77.13))."

Section E: Editorial changes to "Part V. Registration of Student Organizations"
No Changes

Section F: Editorial changes to "Part VI. Use of University Space, Facilities, and Amplification Equipment"
No Changes

Section G: Editorial changes to "Part VII. Solicitations, Advertisements and Printed Materials"
No Changes

Section H: Editorial changes to “Part VIII. Student Travel Policy

Subsection: C. Travel Using Personal Vehicles

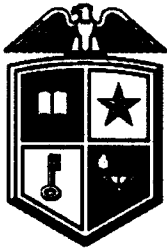
1. Add “...unrelated to required academic experiences, e.g. clinical rotations, clerkships, etc. will not be reimbursed.” to C.2., lines 2-3.
2. Remove “...may be reimbursed to students upon approval of department heads. Contact the travel office for additional information.”

Section I: Editorial changes to “Part IX. Miscellaneous Policies

1. Add “OP 10.15” to A.8., line 1.
2. Add www.ttuhsu.edu/HSC/OP/OP10/OP1015.pdf to A.8., paragraph 2, line 5.
3. Add “Grievance” to A.10.subtitle.
4. Remove “the TTU” and Replace with “TTU/TTUHSU” from A.16.b., line 1.
5. Remove “appropriate President of the Texas Tech University system” from A.16.b. and Replace with “ the President of the appropriate component institution” to A.16.b.
6. Add “and at the sole discretion of the instructor of record and/or the Director of Student Affairs before or” to A.18.a., line 7.

Subsection: Contact Information

Remove “School of Nursing –Undergraduate Program 743-2737” and Replace with “School of Nursing Student Affairs & Admissions Graduate Program 743-3063 or 1-800-851-8240 Undergraduate Programs 800-493-3957 Traditional 806-743-2737 RN-BSN 806-743-4843 2nd Degree 806-743-4843.”



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™**

**Student Affairs
Handbook**

**CODE OF PROFESSIONAL AND ACADEMIC CONDUCT
2007-2008**

**School of Medicine
Graduate School of Biomedical Sciences
School of Nursing
School of Allied Health Sciences
School of Pharmacy**

Rev. 04/16/07

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PART I. FOREWORD

A. General Policy

1. A University, like any community, must have regulations and/or standards by which its members abide and procedures by which its components function. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Student Affairs Handbook and the individual School's catalogs are intended to serve these purposes in the interest of all components of the Texas Tech University Health Sciences Center.
2. 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 Affairs Handbook and the individual Schools' catalogs and any other official University publications. Registered student organizations are required to follow all of these standards, rules and policies.
3. ***The Texas Tech University Health Sciences Center (TTUHSC or the University) reserves the right to change, modify, amend, or rescind, in whole or in part, this Handbook at any time without prior notice. This Handbook supersedes all previous editions. The provisions of this Handbook do not constitute a contract, express or implied, between any student or faculty member and Texas Tech University System, TTUHSC, or the TTUHSC Schools of Medicine, Allied Health Sciences, Pharmacy, Nursing or the Graduate School of Biomedical Sciences.***

B. Tobacco-Free Environment

1. According to the United States Surgeon General, tobacco use is the single largest preventable cause of premature death and disability. Tobacco users are at substantially increased risk for a number of cancers, cardiovascular disease, and lung disease. Environmental smoke can cause discomfort and disease in non-smokers. Institutions with smokers suffer from lost productivity, conflict, and plant deterioration (HSC OP 10.19).
2. As a health care institution, TTUHSC is committed to the establishment and enforcement of a healthier tobacco-free environment. TTUHSC OP 70.29, Tobacco-Free Environment Policy, includes regulation and assessment.

C. Authority

1. The authority to enact and enforce regulations of the University is vested in the Texas Tech University System Board of Regents. The responsibility for enforcing regulations and imposing penalties is delegated to the Chancellor and/or the President of the University and any University officials the President designates.

2. All references to the Chancellor and/or President of the University, the Executive Vice President for Academic Affairs or designee shall be interpreted to include persons designated to act on behalf of these officials.

D. Policy on Non-Discrimination

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, creed, national origin, age, sex or disability and that equal opportunity and access to facilities shall be available to all. Non-discrimination is observed in the admission, housing, and education of students and in policies governing discipline, extracurricular life and activities.

E. 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. See TTUHSC OP 67.01, *Publication Guidelines*.

F. Definitions

1. "Accused Student" means any student accused of violating the TTUHSC Code of Professional and Academic Conduct set forth in Part II of this Handbook. This term may also mean an accused registered student organization. If a registered student organization is alleged to have violated the Student Code, only one student from the organization may appear or act on behalf of the student organization (such as appearing before a Student Conduct Board or Student Conduct Administrator) for purposes of the Student Code.

2. "Business day" means a day in which the University normally carries on business or business operations, but excludes weekends and official University holidays.

3. "Complainant" means a member of the University community who submits a Complaint alleging that a student violated the Student Code. When a student believes that he or she has been a victim of another student's misconduct, the student who believes that he or she has been a victim will have the same rights under the Student Code as are provided to the Complainant, even if the victim is not acting as a Complainant.

4. "Complaint of Misconduct" or "Complaint" means a formal, written charge against a student(s) or student organization(s) alleging violation(s) of the Student Code(s). The form for a Complaint of Misconduct is attached to this Handbook as Attachment A. An anonymous report or a report by a person who is not a member of the University community shall not

constitute a Complaint of Misconduct. However, such report may initiate an investigation and/or filing of a Complaint of Misconduct by an appropriate University official.

5. Conduct Board reference F. Definitions, pg. 9, item # 22.

6. "Disciplinary good standing" is defined as relating to a student not currently on disciplinary probation; or, a student, whose disciplinary suspension, expulsion or conditions and/or restrictions imposed, if any, have been totally fulfilled in a timely manner.

7. "Faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by University to be a member of its faculty.

8. "Flag" means the indicator placed on a student's official record which may prevent registration and/or the issuance of a transcript until the student meets the requirements of the University office placing the indicator, as described herein and in the Schools' catalogs.

9. "May" is used in the permissive sense.

10. "Member of the University community" means any person who is a student, faculty or staff member, University official or any other person employed by the University.

11. "Policy" means the written regulations, standards and/or rules of the University as found in, but not limited to, the TTUHSC Student Affairs Handbook; Texas Tech University Residence Hall Calendar and Handbook, if applicable; School of Nursing handbook and catalog; School of Medicine catalog; School of Allied Health Sciences catalog; School of Pharmacy catalog; the Graduate School of Biomedical Sciences catalog; and/or the TTUHSC web page and computer use policies.

12. Department Chair means the Chair is charged primarily with mentoring and guiding faculty, overseeing Department administrative support, and serving as an interface between faculty and the administration of the School and Texas Tech University Health Sciences Center (TTUHSC). Matters of student misconduct and academic deficiency that are addressed from faculty/program directors etc. are referred to the Department Chair and if not resolved refer to the appropriate student conduct administrator for each school.

13. "Registered student organization" means any number of students who have complied with the formal requirements for University registration.

14. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Vernon's Texas Codes Annotated, Tax Code. The term "Religious Holy Day" generally means a day on which the tenets of said religion prohibit class attendance or the completion of specific assignments on designated dates. See Tex. Gov't Code § 62.112.

15. "Representative" means a University official authorized on a case-by-case basis by the Dean of each School to investigate and resolve alleged violations of the Code of Professional and Academic Conduct and the Residence Halls Standards of Student Behavior, if applicable.

16. "School" means School of Medicine, School of Nursing, School of Pharmacy, School of Allied Health Sciences or Graduate School of Biomedical Sciences.

17. "Shall" is used in the imperative sense.

18. "Sponsorship and/or co-sponsorship" is defined as minimally including, but not limited to, participation in planning, coordination and implementation directed by members of the sponsoring organizations.

19. "Student" means all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate or professional studies, specifically excluding School of Medicine House staff. In addition, for purposes of Part II of this Handbook, persons who withdraw after alleging violating the Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance may be considered "students."

20. "Student Code" means the TTUHSC Code of Professional and Academic Conduct, which is set forth in Part II of this Handbook. Section D, Misconduct, applies to all students, while Section E, Other Professional and Ethical Standards, applies to students in certain TTUHSC Schools. A student must have applied for admission or be enrolled in the applicable School before a School's provisions in Section E apply to the student.

21. "Student Conduct Administrator" means a TTUHSC official authorized by the Dean of each School to receive Complaints and administer the procedures outlined herein. The Student Conduct Administrator will provide technical assistance and support to the Student Conduct Board and may be present at the Student Conduct Board Hearing, but will not be present during the Board's deliberations. In any case in which the Student Conduct Administrator is the Complainant, the Dean or designee of the applicable School will appoint an alternate to serve as Student Conduct Administrator for that case. For each School, appointments are made as follows:

a. For the Graduate School of Biomedical Sciences, the Associate Dean.

b. For the School of Medicine, the Associate Dean for Educational Programs.

c. For the School of Nursing, the appropriate Associate Dean for Administration and Student Affairs.

d. For the School of Allied Health Sciences, the Associate Dean.

e. For the School of Pharmacy, the Assistant Dean for Student Services.

22. "Student Conduct Board" or "Board" means any person or persons authorized annually by the Dean of each School to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed. All persons serving on the Student Conduct Board must acknowledge an ability to be able to serve objectively and shall decline to serve if there is a conflict of interest or an appearance of a conflict of interest with either the Accused Student or the Complainant. When a person declines to serve because of a conflict of interest, or appearance thereof, the Dean shall appoint another person with the same or similar faculty/student status as the person declining to serve. For each School, appointments are made as follows.

a. For the Graduate School of Biomedical Sciences, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

- i. One (1) Faculty member from the membership of the Graduate Council, who shall serve as Chair;
- ii. Two (2) other faculty members from the membership of the Graduate Faculty; and,
- iii. Two (2) graduate students from the School.

b. For the School of Medicine, the Student Conduct Board is comprised of the following:

- i. Two (2) faculty members chosen by the Chair of the School Hearing Committee or designee;
- ii. One (1) faculty member chosen by the Chair of the Student Affairs Committee or designee; and,
- iii. Two (2) medical students, who will be chosen by the Chair of the Student Affairs Committee from a list of second, third, and fourth year students.
- iv. The Board will elect one (1) of the faculty members as its Chair.

c. For the School of Nursing, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

- i. One (1) tenured faculty member, who will serve as Chair;
- ii. Two (2) faculty members not directly involved with the Complainant or the Accused Student; and,
- iii. Two (2) students not directly involved with the Complaint or the Accused Student.

d. For the School of Allied Health Sciences, the Student Conduct Board shall be comprised of the following:

- i. The Associate Dean serves as the Student Conduct Administrator and he/she will appoint a Student Conduct Board comprised of the following:
- ii. One (1) faculty member who will serve as Chair
- iii. Two (2) faculty members not directly involved with the case
- iv. Two (2) students not directly involved with the case

e. For the School of Pharmacy, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

- i. Three faculty members of the Student Affairs Committee;
- ii. President of the Pharmacy School Student Government; and,
- iii. Vice President of the Pharmacy School Student Government.
- iv. The Board will elect a Chair from its membership, and that Chair will vote only in the case of a tie.

23. "Student Conduct Board Hearing" or "Hearing" refers to an administrative process whereby a student contests the facts upon which charges of inappropriate conduct, violations of the Student Code and/or sanctions resulting from an alleged violation(s) are based. At the hearing, information is presented to the Student Conduct Board in order to determine whether a student's responsibility related to the alleged violation of the Student Code is valid and appropriate sanctions, if any.

24. "Student Appellate Board" or "Appellate Board" means any person or persons authorized by the Dean of each respective School to consider an appeal from a Student Conduct Board's finding as to whether a student violated the Student Code, or from the sanctions recommended by the Student Conduct Board. For each School, appointments are made as follows:

- a. For the Graduate School of Biomedical Sciences, the Dean will appoint an Appellate Board consisting of three (3) graduate faculty members who have not served on the original Hearing committee. The Appellate Board will elect a Chair from its membership.
- b. For the School of Medicine, the Dean will appoint an Appellate Board consisting of three (3) tenured faculty members who have not served on the original Hearing Committee. The Appellate Board will elect a Chair from its membership.
- c. For the School of Nursing, the Dean will appoint an Appellate Board consisting of three (3) faculty members who have not served on the original Hearing committee. The Appellate Board will elect a Chair from its membership.

d. For the School of Allied Health Sciences, the Dean will appoint an Appellate Board and Chair consisting of three (3) faculty members who have not served on the original hearing committee.

e. For the School of Pharmacy, the Dean will appoint an Appellate Board consisting of three (3) senior faculty members who have not been involved in the previous hearing(s).

25. "Student Handbook" or "Handbook" means the TTUHSC Student Affairs Handbook.

26. "University" means Texas Tech University Health Sciences Center (inclusive of all regional sites and their components).

27. "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).

28. "User" means any member of the University community who uses any University computing and/or networking resources.

29. "Will" is used in the imperative sense.

PART II. CODE OF PROFESSIONAL AND ACADEMIC CONDUCT ("STUDENT CODE")

A. General Policy

1. An environment in which the privileges of citizenship are protected and the obligations of citizenship are understood fosters freedom of discussion, inquiry, and expression. Accordingly, the University community has developed standards of behavior pertaining to students and to student organizations.

2. Students and student organizations are subject to disciplinary action according to the provisions of the Student Code and/or any other applicable University rules or regulations.
3. Each student is responsible to become familiar with the various regulations of the University and meet the various requirements outlined below. Written policies are described in University publications such as this Handbook and the Schools' individual catalogs. Each student, in accepting admission, indicates a willingness to subscribe to and be governed by the rules and regulations of University officials to take such disciplinary action, including dismissal or expulsion, as may be deemed appropriate for failure to abide by such rules and regulations.
4. Each student is responsible for his/her own integrity, and is likewise responsible for reporting possible violations of this Student Code by other students. Faculty and staff shall take all reasonable steps to prevent violations, and each faculty/staff member likewise is responsible for reporting violations.

B. Disciplinary Jurisdiction

1. The Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University and/or pursuit of its objectives. On a case-by-case basis, the Dean of each respective School, in his or her sole discretion, shall determine whether the Student Code should be applied to conduct occurring off premises.
2. All students are expected to subscribe to an honor system which is implicit in accepting admission to the University. Each student shall be responsible for his/her conduct from the time of the application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code shall apply to persons who withdraw after alleged violation of the Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance.

C. Violation of Law and TTUHSC Discipline

1. A disciplinary proceeding may be instituted against a student charged with conduct that allegedly violates both the criminal and/or civil law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest or prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil and/or criminal proceedings off campus at the discretion of the Dean of each School. Determinations made or sanctions imposed under the Student Code shall not be subject to change because criminal

charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal and/or civil law defendant.

2. When a student is charged by federal, state or local authorities with a violation of law, TTUHSC will not request or agree to special consideration for that individual because of his or her status as a student. If an alleged offense is also being processed under this Student Code, TTUHSC may advise off-campus authorities of the existence of this Student Code and how such matters are typically handled at TTUHSC. To the extent allowed by law, TTUHSC will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators, provided that the conditions do not conflict with TTUHSC rules or sanctions.

D. Misconduct

Any student or student organization found to have committed the following misconduct is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

1. Alcoholic Beverages

- a. Use, possession, sale, delivery or distribution of alcoholic beverages, except as expressly permitted by University policy; or,
- b. Being under the influence of alcohol and/or intoxication.

NOTE: State law will be strictly enforced at all times on all property controlled by the University and is inclusive of all regional sites and its components.

2. Narcotics or Drugs

- a. Use, possession, sale, delivery or distribution of any narcotic, drug or medicine prescribed to someone else, chemical compound or other controlled substance or drug-related paraphernalia, except as expressly permitted by law; or,
- b. Being under the influence of narcotics or drugs, except as permitted by law.

NOTE: The University respects the rights and responsibilities of students and shall consider each violation of the University's substance abuse policy and each violation of federal, state, and/or local law on a "case-by-case" situation and, if appropriate, may attempt to initially use educational options and subsequent intervention and/or prevention options to assist students. Violations of this substance abuse policy shall result in appropriate disciplinary action by the respective School, which may include, but is not limited to, required attendance and active

participation in substance abuse education and/or intervention programs, and may result in notification to the parents/guardians of dependent students under twenty-one (21) years of age.

3. Firearms, Weapons, and Explosives

- a. Use or possession of weapons, including handguns, firearms, ammunition, fireworks, explosives, noxious materials, incendiary devices or other dangerous substances on University premises; or,
- b. Attempting to ignite and/or the action of igniting University and/or personal property on fire either by intent, or as a result of reckless behavior, which results in damage on University premises.

NOTE: Possession of weapons by licensed holders of concealed handguns is prohibited on University premises. The Texas Tech Police Department provides storage for weapons and firearms.

4. Theft, Damage, or Unauthorized Use

- a. Attempted or actual theft of property of the University, of other University students, of other members of the University community or off 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 of the University, University students, members of the University community or off campus visitors; or,
- d. Attempted or actual unauthorized use of a credit card, debit card, automated teller machine card, telephone card and/or personal check; alteration, forgery or misrepresentation of any form of identification.

5. Actions Against Members of the University Community

- a. Physical harm or threat of harm to any person;
- b. Intentional or reckless conduct which endangers the health or safety of any person;
- c. Behavior that disrupts the normal operation of the University, including its students, faculty and staff;
- d. Sexual conduct that involves:

- i. Deliberate touching of another's sexual parts without consent;
 - ii. Deliberate sexual invasion of another without consent; or,
 - iii. 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;
- e. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile or demeaning environment for an individual's:
- i. Academic pursuits;
 - ii. University employment;
 - iii. Participation in activities sponsored by the University or organizations or groups related to the University; or,
 - iv. Opportunities to benefit from other aspects of University life;
- f. Excessive pressure, threats, or any form of conduct, coercive tactics or mind control techniques used to retain or recruit a student for membership in an organization; or,
- g. Actions involving free expression activities are covered in Parts VII and VIII of this Handbook.

6. Gambling, Wagering, or Bookmaking

Gambling, wagering, or bookmaking on University premises is prohibited.

7. Hazing

Hazing means any intentional, knowing or reckless act directed against a student, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging or associating, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose members are, or include, students. Consent 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, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity;
- b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to

an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student;

c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk or harm, or which adversely affects the mental, 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, or that adversely affects the mental health or dignity of a student, or that discourages a student from entering or remaining registered at this educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above;

e. Any activity in which a person engages in hazing; solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred; and, knowingly fails to report the incident in writing to the specific School's student affairs office;

f. Any activity in which hazing is either condoned or encouraged or actions of any officer or combination of members, pledges, associates or alumni of the organization in committing or assisting in the commission of hazing; or,

g. Any act that is unlawful as designated by local, state, or federal government.

NOTE: *Texas Education Code, Sections 37.151-37.157 and Section 51.936*

8. False Alarms or Terrorist Threats

Intentional sounding of a false fire alarm; making a false emergency call or terrorist threat; issuing a bomb threat; constructing mock explosive devices; improperly possessing, tampering with or destroying fire equipment, Automatic External Defibrillators (AED) or emergency signs on University premises.

9. Financial Irresponsibility

Failure to meet financial obligations owed to the University, including, but not limited to, the writing of checks on accounts with insufficient funds.

10. Unauthorized Entry, Possession or Use

a. Unauthorized entry into or use of University facilities;

b. Unauthorized possession or duplication, processing, production, or manufacture of any key or unlocking device or access code for use in any University facility;

c. Unauthorized use of the University name, logotype, registered marks or symbols of the University; or,

d. Use of the University's name to advertise or promote events or activities in a manner which suggests sponsorship by the University.

11. Traffic and Parking

a. Violation of University Traffic and Parking regulations; or,

b. Obstruction of the free flow of pedestrian traffic on University premises.

12. Housing and Dining Services Regulations

Violation of rules, which govern behavior in the campus residence and/or dining halls as stated in the Residence Hall Handbook and/or other notifications or publication provided by the University Department of Housing and Dining Services.

13. Student Recreation and Aquatic Center Regulations

Violation of rules, which govern behavior in the University Student Recreation Center and Aquatic Center.

14. Failure to Comply with Reasonable Directions or Requests of University Officials

Failure to comply with the reasonable directions or requests of a University official acting in the performance of his or her duties.

15. Failure to Present Student Identification

Failure to present student identification on request to any University official and identify himself/herself to any University official acting in the performance of his/her duties.

16. Abuse, Misuse or Theft of University Computer Data, Programs, Time, Computer or Network Equipment

a. Unauthorized use of computing and/or networking resources;

- b. Use of computing and/or networking resources for unauthorized or non-academic purposes;
- c. Unauthorized accessing or copying of programs, records or data belonging to the University or another user or copyrighted software, without permission;
- 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 or financial gain;
- f. Attempted or actual transport of copies of University's programs, records or data to another person or computer without written authorization;
- g. Attempted or actual destruction or modification of programs, records or data belonging to the University or another user or destruction of the integrity of computer-based information;
- h. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the University's computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer); or,
- i. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.

17. Providing False Information or Misuse of Records

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

18. Skateboard, Roller Blades, or Similar Devices

Use of skateboards, roller blades or other similar devices in University buildings or on University premises in such a manner as to constitute a safety hazard or cause damage to University or personal property.

NOTE: Also refer to TTUHSC OP 76.32, Traffic and Parking Regulations, Attachment A, Section V (K).

19. Academic Misconduct

a. A student who witnesses academic misconduct or who is approached with an offer to gain unfair advantage or commit academic misconduct is obligated to report that violation to the appropriate authority (See Part II.F). Failure to do so may result in disciplinary action. Faculty and staff are likewise responsible to report academic misconduct in accordance with Part II.F.

b. "Academic misconduct" involves any activity that tends to compromise the academic integrity of the University, or subvert the educational process, including, but not limited to, cheating, plagiarism, falsifying academic records, misrepresenting facts and any act designed to give unfair academic advantage to the student or the attempt to commit such an act.

c. "Cheating" includes, but is not limited to:

- i. Using of any aid, sources and/or assistance beyond those authorized by the instructor in taking a course, laboratory, field work, quiz, test or examination; writing papers; preparing reports; solving problems; or carrying out assignments;
- ii. Failing to comply with instructions given by the person administering the test;
- iii. Using, buying, stealing, transporting or soliciting in whole or part the contents of an examination, test key, homework solution or computer program;
- iv. Seeking aid, receiving assistance from, or collaborating (collusion) with another student or individual during a course, quiz, test, examination or in conjunction with other assignment (including, but not limited to writing papers, preparing reports, solving problems or making presentations) unless specifically authorized by the instructor;
- v. Discussing the contents of an examination with another student who will take the examination;
- vi. Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room, be returned to or kept by the student;
- vii. Substituting for another person, or permitting another person to substitute for oneself to take a course, test or any course-related assignment;
- viii. Paying or offering money or other valuable thing to, or coercing another person to obtain an examination, test key, homework solution or computer program, or information about an examination, test key, homework solution or computer program;
- ix. Falsifying research data, laboratory reports and/or other academic work offered for credit;

- x. Taking, keeping, misplacing or damaging 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;
- xi. Possession at any time of current or previous test materials without the instructor's permission;
- xii. Acquisition or dissemination by any means, without permission, of tests or other academic material belonging to a member of the University community;
- xiii. Alteration of grade records;
- xiv. Bribing, or attempting to bribe, a member of the University community or any other individual to alter a grade;
- xv. Falsification, fabrication, or dishonesty in reporting laboratory and/or research results;
- xvi. Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without specific permission of the instructor of the course for which the work is being submitted.
- xvii. Possession during an exam of prohibited materials, including but not limited to study/review materials, class notes, review questions, etc.

d. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any other means another's work (such as words, ideas, expressions, illustrations, or product of another), in whole or in part, and the submission of it as one's own work offered for an academic credit or requirement. When a student presents the works of another (published or unpublished) in his/her academic work, the student shall fully acknowledge the sources according to methods prescribed by his/her instructor.

e. "Falsifying academic records" includes, but is not limited to, altering or assisting in the altering, of any official record of the University and/or submitting false information or 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.

f. "Misrepresenting facts" to the University or an agent of the University includes, but is not limited to, providing false grades or resumes, providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual, or providing false or misleading information in an effort to injure another student academically or financially.

20. Violation of Published University Policies, Rules, or Regulations

Violation of any published University policies, rules, or regulations that govern student or student organization behavior, including, but not limited to, applicable publications for each TTUHSC School, such as student handbooks, catalogs, professional and ethical standards and course syllabus.

21. Violation of Federal, State, and/or Local Law

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

22. Abuse of the Discipline System

- a. Failure by an Accused Student to comply with or respond to a notification to appear before the Dean of his or her School, Dean's representative and/or an official of the University, including, but not limited to, the Student Conduct Administrator, 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 the Dean or Dean's representative and/or an official of the University 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 discipline system;
- f. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding;
- g. Harm, threat of harm, or intimidation either verbally, physically or written of a member of a disciplinary body prior to, during and/or after disciplinary proceeding;
- h. Failure to comply with the sanction(s), condition(s) and/or restriction(s) imposed under this Student Code;
- i. Influencing or attempting to influence another person to commit an abuse of the discipline system; or,
- j. Retaliation against any person or group who files a Complaint of Misconduct in accordance with the Student Code or files a grievance under the applicable School grievance policy.

E. Other Professional and Ethical School Standards

In addition to the Misconduct identified in Part II.D, the following constitute professional and ethical standards for individual TTUHSC Schools.

1. School of Medicine

a. All students entering the TTUHSC School of Medicine are required to subscribe to the Medical Student Honor Code, as well as the Student Code. Adherence to the Medical Student Honor Code and the Student Code is considered a requirement for admission to the School of Medicine.

b. TTUHSC School of Medicine students, as well as medical professionals in general, are expected, not only by patients, but also by society as a whole, to possess certain attributes, which include, but are not limited to:

- i. Altruism, whereby they subordinate their own interests to take care of their patients;
- ii. High ethical and moral standards;
- iii. Honesty, integrity, trustworthiness, caring, compassion and respect in their interactions with patients, colleagues and others;
- iv. Accountability, not only for their own actions, but also for those of their colleagues, which is the basis for the autonomy of the profession; and,
- v. Maintaining confidentiality concerning the patient and the patient's records.

c. *Medical Student Honor Code*

"In my capacity as a Texas Tech University Health Sciences Center School of Medicine medical student, I will uphold the dignity of the medical profession. I will, to the best of my ability, avoid actions which might result in harm to my patients. I will protect the dignity of my patients and the deceased, and will protect their confidential information in accordance with the prevailing standards of medical practice. I will not lie, cheat, or steal. I will enter into professional relationships with my colleagues, teachers, and other health care professionals in a manner that is respectful and reflective of the high standards and expectations of my profession. I will not tolerate violations of this Code by others and will report such violations to the appropriate authorities."

2. School of Nursing

a. All students entering into the TTUHSC SON are required to subscribe to the standards and codes of the profession.

b. TTUHSC SON students as nursing professionals, are expected, not only by patients, but also by society as a whole to adhere to:

- i. American Nurses Association (ANA) Code of Ethics for Nurses, and the;
- ii. Texas Board of Nurse Practice/Unprofessional Conduct Rules.

c. Students who fail to uphold and/or comply with the above codes and standards for safe and professional nursing practice will be considered in violation of the law and/or professional nursing standards.

3. School of Pharmacy

a. The following principles of professional conduct are established to guide pharmacists in relationships with patients, fellow practitioners, other health professionals, and the public. A Pharmacist should hold the health and safety of patients to be of first consideration and should tender to each patient the full measure of professional ability as an essential health practitioner. All candidates of the TTUHSC School of Pharmacy shall subscribe to the Student Code. Each candidate implicitly and personally subscribes to the following, as well as the Student Code, in accepting admission to the School of Pharmacy.

- i. A Pharmacist should never knowingly condone the dispensing, promoting or distributing of drugs or medical devices, or assist therein, that are not of good quality, that do not meet standards required by law, or that lack therapeutic-value for the patient.
- ii. A Pharmacist should always strive to perfect and enlarge professional knowledge. A pharmacist should utilize and make available this knowledge as may be required in accordance with the best professional judgment.
- iii. A Pharmacist has the duty to observe the law, to uphold the dignity and honor of the profession, and to meet and maintain ethical principles. A pharmacist should not engage in any activity that will bring discredit to the profession and should expose, without fear or favor, illegal or unethical conduct in the profession.
- iv. A Pharmacist should seek at all times only fair and reasonable remuneration for professional services. A pharmacist should never agree to, or participate in, transactions with practitioners of other health professions or any other person under which fees are divided or that may cause financial or other exploitation in connection with the rendering of professional services.
- v. A Pharmacist should respect the confidential and personal nature of professional records; except where the best interest of the patient requires or the law demands, a pharmacist should not disclose such information to anyone without proper patient authorization.
- vi. A Pharmacist should not agree to practice under terms or conditions that interfere with or impair the proper exercise of professional judgment and skill,

that cause a deterioration of the quality of professional services, or that require consent to unethical conduct. A Pharmacist should strive to provide information to patients regarding professional services truthfully, accurately and fully and should avoid misleading patients regarding the nature, cost or value of those professional services.

vii. A Pharmacist should associate with organizations having as their object the betterment of the profession of pharmacy and should contribute time and funds to carry on the work of these organizations.

viii. Acts of plagiarism or any other acts of academic dishonesty (as defined in Part II.D above) by students on any assignment, quiz or examination shall result in a course grade of zero (0) and may also result in the additional sanctions identified in Part II.G below.

4. School of Allied Health Sciences

Students in the School of Allied Health Sciences will not lie, cheat, or steal or tolerate those who do.

F. Disciplinary Procedures *Academic issues, such as grading and promotion issues, should be addressed by each school's policies and procedures.*

1. Nature of Proceedings. These proceedings are part of an educational process whereby the University applies its values to establishing the best possible learning environment for its students. These proceedings are not specifically intended to follow, or be restricted by, courtroom or judicial procedures, including the rules of evidence. In addition, these proceedings are not intended for grading and promotions issues, which should be addressed under individual School policies for that purpose.

2. Procedural Deviations. If the Student Conduct Board has not yet been appointed, or in the absence of the Chair of the Student Conduct Board, the parties and the Student Conduct Administrator may agree in advance and in writing to minor deviations from procedure. If a Student Conduct Board has been appointed, the parties and the Chair of the Student Conduct Board may mutually agree to procedural deviations, such as deadlines for submission of evidence and hearing dates and times. If an Appellate Board has been appointed, the parties and the Chair of the Appellate Board may mutually agree to procedural deviations. Such deviations are not then subject to appeal by the parties. Other minor deviations are acceptable as long as such deviations are not found upon appeal to be unreasonably harmful to the student.

NOTE: Any notices that are sent by mail will be considered to have been received on the third calendar day after the date of mailing, excluding any intervening Saturday, Sunday or holiday.

3. Filing Complaint

- a. Any member of the University community may file a Complaint(s) against a student(s) or a student organization(s) for violation(s) of this Student Code. Prior to filing a Complaint, a preliminary investigation/discussion with a supervisor (program director, chair, etc.) must be done prior to formally filing of a Complaint. If there is a basis for the Complaint, the Complaint should be prepared in writing using Attachment A and shall be directed to the Student Conduct Administrator. Any Complaint shall be submitted as soon as possible after the event takes place, but no later than twenty (20) business days from the date of the relevant event or when the Complainant becomes aware of the relevant event.
- b. When a Complaint is filed, the Student Conduct Administrator will provide the Accused Student with the Complaint of Misconduct filed by the Complainant and will request in writing that the Accused Student may appear before the Student Conduct Administrator to discuss the Complaint. (Attachment B). The Accused Student must meet with the Student Conduct Administrator.
- c. The Student Conduct Administrator may conduct an investigation to determine if the Complaint can be disposed of administratively by mutual, written consent of the parties involved on a basis acceptable to the Student Conduct Administrator and the applicable Dean. Such disposition shall be final and there shall be no subsequent proceedings.
- d. If the Complaint is not disposed of administratively under Part II.F.4.c above, the Student Conduct Administrator will meet with the Accused Student to determine if the Accused Student admits or denies violating institutional rules.
 - i. If the Accused Student admits violating institutional rules, but sanctions are not agreed to, a Student Conduct Board Hearing shall be conducted in accordance with Part II.F.4 but shall be limited to recommending the appropriate sanction(s) Part II.G.
 - ii. If the Accused Student denies violating University rules, within five (5) business days from meeting with the Student Conduct Administrator, or fails to respond to the Student Conduct Administrator within five (5) days from the Student Conduct Administrator's written request to meet with the student, the allegations shall be referred by the Student Conduct Administrator for a Hearing before the Student Conduct Board under Part II.F.4 below.
- e. A Student Conduct Board Hearing shall be scheduled within twenty (20) business days after the Accused Student has been notified under Part II.F.4 below. In cases in which an examination period intervenes between the time of the notice to the Accused Student and the Student Conduct Board Hearing date, such Hearing will be held during the first week in which classes are again in session. In the case of inclement weather,

the chair of the Student Conduct Board will notify all parties of any cancellations or schedule changes.

4. Student Conduct Board Hearings

a. *Closed Hearing.* A Student Conduct Board Hearing will be conducted in closed session. Any request for an exception must be submitted to the Student Conduct Administrator, who shall render a written decision.

b. *Hearing Notice.* At least ten (10) business days prior to the Student Conduct Board Hearing, the Chair of the Student Conduct Board will provide written notice to the parties (e.g., Sample Hearing Notice from Chair, Attachment D) of the following:

- i. Date, time and place for the hearing,
- ii. Name of the members of the Student Conduct Board,
- iii. Summary statement of the charge(s), and
- iv. Request in writing that at least five (5) business days prior to the Student Conduct Board Hearing, the Accused Student and the Complainant submit the information outlined herein below.

c. *Challenge.* An Accused Student and/or Complainant may challenge the impartiality of any member of the Student Conduct Board up to three (3) days after receiving the Hearing Notice by submitting reasons for the challenge in writing to the Student Conduct Administrator.

Any member of the Student Conduct Board whose participation is challenged shall be required to establish to the Student Conduct Board chair that the member can serve with fairness and objectivity. If he cannot establish his or her fairness and objectivity to the Student Conduct Board chair, the chair will ask the member to recuse himself or herself and a substitute will be appointed by the Student Conduct Administrator.

d. *Evidence Submission.* At least five (5) days prior to the date scheduled for the Student Conduct Board Hearing, the Complainant and the Accused Student must submit to the Chair of the Student Conduct Board the following information, if applicable. Requests for extensions to file information with the Student Conduct Board shall be submitted to the Chair.

- i. All pertinent records, exhibits and written statements (including Impact or Position Statements);
- ii. A list of all witnesses, if any, who will be speaking on behalf of the Accused Student or Complainant, including a brief summary of the information to be given by each; and,

iii. The name of the advisor, if any, who may be present in an advisory capacity at the hearing. See Part II.F.5.i below.

e. *Evidence Exchange.* At least three (3) days prior to the hearing, the Chair will provide each party with the information, if any, submitted by the other party.

f. *Separate or Joint Hearings.* In Student Conduct Board Hearings involving two or more Accused Students, the Student Conduct Administrator, in his or her sole discretion, may permit the Student Conduct Board Hearings concerning each student, respectively, to be conducted either separately or jointly.

g. *Recordings.* TTUHSC shall record, either digitally or through audiotape, all Student Conduct Board Hearings until such time that the Student Conduct Board begins discussion and deliberation and prepares Findings and Recommendations. Deliberations shall not be recorded. The record is University property. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, the student will be allowed to review, but not to copy, the hearing record. 34 C.F.R. § 99.10 (2003). Neither the Complainant, the Accused Student nor any witnesses are permitted to make any independent record of the proceedings.

h. *Hearing Attendance.* The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received, excluding deliberations.

i. *Advisors.* The advisor must be a member of the University community and may not be an attorney. However, if an Accused Student is also the subject of a pending criminal investigation, indictment or charge arising out of the same circumstances, he or she may be allowed to have an attorney serve as his or her advisor, at his or her own expense, to participate in the same manner as any other advisor. If an advisor for the Accused Student is an attorney, an attorney from the Office of General Counsel shall attend the Student Conduct Board Hearing on behalf of the University. The University will provide legal counsel for the Student Conduct Board if the SCB Chair deems it necessary.

The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of the Chair upon written request seven (7) business days in advance of the date scheduled for the Student Conduct Board Hearing.

j. *Witnesses.* Members of the Student Conduct Board may question all witnesses, followed by the parties. Questioning by the Complainant and the Accused Student may be limited in the sole discretion of the Chair of the Student Conduct Board for such things as preserving the educational tone of the hearing, avoiding redundant and irrelevant questioning, and/or providing for efficient administration of the Hearing. Witnesses are permitted to attend the Student Conduct Board Hearing only when they are providing information, unless the Student Conduct Board, in its sole discretion, allows otherwise.

i. *Parties Witnesses.* The Complainant and the Accused Student may arrange for witnesses to present pertinent information to the Student Conduct Board. The Complainant and the Accused Student are responsible for arranging for the voluntary attendance of his or her own witnesses.

ii. *Board Witnesses.* In its sole discretion, the Student Conduct Board may call other witnesses not identified by the Accused Student or the Complainant. If prior to the hearing the Student Conduct Board anticipates calling additional witnesses, the Board shall notify the Student Conduct Administrator. The Student Conduct Administrator will then arrange for the voluntary attendance of the witnesses identified by the Student Conduct Board. The Student Conduct Administrator shall notify the Accused Student and the Complainant of the additional witnesses. If any witness called by the Student Conduct Board intends to present written information to the Board, the Student Conduct Administrator is responsible for forwarding such information to the Complainant, the Accused Student and the Student Conduct Board prior to the Hearing. No Board members shall have communication with any witnesses, except in the Hearing with the Accused Student and Complainant present.

k. *Procedural Questions.* All procedural questions are subject to the final decision of the Chair of the Student Conduct Board. If a Student Conduct Board has not been appointed, the Student Conduct Administrator will issue a final decision in response to procedural questions.

l. *Deliberations.* If the Student Conduct Board concludes that all pertinent information has been received, the Student Conduct Board shall adjourn the Hearing to discuss, deliberate and prepare Findings and Recommendations. The Student Conduct Board will determine by a simple majority (more than half of the votes cast) of members present at a duly called meeting vote whether the Accused Student has violated any section of the Student Code which the student is charged with violating. If the Student Conduct Board finds a violation(s) of the Student Code, the Student Conduct Board may also recommend all or any of the sanctions identified in Part II.G below.

m. *Failure to Appear.* The Accused Student is expected to attend and participate in the Student Conduct Board Hearing. If the Accused Student or the Complainant elects not to attend a hearing after appropriate written notice Section II.F.5.b above, the charges will be reviewed as scheduled on the basis of the information available, and a recommendation will be made by the Board. Although no inference may be drawn against an Accused Student for failing to attend a hearing or remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the Accused Student to attend the hearing or answer the charges.

n. *Findings and Recommendations.* The Chair is responsible to prepare the Student Conduct Board's Findings and Recommendations. (Sample Findings and Recommendations are attached as Attachment E). If the Findings and Recommendations are not unanimous, opinion(s) may be written by those who differ with the Majority's Findings and Recommendations. The Chair will forward the Findings and Recommendations, including differing opinion(s), to the Dean, the Student Conduct Administrator, the Accused Student and the Complainant.

o. *Request for Reconsideration.* If the Accused Student does not file a Request for Reconsideration in accordance with Part II.H below, the Dean will review the Findings and Recommendations and the Request for Reconsideration, and at his or her sole discretion, the record from the Student Conduct Hearing and supporting documents, and transmit his or her decision in writing to the Accused Student, the Complainant, the Student Conduct Administrator, the Chair of the Student Conduct Board, and if applicable, the Chair of the Appellate Board. Actions of the Dean are not limited to sanctions recommended by members of the Student Conduct Board. The Dean's decision shall be final.

G. Sanctions

1. The following sanctions may be recommended by the Student Conduct Board, and imposed by the Dean of the School, upon any student found to have violated this Student Code.

a. *Failing Grade or Cancellation of Credit.* Failing grade for an examination or assignment or for a course, and/or cancellation of all, or any portion, of a prior course credit.

b. *Censure.* A notice in writing to the student that the student is violating or has violated institutional regulations. At the Dean's discretion, the censure may remain permanently in the student's disciplinary file or be removed at graduation if certain conditions are met.

c. *Probation*. A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the likelihood of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.

d. *Loss of Privileges*. Denial of specified privileges for a designated period of time.

e. *Restitution*. Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

f. *Discretionary Sanctions*. Work assignments, essays, training, service to TTUHSC or other related discretionary assignments.

g. *Suspension*. Separation of the student from TTUHSC for a defined (or specific) period of time, after which the student is eligible to return. Conditions for readmission must be specified.

h. *Dismissal With or Without Readmission*. Separation or dismissal of the student from their current program, with or without the option to apply for readmission to TTUHSC. The student's transcript will reflect the nature of the dismissal.

i. *Revocation of Admission and/or Degree*. Admission to or a degree awarded by the University may be revoked for fraud, misrepresentation or other violations of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.

j. *Withholding Degree*. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Disciplinary Procedures.

k. *Multiple Sanctions*. More than one of the sanctions listed above may be imposed for any single violation.

2. Other than dismissal from the University or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent education record, but shall become part of the student's disciplinary record which is maintained in the Office of the Dean for the applicable School.

3. In situations involving both an Accused Student(s) (or a registered student organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim.

4. The following sanctions may be imposed upon registered student organizations and/or members thereof:

- a. Those sanctions listed above in Part II.G.1 above.
- b. Loss of selected rights and privileges for a specified period of time.
- c. *Deactivation*. Loss of all privileges, including University recognition and/or registration, for a specified period of time.

H. Request for Reconsideration to Appellate Board

1. The Accused Student(s) or Complainant(s) may request reconsideration of the Findings and Recommendations of the Student Conduct Board within five (5) business days from the date of the decision. Such request shall be in writing and shall be delivered to the Student Conduct Administrator or his or her designee. A copy of the Request for Reconsideration must be sent to the other affected party along with the Dean, the Student Conduct Administrator and the Chair of the Student Conduct Board.

2. The Appellate Board may request that the Chair of the Student Conduct Board submit a written statement in response to the Accused Student's Request for Reconsideration. In such case, the Accused Student will be provided an opportunity to respond in writing to the Chair's statement within three (3) business days from the Accused Student's receipt of the Chair's statement.

3. The Accused Student or Complainant may only raise, and the Appellate Board shall only consider, the following:

- a. Whether a procedural deviation occurred that substantially affected the outcome of the case;
- b. Whether there is new information sufficient to alter the Findings or other relevant facts not available or mentioned in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing. The written decision of the original board must go to the Dean for review.

4. The Appellate Board's review of the appeal shall be limited to the verbatim record of the Student Conduct Hearing and supporting documents, as well as any written submissions by the Accused Student, the Complainant and/or the Chair of the Student Conduct Board. The appellate procedure is not intended to provide a new hearing to the Accused Student or the Complainant. The Appellate Board must by majority vote either:

- a. recommends to the Dean that the Student Conduct Board's Findings and Recommendations be upheld;
- b. return the Complaint of Misconduct to the original Student Conduct Board and Student Conduct Administrator for re-opening of Student Conduct Board Hearing to allow reconsideration of the original Findings and Recommendations; or
- c. recommends to the Dean that another Student Conduct Board, consisting of person not part of the original Student Conduct Board Hearing, be convened to rehear the Complainant of Misconduct, if the Appellate Board believes that a procedural deviation occurred that substantially affected the outcome.

5. If the Appellate Board recommends to the Dean that the Student Conduct Board's Findings and Recommendations be upheld (Part II.H.4.a.) the Dean's decision regarding the complaint shall be final and binding on all involved.

6. Complaint of Misconduct is returned to the original Student Conduct Board for reopening (Part II.H.4.b.), or the Dean convenes another Student Conduct Board to rehear the Complaint of Misconduct (Part II.H.4.c.), the Findings and Recommendations of the Student Conduct Board will be forwarded directly to the Dean, who will issue a final decision regarding the Complaint of Misconduct.

I. Interpretation and Revision

1. Any question of interpretation or application of this Student Code shall be referred to the Dean of the appropriate School or his or her designee for final determination.

2. The Student Code Review Committee (Review Committee) shall conduct an annual review of the Student Code and make recommendations to the Executive Vice President for Academic Affairs regarding omission, clarifications, constructive changes and other matters relevant to the interpretation and operation of the Student Code. The Review Committee is composed of the Student Affairs representatives from each School and two full-time TTUHSC students. The two full-time TTUHSC students will be appointed by the Executive Vice President for Academic Affairs who will invite recommendations by the President of the Student Government Association. A quorum for the Review Committee is four members, so long as at least one student member is present. The Executive Vice President for Academic Affairs 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 the Review Committee.

PART III. WITHDRAWAL OF CONSENT

A. Recommendation to Withdraw Consent During Periods of Disruption

1. The term “period of disruption” is any period in which it reasonably appears that there is any of the following (Texas Education Code § 51.231):

- a. Threat(s) of destruction to University premises;
- b. Physical or emotional injury to human life on University premises; or,
- c. Threat(s) of willful disruption of the orderly operation of the University.

2. During periods of disruption, the Department Chair within the applicable School may recommend to the Dean that prior to a Student Conduct Board Hearing, and in accordance with Texas Education Code, Section 51.233, a student have his/her consent to be in attendance at the University or on University premises be withdrawn when there is reasonable cause to believe that the student has willfully disrupted the orderly operation of University premises and that his/her presence on University premises will constitute a substantial and material threat to the orderly operation of the University premises.

3. Withdrawal of Consent shall not be longer than fourteen (14) days from the date on which consent was initially withdrawn.

4. Withdrawal of Consent is specifically provided by state statute (Texas Education Code § 51.233, et seq.). The provisions of Part III do not affect the power of the University to suspend, dismiss, or expel any student or employee at the University in accordance with the procedures set forth in Part II of this Handbook. If a person is alleged to have violated the Student Code, and Withdrawal of Consent also occurs, the procedures set forth in Parts II and III may occur concurrently.

B. Concurrence by Dean

1. If the Dean concurs with the Department Chair's recommendation, the student will have his/her consent to be in attendance at the University or on University premises withdrawn in writing by the Dean. Texas Education Code § 51.233(a) & 51.234.

2. The written notice by the Dean shall contain all of the following:

- a. That consent to remain on the campus has been withdrawn and the number of days for which consent has been withdrawn, not to exceed fourteen (14);
- b. Name and job title of the person withdrawing consent, along with an address where the person withdrawing consent can be contacted during regular working hours;
- c. Brief statement of the activity or activities resulting in the Withdrawal of Consent; and,

d. Notification that the student is entitled to a hearing on the withdrawal not later than three (3) days from the date of receipt by the Dean of a request for hearing from the person.

3. Whenever consent is withdrawn by the Dean, the Dean shall submit a written report to the Executive Vice President for Academic Affairs and the President within twenty-four (24) hours, unless the Dean has reinstated consent for the student. The report shall contain all of the following:

- a. Description of the student, including, if available, the student's name, address, and phone number; and,
- b. Statement of the facts giving rise to the Withdrawal of Consent.

C. Confirmation by President

1. If the President or his/her designee upon reviewing the written report described above finds that there was reasonable cause to believe that the student has willfully disrupted the orderly operation of University premises, and that his presence on University premises will constitute a substantial and material threat to the orderly operation of the campus or facility, he/she shall enter written confirmation upon the report of the action taken by the Dean. Texas Education Code § 51.236 (b).

2. If the President does not confirm the action taken by the Dean within 24 hours after the time that consent was withdrawn, the Withdrawal of Consent shall expire, except that any arrest made during the period shall not for this reason be deemed not to have been made for probable cause.

D. Hearing

1. The student from whom consent to remain on campus has been withdrawn may submit a written request for a hearing to the President, with a copy to the Dean, within the period of withdrawal. The written request must state the address to which notice of hearing is to be sent.

2. The student shall be entitled to the following procedures in accordance with Texas Education Code, Sections 51.234 and 51.243.

- a. *Hearing Notice.* Upon receipt of the request for hearing, the President shall mail a written notice of the time, place, and date of the hearing, along with pertinent records, exhibits and written statements to the student. A hearing will be conducted by a Student Conduct Board for the applicable School within three (3) business from the date that the President receives the request for hearing.

b. *Representation.* The student may be represented by counsel and should provide written notification to the President at least one (1) day prior to the hearing that the student will be represented by counsel. If the student is represented by counsel, the University will be represented by the Office of General Counsel.

c. *Witnesses.* The student, as well as the Department Chair who recommended consent be withdrawn, have the right to call and question witnesses and to cross-examine witnesses at the hearing. Members of the Student Conduct Board may also question the witnesses. Questioning may be limited in the sole discretion of the Chair of the Student Conduct Board for such things as preserving the educational tone of the hearing, avoiding redundant and irrelevant questioning and/or providing for efficient administration of the Hearing. Witnesses are permitted to attend the Student Conduct Board Hearing only when they are providing information, unless the Student Conduct Board, in its sole discretion, allows otherwise. The student shall be advised of the content of the statements, and the names of the persons who made them, at the hearing.

d. *Evidence.* All matters upon which the decision to withdraw consent may be based shall be introduced into evidence at the hearing. The decision to withdraw consent shall be based solely on the evidence presented at the hearing.

e. *Procedural Questions.* All procedural questions are subject to the final decision of the Chair of the Student Conduct Board.

f. *Recordings.* TTUHSC shall record, either digitally or through audiotape, the hearing until such time that the Student Conduct Board begins discussion and deliberation and prepares Findings and Recommendations. Deliberations of the Student Conduct Board shall not be recorded. The record is University property.

g. *Appeal to President.* The student may appeal the Student Conduct Board's decision within three (3) business days from the date of the decision by sending a written appeal to the President, with a copy to the Executive Vice President for Academic Affairs, the Dean and the Chair of the Student Conduct Board. If the student does not appeal the decision by the Student Conduct Board, the decision is final.

h. *Appeal to the Board of Regents.* If the student is not satisfied with the decision by the President, the student may appeal to the Texas Tech Board of Regents by sending a written appeal to the Board of Regents, with a copy to the President, within three (3) days from the date of the President's decision. If the student does not appeal the President's decision, the President's decision is final. If the student appeals to the Texas Tech Board of Regents, the decision by the Board is final.

PART IV. STUDENT RECORDS

"The Family Educational Rights and Privacy Act of 1974 ("FERPA") (20 U.S.C.A. Section 1232g; 34 C.F.R. Part 99) affords certain rights to students concerning their educational records. FERPA grants students the right to inspect and review their educational records (with exceptions), to request that their records be amended, to have limited control over the disclosure of information contained in their records, and to file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the requirements of FERPA.

TTUHSC has provided the following information to annually notify students regarding their rights under FERPA. In addition, students will be notified of their rights through the TTUHSC registration process and the TechSIS Web for Students at <http://techsis.admin.ttu.edu/Student/>. Individual TTUHSC schools may also provide FERPA information to Students (HSC OP 77.13)."

PART V. REGISTRATION OF STUDENT ORGANIZATIONS

A. Conditions for Registration

1. Student organizations wishing to register with the Texas Tech University Health Sciences Center must file an application with the Office of HSC Student Services. The purposes and activities of the organization shall be lawful and not in conflict with regulations published by the Texas Tech University Health Sciences Center.
2. This application shall contain, but not be limited to, the following information:
 - a. A statement of the organization's purposes;
 - b. Any present or intended relation the organization may have to any other local, state, or national organization;
 - c. The organization's proposed activities;
 - d. A list of the organization's officers;
 - e. A copy of the organization's constitution/bylaws;
 - f. A copy of the constitution/bylaws of any related organization if any; and,

g. The signature, title, and campus address of a full-time member of the faculty or staff indicating his or her willingness to serve as the advisor to the organization.

3. Membership in the organization shall be open only to students of Texas Tech University Health Sciences Center without regard to race, religion, sex, handicap or national origin, except in cases of designated fraternal organizations which are exempted by federal law from Title IX regulations concerning discrimination on the basis of sex. Faculty and staff may hold adjunct memberships in accordance with the organization's constitution.

4. The organization shall not duplicate the purposes and functions of a previously registered organization unless need for such duplication is substantiated.

5. All funds allocated to the organization from TTUHSC controlled sources must be maintained in a TTUHSC account.

6. The organization shall show promise of effectively meeting its stated objectives, be free from control by any other organization and be lawful and peaceful in its activities.

7. The organization shall not use the name of the Texas Tech University Health Sciences Center, logotype, or symbols of TTUHSC as part of its name or in its publications. In addition, the organization shall not advertise or promote events or activities in a manner, which suggests sponsorship by TTUHSC. The organization is permitted to use the word "TTUHSC Chapter" as part of its name or to use the complete statement "a registered student organization at TTUHSC." Requests to use logos or symbols protected by TTUHSC, Texas Tech University or the Texas Tech University System shall be submitted to Office of the Vice Chancellor for Institutional Advancement.

8. Registration of an organization results from compliance with these regulations; it does not imply TTUHSC approval of the organization or its activities.

B. Faculty or Staff Advisor

Each registered organization shall have a TTUHSC full-time faculty or staff advisor to be available to the officers and members for consultation about the organization's affairs, to attend organization meetings and functions as often as possible, to certify the expenditures of the organization by co-signing checks or vouchers, to offer suggestions regarding the operations of the organization and to oversee adherence to TTUHSC regulations and the organization's constitution and bylaws.

C. Conditions for Maintaining Registration

1. In order to maintain its registration, a student organization shall comply with the following requirements:

- a. The organization shall file a list of its current officers and advisor within one (1) month of the first day of classes of the fall semester each year. The current president of the organization, or his or her designated representative shall file notification of subsequent changes, when such changes occur.
- b. The organization shall submit to the Office of TTUHSC Student Services for approval, all changes in documents on file in that office relating to the organization, such as revisions in its constitution, changes in its statement of purpose, changes in procedures for handling organization funds or changes in membership requirements.
- c. The organization shall maintain its funds in accordance with Section A of this part and be in good standing with the Texas Tech University Health Sciences Center.
- d. The organization shall demonstrate by its activities that it is business to achieve its purpose as stated on the application.
- e. The organization shall conduct its affairs in a lawful manner, in accordance with the constitution and bylaws it has on file, and in accordance with applicable Texas Tech University Health Sciences Center regulations and state statutes.
- f. The organization shall be responsible for the observance of all applicable TTUHSC regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.
- g. The Office of TTUHSC Student Services may withdraw the registration of an organization for non-compliance with University policies and procedures.

D. Denial of Registration

- 1. No student organization will be officially registered with the Texas Tech University Health Sciences Center if the Office of TTUHSC Student Services determines that the organization's actions or activities are detrimental to the educational purposes of the University.
- 2. If registration is denied, the designated president and advisor of the applying organization shall be notified of the decision by the Office of TTUHSC Student Services in writing. The applying organization may appeal in writing to the Executive Vice President for Academic Affairs within five (5) business days from the date of the denial letter. The decision of the Executive Vice President for Academic Affairs is final.

PART VI. USE OF UNIVERSITY SPACE, FACILITIES AND AMPLIFICATION EQUIPMENT

- 1. Space and Facilities

- a. The space and facilities of the University are intended primarily for the support of the instructional program 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 permitted and encouraged for activities which are intended to serve or benefit the entire University community.
- b. TTUHSC buildings, grounds, or property may not be used by individuals or organizations not connected with TTUHSC.
- c. Outside individuals or groups who are not faculty, staff or a currently enrolled student may attend functions held on TTUHSC property, but to be eligible for use of campus facilities, the function must be sponsored or cosponsored by, and affiliated with, a recognized TTUHSC department or registered student organization. Sponsorship and/or co-sponsorship minimally include, but are not limited to, participation in, planning, coordination, and implementation directly by members of the sponsoring organizations. Sponsors are directly responsible for ensuring that activities and events comply with TTUHSC requirements for liability insurance, hold-harmless agreements, financial responsibility for property damage, etc.
- d. Permission to use campus space facilities may be granted only by the offices designated by TTUHSC OP 61.07, *Use of TTUHSC Premises and Amplification Equipment*. 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.
- e. TTUHSC reserves the right to move the location of any assembly should it appear that the activity might interfere with the normal operations of TTUHSC or interfere with the rights of others. The use of buildings, grounds or TTUHSC property must conform to these regulations and to local, state and federal law.
- f. Although TTUHSC is generally an open campus for purposes of student, faculty and staff free expression activities, students, faculty and staff are encouraged, and person and groups not affiliated with TTUHSC are required, to use the Forum Areas of the campus for free expressions activities. Forum Areas for each campus are set forth in TTUHSC OP 61.07, *Use of TTUHSC Premises and Amplification Equipment*.
- g. With the exception of free expression activities mentioned above, reservations must be made for the use of TTUHSC premises and must be in accordance with TTUHSC OP 61.07, *Use of TTUHSC Premises and Amplification Equipment*. The term "TTUHSC premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by TTUHSC (including adjacent streets and sidewalks).

PART VII. SOLICITATIONS, ADVERTISEMENTS AND PRINTED MATERIALS

Visit the Office of HSC Student Services for more information.

PART VIII. STUDENT TRAVEL POLICY

A. TTUHSC OP 77.08, Student Travel Policy

1. TTUHSC OP 77.08 regulates any travel undertaken by one or more students presently enrolled at TTUHSC to an activity or event that is located more than 25 miles from the campus of TTUHSC. This Operating Policy (OP) applies to any event or activity which is organized, sponsored and/or funded by TTUHSC, is undertaken using a vehicle owned or leased by the university or is a required event or activity by a student organization registered at TTUHSC.

2. Modes of travel by students to events or activities as defined above include:

- a. personally-owned vehicles;
- b. rental cars, vans, chartered buses;
- c. commercial airlines; and
- d. use of TTUHSC-owned vehicle.

3. The purpose of this policy is to help minimize the risks of liability connected with motor vehicle travel by University students. The policy applies to the use of the above modes of travel to any activities directly related to the academic, research and/or administrative responsibility of the department involved. This policy also applies to travel undertaken by one or more students presently enrolled at the University to reach a University-related activity located more than 25 miles from the University. It applies to travel required by a registered student organization.

B. Travel Using University-Owned Vehicles

1. Appropriate Use. Only persons who are acting within the course and scope of University-related activities should use University vehicles.

2. Drivers. Because of the risks of personal injury, it is required that only those persons whose names appear on the approved driver's list be asked or allowed to use University-owned motor vehicles. If students will be using state-owned or rental vehicles, the following is required:

- a. The requesting department or unit must place students who drive on behalf of the University on the approved driver's list.
- b. Qualifications for drivers of all University or rental vehicles are as follows:
 - i. Must possess a valid (Texas or other U.S. state) driver's license, be at least 18 years of age and have held a valid license for at least two years;
 - ii. Must have available documentation of current personal insurance;
 - iii. Must sign a disclosure statement;
 - iv. Must not have more than two moving violations within the last 18 months,
 - v. Are required to report any driving violations to their immediate supervisor as soon as possible. This includes violations that occur while driving a vehicle not owned by the University; and
 - vi. Must not have had any violations for drunk driving, driving under the influence of drugs or reckless driving. Must not have had a reinstated license in effect for less than one year after a revocation.
- c. Additional qualifications for drivers of vans equipped for 15 passengers are:
 - i. Must be at least 21 years of age;
 - ii. Must comply with Motor Vehicle check on an annual basis;
 - iii. Must successfully complete a driver training course;
 - iv. Must attend retraining annually; and
 - v. Must not have more than one moving violation in the last 18 months.

3. Operator Conduct.

- a. Operators of University vehicles must take a 15-minute break every 3 hours and may drive no more than 10 hours in a 24-hour period. When the vehicle driven is a van with passengers, a second person must remain awake at all times and ride in the front passenger seat.
- b. Those who operate a University vehicle represent the University to the general public. The image conveyed does affect the University; therefore:
 - i. DO NOT use University vehicles for personal transportation or business;
 - ii. DO NOT allow alcoholic beverages or narcotics to be transported or consumed in any University vehicle;
 - iii. DO NOT pick up hitchhikers or transport family members;
 - iv. DO NOT allow the vehicle to become unnecessarily dirty and present an unfavorable image to the general public;
 - v. DO observe all traffic rules and regulations;
 - vi. DO drive carefully, safely, and courteously;
 - vii. DO require driver and all passengers to use seat belts and other appropriate occupant restraints at all times the vehicle is being operated;

- viii. DO NOT operate the vehicle unless all occupants are wearing the appropriate restraints; and,
- ix. DO NOT allow the number of passengers to exceed the authorized capacity of the vehicle.

c. When a vehicle is damaged through operator misuse or operated by a person under the influence of alcohol or narcotics, the operator shall provide a complete statement of the circumstances and a copy of the police report to the department head for appropriate administrative action. Citations for all parking and traffic violations will be the personal responsibility of the operator.

d. Use common sense when driving. For road trips of 100 miles or more, share the driving, if possible, and take frequent breaks.

4. Accidents. The following procedures should be followed whenever a University vehicle is involved in an accident, regardless of the extent of damage.

- a. Stop immediately and notify local police so that an official report can document the accident;
- b. Take necessary steps to prevent another accident;
- c. Use the motor pool card with instructions on the front and numbers to call on the back;
- d. Call a doctor, ambulance, or emergency medical team, if necessary. Render aid to the injured until help arrives;
- e. Get names and addresses of all witnesses;
- f. Provide all required information to the police officer;
- g. Notify the department head or supervisor (if you are unable to contact or reach someone, contact the Texas Tech Police Department); and,
- h. Refer to TTUHSC OP 76.34, *Accidents Involving University Vehicles*, for the completion of required vehicle accident documentation.

C. Travel Using Personal Vehicles

1. Transportation Generally. The University recognizes that students occasionally use personal vehicles while engaged in University-related activities on campus and in the local area. Because personal automobile insurance will be looked to first in the event of an accident, all

persons who use their personal vehicles while conducting University business should be made aware of the possibility of personal liability related to such use. No University coverage for personal injuries is available to students if they drive their personal vehicles on university-related activities as defined hereinabove.

2. Reimbursement for Costs. Mileage costs related to any significant use of personal vehicles to conduct University-related business unrelated to required academic experiences, e.g. clinical rotations, clerkships, etc. will not be reimbursed.

3. Use of Personal Vehicles Not Required. No individual shall be required to use a personal vehicle to perform University-related activities with the exception of clinical affiliation sites.

4. Policy Concerning Use of Personal Vehicles by Students.

a. Use of personal vehicles by students to drive to University-related activities is discouraged.

b. If students use their personal vehicles, and/or transport other students as passengers, their personal insurance will be primarily responsible for any liability that may arise from such use.

c. No University coverage for personal injuries is available to students if they drive their personal vehicles on University-related activities as defined here in above.

D. Policy Concerning Student Releases and Medical Authorization

Each student who travels by any form of transportation to participate in a University-related activity, including but not limited to academically-related field trips, courses, competitions, or contests, or non-academic activities, must, prior to such activities, execute a copy of the Release and Indemnification Agreement and the Authorization for Emergency Medical Treatment.

E. Guidelines Concerning Safe Travel Practices

1. Each administrative unit approving University-related travel, especially travel that involves students, is encouraged to promulgate guidelines that encourage safe driving and minimize risks of injury during that travel.

2. Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Students and their parents should understand that participation in such off-campus trips and activities is at the students' own risk. If personal injury or accident should occur to students or other persons during such

activities, TTUHSC, Texas Tech University or Texas Tech University System will assume no responsibility, financial or otherwise.

3. Faculty and staff sponsors and organization officers are urged to take all possible precautions to ensure the safety and well-being of all persons participating in off-campus activities.

4. There is no official registration procedure for official off-campus trips, and there are no official excused class absences for students who participate in off-campus trips sponsored by student organizations. Students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip. Instructors may set their own requirements for class work missed under such circumstances: they must grant students an opportunity to make up all course work missed while participating in an official off-campus trip.

5. Please refer to the Texas Tech University (TTU) Study Abroad Department for information regarding travel abroad.

PART IX. MISCELLANEOUS POLICIES

A. Policies and procedures for certain items, including, but not limited to, academic advisement, academic review, appeals, attendance in academic courses, auditing courses, clinical attire, grades, promotions/dismissal, grievance procedures and student employment may be referenced in the various Schools' student handbooks and/or catalogs.

1. Absences

Please refer to the individual School's catalogs and/or handbooks for more specific details relating to your program.

2. Academic Requirements

Academic requirements vary with each TTUHSC School and particular degree program in which the student is enrolled. Students should consult with their respective School's academic/program advisor and/or School's catalog for specific details.

3. Admissions and Applicants

The educational policies of the TTUHSC are founded upon the regulations of the Board of Regents of the Texas Tech University System. TTUHSC is an upper-level, graduate, and professional study institution. The application and admissions policies for TTUHSC are outlined in the individual Schools' catalogs.

Most programs at TTUHSC have a deadline for receipt of applications and supporting documents. These deadlines vary by program and application year. Applicants are advised to contact the program to which they are seeking admission for specific deadline dates.

4. Adding and Dropping Courses

Consult the Registrar's office for deadline dates for adding and/or dropping courses. Students should make an appointment with his/her advisor to complete appropriate documentation. Students dropping a course to the point of zero hours of enrollment are considered to be withdrawing from the School's program. Please refer to the individual Schools' catalogs and/or handbooks for more specific details relating to your program.

5. Attendance

The faculty member responsible for the course determines attendance requirements for each course. A student who fails to attend any class for any reason is responsible for the material presented in class, assignments, examinations, announcements, etc. to the same extent as though the student had attended the class. Please refer to the individual School's catalogs and/or handbooks for more specific details relating to your program.

6. Bacterial Meningitis

a. *General*. Meningococcal disease is a potentially life-threatening infection caused by the bacterium *Neisseria meningitidis*. Bacterial meningitis is an inflammation of the membranes that surround the brain and spinal cord. This disease affects approximately 3000 Americans each year, including 100-125 people on college campuses, leading to 5-15 deaths per year among college students.

b. *Risks and Exposures*. The organism is spread from person-to-person through the exchange of respiratory and throat secretions such as coughing and kissing. Sharing cigarettes, water bottles, eating utensils and food, may increase your exposure. Resident Hall-style living may also play a role as crowded environments facilitate the spread of the infection.

c. *Symptoms and Diagnosis*. Early diagnosis is important. Your healthcare provider may use a combination of clinical symptoms and laboratory tests to diagnose the disease. Seek medical attention immediately if one or more of these symptoms appear:

- i. High fever
- ii. Severe Headaches
- iii. Vomiting
- iv. Light sensitivity
- v. Stiff neck

- vi. Nausea
- vii. Lethargy
- viii. Seizures
- ix. Confusion and sleepiness
- x. Rash or purple patches on skin

d. *Possible Treatment and Consequences If NOT Treated.* Antibiotic treatment may be effective if exposure and disease is detected early. Possible consequences of the disease, include, but are not limited to:

- i. Permanent brain damage
- ii. Kidney failure
- iii. Learning disability
- iv. Gangrene
- v. Coma
- vi. Convulsions
- vii. Hearing loss
- viii. Blindness
- ix. Limb damage that may require amputation
- x. Death

e. Prevention. Vaccinations may be effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the United States. Vaccinations typically take 7-10 days to become effective, with protection lasting 3-5 years. The vaccination is generally safe--most common side effects may include redness and minor pain at the injection site for up to two days.

f. Information. If you have more questions contact:

- i. Your healthcare provider
- ii. Your local or regional Texas Department of Health
- iii. TTUHSC Family Practice Clinic at 806-743-2757
- iv. Visit these web sites for more information -
www.cdc.gov/ncidod/dbmd/diseaseinfo or www.acha.org

7. Credit by Exam

Specific credit by examination policies may be found in each of the Schools' catalogs and/or student handbooks; however, the School of Nursing does not offer Credit by Exam. Pass or fail grades earned on examinations for these courses will not be considered in determining grade-point averages. TTUHSC Schools may elect not to accept credit by examination, where it is determined that such academic achievement may hinder the success on national licensure exams/certifications.

8. Disabilities (Students)

TTUHSC OP 10.15 complies with the American with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs and activities of TTUHSC solely on the basis of the disability.

Students with grievances related to discrimination on the basis of a disability may contact the ADA Compliance Officer for Students in the Office of Student Services. Any student seeking accommodations on the basis of disability must register as a disabled student with the ADA Compliance Office for Students in the Office of Student Services and must provide all required documentation of disability. For more information, visit www.ttuhsu.edu/HSC/OP/OP10/OP1015.pdf

9. Discrimination/Equal Opportunity

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by TTUHSC on any basis prohibited by applicable law, including but not limited to, race, color, national origin, religion, sex, veteran status or disability. Grievances related to discrimination on the basis of race, religion, national origin or age should be pursued through regular administrative channels. Academic problems are to be handled in the academic administrative structure culminating in review by the individual School's Dean. The individual Schools as noted in their Schools' catalogs should direct non-academic student matters.

10. Employment Grievance

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 TTUHSC OP 70.10, Non-faculty Employee Complaint and Grievance Procedures. The procedures manual may be reviewed in the Office of Equal Employment Opportunity.

11. Exams

Please refer to the individual School's catalogs for more specific exam details relating to your program. Any student seeking exam accommodations on the basis of disability must register as a disabled student with the ADA Compliance Office for Students in the Office of Student Services and must provide all required documentation of disability. Appropriate and reasonable

accommodations, if any, will be determined by the ADA Compliance Office for Students in the Office of Student Services.

12. Financial Policies

Students must meet all financial responsibilities due the University. The writing of checks on accounts with insufficient funds, the non-payment 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 action by TTUHSC, including, but not limited to, denial of registration, withholding of grades and transcripts and possible adjudication under the Code of Professional and Academic Conduct. In addition, failure to meet financial obligations to the University will result in:

- a. Cancellations of the student's registration if tuition and registration fees are not paid by the 20th class day (15th class day in summer), or if a returned check given in payment of tuition and fees is not redeemed by that time;
- b. Loss of University check writing privileges and possible criminal prosecution for writing insufficient fund checks and for failure to pick up a returned check;
- c. A flag placed on a student's academic records preventing future registration (before registering or requesting a transcript, students may check on the presence of flags on their records by contacting the Office of the Registrar); and/or,
- d. Reporting of financial problems to a credit agency or a collection agent.

13. Grades/Grading

- a. The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance.
- b. The processing of formal appeal procedures is the responsibility of the School which administers the course. A copy of the grade appeal procedures may be found in the individual Schools' catalogs and/or handbooks. A student must file a formal written appeal within 5 days of the beginning of the next long semester in accordance with the individual Schools' policy regarding student grade appeals. 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. Only final course grades may be formally appealed to the responsible academic dean. Earlier grades and other academic grievances may be discussed with the instructor involved and with the chair of the department or division involved.

c. Cheating and other forms of academic misconduct are addressed in the Code of Professional and Academic Conduct.

14. Graduation Procedures

a. Degree requirements are published in the individual School's catalogs.

b. Prior to graduation, all candidates for TTUHSC degrees are required to:

- i. Complete all graduation requirements set forth by the applicable School;
- ii. Complete and return to the Office of Student Services the University's *Application for Degree and Diploma Name* form in the semester before anticipated graduation (the student's "diploma name" as requested in the *Application for Degree and Diploma Name* form is printed on her/his diploma, and information provided by the student is used in commencement programs);
- iii. Be registered in the semester the certificate or degree is to be conferred; and,
- iv. Attend an Exit Interview session scheduled by the Student Financial Aid Office for students who have received financial assistance, which must be repaid after graduation.

c. Information on invitations, academic regalia and class rings is available through the Office of Student Services.

d. Individual photos of each graduate receiving her/his diploma or certificate will be taken at graduation ceremonies. Students will be mailed proofs from which they may order copies from the photography company.

15. Health Services and Health Insurance Information

a. The Family Practice Center of the Department of Family Medicine (Family Practice Center) provides certain health services at no charge to TTUHSC students who are currently enrolled and have paid the medical services fees as part of tuition and fees. Students must present a Student I.D. card at the time of the appointment.

b. The medical service fee covers only those routine office visit services provided in the Family Practice Center and charges for certain laboratory services performed at University Medical Center (UMC) and radiology services performed at Thompson Hall for Lubbock campus students. Students at regional campuses should check with the Office of Student Services for specific services covered and fees charged. **All other charges incurred are the student's responsibility.** The Student Health Fee does not cover the cost of medicine or supplies used in connection with the office visit. Charges for any laboratory study not on the approved list or for radiology studies performed at

University Medical Center will be the student's responsibility. All covered laboratory and X-ray services must be ordered by the Family Practice physician. Any consultations that are ordered, visits to other departments in the Health Sciences Center, or visits to the Fast Track clinic or Emergency Room that generate a charge from either the Health Sciences Center or UMC will be the student's responsibility.

c. If the student receives a bill from the Health Sciences Center for services covered by the medical service fees, please contact the Family Practice Center immediately.

d. Students are expected to have hospitalization insurance coverage for each semester enrolled. Students should be prepared to provide proof of coverage at the time of registration.

e. TTUHSC will make available information on student health insurance providers for all registered students in the University. Students may investigate other insurance plans. Insurance packets are available in the Office of Student Services

16. Publications

a. Student Publications are free of arbitrary and capricious censorship and advance-copy approval, when operated and published within the canons of responsible journalism as established by the University Committee on Student Publications.

b. All aspects of TTU\TTUHSC Student Publications shall be the responsibility of the President of the appropriate component institution and therefore under his/her direction.

17. Registration

a. Registration is coordinated by the Office of the Registrar in cooperation with the School in which the student enrolls. Tuition and fees are payable in full at the time of registration unless other arrangements have been completed. Registration for new students is completed as a step in the orientation process.

b. To be eligible for registration, the student must have been officially admitted as a new student, or officially readmitted following an absence, and must have satisfied all admission requirements, or must be a continuing student who is eligible to continue as a student at the University. Any student deemed ineligible due to academic, administrative or disciplinary sanction will be barred from registration.

c. *Late Registration.* Students are expected to register at their earliest opportunity. A student who registers late is assessed a charge. Consult the Registrar's office for deadline dates for registration

18. Religious Holy Days

- a. A student who intends to observe a Religious Holy Day should provide written notice, at the earliest possible date prior to the absence, to the following: (1) the instructor of each affected class and (2) the Director of Student Affairs of his/her School. A student will be excused from attending class(es), examinations, or other required activities for the observance of a Religious Holy Day, including travel for that purpose. A student whose absence is excused under this section will be allowed to take an examination or complete an assignment within a reasonable time and at the sole discretion of the instructor of record and/or the Director of Student Affairs before or after the absence.
- b. A student who is excused under the above provision may not be penalized for the absence; however, the instructor may appropriately respond if the student fails to satisfactorily complete the missed assignment or examination within the above-stated time.
- c. Any disputes regarding this policy should be submitted in writing to the TTUHSC President or his/her designee. Any decision by the President or his/her designee regarding the dispute shall be final.
- d. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care.

19. State Residency Classification

Students are responsible for registering under the proper residence classification and for providing documentation as required by the institution. If there is any question about the right to classification as a resident of Texas, it is the student's obligation, prior to the time of enrollment, to ask for an official determination by the Office of the Registrar. An applicant whose classification as a resident of the State of Texas is not clearly established should request a Residency Questionnaire from the Office of the Registrar

20. Sexual Harassment Policy

Student concerns about sexual harassment which include faculty, staff, or students should be directed to the individual School's Dean, in accordance with TTUHSC OP 70.14, Sexual Harassment.

21. Tuition and Fees Installment Payment Options

a. Texas Education Code, Section 54.007, provides that state-supported institutions of higher education shall provide students with the election to pay tuition and fees during the fall and spring semesters using one of the following alternatives:

- i. Full payment of tuition and fees in advance of the beginning of the semester; or
- ii. One-half payment of tuition and fees in advance of the beginning of the semester and separate one-fourth payments prior to the sixth and eleventh class weeks, respectively.

b. TTUHSC shall develop procedures which will provide that students may elect to pay tuition and fees using the payment alternative.

c. TTUHSC is authorized to establish payment due dates in advance of the beginning of a semester and prior to the sixth and eleventh class weeks respectively so that required payments have been received and student records have been appropriately updated on the dates required by law.

d. If a student elects to pay tuition and fees using the payment alternative, he or she shall be assessed an installment option fee in addition to the required payment of tuition and fees. The fee developed and recommended for approval shall reflect all costs incurred in operating and handling payments under the installment alternative. The rates of the fee shall be approved by the Board of Regents.

e. If a student who has elected to pay tuition by installment fails to pay in full all amounts of tuition, other registration fees, installment option fee, late payment fees, and other authorized fees by the end of the business day of the last day of the semester, then he or she will be dropped from School for failure to pay.

f. TTUHSC shall develop procedures so that students are notified of the requirements, provisions, and penalties of the installment payment options.

g. Annual Approval of Student Fees: The Board of Regents shall approve the assessment and collection of fees from Texas Tech University Health Sciences Center (TTUHSC) and Texas Tech University (TTU) students. The amounts to be collected are presented in a Global Fee Document to the Board of Regents for annually for approval.

23. Tuition and Fees Refund Policies

Texas Education Code, Section 54.006, provides the amount of tuition and fees to be refunded to students who drop courses or withdraw from the institution.

- a. Students who drop a course within the first 12 days of a fall or spring semester or within the first four days of a summer term, will receive a full refund of tuition and fees applicable to the course which is being dropped.
- b. Students who withdraw from the institution (zero semester credit hours) will receive a percentage of the tuition and mandatory fees collected for each course based on their official withdrawal date. The percentage refund will be as follows:

Fall and Spring Semesters

Prior to the first class day	100 percent
During the first five class days	80 percent
During the second five class days	70 percent
During the third five class days	50 percent
During the fourth five class days	25 percent
After the fourth five class days	None

Summer Terms

Prior to the first class day	100 percent
During the first, second, or third class day	80 percent
During the fourth, fifth, or sixth class day	50 percent
Seventh day of class and thereafter	None

- c. Students who are receiving Title IV Financial Aid funds, may be required to return a portion of these funds at the time of their withdrawal from the institution.

CONTACT INFORMATION:

Graduate School of Biomedical Sciences	743-2556
Office of the Bursar	743-1880
Office of Student Services	743-2300
Office of Student Financial Aid	743-3025
Office of the Registrar	743-2300
School of Allied Health Sciences Admissions and Student Affairs	743-3220
School of Medicine Student Affairs	743-3005
School of Nursing Student Affairs & Admissions	

Graduate Program	743-3063 or 1-800-851-8240
Undergraduate Programs	1-800-493-3957
Traditional	806-743-2737
RN-BSN	806-743-4843
2 nd Degree	806-743-4844
School of Pharmacy Student Services	806-354-5463

TEXAS TECH UNIVERSITY

Holiday Schedule 2007 – 2008

<u>2007</u>	<u>Day of Week</u>	<u>Holiday</u>
Sept. 3	Monday	Labor Day
Nov. 22	Thursday	Thanksgiving Day
Nov. 23	Friday	Thanksgiving
Dec. 24	Monday	Christmas
Dec. 25	Tuesday	Christmas Day
Dec. 26	Wednesday	Christmas
Dec. 27	Thursday	Christmas
Dec. 28	Friday	Christmas
Dec. 31	Monday	Christmas
 <u>2008</u>		
Jan. 1	Tuesday	New Year's Day
Jan. 21	Monday	Martin Luther King Day
March 21	Friday	Spring Break
May 26	Monday	Memorial Day
July 4	Friday	Independence Day
 TOTAL ALLOWABLE HOLIDAYS		 14

NOTE: University employees who wish to observe Rosh Hashanah, Yom Kippur, Cesar Chavez Day and Good Friday may do so in lieu of other state holidays or they may use their accrued compensatory time or vacation leave.

State law provides for 17 state holidays. During FY 2008, three dates fall on weekends; therefore, there are 14 observable days.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Holiday Schedule for 2007-2008

<u>2007</u>	<u>Day of week</u>	<u>Holiday</u>
September 3	Monday	Labor Day
November 22	Thursday	Thanksgiving Day
November 23	Friday	Thanksgiving Holiday
December 24	Monday	Christmas Holiday
December 25	Tuesday	Christmas Holiday
December 31	Monday	Christmas Holiday
<u>2008</u>		
January 1	Tuesday	New Years Day
January 21	Monday	Martin Luther King
March 21	Friday	Spring Holiday
May 26	Monday	Memorial Day
July 4	Friday	Independence Day

Note: State law provides for 17 state holidays. During FY 2008, three of the dates fall on weekends. The appropriations bill disallows state holidays occurring on weekends. There are 14 observable days in FY 2008. TTUHSC will observe 11 holidays.

An additional 3 days of holiday entitlement will be accrued to employees' vacation leave balance at the rate of two hours per month.

State employees are entitled to observe the holidays of Rosh Hashanah, Yom Kippur, Good Friday and Cesar Chaves Day in lieu of any holiday(s) on which the institution is required to be open and staffed to conduct business.

TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION

Holiday Schedule 2007 – 2008

<u>2007</u>	<u>Day of Week</u>	<u>Holiday</u>
Sept. 3	Monday	Labor Day
Nov. 22	Thursday	Thanksgiving Day
Nov. 23	Friday	Thanksgiving
Dec. 24	Monday	Christmas
Dec. 25	Tuesday	Christmas Day
Dec. 26	Wednesday	Christmas
Dec. 27	Thursday	Christmas
Dec. 28	Friday	Christmas
Dec. 31	Monday	Christmas
 <u>2008</u>		
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State law provides for 17 state holidays. During FY 2008, three dates fall on weekends; therefore, there are 14 observable days.

Texas Tech University Health Sciences Center

Midland Expansion



- General Appropriations Act, 79th Legislature, Regular Session, Article IX, Section 14.55, appropriated funds to the Texas Department of State Health Services (TDSHS) in the amount of \$13.5 million “to be allocated by use of an interagency agreement for health care related facilities in Midland to be operated by TTUHSC.” These facilities included the Physician Assistant Program at Midland College and the Internal Medicine and OB/Gyn Programs at Midland Memorial Hospital.
- February 24, 2006, Board of Regents meeting, the Board authorized the negotiation and execution of the interagency agreement with TDSHS and other necessary agreements with health care facilities and providers to enable TTUHSC to comply with the General Appropriations Act.
- March 3, 2006, the interagency agreement between TDSHS and TTUHSC was executed and the funds (\$13.5 million) were transferred to TTUHSC.
- TTUHSC President M. Roy Wilson established a Midland Expansion Task Force to study and recommend a partitioning of the funds to the three affected programs. On August 31, 2006, the Task Force’s report on the projects was submitted to TTUHSC Interim President Bernhard Mittermeyer.

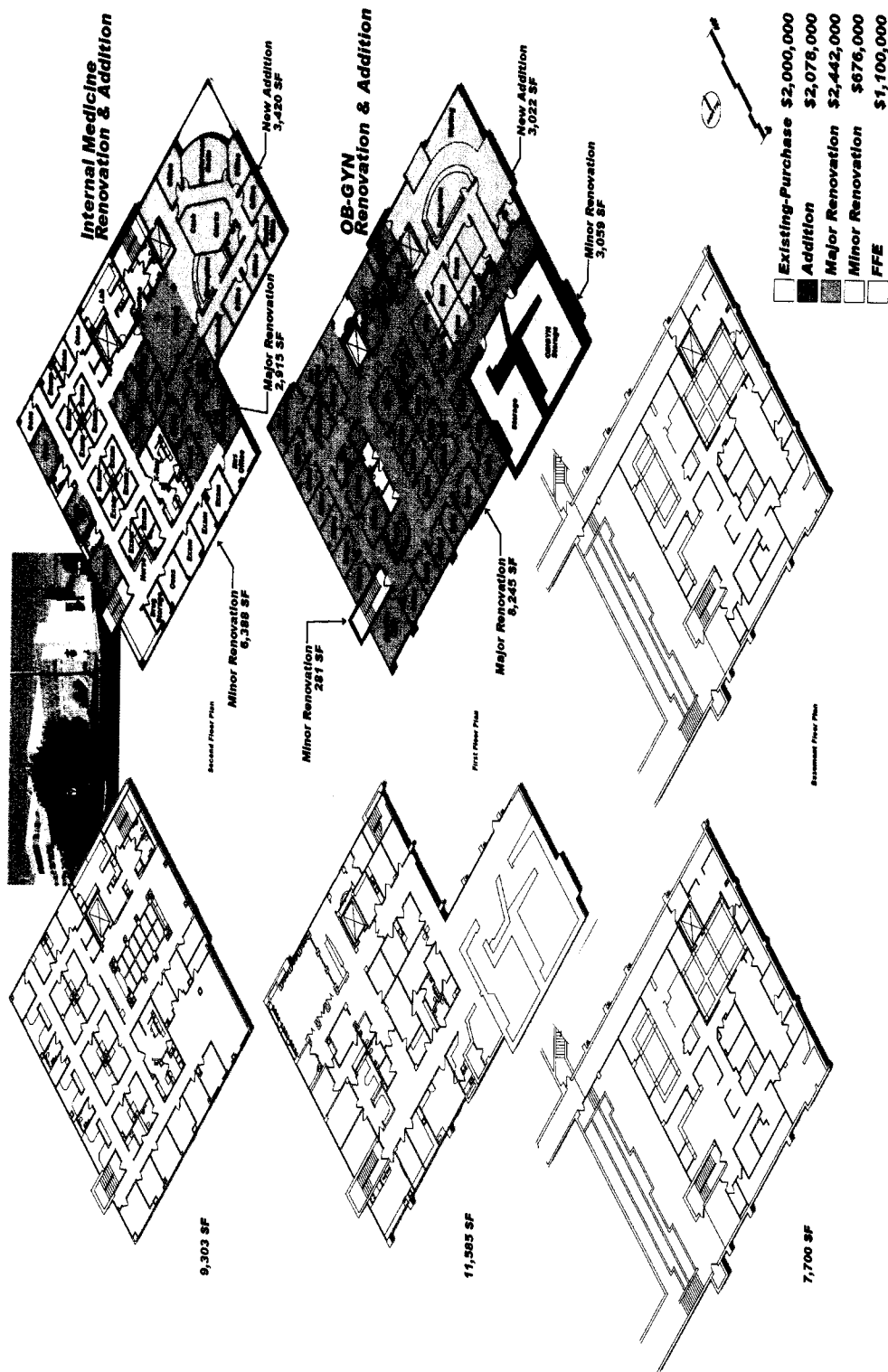
Texas Tech University Health Sciences Center

Midland Expansion



- October 27, 2006, Board of Regents meeting, the Board authorized the negotiation and execution of agreements with MMH and MC and other necessary agreements to enable TTUHSC to comply with the General Appropriations Act, with the following recommendations for each project:
 - \$5.2 million for the Physician Assistant Program (PA Program). Midland College (MC) will construct a 14,068 sf addition and renovate 4,293 sf to the existing PA Program facility, and furniture and equipment for the facility.
 - \$3.7 million for Internal Medicine to cover a multi-year lease with Midland Memorial Hospital (MMH) for 21,200 sf of the Allison Cancer Center (ACC) facility, renovating 6,650 sf within the existing facility, and furniture and equipment.
 - \$4.6 million for Ob/Gyn. MMH will construct an 11,826 sf clinic in conjunction with the MMH's Women's Pavilion, and furniture and equipment for the facility.
- February 23, 2007, TTUHSC executed a contract with MC for the expansion of the PA Program facility.
- February 23, 2007, MMH sent letter informing TTUHSC of a change in MMH's strategic plan. MMH proposed selling TTUHSC the ACC, as is, for its appraised value of \$2 million and MMH would contract with TTUHSC to manage the construction, renovations, and purchase of equipment.
- TTUHSC subsequently worked with Parkhill, Smith & Cooper, Inc. (PSC) to revise the renovation plans for the ACC. The revised plans presented for your consideration today are as follows:
 - Purchase 28,588 sf ACC building for \$2,000,000.
 - New 2 story addition of 6,442 sf into courtyard area for \$2,078,000.
 - Major renovation of 11,160 sf for \$2,442,000.
 - Minor renovation of 9,728 sf for \$676,000.
 - Purchase of Furniture, Fixtures, and Equipment for \$1,100,000.

Texas Tech University Health Sciences Center Allison Cancer Center



Obstetrics/Gynecology and Internal Medicine Clinics
Addition and Renovation - Midland, Texas

May 2007

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2007

Board Minutes
May 11, 2007
Attachment 7
Page 1 of 2

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF MAY 1	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		TOTAL ENGAGEMENT HOURS AVAILABLE	16,100					
		REQUIRED AUDITS						
Required	TTUS	Texas Tech University Foundation	Financial (assist)	120	Complete	133		(13)
Required	TTUS	Regents, Chancellor, & Presidents Travel and Credit Cards	Compliance (assist)	20	Complete	23		(3)
Required	TTUS	Office of Audit Services Annual Report - 11/1	Compliance	40	Complete	29		11
Required	TTUS	Office of Audit Services Annual Plan	Compliance	40	In progress	3	37	0
Required	TTU & HSC	State Auditor's Office Miscellaneous Projects	Miscellaneous (assist)	120	(48)			72
	HSC	Correctional Managed Health Care		8	Complete	8		0
	TTU	Enrollment Audit		20	In progress	3	17	0
	TTU & HSC	2007 Statewide Financial Audit, Federal Portion		20	In progress		20	0
Required	TTU	Texas Higher Education Coordinating Board ARPI/ATP Grants	Compliance	170	Complete	320		(150)
Required	TTU	NCAA Compliance - Spring	Compliance	325	In progress	327	10	(12)
Required	TTU	Athletics Financial Review - 1/15	Financial (assist)	240	Complete	177		63
Required	TTU	Joint Admissions Medical Program Grants - 10/31	Compliance	60	Complete	106		(26)
Required	TTU	KOHM-FM - 1/31	Financial (assist)	300	Complete	357		(57)
Required	HSC	Texas Higher Education Coordinating Board ARPI/ATP Grants	Compliance	170	Complete	97		73
Required	HSC	Texas Higher Education Coordinating Board Residency Grants - 12/31	Compliance	220	Complete	284		(64)
Required	HSC	Correctional Managed Health Care Committee Contract	Compliance	200	In progress	73	127	0
Required	HSC	Family Practice Center at El Paso Contract - 12/1	Compliance	90	Complete	123		(33)
Required	HSC	Joint Admissions Medical Program Grants - 10/31	Compliance	60	Complete	137		(37)
		TOTALS FOR REQUIRED AUDITS	2,175	60		2,200	211	(176)
		AUDITS IN PROGRESS AT AUGUST 1, 2006						
Prior Year	TTU	President's Office Financial Review	Financial	50	Complete	89		(39)
Prior Year	TTU	Academic Advising Financial Review	Financial	50	Complete	198		(148)
Prior Year	HSC	Institutional Animal Care & Use Committee (IACUC)	Compliance/Controls	120	Complete	89		31
Prior Year	HSC	Medical Practice Income Plan (MPIP) Trust Fund	Controls/Consulting	200	Complete	114		86
Prior Year	HSC	IDX and Related Controls	Controls	120	Complete	208		(88)
Prior Year	HSC	Credit Card Customer Information Security	IT Controls	360	Complete	484		(124)
Prior Year	HSC	School of Medicine (CardioCath Lab)	Operational	370	Complete	593		(223)
Prior Year	ALL	Wrap-up on Audits Included in August BOR Report		30	Complete	26		4
		TOTALS FOR AUDITS IN PROGRESS	1,300	-		1,801	-	(501)
		UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS						
		Total hours budgeted for Special Projects & Investigations	4,000	(2,951)				1,049
		IN PROGRESS AT AUGUST 1, 2006						
Special	TTU	The Institute for Child and Family Studies	Special	10	Pending	2	8	0
Special	TTU	Department of Animal & Food Sciences	Special	596	Complete	596		0
Special	TTU	Tech Express Investigation	Special	200	Pending	190	10	0
Special	TTU	Tech Express Controls	Special	313	Complete	313		0
Special	TTU	Civil Engineering	Special	24	Complete	24		0
Special	TTU	Mechanical Engineering	Special	23	Complete	23		0
		BEGUN AFTER AUGUST 1, 2006						
Special	ALL	Misc. Hotline Projects	Special	15	In progress	15		0
Special	HSC	Amarillo Physician Contract and Related Issues	Special	450	In progress	416	34	0
Special	TTU	Football Attendance Certification	Special	10	Complete	10		0
Special	TTU	Turf Management	Special	250	In progress	197	53	0
Special	N/A	UTMB Peer Review	Special	60	In progress	18	42	0
Special	HSC	Excluded Parties Special	Special	700	In progress	569	131	0
Special	TTU	Residence Halls Facilities Management	Special	300	In progress	257	43	0
Special	ALL	IDEA Software Implementation	Special	150	In progress	14	136	0
		SPECIAL PROJECTS AND INVESTIGATIONS TOTALS	4,000	3,101		2,644	457	899
		HIGHEST PRIORITY						
1	ALL	Emergency Management Planning	Operational/Compliance	550	In Progress	282	268	0
1	ALL	ConnectTech Project (Banner System Implementation)	Management Advisory	400	In Progress	132	268	0
1	TTUS	Chancellor's Office	Management Advisory	500				500
1	TTU	Credit Card Customer Information Security	IT Controls	400				400
1	TTU	Information Technology General Controls Review	IT Controls	500	Complete	582		(82)
1	HSC	El Paso Finance and Administration	Financial/Operational	350	Complete	454		(54)
1	HSC	Laboratory Security	Operational	400	Complete	415		(15)
New	TTU	Contracting Office	Operational/Compliance	400	In Progress	64	336	0
		HIGHEST PRIORITY TOTALS	3,100	450		1,939	872	739

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2007

Board Minutes
May 11, 2007
Attachment 7
Page 2 of 2

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF MAY 1	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
MODERATE PRIORITY								
2	ALL	Audit Report Follow-Up Procedures and Reporting						
2	TTUS	Fraud Risk Assessment	175		In Progress	169	6	0
2	TTU & HSC	Intellectual Property	250	75	Complete	314		1
2	TTU	College of Education	425		In Progress	340	85	0
2	TTU	Academic Advising Processes	300		Complete	449		(149)
2	HSC	HIPAA Security Compliance	350	(350)	Cancelled			0
2	HSC	School of Medicine	500		In Progress	233	267	0
			400		In Progress	172	228	0
MODERATE PRIORITY TOTALS			2,400	(275)		1,508	580	(138)
LOWER PRIORITY								
3	ALL	Information Technology Audits						
		IT Audit RFP Review	500	(9)				491
3	ALL	Endowment Spending		9	Complete	9		0
3	TTU	Centers and Institutes	200		In Progress	8	192	0
3	TTU	Research Funds	350		On Hold	1	349	0
3	TTU	School of Law	350		In Progress	65	285	0
3	TTU	College of Architecture	300		In Progress	144	156	0
3	HSC	Lubbock Department of Anesthesiology	300		Complete	338		(38)
3	HSC	El Paso Department of Anesthesiology	300	100	Complete	464		(64)
			300	(300)	Cancelled			0
LOWER PRIORITY TOTALS			2,600	(200)		1,029	982	389
OTHER VALUE-ADDED WORK								
Total hours budgeted for Other Value-Added Work			525	(392)				
Other	ALL	Cash Handling and Control Environment Workshops		89	Ongoing	89		133
Other	ALL	TTU Ethical Institution Task Force			Ongoing			
Other	ALL	ConnectTech Steering Committee (Banner project)		22	Ongoing	22		
Other	ALL	ConnectTech Security Committee (Banner project)		42	Ongoing	42		
Other	ALL	ConnectTech Banner Transition Testing		16	Ongoing	16		
Other	N/A	Enterprise Risk Management			Ongoing			
Other	N/A	Professional Organizations (ACUA, TACUA, TSCPA, SIAAF, ACFE)		71	Ongoing	71		
Other	N/A	Other Miscellaneous Projects		152	Ongoing	152		
OTHER RELATED WORK TOTALS			525	392		392	-	
TOTAL ENGAGEMENT HOURS			16,100	427		11,513	3,102	1,345
ADDITIONAL PROJECTS NOT ON PLAN								
4	TTUS	Construction audits (specific projects)	500		Outsourcing possibility			
4	TTU	Indirect cost negotiation process	350					
4	TTU	Fee generating academic programs	400					
4	TTU	Grade submission/recording process	350					
4	HSC	Patient satisfaction program	500					
EXTRA AUDIT HOURS NEEDED			2,100					
KEY								
	TTUS	Texas Tech University System						
	TTU	Texas Tech University						
	HSC	Texas Tech University Health Sciences Center						
	TTU & HSC	Areas with parallel functions or shared responsibility						
	ALL	Areas that will affect all institutions or that will be performed concurrently						
	N/A	Work that is not attributable to a particular institution or campus						
Required	Audits that are mandated by law, Operating Policies, standards, contracts, etc. Will be performed based on timing of external deadlines.							
Prior Year	Engagements from prior year annual plan that were in progress at August 1. Goal is to complete them early in the year.							
1	Engagements that were deemed most critical per the risk assessment at August 1.							
2	Engagements that were deemed to be moderately critical per the risk assessment at August 1.							
3	Engagements that were deemed least critical per the risk assessment at August 1.							
4	Areas of exposure that need attention, but have not been included on the official plan because of lack of resources.							
New	Risk-based audit added after annual plan approved.							
Special	Unplanned Special Projects and Investigations							
Follow-up	Unscheduled Follow-Up Work							
Other	Other projects, including committee service, class development and instruction, etc.							



TEXAS TECH UNIVERSITY SYSTEM™

Facilities Committee

TTU

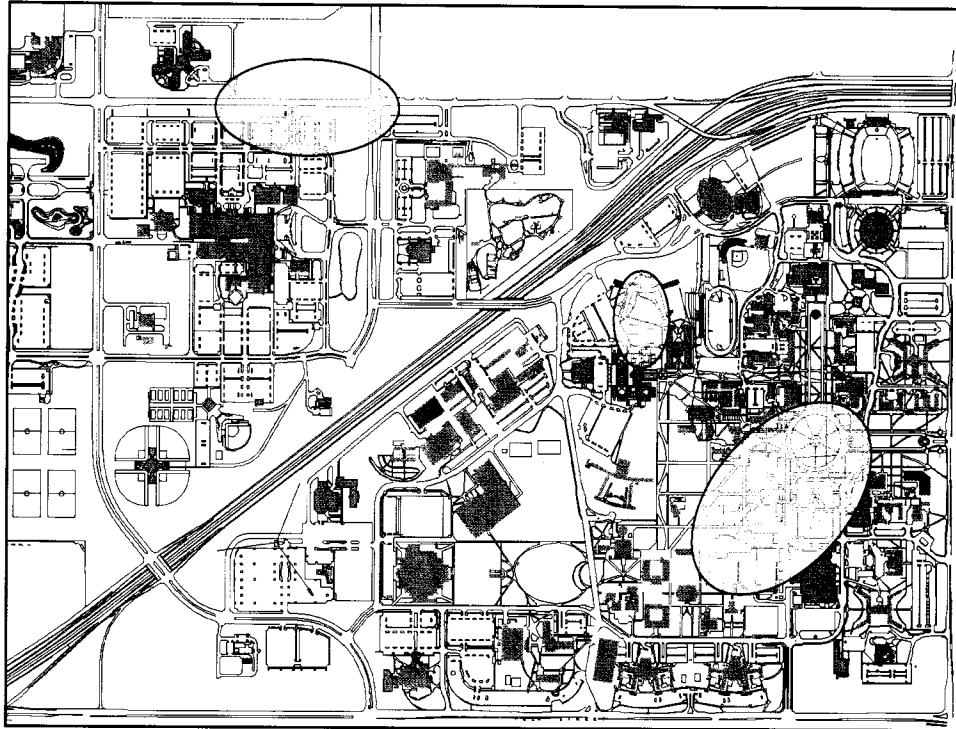
Approve

Campus Infrastructure Upgrade Phase I

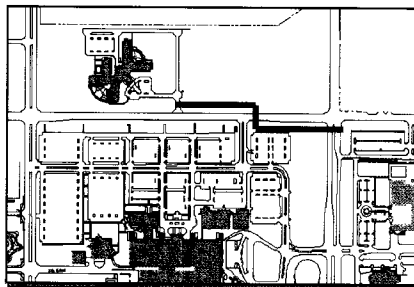


Scope of Work

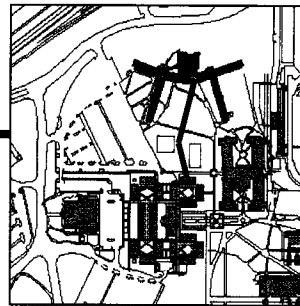
- Replace Utility Tunnel from Administration Building to Holden Hall
- Install New Chilled Water Lines to Southeast Quadrant of Campus to Increase Reliability and System Capacity
- Upgrade Sewer System at 4th Street and Indiana Avenue to Meet Current and Future Demands
- Remove Failed Utility Tunnel Between Carpenter-Wells and Thompson Hall



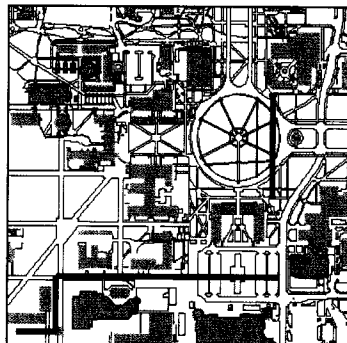
Campus Maps



Sanitary Sewer System Upgrade



Demolition of Utility Tunnel



Utility Tunnel Replacement

Chilled Water Distribution Lines



Budget

Project Budget	\$ 5,000,000
Construction	\$ 3,704,000
Professional Services	\$ 459,400
FF&E	\$ 0
Administrative Costs	\$ 145,000
BOR Directed Fees	\$ 339,000
Contingency	\$ 352,600



Source of Funds

- Revenue Finance System for \$5,000,000
Repaid with Utility Fund Balance and
Revenues Generated Through Campus Utility
Sales



Schedule

- | | |
|--------------------------|-----------|
| • Design Development | Sept 2007 |
| • Construction Documents | Nov 2007 |
| • Construction Start | June 2008 |
| • Construction Complete | Jan 2009 |



THECB Criteria

- | | |
|---------------------------------|---------------|
| • TTU MP1 Report FY 2006 | 6 of 15 |
| • Space Need | N/A |
| • Cost | N/A |
| • Efficiency | N/A |
| • Deferred Maintenance | Meets |
| • Critical Deferred Maintenance | Meets |
| • Classroom Utilization* | Does Not Meet |
| • Class Lab Utilization* | Meets |

* *Guidelines*



Recommendations

- Approve the Construction of the Campus Infrastructure Upgrade Phase I Project with a Budget of \$5,000,000 Funded Through the Utility Fund Balance and the Revenue Finance System Repaid with Revenues Generated Through Campus Utility Sales



TEXAS TECH UNIVERSITY SYSTEM™

Facilities Committee

TTUHSC
Re-Approve Budget
for the
Messer-Racz International Pain Center



Scope of Work

- The 12,700 SF Project will Relocate the International Pain Institute to the TTUHSC Medical Campus, East of the Texas Tech Physicians Medical Pavilion
- Project Re-Designed to Create an Ambulatory Surgery Center
- Design Approved by TDSHS
- Originally Approved in October 2003, and Re-Approved in February 2005 and May 2006



Project Photos / Rendering



Budget

Project Budget	\$ 7,000,000
Construction	\$ 5,313,675
Professional Services	\$ 635,397
FF&E	\$ 317,700
Administrative Costs	\$ 39,709
BOR Directed Fees	\$ 422,150
Contingency	\$ 271,369



Source of Funds

• Gifts & Donations	\$ 3,500,000
• HEAF	<u>\$ 3,500,000</u>
	\$ 7,000,000



Schedule

• Construction Start	Sept 2005
• Re-Design Start	Nov 2005
• Construction Documents	May 2006
• TDSHS Approval	Oct 2006
• Construction Re-Start	Dec 2006
• Construction Complete	April 2008
• Move In	May 2008



THECB Criteria

- | | |
|------------------------------------|---------|
| • TTUHSC MP1 Report FY 2005 | 6 of 28 |
| • Space Need | Meets* |
| • Cost (\$ 393/SF) | Meets |
| • Efficiency | Meets |
| <i>(Clinical Facilities = 50%)</i> | |
| • Deferred Maintenance | Meets |
| • Critical Deferred Maintenance | Meets |
| • Classroom/Class Lab Utilization | N/A |

** When Adjusted for E&G Clinical Space*



Recommendation

- Re-Approve Project to Construct The Messer-Racz International Pain Center with a Project Budget of \$7,000,000 Funded with \$3,500,00 in Gifts & Donations, and \$3,500,000 in HEAF

FIVE-YEAR CAPITAL PROJECTS PLAN Texas Tech University May 2007

GENERAL PROJECT INFORMATION										FINANCIAL INFORMATION															
Priority	Bldg. No.	Project Description	Project Type					Square Footage		CIP Code	Total Project Cost	Funding Source (\$ Millions)													
			New Construction	Additions	Major Repair & Renovation	Land Acquisitions	Infrastructure	Leased Space	Gross			Educational & General NASF	Acres	HEAF - Cash	HEAF - Bond	Other Revenue Bonds	Auxiliary Enterprise Funds	Other Local Funds	Gifts, Donations	Federal Grants	Unexpended Plant Funds	Legislative Appropriations	Private Development	Tuition Revenue Bonds	Other
1	New	Rawls College of Business Administration	X						130,000	78,000	520101	\$ 60,000,000.00						\$ 35.00					\$ 25.00		Unfunded
2	206	College of Engineering Expansion/Renovation		X					155,178	100,866	140101	\$ 70,000,000.00	\$ 10.00					\$ 10.00							\$ 50.00
3	272	Architecture Fire Suppression System			X				175,562	88,913	040201	\$ 2,637,052.00	\$ 2.64												
4	271	Biology & Biology Greenhouse Fire Suppression System		X					156,219	93,422	260101	\$ 2,324,093.00	\$ 2.32												
5	246	Business Administration Renovation/Life Safety Upgrade		X					204,495	118,321	520101	\$ 25,000,000.00											\$ 25.00		
6	401	Experimental Science Build Out Shell Space		X					21,534	21,534	818900	\$ 6,000,000.00	\$ 6.00												
7	273	Utility Infrastructure Upgrade				X			0	0	831000	\$ 13,000,000.00		\$ 13.00											
8	New	Performing Arts Center	X						360,000	138,000	500101	\$ 90,000,000.00						\$ 45.00				\$ 45.00			
9	New	New Plant & Soil Science	X						64,000	38,400	020501	\$ 21,000,000.00						\$ 10.50				\$ 10.50			
10	New	Grantham Building	X						30,000	18,000	834000	\$ 1,500,000.00													\$ 1.50
11	New	Parking Facility II	X						420,000	0	819900	\$ 16,000,000.00													\$ 16.00
12	40	Jones AT&T Stadium Expansion	X	X					70,000	0	720000	\$ 43,500,000.00			\$ 24.00	\$ 15.00									\$ 4.50
13	390	Athletics Video Screen and Halls of Honor			X				5,500	0	720000	\$ 7,500,000.00				\$ 7.50									
14	N/A	Upgrade Athletic Facilities			X				20,000	0	720000	\$ 20,000,000.00				\$ 10.00		\$ 10.00							
15	New	Rawls Golf Course Club House	X						20,000	0	720000	\$ 5,000,000.00						\$ 5.00							
TOTALS													\$ -	\$ 20.96	\$ 37.00	\$ 32.50	\$ -	\$ 115.50	\$ -	\$ -	\$ -	\$ -	\$ 105.50	\$ -	\$ 72.00

FIVE-YEAR CAPITAL PROJECTS PLAN
Texas Tech University Health Sciences Center
May 2007

GENERAL PROJECT INFORMATION										FINANCIAL INFORMATION																		
			Project Type			Square Footage				Funding Source (\$ Millions)																		
Priority	Bldg. No.	Project Description	New Construction	Additions	Major Repair & Renovation	Land Acquisitions	Infrastructure	Leased Space	Gross	Educational & General NASF	Acres	CIP Code	Total Project Cost	HEAF - Cash	HEAF - Bond	Other Revenue Bonds	Auxiliary Enterprise Funds	Other Local Funds	Gifts, Donations	Federal Grants	Unexpended Plant Funds	Legislative Appropriations	Private Development	Tuition Revenue Bonds	Other	Unfunded		
1	5004	Abilene - SOP Building	X		X		X		39,837	26,623		512001	\$ 9,087,743.00						\$ 9.09									
2	5001	Midland - PA Expansion		X	X				18,361	11,017		511201	\$ 5,200,000.00					\$ 5.20										
3	0000	Midland - SOM Expansion		X	X				35,030	22,770		511201	\$ 8,300,000.00					\$ 8.30										
4	3000	El Paso - Renovations & Modernization			X				20,000	12,000		511201	\$ 6,300,000.00											\$ 6.30				
5	2001	Amarillo - SOP Renovation/Addition		X					21,010	13,300		512001	\$ 8,010,000.00											\$ 8.01				
6	2000	AMA - Family Medicine Relocation		X					21,000	13,650		511201	\$ 7,000,000.00	\$ 7.00														
7	3007	El Paso - Medical Science Building II	X						185,000	101,750		511201	\$ 95,000,000.00													\$ 95.00		
8	1000	Lubbock Research Facility		X					118,000	30,380		511201	\$ 30,000,000.00													\$ 30.00		
9	1006	LBB - Clinical Simulation Center	X						31,316	18,790		511201	\$ 8,000,000.00													\$ 8.00		
10	1000	Lubbock - HSC Backfill Renovation			X				43,003	37,333		511201	\$ 16,500,000.00													\$ 16.50		
11	5003	Dallas - SOP Classroom Addition		X					10,035	6,021		512001	\$ 4,600,000.00													\$ 4.60		
12	3005	El Paso - MSB1 LARC Expansion		X					10,860	5,430		511201	\$ 4,887,000.00													\$ 4.89		
13	4002	Odessa - Academic Building	X						40,320	24,192		511201	\$ 18,000,000.00													\$ 18.00		
14	1001	LBB - Preston Smith Library Basement Build-out		X					16,000	10,400		511201	\$ 3,200,000.00													\$ 3.20		
15	2002	AMA - Renovate Women's Health & Research Institute		X					72,684	40,247		511201	\$ 12,800,000.00													\$ 12.80		
16	3001	El Paso - Clinic Renovations		X					36,000	23,400		511201	\$ 4,800,000.00													\$ 4.80		
17	0000	El Paso - Clinical Sciences Building	X						83,500	50,100		511201	\$ 29,000,000.00													\$ 29.00		
18	IN	El Paso - 1,200-space Parking Garage	X						420,000			819900	\$ 18,000,000.00													\$ 18.00		
19	IN	Real Property Purchase			X						1	000000	\$ 6,000,000.00													\$ 6.00		
20	1301	Larry Combest Health and Wellness Center Addition		X					10,000	3,000		511601	\$ 3,000,000.00													\$ 3.00		
21	0000	LBB - Institute on Aging	X						69,444	45,139		511201	\$ 25,000,000.00													\$ 25.00		
TOTALS													\$ 322,664,743.00	\$ 7.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13.50	\$ 9.09	\$ -	\$ -	\$ -	\$ -	\$ 14.31	\$ -	\$ 276.79

FIVE-YEAR CAPITAL PROJECTS PLAN
 Texas Tech University System Administration
 May 2007

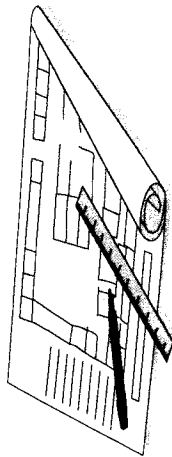
GENERAL PROJECT INFORMATION										FINANCIAL INFORMATION																						
Priority	Bldg. No.	Project Description	Project Type						Square Footage				CIP Code	Total Project Cost	Funding Source (\$ Millions)																	
			New Construction	Additions	Major Repair & Renovation	Land Acquisitions	Infrastructure	Leased Space	Gross	Educational & General NASF	Acres	HEAF - Cash			HEAF - Bond	Other Revenue Bonds	Auxiliary Enterprise Funds	Other Local Funds	Gifts, Donations	Federal Grants	Unexpended Plant Funds	Legislative Appropriations	Private Development	Tuition Revenue Bonds	Other	Unfunded						
1	0267	System Office Relocation			X				78,875	0	811200	\$ 5,500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.50							
TOTALS													\$ 5,500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.50

Bricks and Mortar Report

Projects In Design

April 2007

www.fpc.ttu.edu



Project	Cost	Status	Completion Date
TTU			
Student Leisure Pool	\$ 7,500,000	Design In Progress	TBD
Rawls College of Business Administration	\$ 60,000,000	On Hold	TBD
CoBA Building Renovations	\$ 25,000,000	On Hold	TBD
Engineering Expansion/Renovation Phase I	\$ 10,000,000	Design In Progress	TBD
Utility Infrastructure Upgrade Phase I	\$ 5,000,000	Design Pro Selected	TBD
Experimental Science Lab Build Out	\$ 6,000,000	On Hold	TBD
Jones AT&T Stadium Phase IV	\$ TBD	DP & CM Qual. Rec'd.	TBD
Softball Field Expansion	\$ TBD	DP & CM Qual. Rec'd.	TBD
Softball Field Repairs	\$ 300,000	Work Starts June 1	TBD
High Performance Research Computer Facility	\$ 1,900,000	Design In Progress	TBD
Arena Elevator	\$ TBD	Design Pro Selected	TBD
TOTAL	\$ 115,700,000		

Project	Cost	Status	Completion Date
HSC			
HSC Strategic Space Study	\$ TBD	Programming in Progress	TBD
Amarillo HSC - Coulter Research Building	\$ 18,000,000	Design In Progress	TBD
Amarillo School of Pharmacy Expansion	\$ 8,010,000	Design Pro Selected	TBD
Amarillo Family Medicine Relocation	\$ 7,000,000	Design Pro Selected	TBD
Midland Physicians Assistant Expansion	\$ 5,204,000	Contracted w/Midland College	TBD
TOTAL	\$ 38,214,000		
GRAND TOTAL	\$ 153,914,000		

Texas Tech University



Enrollment Task Force

Report to the Board of Regents
May 11-12, 2007

Fall 07 New Student Update



Freshmen (as of 5/8/07)

- Total Applications – 13,882
 - *Record*
 - *Up 2.1%*
- Total Admits – 10,399
 - *Record*
 - *Up 10.8%*
- Active Admits – 10,136
 - *Up 16.8%*
- Orientation Registrants – 3,942
 - *Up 738*
- Housing Reservations – 3,969
 - *Up 657*
- Red Raider Camp – 682
 - *Up 271*

Fall 07 New Student Update



Transfer (as of 5/8/07)

- Total Applications – 3,043
 - *Down 103*
- Active Admits – 1928
 - *Down 129*
- Orientation – 1040
 - *Down 135*
- Housing – 181
 - *Up 43*

Fall 07 New Student Update



Graduate

Total

- 5179 new applications (up 16%)
- 2911 new admits (up 5%)
- 1354 new enrolled (up 9%)

Doctoral –

- 1203 applications (up 20%)
- 472 admitted (down 3%)
- 210 enrolled (up 2%)

Masters

- 3070 applications (up 22%)
- 1599 admitted (up 14%)
- 807 enrolled (up 17%)

Other Grad

- 906 applications (down 2%)
- 840 admitted (down 4%)
- 337 enrolled (down 4%)

Actively Still Recruiting



- Calling Campaign - admitted students not signed up for orientation
 - Individuals and Offices Calling
 - *Chancellor and staff*
 - *President and staff*
 - *Provost and staff*
 - *Deans/Associate Deans and staff*
- Letter from Community Businesses – to students signed up for orientation
- Adding additional courses and sections – preparing for a larger entering class

Stakeholder Outreach



Presentations to:

- Senior Academic Council
- Deans
- Enrollment Management Council
- Chancellor has spoken to community leaders
- Campus Town Hall Meeting (faculty, staff and students)

Status - 12 Big Recommendations



1. Increase scholarships in number, type and amount

- *Enrollment Management is working with development and system staff on data and needs*
- *Implementing a centralized scholarship office to begin Fall 2007*

2. Implement innovative ways to reduce the cost of attendance

- *Student Business Service staff have been working through Government Relations to encourage passage of legislation (Senate Bill # 1231, 1232, 1233) that would make payment plans more student friendly.*

3. Strengthen the Division of Enrollment Management

Texas Tech University

7

Status - 12 Big Recommendations



4. Enhance Marketing and Communications in major population centers

- *Working group has met to begin development of a plan for the fall*

5. Increase the number and quality of the regional recruiters and provide a supervisory position for each regional office

- *Pending final budget approval*
- *PDQs developed for Assistant Director positions*
- *Chancellor scheduled to speak to recruiters during May training*
- *Implementation plan drafted*

Texas Tech University

8

Status -- 12 Big Recommendations



6. Implement incentives for recruitment, enrollment and persistence of students
 - *Faculty committee has been formed to develop the guidelines for the incentive awards.*
7. Implement a new model for community college partnerships using dual enrollment and admissions
 - *Seed money has been identified to develop distance core courses*

Status - 12 Big Recommendations



8. Implement an international undergraduate student recruiting program
 - *Pending final budget approval*
 - *PDQ developed for position*
 - *Implementation plan in process of being drafted*
9. Implement an international graduate student recruiting program
 - *Pending final budget approval*

Status - 12 Big Recommendations



10. Implement an out of state undergraduate student recruiting program
 - *Pending final budget approval*
11. Implement best practices for career planning and placement in all colleges
12. Analyze and implement the top 50 department and college level growth initiatives to enhance recruitment, yield and retention
 - *Proposals have been sorted and are now being reviewed*

Texas Tech University Health Sciences Center



Enrollment Management Task Force

Bernhard T. Mitemeyer, M.D.

Interim President

May 10, 2007

School of Allied Health Sciences



- Current Enrollment = 791
- Projected Fall 2007 Enrollment = 905
- On track to achieve our strategic growth goal of 1,000 by 2010
- 720 applications for 48 PA slots (*665 for Fall 2006*)
- 231 applications for 64 PT slots (*186 for Fall 2006*)
- Applicant quality was considerably greater than in past years
- Science GPA averaged above 3.7 for successful PA program applicants

School of Medicine



- Current Enrollment = 550
- Projected Fall 2007 Enrollment = 550
- 140 first-year students for Fall 2007
- Applicant pool increased from 2,856 to 3,049
- Highest GPA average ever = 3.64
- MCAT increased from 28.76 to 30.21 for incoming class
- The most competitive class ever!

School of Nursing



- Fall 2006 Enrollment = 669
- Projected Fall 2007 Enrollment = 727
- Potential increases dependent upon legislative session outcomes and availability of funding
- Potential enrollment expansion in Lubbock, Permian Basin, and Austin/Hill Country
- Potential new SON presence in Abilene

School of Pharmacy



- Current Enrollment = 349
- Projected Fall 2007 Enrollment = 406
- Total enrollment for the first-year class Fall 2007 = 130
- Total applications for 2007 = 616 (*Fall 2006 = 588*)
- Applications that preferred Abilene = 265 (*40 slots available*)
- Applications that preferred Amarillo = 351 (*90 slots available*)

Graduate School of Biomedical Sciences



- Current Enrollment = 99
- Projected Fall 2007 Enrollment = 100
- Pharmaceutical Sciences Program increased enrollment by 28% over the last two years
- International student population increased 25% from last year. Current international population of GSBS is 45%
- Anticipate raising stipend to be more competitive with other graduate schools

Projected Enrollment Fall 2007



	Fall 2006	Projected Fall 2007	Projected Fall 2020
Allied Health Sciences	791	905	1,200
Medicine	550	550	850
Nursing	669	727	1,200*
Pharmacy	349	406	500
Graduate School of Biomedical Sciences	99	100	250
Total HSC	2,458	2,688	4,000

**Minimum*



Report on Campus Security
TTU and TTUHSC
Board of Regents Meeting
May 11, 2007

Mr. Hance began by stating that nothing is more important to us than the safety of our students, faculty and staff. What Virginia Tech went through is just a nightmare and we feel for them and every person and family member who was touched by that tragedy. All of us in our university systems throughout the country can certainly identify with what they went through. We live in a free society and so we cannot be 100 percent certain that nothing will ever happen, but we must be prepared. We had a meeting with our chief of police and our security officers. They stepped up our patrols. They also re-examined a lot of things. They had a rapid response team that does exercises with the area law enforcement, be it DPS or city police as well of our campus police. So, they are trained in procedures. One thing that is important is that the chief has the authority, we don't have to have a committee meeting, if there is a shooting. The chief has the authority to shut the campus down immediately. In these type of situations, we must have someone in control; we wouldn't need a committee meeting at that time. Our chief is qualified to make those decisions and inform us later because those decisions will need to be made quickly.

We have 17 residence halls; we have patrols around the clock for 365 days a year. We have 260 cameras in place throughout the campus—at the residence halls primarily. We also have a card system for entrance into the residence halls, and we have 10 guards who are on patrol at the residence halls from 10 p.m. to 6 a.m. We also have a staff member in each dorm who is trained in safety procedures. We have 138 community advisors, one on each floor of each dorm that can report anything that is out of the ordinary or that might be a problem. We also have a public address system in our dorms. Stangel/Murdough will be upgraded this summer so they will have a PA system as well. We have those in about half of the academic buildings, but we are working on changing that so that a PA system will be in all of the buildings. We also have 67 blue phones throughout the campus that someone can just pick up. Nothing needs to be dialed. The police will be directly reached with those phones. We also have seven outdoor sirens that can be utilized, and we are considering whether we need to add to that or if that is a method we would use to notify people that something unusual was happening. In the past, it has been used for weather alerts. The chief is also finishing up some additional training on the response teams. They already have a large number trained in that arena. All of them will be completely trained by August in that arena. We have looked at upgrading our residence halls security guards to police officers. That would require training. This is something that the chief and the committee will make a decision on. Do we take those people, and we would have to put out notice and rehire? They would have to be licensed peace officers. We will not have anyone carrying a gun unless they are a licensed peace officer. There is a difference between a security guard that is there to make a call or something like that and a licensed police officer. One thing that we will look at is keeping the guards and adding some additional police officers who can go from dorm to dorm during those times and be available. This is a decision that we will have to make and will be presented to the Board in August with the new budget with some additional costs. Another idea that

many seem to be favorable about is to increase our presence of the number of law enforcement people we have available. We will be looking at offering scholarships for people who are taking courses that are from the Lubbock Police Department, DPS, or the Sheriff's Office. That way those individuals, they may be in a class with you but people would not know where they would be. That would be to our benefit. They are licensed peace officers who would be able to carry a concealed weapon. So, there would be no problem in that regard. That will increase the number of law enforcement people we have at any time. We have had, depending on the semester, as little as three or as many as eleven police officers. If we do some scholarships, that number will likely increase. We have a complete comprehensive review being done on everything. This is a priority which has been discussed previously with each Board member. We want this to be a priority and it is. We cannot guarantee everything, but we can guarantee that we are trying our best to make this the safest campus possible. We have had great cooperation from Dr. Whitmore, Dr. Mitemeyer and Dr. Shonrock; their staff has a big role to play with student safety.

Regent Sitton stated that she realized that we must enter into a statewide or national debate that must come from legislators regarding where our responsibility lies. Does it lie with the confidentiality with someone who is mentally ill? Or, does our responsibility lie with our students? For example, that young man who was ill or does our responsibility lie with those three young men who were the roommates of that person? As a board member, this is something that should be considered. As a board member, where does our responsibility lie?

Mr. Hance stated that is a big debate. If the state of Virginia had stricter enforcements on anyone who has had a mental illness purchasing a gun, part of that might have been avoided. The reason that they try to keep that confidential, and there are certain states like Massachusetts, where you can't give out any information, that people who need help, they want to encourage them to get help so they make all that information confidential. That will encourage people to seek help and treatment. On the other hand, as a society, we have a responsibility to whole. If someone has had mental health problems, they should be in a database as far as purchasing any guns, as a matter of opinion. That is a debate that is going on. The legislature will certainly speak on that issue as well as perhaps the federal congress.

Mr. Black asked about the Wellness Center's mental health sector. Are those people there trained to handle a situation such as the Virginia Tech student? Are they clear on what they need to do as far as their reporting and responsibilities go?

Mr. Hance stated he did not know.

Dr. Whitmore stated that he wasn't sure at what Mr. Black was getting at but the Wellness Center does have trained psychologists and professionals. They attract a number of students. One of the issues that is difficult and has come up as a debate as result of what happened in Virginia is the very strict rules about sharing information in order to alert people of certain kinds of things due to confidentiality including to parents of students. There is quite a serious restriction. The counselors who are in our Wellness Center are fully trained professionals and are capable of helping students

when they have a problem. The nice thing about having the Psychology Center and the Medical Center together in the new building is that sometimes there is a medical response that needs to take place in order to help the psychological issue that a student may have. We are more capable of working together now being in one facility.

Mr. Black asked if we have clear policies on knowing what can or cannot or should or should not be reported.

Mr. Brunjes stated that first of all, this is a national issue in terms of what we can report and such. The chancellor sent him and the director of emergency management of public safety, Jay Parchman, to Austin two weeks ago. At that time, we met with the Governor and the Secretary Levin. We were in a group of about 20 people and we gave direct comments to the secretary about national issues. One of the issues we raised was the fact that information about drugs, alcohol and weapons violations by students are permitted for notification to parents but mental illness is not. So, that is a national issue because of the privacy act. Notwithstanding that, our Wellness Center has the full range of capabilities under one roof. Dr. Shonrock has a group that he chairs and it is called the Assessment Response Team. They meet bimonthly at least. The purpose of that group is to address any issues with regards to student behavior that the entire campus should be alerted about or care should be exercised. Dr. Shonrock is very well tuned into this. This group includes people from the counseling centers, from the residence halls and any student who is on a "watch list" is brought before this committee. The team coordinates the response to crises—crises involving students while paying special attention to the safety and security of the University community at-large. It is a very important committee; that team can offer counseling, guidance and appropriate support to the students and families. It is very important that this group is in place and meets regularly. One issue that was discovered in the chancellor's initial review was that this didn't extend over to the HSC. It was done at the University. In the near future, after talking with the HSC, we will extend this function to them as well.

Regent Black stated that one of his very first reactions as the events of Virginia Tech unfolded was that we at Texas Tech ought to be in a good position to respond to this and to potentially avoid this with our Wellness Center and the medical facility right there together. It is hoped that this the case.

Mr. Brunjes stated that Regent Black was correct. When this was discussed with Dr. Shonrock, we talked about the full range of services that are available at our Wellness Center. For lack of a better term, we do have almost a one-stop place that students can go for any issue regarding their wellness. The name is very apropos. It is very important that they are able to do that.

Student-regent Islam asked if was to be mandatory, like if someone reports about a student.

Regent Black replied no. He realized that a national debate needs to take place but we need to make sure we are in a position to react to that whichever way it goes. As we use our Wellness Center and use our capabilities to prevent something.

Student-regent Islam stated that sometimes the people who need the most help are not going to ask for that.

Regent Black replied that he knew that.

Regent Miller added that it is a slippery slope. He understands as well that laws and debates have to take place. However, his question was about the teacher who stated she had written numerous letter to the powers to be of her concern of the writings of that child. When this is all hashed out, how would we handle that at Tech? That will probably not be answerable today.

Mr. Hance stated philosophically, we'd look at the big picture of all of the students. We want to protect each individual but the individual is not going to rank supreme over the safety of all students. That was his philosophy and that is what we will try to do.

Regent Sitton stated that was her point earlier and what she was asking about.

Regent Black stated that it is individual rights versus community responsibility.

Regent Francis asked for an update of the other campuses around the state.

Mr. Hance referred HSC campus security questions to Dr. Mitemeyer. Dr. Whitmore will first give a brief update and then Dr. Mitemeyer will give an update on HSC.

Dr. Whitmore stated that TTU has an Emergency Response and Communications Committee which has been in place for some time. We met following this event. We believe that our police force has a system in place for dealing with emergency violence on campus. They would turn to the city police to ask for assistance if the need was present. We had a certain set of preparations in place that would have been enacted had the issue been here on our campus. On the other hand, there are improvements that can be made. For instance, with the new technologies, there are better ways being developed everyday on how to reach mass numbers of people in short order. We have already issued immediately following a request for proposals for a communication system, essentially a mass notification system, which asks people in our community—our students, faculty, staff, alumni, regents—what is the best way to contact them in terms of an emergency. For some people it may be text messaging, for others it may be a phone call, etc. The program can be set up to be able to respond to individuals quickly. We plan to have purchased and implemented this system before the fall semester begins. In reaching people, there is not single way to do it. The siren system will be reviewed. We do have an internal broadcast systems in many of our buildings but not all of them. Those are the things that this committee is working on now.

Additionally, the response from the University community to Virginia Tech after this tragedy was really very remarkable—the students in particular, signing banners and well wishes and sending them. The Board received a copy a letter which was sent out a day after the event. That letter was to the president of Virginia Tech offering our support. We also had websites posted which contained information on where our student could go for counseling, etc. if they had issues or concerns. That went out to 60,000 people

the day after the event, including alumni, etc. That is where TTU is at. We believe that we can make some progress in order to be able to notify people quickly. We are looking at the possibility of adding some police officers. Whether they would man the dormitories frequently would be an issue that the committee would handle. That committee is made up of the leadership of the faculty, staff, students and all of our vice presidents and a liaison with the chancellor's office. Additionally, this committee does not cover just shooting issues. There are also issues of tornadoes, etc. and each one of those requires a different type of method of warning people. A shooting cannot be predicted, but tornado can. Being able to alert people in some instances is the major thing that we need to focus on. In other instances, it is how do you respond quickly to the need. This committee is looking at all of those types of situations. Mr. Myers has also been asked to look at the issue of athletic events where a large number of people are gathered in a single place. We do have some things in place for weather warnings, including some of our own professors setting up in the stadium and using their high-technology to indicate if there is a storm brewing in the region during a football game.

Regent Sitton stated that she wanted to go back and add something to what Regent Black stated about our Wellness Center. It is great that we have that facility but in looking at a lot of the aftermath at Virginia Tech, what evolved was not so much the police issue and safety, although it is great that we are looking at that and we need that, but the issue is the mental health of a lot of our students. Has our faculty been notified about our Wellness Center? Also, what does our Wellness Center provide for our students? And, is our faculty aware of that? It would be worth telling our faculty about our Wellness Center, what to look for, etc. The Virginia Tech incident drew attention to the number of depressed students; it is just overwhelming. There is a problem with depression among college students. So, maybe some signs of what to look for in college students and how they can be helped, etc. needs to be shared with our faculty. Perhaps we need an exercise in that for our faculty. Maybe we could learn from that and take advantage, as Regent Black mentioned, of our Wellness Center. We need to share what to look for and maybe have that all before we ever have to go to the police. Perhaps if that instructor from Virginia Tech had been listened to and had that student physically been taken somewhere, maybe some of those lives would have been saved. It's a difficult situation. It's easy to look back afterwards.

Mr. Whitmore stated that Regent Sitton made a good point. The president of our Faculty Senate is present. We can work with Dr. Wilde in looking at how we might be able to review that issue further. That is certainly something reasonable that we can do. A lot of faculty do know about the Wellness Center but there may be some who may not know a lot about it.

Mr. Hance stated that they have been given information on it but they need to have updated reminders. Dr. Shonrock is present and may have some comments.

Dr. Shonrock stated one of the things that was thought about some years ago was recognizing the population of students with an increasing number of students coming in with mental health issues and concerns. That is why the Wellness Center was developed the way it was. We have been very fortunate. A number of issues has already been addressed this spring semester because it is literally one-stop shopping.

We have a licensed psychologist, licensed psychiatrists and physicians—everyone together on the same floor—a sort of triage for those students. Be assured that we work very diligently and mental health issues are taken very seriously. We do communicate with the campus community as a whole. When things are brought to our attention, that is why we literally got this group together. A meeting is scheduled for every other week, but we meet regularly as necessary. If any issue whatsoever is brought to our attention about a concern over a student, we work with those faculties, staff, etc. Another thing we have done well is recognize that there are issues which are effected by federal law in terms of HIPPA, FIRFA and other types of things. We do solicit the support of our parents and make those calls and request their assistance. We look at the best interest of the student but we also have to be very concerned of the campus community as a whole especially in residence hall situations. If we have a crisis situation, one, we are trying to resolve that one issue, but it may also impact the entire floor of an entire building. So, we must think of the best interest of those students as well and their parents. We do address that very quickly. We have staff available 24/7 ready to go.

Dr. Mittermeyer stated as the University, the HSC also had a tremendous student response to Virginia Tech. We are very proud of the response from our students and faculty. We do have a slightly different situation. We do not have dorms that we must be concerned about. If there is anything that is different from the University setting is that we are in almost at everyone of our locations affiliated with hospital systems which have overhead paging. That helps a great deal in communicating with the entire faculty, with whoever is on ward, or whoever is in the clinics. That helps a great deal. There are some differences on each of the campuses which will be discussed. The other area where the HSC has had a bit of an advantage in dealing with some of these crises is that we have actually been involved in Katrina, in Rita, etc.; we have been involved in other major accidents. We are always ready for a major airplane accident or something to that effect. We are a little more focused on how we should respond to a major crisis. All of that in a sense is being able to handle some of the other issues such as what happened at Virginia Tech. Certainly, we need to be much more prepared than we have been overall. One of the things we recently instituted at the HSC is that everyone must wear a badge. This helps identify the people who belong. If you see someone without one, they can be asked for their badge. If they don't have one, they may be a patient or a visitor or someone that comes in. That at least helps us to be focused and makes us more attentive as to who is there and what they are doing. In classes, that is a different situation. Awareness is one of the most important things for all of us, and we can't let it slip; we must be constantly aware. We do have teams in the HSC that are specifically focused on responding to different situations, for instance avian flu; that was one of the big issues that we dealt with and how that would be handled. Because avian flu would be different; no one could move out so that it wouldn't be spread further.

In summary, we have increased awareness; we have the requirement to wear ID badges; periodic review and use of not only the radios but the cameras that are in place already; upgrade of our radio system. We must do that so we can be where we should be. We need complete criminal background checks. That is a very important part because of the sensitivity not only of the health care profession but because of the issues that can occur. A new and more modern computerized key system has already

been implemented in the HSC. If you don't have a badge, you pass through certain doors and access certain areas. That is helpful. Sophisticated security systems are installed in critical areas such as the credit union and in the pharmacy. In regard to Regent Francis' question about the various campuses, a summary is available that gives a bird's eye view of where we are. In each of the campuses, from Amarillo to El Paso there are various pluses and minuses.

In Amarillo, the PA system in the Women's Health Research Institute does not exist but it does in the Medicine and Allied Health Buildings and the School of Pharmacy. We have radios in all three areas.

In El Paso, we have a good PA system in the Medical Science Building, but in the Archer Building which is off to the side, there is no PA system nor is there one in the Regional Academic Health Center part, there is one however, in relation to the proximity to the hospital. On the other hand, they do have very good radio systems there. So there is communication available plus most of the physicians wear pagers and cell phones help as well.

In Odessa, we have a PA system in the Academic Health Center, in the Texas Tech Health Center Clinic and in the Tanglewood Family Medicine Center. So there the PA systems are in place for quick response and notification. Radios—they don't have. They have one thing but they don't have the other. That is where we need to upgrade each of our centers as to what we have available. Phone sets are present and they can be used as a PA system, but an actual radio program is not available.

In Midland, things are in good shape because of our very close proximity to the Midland Memorial Hospital and especially now with Ob/Gyn and Internal Medicine moving into the Allison Cancer Center Building. When that happens they will be completely connected with the PA system of the hospital. The Midland Medical Science building phones are not set and they don't have a PA system. That relates specifically to our physician's assistant programs.

In Lubbock, things are as good as they would be anywhere. We have an outstanding PA system throughout all of the facilities. We have radios throughout all the facilities. In the southwest campus near the south Loop, we do not have a PA system nor do we have radios there. The only thing that we currently have there is the Pain Center until it moves to its new facility and some areas of mental health.

Student-regent Islam asked what the responses would be since some have the PA system and others don't. How will messages be relayed if there is a shut down. What is the process if something like this should happen?

Dr. Mitemeyer stated that there are so many potential crises. If there is in fact a shooting, we also have a very close affiliation with the University Police system, and we have our own police officers. We fund some of their salaries. We do have police officers on base and again, we would shut down and for classes lock down to make sure to do whatever is most reasonable to keep the students and faculty safe. You can never be ready at any moments notice. We need to do more and more to be better

prepared for a shooting type incident. We have a lot in place for other type disasters, like natural disasters.

Dr. Whitmore added that another thing TTU is working on occurs during orientation of new students and parents. We have always covered safety issues there but in looking at that we could probably spend more time on that issue especially since it will be more on the minds of the new students coming to campus. We plan to have a comprehensive brochure about safety issues of all kinds—not just shooting issues. Additionally, we will include information to students and parents on where they can get help at the Wellness Center, if a student or parent has such an issue that needs to be addressed. The police will be introduced in that brochure and information will be included about what is available on campus and so on. Again, safety has always been discussed during orientation, but that topic will be covered more thoroughly and a pamphlet will be distributed that will discuss preventive issues, emergency responses, etc.

Mr. Hance stated that Dr. Whitmore and Dr. Shonrock would be asked to set up some type procedure to remind the faculty of the Wellness Center and what is available. That should be implemented this summer.

Regent Serna thanked the administration for their input. This is a very somber and sobering experience that everyone across the country is going through. Every parent that has a student in high school or college right now is heightened as far as concern or worry over these issues. Would there be any benefit to have a communication go out to the parents to tell them that Tech is aware and is prepared and doing everything possible for parent's peace of mind?

Dr. Whitmore stated that the document that was distributed by his office the day after the Virginia Tech incident did go out to parents, at least those whose addresses were available. A follow-up is a good idea and will be done.

Mr. Miller also thanked those for their presentation on campus security.



TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System

HUB Report Semi-Annual FY 2007

*Office of the Vice Chancellor
and Chief Financial Officer*

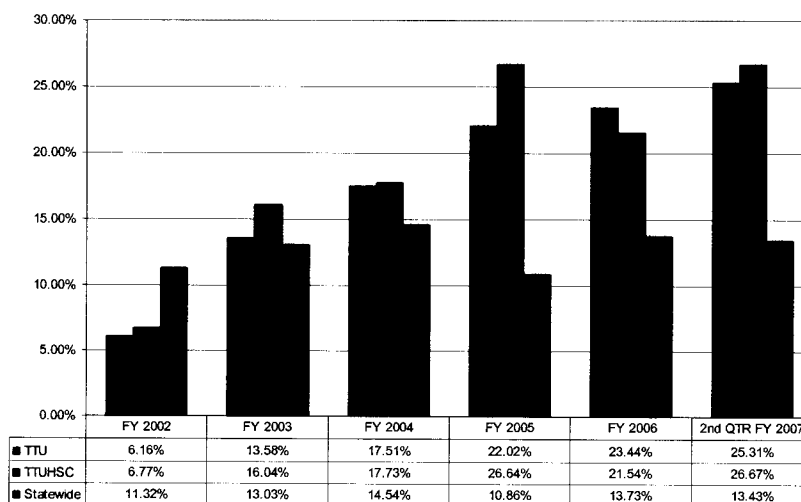
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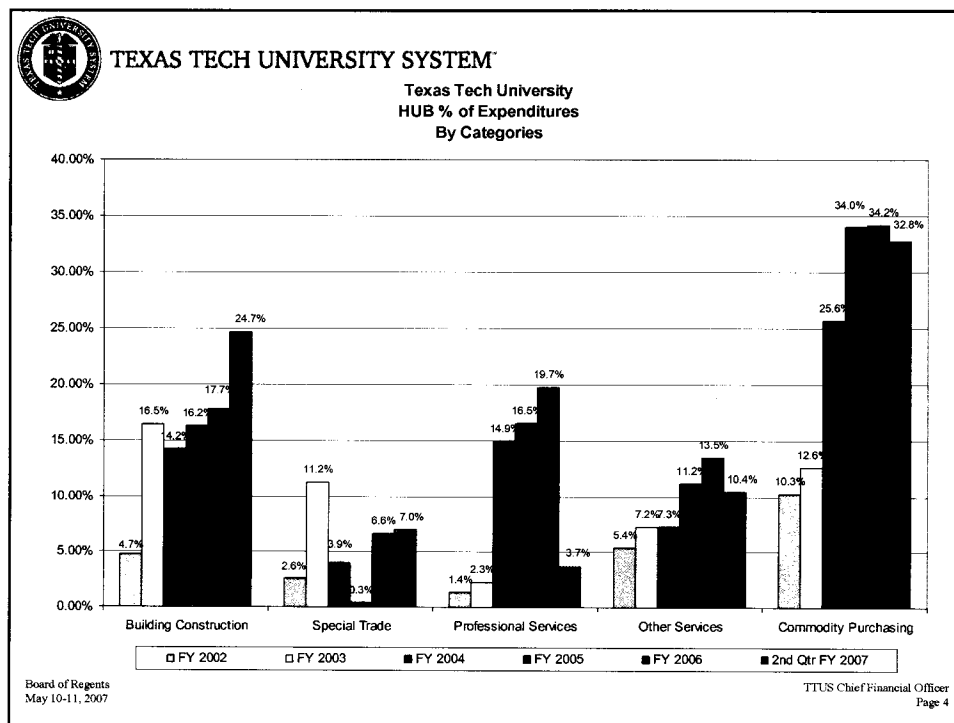
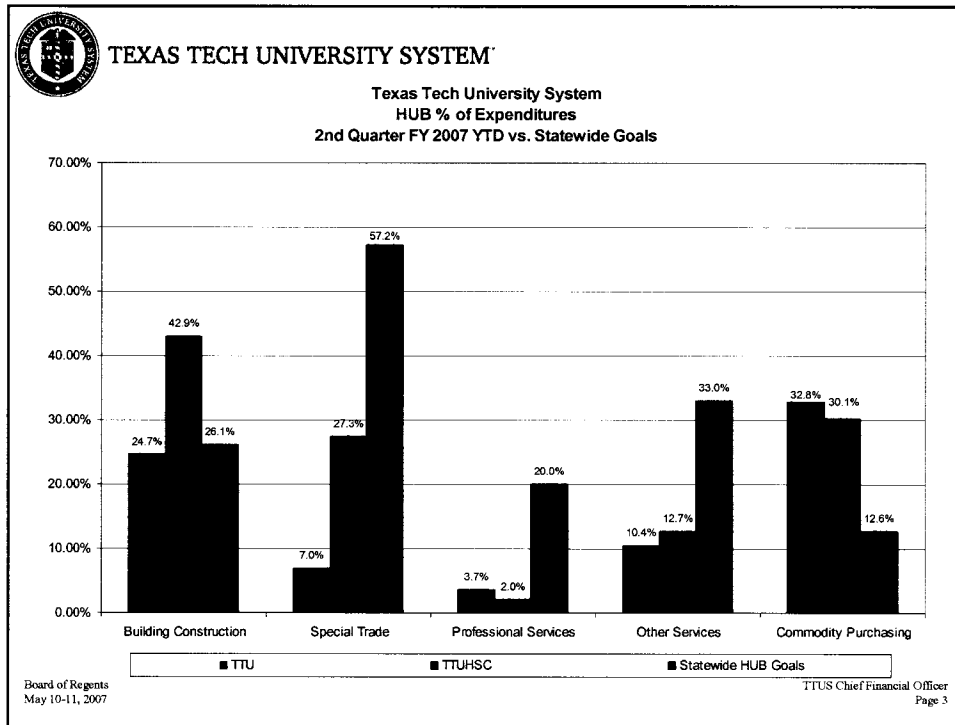
TEXAS TECH UNIVERSITY SYSTEM

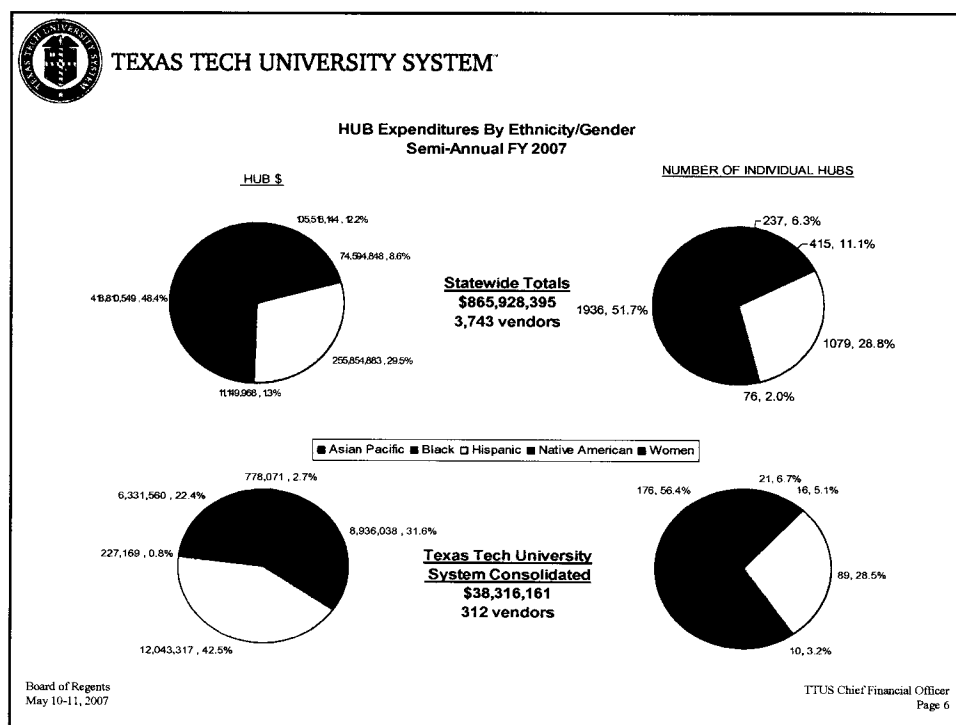
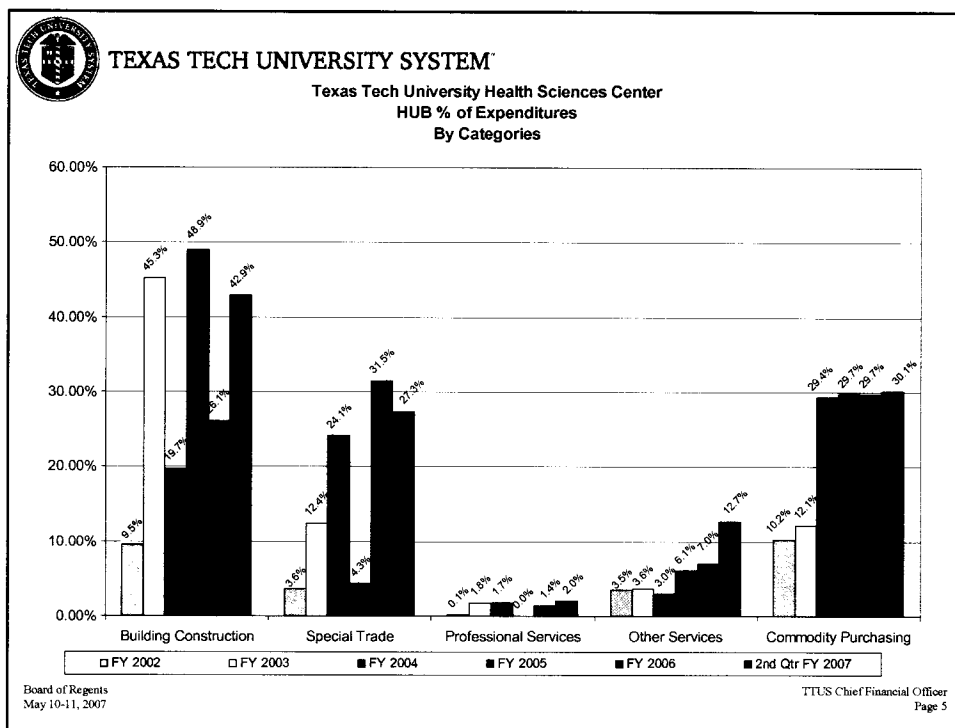
Texas Tech University System
HUB Expenditures as a
% of Total Expenditures



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FISCAL YEAR 2007 SEMI-ANNUAL HUB REPORT TOP 25 AGENCIES SPENDING MORE THAN \$5 MILLION with LARGEST PERCENTAGE SPENT with HUBS

RANK	AGENCY #	AGENCY NAME	TOTAL EXPENDITURES	TOTAL HUB EXPENDITURES	HUB % OF EXPENDITURES
1	738	University of Texas at Dallas	\$21,266,722.51	\$8,028,213.90	37.75%
2	307	Secretary of State	\$7,168,769.95	\$2,631,640.10	36.71%
3	743	University of Texas at San Antonio	\$21,034,027.60	\$7,295,002.56	34.68%
4	530	Texas Department of Family and Protective Services	\$23,907,739.02	\$8,237,720.66	34.46%
5	582	Texas Commission on Environmental Quality	\$28,673,742.65	\$9,745,050.98	33.99%
6	713	Tarleton State University	\$7,382,501.97	\$2,378,183.58	32.19%
7	902	Comptroller- Fiscal	\$6,663,945.80	\$2,079,351.54	31.20%
8	454	Texas Department of Insurance	\$6,765,222.66	\$2,081,547.27	30.77%
9	784	University of Houston - Downtown	\$17,132,891.57	\$4,944,921.87	28.86%
10	760	Texas A&M University- Corpus Christi	\$7,562,674.90	\$2,105,761.19	27.77%
11	724	University of Texas at El Paso	\$20,015,556.49	\$5,471,077.12	27.33%
12	401	Adjutant General's Department	\$10,833,879.86	\$2,940,457.60	27.14%
13	751	Texas A&M University- Commerce	\$7,913,981.75	\$2,143,583.76	27.09%
14	303	Texas Building & Procurement Commission	\$12,472,662.59	\$3,341,343.51	26.79%
15	709	Texas A&M University System Health Science Center	\$9,258,018.77	\$2,478,146.82	26.77%
16	732	Texas A&M University- Kingsville	\$5,817,586.87	\$1,554,488.52	26.72%
17	739	Texas Tech University Health Sciences Center	\$51,469,893.01	\$13,728,996.02	26.67%
18	320	Texas Workforce Commission	\$15,576,167.48	\$4,098,565.84	26.31%
19	529	Health and Human Services Commission	\$263,797,361.24	\$69,134,431.26	26.21%
20	362	Texas Lottery Commission	\$77,210,145.56	\$20,172,462.47	26.13%
21	302	Office of the Attorney General	\$30,776,526.58	\$8,037,464.77	26.12%
22	757	West Texas A&M University	\$8,974,691.70	\$2,314,703.76	25.79%
23	733	Texas Tech University	\$57,361,113.37	\$14,515,632.07	25.31%
24	752	University of North Texas	\$45,036,949.27	\$10,952,967.94	24.32%
25	304	Texas Comptroller of Public Accounts	\$22,873,344.38	\$5,439,551.83	23.78%

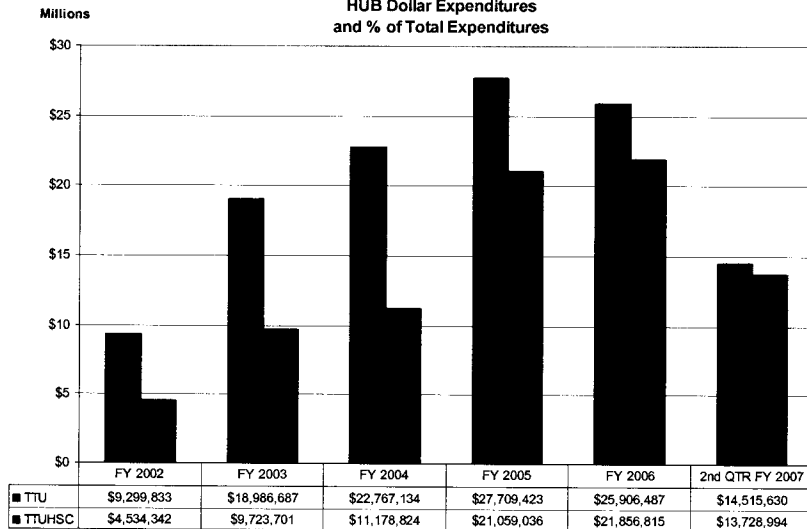
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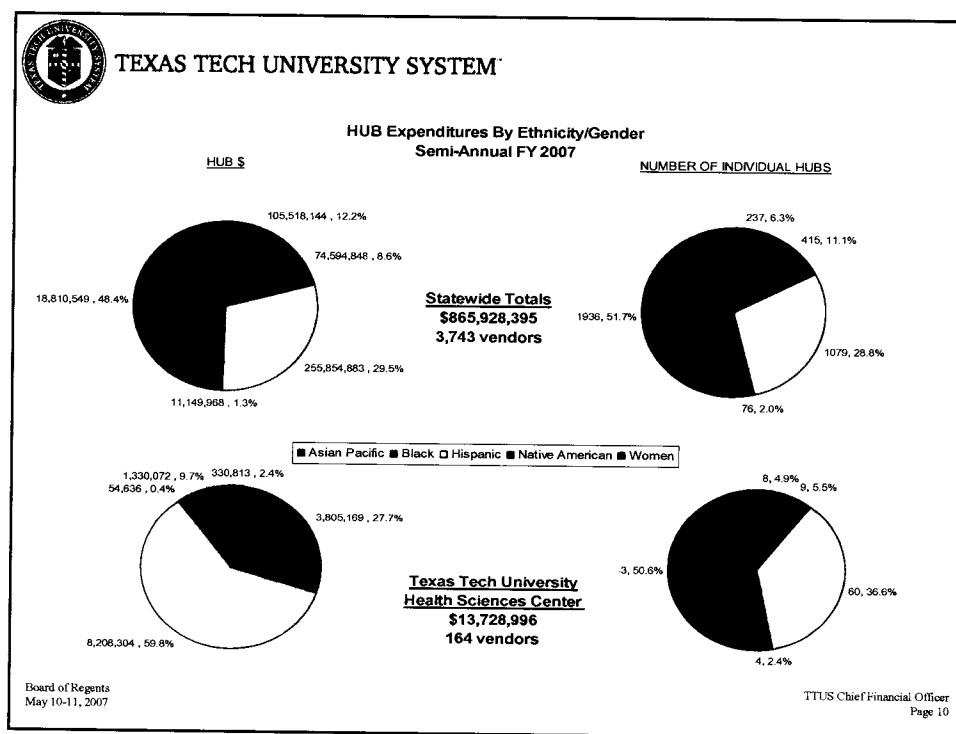
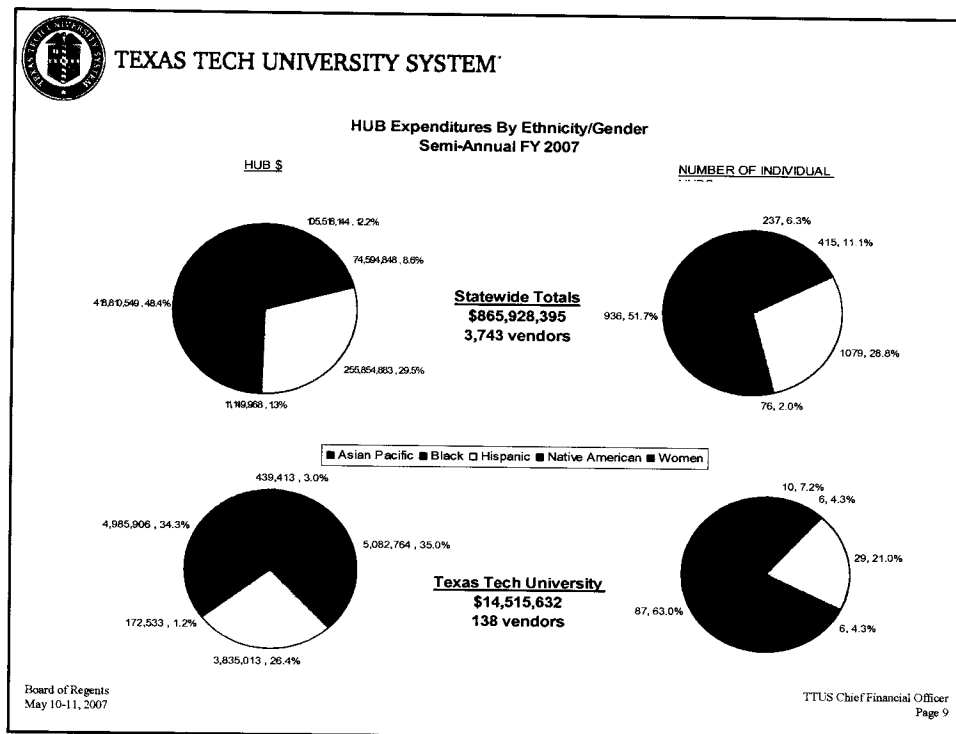
TEXAS TECH UNIVERSITY SYSTEM

Texas Tech University System HUB Dollar Expenditures and % of Total Expenditures



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FISCAL YEAR 2007 SEMI-ANNUAL HUB REPORT
TOP 50 AGENCIES BY TOTAL EXPENDITURES

Rank	Agency #	Agency Name	TOTAL EXPENDITURES	TOTAL HUB EXPENDITURES	HUB % of EXPENDITURES
1	601	Texas Department of Transportation	\$3,261,459,558.12	\$334,639,439.05	10.26%
2	506	UT M D Anderson Cancer Center	\$359,868,498.45	\$27,581,336.81	7.67%
3	529	Health and Human Services Commission	\$263,767,361.24	\$69,134,431.26	26.21%
4	720	University of Texas System	\$228,829,310.57	\$51,056,232.91	22.31%
5	729	UT Southwestern Medical Center- Dallas	\$170,238,306.17	\$23,835,132.98	14.00%
6	721	University of Texas at Austin	\$159,613,321.97	\$19,962,415.12	12.50%
7	696	Texas Department of Criminal Justice- Huntsville	\$147,742,651.62	\$13,560,629.32	9.18%
8	723	University of Texas Medical Branch- Galveston	\$143,030,472.58	\$15,006,833.99	10.49%
9	537	Department of State Health Services	\$119,464,053.23	\$14,534,192.61	12.17%
10	711	Texas A&M University (Main University)	\$102,676,126.32	\$19,693,776.30	19.18%
11	362	Texas Lottery Commission	\$77,210,145.56	\$20,172,462.47	26.13%
12	405	Texas Department of Public Safety	\$63,319,690.80	\$6,746,135.39	10.66%
13	744	University of Texas Health Sciences Center at Houston	\$58,249,735.59	\$10,799,135.00	18.54%
14	733	Texas Tech University	\$57,361,113.37	\$14,515,632.07	25.31%
15	710	Texas A&M University System	\$56,105,356.96	\$6,815,806.17	12.15%
16	730	University of Houston	\$53,187,719.05	\$9,358,258.78	17.59%
17	739	Texas Tech University Health Sciences Center	\$51,469,693.01	\$13,728,996.02	26.67%
18	701	Texas Education Agency	\$51,427,475.09	\$7,043,997.23	13.70%
19	539	Texas Department of Aging and Disability Services	\$47,402,519.49	\$5,856,307.14	12.35%
20	752	University of North Texas	\$45,036,949.27	\$10,952,967.94	24.32%
21	745	University of Texas Health Sciences Center at San Antonio	\$37,077,905.12	\$4,733,187.03	12.77%
22	714	University of Texas at Arlington	\$33,990,567.33	\$6,948,780.29	20.44%
23	755	Stephen F. Austin State University	\$31,903,325.97	\$2,834,561.46	8.88%
24	302	Office of the Attorney General	\$30,776,526.58	\$8,037,464.77	26.12%
25	802	Texas Parks and Wildlife Department	\$29,117,777.10	\$2,735,610.07	9.39%

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TEXAS TECH UNIVERSITY SYSTEM

Hub Vendors by Ethnicity
2nd Quarter FY 2007

University	HUB %	Asian Pacific	Black	Hispanic	Native American	Women	Total \$ Spent with HUBS
Texas Tech University	25.3%	\$439,413	\$5,082,764	\$3,835,013	\$172,533	\$4,985,906	\$14,515,629
Texas A&M University	19.1%	\$733,921	\$1,205,518	\$5,364,203	\$117,990	\$12,272,142	\$19,693,774
University of Houston	17.5%	\$1,309,358	\$1,614,467	\$1,605,086	\$92,703	\$4,736,643	\$9,358,257
University of North Texas	24.3%	\$365,386	\$651,382	\$6,813,277	\$97,786	\$3,025,133	\$10,952,964
University of Texas at Austin	12.5%	\$2,348,377	\$722,477	\$4,085,419	\$55,764	\$12,740,375	\$19,952,412

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President's Report
Texas Tech University
Board of Regents Meeting
May 11, 2007

President Whitmore referenced the *Accomplishments* newsletter which was distributed to the Board. He encouraged the Board to review the accomplishments of TTU's students, faculty and staff as included in that newsletter. A few of those accomplishments will be covered. First of all, the Carnegie Foundation which has a classification system for universities recently recognized TTU as a community engagement university. The community engagement is a classification given out to only 76 institutions. This means that we are doing—our students both inside the classroom and outside—a lot about serving the community. That is another national recognition for the University. From the breakfast yesterday, the Rawls College of Business has been recognized by *Business Week* magazine as being the third highest ranked business school in the Big XII for public institutions and 45th in the nation for public institutions. This is a wonderful recognition for the business school.

Every year we have an athletic awards banquet. We are very much appreciative of the quality of academic excellence from our student athletes. A couple of data points: our football team was recognized as one of the top 25 in the country in terms of graduation rates of football teams that go to bowl games. Also, 340 student athletes became big 10 commissioner honor roll members this past year. There were 103 student athletes who were dean's listed. That means that they carry a 3.5 GPA. There were 60 student athletes who had a 4.0 GPA. We like to make sure that the quality of the academic achievements of our student athletes is brought forward because it is often not recognized.

Another first for the University is for the parliamentary debate team. They took fourth in nationals which is the first time that our debate team has competed that high in the nation at the National Championship Tournament. There were 240 teams at that tournament and our group had three of the top 16 teams. There is a picture of them in the *Accomplishments* newsletter.

Also, at the National Intercollegiate Horse Show, one of our students placed fourth in western horsemanship and another placed eleventh in western riding. These are outstanding students who do this as extra-curricular activities and bring national recognition to Texas Tech.

Some of you may have heard that we are now an ipod University. What that means is that we have formed a link with Apple Computer and more importantly with their itunes store. If you are into this you know exactly what is meant and, if not, it takes awhile to explain. Basically, as a university, we can place material on the website for Apple at their store and then students or anyone can download that information. This can mean information as a way of recruiting students with the University in ipod form—either in verbal form or some of the latest iPods have the T.V. screen which can show movies.

We are trying to stay ahead of being connected with our students currently here and future students who we want to recruit. Faculty members and others are also using this to put lectures on and students can download it to their iPod and then listen to it while they are walking around or studying, etc. This is evolving. We will use it more and more as we learn more about it but already faculty have asked us to hold some workshops so they can learn how to post their lectures and/or slides from their class. This is another way of us trying to keep up with the modern media in terms of how our students want to be communicated with. If you don't have an iPod, it is recommended that you get one. When traveling, music can be listened to and now lectures can be listened to as well.

Another major event for next year—the NCAA requires reaccreditation of the athletic programs in Division I every ten years. We will start the self study for our ten-year review of the NCAA athletic programs. The Chairman of the board will be asked to serve on a steering committee and probably other members of the board will be asked to serve on some of the subcommittees. This is a self study of ourselves with three subcommittees that will look at different aspects of athletics. We turn a major report in to the NCAA office. It won't be until the fall of 2008 that a visiting team would come after they have read our material and meet with people on campus including some regents. Then, six months later or so the reaccreditation of program will take place. We are proud of the advancements that we have made since the mid 90s when the institution was put under some spotlight as to having some issues with the NCAA. We are not anticipating any, in fact we are looking forward to be able to show the quality of advancement that we have made. This is one of the issues that is coming up. The committees are being put together now. We had our initial meeting with the person from the NCAA office that will be working with us on this. We wanted to brief you in case some of this started coming out in the newspapers about this process.

There are two final things to cover. One, when sitting at the airport the night before last, ready to go to the Business School breakfast the next morning, a guy came up and introduced himself and handed over his card. He said that he is a professional marketing person and he wanted to let us know that the marketing that we are doing in Dallas/Fort Worth is very impressive. The signs, radio ads, etc. have been noticed. That was a pleasant encounter. Hopefully those of you who live in that area are seeing that. We are even hoping to step up that program next year assuming we can put some more money into a new budget that is coming forward.

Finally, the following letter was received about five days ago. No names will be used but it is from a mother. She said, "I should have written long before but I want to do it now. Your wonderful university is about to see three graduates from the same family walk across the stage this weekend." She and her husband had three children here who were all graduating either on Friday evening or Saturday. One is getting a master's degree in marketing and has been a professional scholarship holder in our Presidential Internship program in Washington, D.C. The others are twin sons. They are both receiving bachelors degrees from the Rawls COBA. She goes on to say, "Texas Tech has been a wonderful home for my children, and they have all enjoyed their experiences immensely". She also says, "All three children are graduating on time; my husband and I are both public educators, and we couldn't be more proud of our affiliation with Texas

Tech. We don't hesitate to let people know what a great university Texas Tech is. You have so much to be proud of including the professors, the staff, the campus, the educational environment. We just wanted you to know that your university has done a splendid job of educating and sustaining our children. Thank you for all that you do to enhance and promote the lives of Texas Tech students." It is great to read that because what they are saying is that our faculty and our staff have really helped their three children be successful here at Texas Tech.

Dr. Whitmore thanked the regents for their support of TTU over the past year along with Chancellor Hance for his new leadership at the System level. These kind of letters make the job worthwhile for us all. Word of mouth recruiting is one of the strongest ways to get more people to come to our University. Other letters have been received like this but never one where three children from the same family were graduating at the same time.

SGA President's Report
Texas Tech University
Board of Regents Meeting
May 11, 2007

Mr. Moses began by thanking the Board for their dedication and service to the students of Texas Tech University and the System. He also thanked Regent Francis for his service as chairman during the past year. Additionally, he thanked Regents Black and Stafford for their dedication to students. Thanks were also given to Chancellor Hance and his staff. The SGA has enjoyed working with them, especially Jodey Arrington, Russell Thomasson and Marcie Beasley as the staff has begun to transition into another year of fun in office. President Whitmore and his staff are to also be thanked along with Dr. Shonrock for going above and beyond as Vice President of Student Affairs in making sure that we have the ability to do what we need to do.

Our office is very excited about the opportunity to serve our fellow students. We look forward to doing that this next year.

The events that took place on April 19 touched the lives of students all across the nation. That was felt here at TTU as well. Our students answered the call and reached out to the Virginia Tech community in many different ways. One thing we did was send post cards signed by faculty, staff, students and community members. We also had four big banners that were filled with messages of love and sympathy. We were also able to raise over \$5,000 for the Hookie Memorial Scholarship fund which will go to victim's families and to create a memorial at Virginia Tech for them. None of this would have been possible without the help of students and student organizations, in particular Alpha Phi Omega, the Double T Crew, Alpha Delta Si, a business organization and also John Mark Bernal who got us all to the table to make this happen.

Ryan Worley and his staff set the bar very high for the SGA. They have made it to where we have to really step up to the plate. We have taken on a lot things that they were facing along with a lot of our own challenges. A list of goals was distributed to the Board.

As discussed at the last meeting, we are very excited about October 12, 2007 in which we will have our first fall break. That could not have been done without the help of Dr. Whitmore and Dr. James Smith and the persistence of many other SGA officers. We are very excited about that.

Our persistence has also paid off at the State Legislature this year. We have been working all year with UT, A&M, Texas State and other university colleges from across the state on a bill that would create a tax-free holiday for textbooks. On Tuesday of this week, that bill passed the Senate unanimously with a 31 to nothing vote in support of a holiday for tax-free textbooks. It is now in the House Ways and Means Committee. Each SGA president from UT, A&M and Texas State and other universities went to talk with the Ways and Means Committee members. They told us that next week a

Committee Hearing would be held on it. We will be going to Austin to represent the students of Texas Tech on this issue. We feel this is one way to curb the rising cost of tuition. We are very excited about that.

A few years ago, Nathan Nash started a campaign to raise \$5 million for merit, opportunity and need-based scholarships. He started that with Casey Harmon, Ryan Worley and Matt Fowler carried that on. As of right now, we have raised over \$4.75 million for scholarships. We are well on our way of accomplishing that goal. Our office is excited to have the opportunity to work on this. This could not have been done without the assistance of Institutional Advancement and all the things they do for us.

We have a lot of plans and goals for next year. We look forward to working with the different divisions across the University. A few things we are working on for the Chancellor's Office and the President's Office are making sure that we are bringing the best and brightest students to TTU. We have also mailed out numerous shirts to different student council or student body officers across the state. They say "Future leader at Texas Tech." We are trying to get them here. An important thing is to get leaders here.

We also want to create better relations with our Law School. A lot of times our Law School students feel that they don't have a lot of say in what the SGA does or what is going on. One thing that the SGA will try to do to bridge that gap is create a program for undergraduates who are interested in attending Law School. They can go over there for a day and meet with the professors and students and become better educated about what it means to be a Law School student. So, they won't feel the shock factor as dramatically as when they first get there. Another thing we plan to improve is communications in our centers and our students. Sometimes the students feel they only see SGA officers in February when the elections are going on. We will change that. Next year our student centers will get out there and talk with our constituents and find out what student's needs really are so we can address them. Right now we have a Student Organization Advisory Congress that is composed of undergraduate and graduates. We will split that up and create a grad school and professional student colloquium so we can better address the needs of graduates and professional and international students, so they will be better represented by us.

We will also increase student involvement in the City of Lubbock. We have been working to create a Student -Community Committee with students from Texas Tech, South Plains College, LCU and Wayland. This committee will get together once a month with city officials to discuss the issues that are important to students and the City of Lubbock.

We will also raise more money for scholarships and are looking at the potential of starting an internship program in our State Capitol for our students to increase Tech's presence there.

We are very excited about the future of Texas Tech. There is a lot of buzz going on around campus right now. The students are very excited about all that is going on. We have a phenomenal student-regent who is helping us out in many ways. We have a

great chancellor. Chancellor Hance is going to push us up; we have already reached flagship status. We are building world class facilities and creating great academic programs. Our future is very bright and the students look forward to having a part in this. We must also make sure that we are focusing on what really makes Tech great and that is people. Texas Tech is a great student-friendly place which is because of the Board and the Administration, but we also want to make sure that students will get top notch advising; that we have great companies come here to recruit our students and see what great work ethics we have and what great people our students are; and also that we are recruiting the best and brightest students here and offering competitive scholarships; and make sure they can come here at an affordable rate. We can build great facilities; we can bring in good faculty and administrative staff which will be great for the University but unless we can find a way to make college more affordable and accessible to students, it will be difficult to reach our full potential. We are on the right track. As Will Rogers once said, "Even if you are headed in the right direction, you'll just get run over if you just sit there."

Thanks again, to the Board, the administration and the previous SGA officers. We are definitely headed in the right direction, and we are definitely moving there. We as students look forward to doing our part to not sit still, to keep pushing this University to become great. We look forward to working with the Board, the administration, staff, the HSC SGA and everyone else.

Regent Francis thanked Mason for his report. The Board is very proud of what the SGA has done over the years. The advocacy for parking has made a difference; the advocacy for the fall break. It is an experiment which we hope works out. Many of us participated in the scholarship program and the funding raising that the SGA did. We are very proud of the SGA for their efforts. That is a big amount of money that has been raised.

Regent Sitton added that she is proud that the SGA will participate with the recruitment efforts of the University. That is very important.

President's Report
Texas Tech University Health Sciences Center
Board of Regents Meeting
May 11, 2007

President Mitemmeyer began by stating that in speaking of security earlier, we will also significantly up the level of security for our convocation that will be held next week for each of the schools and also for the graduation ceremony on Saturday, May 19, 2007. The entire Board is invited to that event. We have an outstanding speaker, Chancellor Hance.

It is a pleasure to have the opportunity to provide the Board with a brief report. The HSC is advancing at all fronts. At each of our schools, our admissions process for the coming year is complete and the admitting classes, as stated yesterday, are the largest and the best to date as noted in the Enrollment Management Report.

While on the subject of best, even though mentioned before, the PA program, which is one of the brightest areas in our School of Allied Health, although there are so many, of the 39 graduates of that senior class, every single one of them passed their boards without exception. That is a real achievement for a young school.

In Amarillo, the search for the regional dean for the School of Medicine is in its final stages. We have two very excellent finalist and there should be an offer out before the end of the month. By the next meeting, that person will be in place.

In addition to the recruitment of Craig Spellman as the assistant dean for research in the Permian Basin, which the Board approved earlier today, the new regional chair of Internal Medicine has also been appointed there. He actually came to Midland from Amarillo. Dr. Rush Pierce who is currently the interim regional dean in Amarillo will then assume the regional chair position of Internal Medicine in Amarillo. This is another very important addition to the upgrading of the faculty as we prepare and as the dean of the School of Medicine prepares there for the initiation of third and fourth year students in 2009.

In El Paso, the excitement is truly at an all time high. The anticipation is high; the pulse is strong. We eagerly await the report of the Legislature on the 28th of May. Everything is moving forward. Key basic science faculty are being recruited and chairs in the clinical sciences as well. A couple of examples, in speaking with Dr. Suskind, candidates for the associate dean for research, the associate dean for medical education and the associate dean for curriculum evaluation and accreditation have been interviewed. Outstanding candidates, people who have outstanding records, many of them with NIH grants are the candidates. The chair for emergency medicine from Brown University has just about accepted. He has a huge NIH grant. The candidates for the chair of the Diabetes Center of Excellence and the Cancer Center of Excellence have very good résumés. We have more than 70 applicants for the 5 positions that we are looking for in El Paso to head up the 5 basic science departments. The process of

interviewing is constant; it is almost daily if not nightly to bring some of these people on. We are very encouraged by the process. The curriculum development is ongoing and actually the basic plan has already been submitted as of April 30, 2007 to the Liaison Committee on Medical Education ("LCME"). We are expecting an update from them as to where we are, and then our official review will be planned for the end of October or early November. It is very exciting and things are moving in the right direction.

The construction plan was addressed briefly yesterday during the Board meeting. Starting at the north, in Amarillo, a \$18 million Research Tower, \$7 million expansion for the Medical Building for the Family Medicine Program, a \$6 million plus expansion for the Pharmacy School, these additions are going to accommodate this growth that we anticipate and will also have a major impact on our research programs. We are moving forward in research but not at the expense of our educational focus. That is key.

In Lubbock, our anticipated move into the Medical Pavilion is scheduled for August. This will be ongoing at the time of the next Board meeting. Hopefully the Board can tour the Pavillion. The retrofit of the vacated spaces is in progress. It will be a phased retrofit so that we can take the most important areas first including: the Clinical Simulation Center, we must have one that is state of the art; the research tower and moving of the Department of Urology from the MOP into current existing HSC building. It is the only department that needs to be moved into the facility because they are not going into the Pavilion. These are all very important moves. At the same time, there will be some changes in the retrofit plan that will affect the Department of Dermatology, Orthopaedics, Psychiatry and Internal Medicine. For these departments, it will actually make it possible for the faculty to be closer to each other. The researchers within the faculty will be closer to where their offices are located and overall it will help the staff as well as the students who work there. These are very important moves which have already been identified. We are doing the moves on a phased basis, based on the availability of future HEAF funds. In addition, the planned research tower design and the initiation of construction, hopefully after September 1, is already in the design process and should help with the research focus. We have research ongoing, but we need to be able to draw to us the very best researchers with a facility that is totally focused on research as in El Paso, as in Amarillo in the future and as we hope in Lubbock as well, to emphasize that very important aspect of our HSC.

In the Permian Basin all planned construction is funded as Mr. Cavin presented yesterday with the item that related to the Midland Memorial Hospital expansion. The PA School with Midland College has already been funded and is in progress. The purchase of the Allison Cancer Center is online and the expansion of that will allow those two departments to move in. This is very important as we prepare for the move of third and fourth year students into the Permian Basin for both Midland and Odessa.

In Abilene, the beautiful and new and community-funded Pharmacy School is set for ribbon cutting on August 12; Regent Dueser will probably like for everyone to attend.

Regent Dueser concurred.

Dr. Mittermeyer continued. That will be very exciting and it is also a very great move because it will help us with the other programs, specifically nursing and possibly the expansion of medicine, specifically Family Medicine and Internal Medicine into that region and to that community.

Last but not least, in regards to the completion of the construction of the Medical Education Building in El Paso, this structure is right on schedule. It will be a major showplace for the upcoming LCME review in October.

A few words on research, from a research standpoint, we are proud of what the deans of each of the school's leadership have accomplished and are doing in bringing outstanding researchers to our campuses. This can only help bring new and better researchers to each of the campuses. For example, Dr. Lewis Royce was recently selected and appointed as the chair of physiology in the Lubbock campus. Dr. Royce has a long history of research. He came to us from UT-Galveston. He brought with him three of his own ROH grants and he is bringing three researchers with him, each of whom has a RO1 research grant. Also, Dean Brook from the School of Allied Health is heavily recruiting and is close to signing a research scientist. She has an RO1 grant for the center of brain mapping. This would be a major step for our School of Allied Health.

Finally, the research expenditures over the past three years have continued to increase. (A slide was shown with a chart of TTUHSC research expenditures.) This shows where we were in 2004, 2005 and 2006. As can be seen, there is a rise, specifically from 2005 to 2006, and it is predicted with confidence that when we see the 2007 column for both the total expenditure as well as the federal expenditure it will be at the \$25 million or higher level. It wouldn't be surprising, if we approached the \$30 million mark with an equal increase in the federal expenditures when the year is over. Again, without sacrificing excellence in education, we will be at a much higher level once we get these research towers built. We don't have the facilities for these outstanding people. Pharmacy has not even been mentioned in this. The Pharmacy School has done an outstanding job when it comes to the research side. In the last report it was mentioned that out of 101 pharmacy schools in the nation, the Pharmacy School in Amarillo with branches in Abilene and Dallas, that school in its 10 year history is sixth in the nation in percentage of Ph.D.s who had NIH funding. That is an amazing number. They are tenth in the nation in the total dollars of NIH federal and foundation funding. They are 26th, still in the upper third, in NIH total dollar funding for Ph.D. faculty and still in the upper third, 29th in the nation in total dollars of NIH funding. That is just one school that has a facility where these men and women can work. They need to be expanded as well. The Research Tower in Amarillo will make the difference as will the beautiful research facility in El Paso and what is hoped to be an equally beautiful facility in Lubbock.

On a final note, the HSC is very much involved on an international front. We have a new rotation for fourth year medical students. We will provide scholarships for four students internationally. At this point, we have two students who will be going to Ethiopia, two who are going to Guatemala, Bolivia and Panama. Each of these students must follow a stringent academic program. They will not be given any slack on

their other regular academic requirements. We look forward to this program growing as Texas Tech continues to make an impact worldwide.

Regent Francis asked if we could host medical students from other countries at our medical school again.

Dr. Mitemeyer stated that we can host them but we cannot give them credit because of the LCME rules. These students are going to these locations to work with missionaries so they can see what is going on in various fields and at hospitals. It will be a great program. Once the four-year school in El Paso is on board that will become an even greater opportunity for us especially as we reach into Central America and Mexico.

SGA President's Report
Texas Tech University Health Sciences Center
Board of Regents Meeting
May 11, 2007

Ms. Anderson began by greeting the Board and thanking them for their time and allowing her the opportunity to speak. The Board's continued support for the students at the HSC is greatly appreciated. The HSC students and SGA officers look forward to working with the Board in the future. She also thanked Dr. Mittermeyer, Dr. Rolfe and the staff from the Student Services Office at the HSC. It has been a very successful year for the Senate this year and none of that could have been done without the help of those people. They are all very helpful especially Dr. Mittermeyer. He is very visible. The students feel that and it really helps the SGA with its job.

The past couple of months have been very productive. The students at the HSC have been focusing on community service. On April 4, 2007, an Easter egg hunt was sponsored for the Boys and Girls Club on East 24th Street. It was a great experience to see all of the little faces light up. These are children who really don't get a lot so anything that we can help give them that shakes up what they normally get is always great. We all had a lot of time along with the children. We look forward to doing more with this organization.

On April 16, 2007, we sponsored a blood drive for the United Blood Services. Together the students at the HSC donated 29 pints of blood. We had a lot more sign ups but unfortunately we did not have the facilities or the manpower. There is always such a need for blood in this area, so it was great to see our students have such a good response.

On April 20, 2007, we prepared an evening meal of spaghetti for the families at the Ronald McDonald House. It is nice to provide some sense of comfort to people who are going through such difficult situations. We hope to continue doing this in the future as well.

The Student Senate this year was also able to award a record number of scholarships to our students. Through our Phone-a-thon, Thank-a-thon program and the Star Spangled Scholarship program we awarded 101 scholarships which is more than we have ever been able to do before. We are very proud of that. We also helped the TTU SGA with their Virginia Tech t-shirt sales for the scholarship benefit. We were very happy to participate with that and wished we could do more. TTU also wished they could have done more; everyone wishes we could have done more in that situation.

It has been a very good year. Thanks go to last year's executive officers for setting such a great example. We have some very massive shoes to fill. We are very excited to try to do that. We are already addressing issues for the student body such as the need for study space, computer access and the need to enhance communication between not only the administration and the student body as a whole—again thanks go to Dr. Mittermeyer because he is so visible; this is heard from students in every

department all the time and it means a lot to them—but also communication between the members of the different programs and the schools. We have such a diverse group of programs that many times students feel like they can only talk with members of their program. It will be our focus this year to try and open that up and really make everyone feel like they are a member of the HSC family. That is very important especially being at this institution for such a long time. It's a personal objective to be able to help students feel more a part of the community and family.

Also, we are looking forward to do much more in the communities that we serve not only in Lubbock but in El Paso, Amarillo, Abilene and everywhere. As students in the health profession we feel that is very important. As Dr. Mitemeyer likes to say, "the health professions are a team." We would like to get that started as students so we will take that with us to our professions.

Thanks again to the Board.

Chancellor's Report
Texas Tech University System
Board of Regents Meeting
May 11, 2007

Mr. Hance stated that his report has to do primarily with what has happened on the legislative front and also in the U.S. Congress. He will be in congress next week working on some items that are very important to Tech. It appears that we will have some additional money in the Authorization Bill in the Department of Defense as far as the pulse power research we are doing. That is so important not just to Texas Tech but to everyone in the free world because we are doing research on how to either detonate ahead of time or make IEDs where they will not detonate. That is looking good. We have several factors in place that are very positive. The thing that hurt us the most were that earmarks were not included for 2007, and we had some cotton research money and some nutrition research money and some other things that were not included, and we are trying to get the USDA to fund those. We are currently working on these matters.

As far as the legislature, our top priority was the Medical School in El Paso. We had the item in the base bill in the House and the Senate. That passed. In the future, we hope that the senator from El Paso will vote for the bill; that would always be helpful. Having been a member of the Senate, if you have \$43 million that is put in for your area, you should vote for the bill. We are working with him on this issue. He is a strong supporter of the medical complex but had other reasons. That is something that we hope to improve.

We are also hoping to get some additional funds for what we call teaching excellence that would allow us to increase our faculty members. That looks pretty good.

Anytime you go through a legislative session, you come down to the very end and you don't know exactly what will happen. That will be watched in Austin next week. The next weeks will be really important for Texas Tech.

As soon as we find out exactly how much money we will have available, we will make recommendations and will have a conference call meeting so that tuition and fees can be set.

Regent Francis thanked Mr. Hance for his report. We feel that our fate is in good hands with the chancellor walking the halls, and we look forward to your leadership in the next two weeks.