



# *Contents*

I. VISION STATEMENT **3**

II. PLAN TO INCREASE RESEARCH FUNDING AND PRODUCTIVITY **6**

III. PLAN TO IMPROVE UNDERGRADUATE EDUCATION **11**

IV. PLAN FOR DOCTORAL PROGRAMS **17**

V. PLAN FOR FACULTY AND STUDENT DEVELOPMENT **28**

VI. OTHER RESOURCES **30**

VII. NATIONAL VISIBILITY **31**

## *I. Vision Statement*

The institution's plan should address, at a minimum, the following elements:

- A. A description of the targeted status of the institution. What kind of university will the institution be if it achieves its goals and objectives?
- B. Is the plan for the future a natural expansion of the institution's existing mission, or does it reflect a substantial change in direction?

In the fall of 2008 President Guy Bailey met with the Texas Tech University (TTU) Strategic Planning Council and initiated a strategic planning process utilizing a paper entitled, *"What makes a national research university?"* The following spring, Provost Robert Smith organized an institution-wide planning process, which resulted in *Making it possible... 2010-2020 Strategic Plan*. This plan, enabled by Texas Tech's prior 2001-2004 and 2005-2009 strategic plans, was indeed, "a natural expansion" of the institution's vision, mission and planning foci. As an outcome of this process, a new vision statement has been written, along with five strategic priorities and related key performance indicators. (Note: a new Mission Statement is under review by the Texas Tech Strategic Planning Council at the time of submission of this research plan.)

### VISION:

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

### Strategic Priorities:

- 1. **Increase Enrollment and Promote Student Success:** We will grow and diversify our student population in order to improve higher education participation and supply a well-equipped, educated workforce for the state of Texas.
- 2. **Strengthen Academic Quality and Reputation:** We will attract and retain the best faculty in the world in order to enhance our teaching excellence and grow our number of nationally recognized programs.
- 3. **Expand and Enhance Research and Creative Scholarship:** We will significantly increase the amount of public and private research dollars in order to advance knowledge, improve the quality of life in our state and nation, and enhance the state's economy and global competitiveness.
- 4. **Further Outreach and Engagement:** We will expand our community outreach, promote higher education and continue to engage in partnerships in order to improve our communities and enrich their quality of life.
- 5. **Increase and Maximize Resources:** We will increase funding for scholarships, professorships, and world-class facilities, and maximize those investments through more efficient operations in order to ensure affordability for students and accountability to the State of Texas.


It should be noted that the intent of *Making it possible... 2010-2020 Strategic Plan* is to lay out a vision and plan for Texas Tech University to become a great public national research university.

## INDEX OF ATTACHMENTS

Attachment 1	TTU Strategic Plan for Research, April 2010
Attachment 2	TTU Executive Summary of Revisions for the Student Handbook and Student Handbook 2010-2011
Attachment 3	TTUHSC Executive Summary; Part II. Code of Professional and Academic Conduct ("Student Code") and Part III. Withdrawal of Consent
Attachment 4	TTUS Chapter 04 (Faculty) Amendments Proposed/Institutional OP's Regarding Performance Evaluation of Tenured Faculty
Attachment 5	TTUS Prioritized Audit Plan FY 2010
Attachment 6	ASU Summary of tuition, Fees and Other Charges/Global Fee Document
Attachment 7	ASU Summary of Changes; ASU Tuition and Fees Five-Year History; ASU FY2011 Budget Strategic Initiatives
Attachment 8	TTU Proposed 2010 Global Fee Document List of Recommended Changes/TTU Global Fee Document Effective Beginning Fall 2010 Semester: Summary of Tuition, Fees and Other Charges
Attachment 9	TTU Tuition and Fee Assessment 2010-2011 Academic Year PowerPoint
Attachment 10	TTU Department of Intercollegiate Athletics Food and Beverage Catering and Concessions PowerPoint
Attachment 11	TTUS Office of Investments Endowment Report, March 2010
Attachment 12	ASU Five-Year Capital Projects Plan
Attachment 13	ASU Approve the Five-Year Capital Projects Plan and Authorize Submission of the MP1 report PowerPoint
Attachment 14	ASU Approve a Project to Develop Phase I and Phase II of a New Resident Hall Complex PowerPoint
Attachment 15	ASU Approve a Project to Abate and Demolish Concho Hall PowerPoint
Attachment 16	ASU Approve a Project to Repair the Fire Suppression System at Texas Hall PowerPoint
Attachment 17	TTU Five-Year Capital Projects Plan
Attachment 18	TTU Approve the Five-Year Capital Projects Plan and Authorize Submission of the MP1 Report PowerPoint
Attachment 19	TTU Approve Naming of Laboratory in the Edward E. Whitacre, Jr. College of Engineer PowerPoint
Attachment 20	TTU Approve Stage I Design Budget to Construct a Facility to House the Burkhart Center for Autism Education and Research PowerPoint
Attachment 21	TTU Approve a Project to Construct the Rawls Course Club House PowerPoint
Attachment 22	TTU Approve a Project to Expand the National Ranching Heritages Center's DeVitt-Mallet Museum Building PowerPoint
Attachment 23	TTUHSC Five-Year Capital Projects Plan
Attachment 24	TTUHSC Approve the Five-Year Capital Projects Plan and Authorize Submission of the MP1 Report PowerPoint

Attachment 25	TTUHSC Approve a Project to Expand the Laboratory Animal Resource Center (LARC) in the Medical Science Building I on the TTUHSC – El Paso Campus PowerPoint
Attachment 26	TTUHSC Approve a Project to Construct a Modular Laboratory Facility at the TTUHSC – El Paso Campus PowerPoint
Attachment 27	The TTUSA Five-Year Capital Projects Plan
Attachment 28	TTUSA Approve the Five-Year Capital Projects Plan and Authorize Submission of the MP1 Report PowerPoint
Attachment 29	TTUS Bricks and Mortar Report
Attachment 30	ASU 2010-2011 <i>Student Handbook</i>
Attachment 31	Chancellor's Report
Attachment 32	TTU President's Report
Attachment 33	TTU SGA President's Report
Attachment 34	TTUHSC President's Report
Attachment 35	TTUHSC SGA President's Report
Attachment 36	ASU President's Report
Attachment 37	ASU SGA President's Report

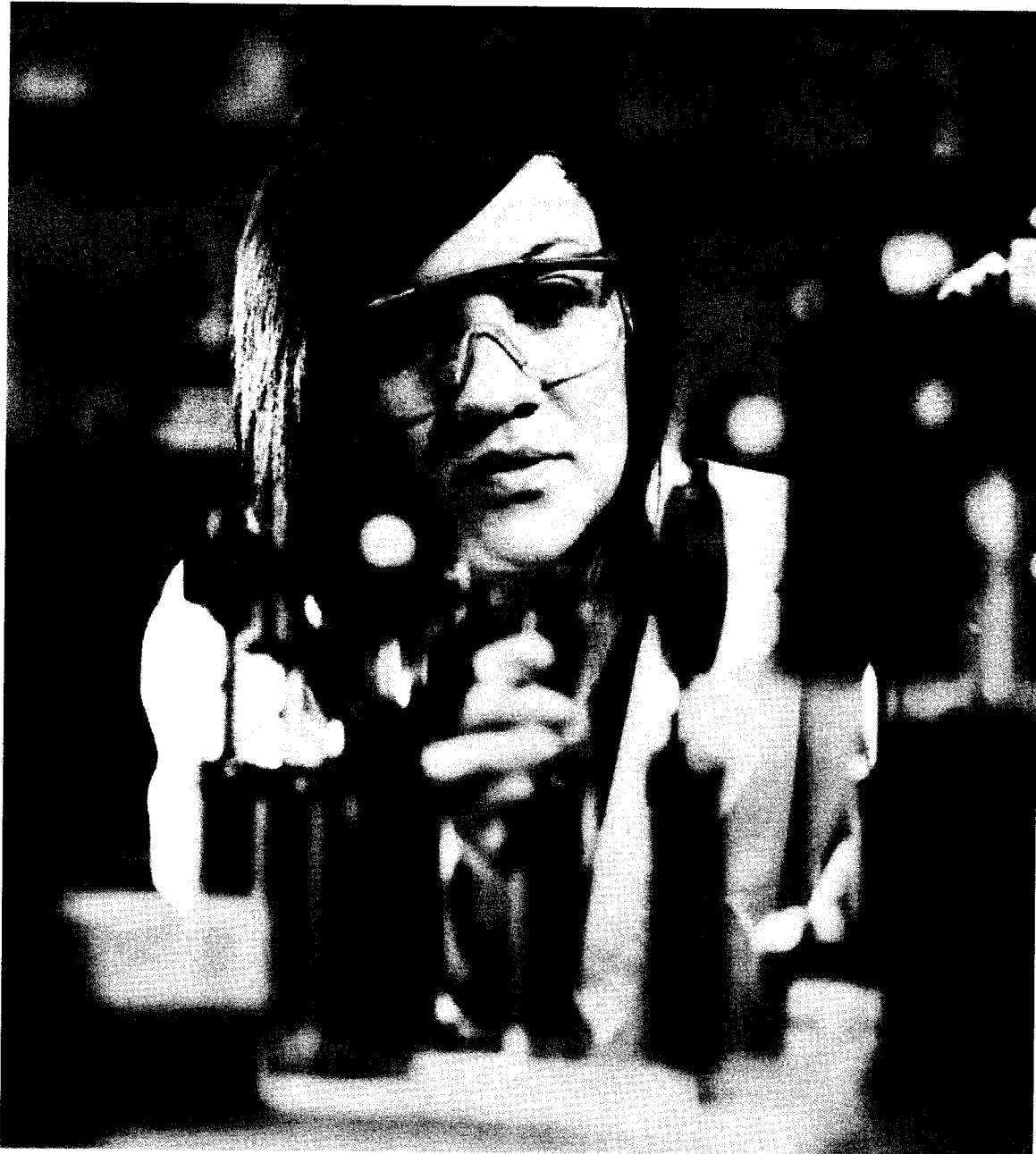
I, Ben Lock, the duly appointed and qualified Secretary of the Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the Minutes of the Texas Tech University System Board of Regents meeting on May 13-14, 2010.

  
 Ben Lock  
 Secretary

SEAL



TEXAS TECH UNIVERSITY  
*Strategic Plan for Research*  
APRIL 2010



*An Addendum to Texas Tech University's Making it possible... 2010-2020 Strategic Plan*



The plan articulates how working toward National Research University Fund (NRUF) status is one important stepping stone on the path to becoming a great public national research university.

Texas Tech, although a relatively young institution, has a collective history of consistently aspiring to excellence in undergraduate, graduate, and professional education. The record also affirms how Texas Tech has contributed through research and service to the economic and cultural development of West Texas, Texas, the nation, and the world. While these efforts—especially those in the past decade—are laudable, a criticism offered by planning-affiliated faculty and staff members, and administrators is that the university has not always been as strategic as it might have been. Thus, the concept of “being strategic” has been stressed during the development of the 2010-2020 Texas Tech’s Strategic Plan. Coincident with this strategic approach to planning is a literal once-in-a-lifetime opportunity that has come about through passage in the Texas Legislature and the signing into law by Governor Rick Perry of House Bill (HB) 51 in June 2009 and the state-wide public referendum passed in November 2009 successfully repurposing a dormant fund to become the National Research University Fund.

Taken together, Texas Tech’s vision, mission and strategic priorities have been used to develop strategic directions and initiatives, all of which are guided by a set of core values and ethical principles approved by the Texas Tech University System Board of Regents in March 2008. This statement is abbreviated for the Executive Summary, and included in complete and approved form in **Appendix 1**.

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

With the overall guidance of its vision, mission, strategic priorities, and core values in the “Statement of Ethical Principles,” the Texas Tech community—students, faculty, and staff—worked collaboratively to develop the new mission and vision statements and to delineate strategic priorities and key performance indicators. Extensive discussions led to a set of major initiatives that are critical to TTU’s achievement of national research university status.

The initiatives recognize that Texas Tech must continue to admit and retain outstanding students, recruit and support exceptionally qualified faculty, and promote and fund notable and high-quality programs across the institution. However, paramount in all these strategies is the principle that TTU cannot be all things to all people. Thus, the University is committed to the notion of “excellence in scholarship” in all programs that are supported or initiated.

An important component of Texas Tech’s strategic planning process was the identification of a set of peer institutions for comparison and benchmarking purposes. During this process it was deemed desirable to consider exclusively peers that are public research universities because of the similarities inherent in the vision and mission elements of public institutions and characteristics identified in Texas HB 51. Using these criteria, a list of 56 national public research universities was selected. *Making it possible... 2010-2020 Strategic Plan* includes comparison data on numerous key performance indicators (KPIs) for Texas Tech, these 56 institutions, and the six other Texas emerging national research universities. These peer institutions are listed in **Appendix 2**.

It is in this context of institution-wide planning and assessment that the April 2010 Texas Tech *Strategic Plan for Research* has been written. Each component of the “Guidelines for the Strategic Plan for Research” is grounded in Texas Tech’s *Making it possible... 2010-2020 Strategic Plan*. In that plan, the KPIs are established with 2009 as a baseline and projected to 2020. Each KPI is defined in terms of national, state, professional, or institutional data that is annually tracked and published. Peer comparison data has been collected and published on many of the KPIs. For those KPIs where national comparison data is not yet available, Texas Tech is participating in national surveys and securing databases that provide comparison data. An annual assessment and reporting cycle has been established by Texas Tech University as well as the Texas Tech University System, with an initial report made at the February 2010 Texas Tech University System Board strategic planning retreat. Texas Tech University and the Texas Tech University System have web-sites where annual performance is reported for strategic plan priorities, strategies, and key performance indicators.

Therefore, the Texas Tech University *Strategic Plan for Research* is submitted as an addendum to the institution’s planning and assessment with this singular vision:

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

In order to achieve this vision, planning must occur across the institution, with high quality teaching and optimal student learning conditions at the forefront of our considerations for national research university status. As previously mentioned, *Making it possible... 2010-2020 Strategic Plan*, along with the *Strategic Plan for Research*, constitute a summary of the planning processes as of April 2010. However, the Texas Tech Strategic Planning Council; Strategic Enrollment Planning Council; Academic and Graduate Councils and the Core Curriculum Committee; Research Advisory Council; Responsibility Center Management Council; Outreach and Engagement Committee; Provost’s Council; Distributed Learning Council; Faculty, Student and Staff Senates; Teacher Education Council; and the President’s Executive Council are all currently engaged in developing various facets of the 2010-2020 strategic plan. Therefore, much of the detail for specific strategies designed to achieve the five priorities is still under development with a nimble and adaptive process. It is evolutionary in nature, and responsive to external and internal opportunities that align with our eight strategic research themes described later in this document. Further details will be available in future annual updates to *Making it possible... 2010-2020 Strategic Plan* and the Texas Tech *Strategic Plan for Research*.

## *II. Plan to Increase Research Funding and Productivity*

*The Making it possible... 2010-2020 Strategic Plan* encompasses the entire framework for how Texas Tech will use NRUF status as a steppingstone to becoming a great public research university. The plan, as such, articulates Texas Tech's plans to ensure attainment of this goal. This *Strategic Plan for Research* submitted to the Texas Higher Education Coordinating Board is a subset of this larger institutional plan, but it also contains important and detailed information that illustrates Tech's approaches to be used as the strategic plan is implemented.

### **A. External funding. Identify the institution's targets and how progress will be monitored. Include comparisons with national peers.**

Based on an environmental scan as part of the strengths, weaknesses, opportunities, and threats (SWOT) analysis during strategic planning in the last half of 2009 (see Part B, below), the following were identified as targets for increased funding, partnering, and relationship building:

1. National Science Foundation
2. U.S. Department of Agriculture
3. U.S. Department of Energy (including National Labs)
4. U.S. Department of Defense (Defense Advanced Research Project Agency, Office of Naval Research, Army Research Office, Defense Threat Reduction Agency, Air Force Office of Scientific Research)
5. Department of Commerce/National Oceanographic Atmospheric Administration/National Weather Service/U.S. Geological Survey/U.S. Fish & Wildlife Service
6. National Institutes of Health (and specific institutes within NIH)
7. National Institute of Standards and Technology
8. National Endowment for the Arts and National Endowment for the Humanities
9. Corporations, particularly those with alumni connections and full partnership opportunities
10. Corporate and family foundations, particularly with connectivity to TTU or with missions aligned with our strengths.

Texas Tech is presently developing a real-time dashboard system for metrics tied to research metabolism that will allow for us to monitor the proposal submittal and re-submittal activities of our faculty and annual and historical proposal funding by principal investigator, department, center, institute, college, and institution for each agency listed above as well as all other agencies to whom proposals are submitted. Many of these metrics are embodied in *Table 1* below, and these are tied to growing total research expenditures, restricted research expenditures, and federal funding levels per faculty full-time equivalents (FTE). Others will be developed for supplemental measures of performance and activity by agency. The dashboard will have forecast systems and the underlying database will be modified to allow other relevant and useful data to be extracted that relates to research metabolism.

The office of the vice president for research is presently establishing a large strategic initiative team to facilitate Texas Tech's pursuit of large, competitively funded initiatives with all of the entities listed above. This team will work closely with the Research Advisory Council, deans, the provost, center and institute directors and faculty members to secure very large extramural initiatives. Further, an associate vice president for research for corporate and foundation relations will be hired to develop sponsored research opportunities with corporations and foundations. This will be done in very close coordination with the Office of Institutional Advancement in the Texas Tech University System. A very proactive corporate and foundation engagement strategy is being developed in concert with this activity.

As part of our strategic planning process conducted in the latter half of 2009, Texas Tech has identified 56 peer institutions to monitor (See **Appendix 2**). Further, Texas Tech has licensed, through coordinated efforts of the vice president for research and the provost, from Academic Analytics, access to their database that allows us to track funding trends at these peer institutions.

### **PRIORITY 3 Expand and Enhance Research and Creative Scholarship**

*We will significantly increase the amount of public and private research dollars in order to advance knowledge, improve the quality of life in our state and nation, and enhance the state's economy and global competitiveness.*

Goal	2008	2009	% Change	2010 Target	2015 Target	2020 Target
Total Research Expenditures (NSF)	\$60,165,000	\$94,649,000	57.3%	\$110,000,000	\$150,000,000	\$200,000,000
Restricted Research Expenditures (THECB) —HB 51	\$27,098,487	\$35,030,672	29.0%	\$45,000,000	\$80,000,000	\$150,000,000
Federal Research Expenditures (THECB)	\$21,416,823	\$25,645,008	19.7%	\$30,000,000	\$65,000,000	\$130,000,000
Federal Research Expenditures per Faculty Full-Time Equivalent (THECB)	\$23,915	TBD	TBD	\$25,000	\$40,000	\$80,000
Proposals Submitted	800	952	19%	1,000	1,400	1,800
Strategic Faculty Hires	na	na	na	15 /yr.	20/yr.	30/yr.
Research Space in Sq. Footage (THECB)	476,368	480,775	1%	500,000	700,000	1,000,000
Post-doctoral appointments	67	TBD	TBD	73	87	100
Number of funded collaborative research projects with TTUHSC that are led by TTU	3	2	-3.33%	3	5	10

**Table 1: Strategic Priority Goals to Enhance Research, Scholarship and Creative Activity at Texas Tech University**

## Key Strategies

1. Utilize the eight strategic research themes to advance disciplinary, multidisciplinary, and interdisciplinary research.
2. Strategically hire faculty who bring extensive funding with them (e.g., greater than \$0.5 to over \$1M, depending on their discipline). With these strategic hires, there will be clear expectations and accountability around research performance, particularly around research expenditures (ranging from \$200k to \$1M per year, depending on their discipline) and doctoral student support (discipline dependent).
3. Increase the number of research proposals submitted from 952 in FY 09 to 1000 in FY 2010.
4. Increase the square footage of research space from 480,775 in FY09 to 500,000 by the end of 2010.
5. Establish a corporate and foundations relations program that increases partnership opportunities supporting research, scholarship and creative activity.

### **B. *Research priorities.* Define and describe the institution's targeted research priorities. Describe where and how the institution will focus its efforts.**

Through the institution's strategic planning efforts, eight strategic research themes were identified across all colleges, schools, centers, and institutes.

The identification of these eight themes was based on external scans and SWOT analyses, specifically informed by:

1. The Obama Administration's plans for science and technology investment in research & development (R&D), including information from White House issue papers, Office of Science and Technology Policy planning papers, Office of Management and Budget fact sheets, presentations by the White House Science Advisor, directions identified by the American Recovery and Reinvestment Act focus areas, and the America Competes Act, among others.
2. Fiscal Year 2010 and 2011 budget justifications by all federal agencies as part of the President's budget justification to Congress.
3. Public forum discussions and presentations by the American Association for the Advancement of Science, the National Academies, the National Science Board, and National Science Foundation around science, technology, engineering, and math research and development trends and directions.
4. Strategic plans of the federal agencies.
5. Conversations with state agency partners, including senior administrators.
6. Conversations with corporate and foundation partners.
7. Conversations with regional partners in Lubbock, West Texas, Texas and the Southwest.

8. Internal strategy conversations, particularly with faculty members, chairs, and deans connected to the above areas.

Eight equally important Texas Tech research themes were identified after careful deliberations based on current and future strengths as an institution. These are:

1. Sustainable Society --Energy, Water, Agriculture and the Built Environment
2. Computational and Theoretical Sciences
3. Innovative Education and Assessment
4. Advanced Electronics and Materials
5. Integrative Biosciences
6. Community Health and Wellness
7. Culture and Communication
8. Creative Capital: Arts and Design Technologies

Within each of these themes, many sub-themes were identified by colleges and schools (and centers and institutes within those colleges and schools). The mapping and alignment of these sub-themes within each of the eight themes for each college, school, center, and institute was examined with respect to the following criteria.

1. Increasing Support to the Institution
  - Federal funding opportunities and partnerships (current and future)
  - State funding opportunities and partnerships (current and future)
  - Private sector funding and partnerships (current and future)
  - Foundation funding and partnerships (current and future)
  - Philanthropic support potential (current and future)
  - Technology transfer opportunities (particularly with current and future licensing partners)
  - Special facilities for R&D (both present and future capabilities)
2. Advancing Knowledge
  - Faculty excellence in scholarship
  - Graduate program excellence, quality, and reputation
  - Undergraduate program excellence, quality, reputation, and opportunities to promote undergraduate research
3. Improving Quality of Life
  - Cultural development
  - Economic development
  - Global partnerships

The vice president for research, the provost, the deans, and center and institute directors are collaborating on many strategic initiatives within each of these eight themes based on these criteria:

1. Relative importance of the initiative
2. Immediacy of the opportunity
3. The alignment of opportunities with strategic hiring plans
4. The short- and long-term benefit of the initiative, particularly as it relates to ensuring “excellence in scholarship.”

**C. *Allocation of resources.* Estimate the budget necessary to achieve the targeted goals and describe how the institution will utilize funds, staff resources, facilities, and other assets to maximize its efforts.**

The vice president for research and provost are working closely with the president and the senior vice president for administration and finance to identify strategic funds for use in new Ph.D. fellowships, strategic hiring start-up packages, traditional hiring start-up packages, spousal accommodations, faculty retention packages, new lines for strategic hires, and funds to kick-start strategic initiatives. The magnitude of these investments is significant.

Critical to the consideration of resources is the aggressive initiative to implement responsibility center management (RCM) over the next three years. Inherent to RCM is the establishment of subvention funds that can be used tactically and strategically by the provost and vice president for research in a more formal and transparent fashion.

**D. *Student participation.* Describe how the institution will enhance student opportunities to participate in research activities at the graduate and undergraduate levels.**

One outcome of our strategic plan will be the strengthening of our undergraduate research programs and profiles. Much of the focus at the undergraduate level is tied to efforts in our Center for Undergraduate Research (CUR), our Howard Hughes Medical Institute program, our Clark Scholars program, many initiatives within colleges, schools and departments that are now being further coordinated and integrated to specifically focus on financial support for academic year and summer undergraduate research fellowships, faculty mentoring fellowships, and a signature undergraduate research week this April and annually thereafter. Our focus on undergraduate research spans the spectrum of scholarship at Texas Tech—from the performing arts, humanities, and social sciences to the science, technology, engineering, and mathematics (STEM) disciplines.

Texas Tech University is also embarking on an institution-wide plan to increase enrollment. As noted in *Making it possible... 2010-2020 Strategic Plan*, much of Texas Tech's student enrollment is expected to come from significant graduate student enrollment increases. For Texas Tech to significantly increase graduate student population, a clear road map will be developed on initiatives around making Ph.D. scholarship the core of our notion of “excellence in scholarship,” increasing opportunities within our eight strategic research themes to obtain externally supported research assistants (RAs), encouraging and incentivizing faculty to build RAs into extramural proposals, pursuing significant foundation seed funding for special Ph.D. initia-



tives (particularly around STEM education initiatives), obtaining National Science Foundation Integrated Graduate Education and Research Traineeships (IGERTs) and similar programs from other agencies, using the interdisciplinary scholarship academy to promote collaborations and initiatives tied to increased graduate program support, and allocating central “subvention” funding to leverage initiatives.

### *III. Plan to Improve Undergraduate Education*

The institution’s plan should address, at a minimum, the following elements:

- A. Describe the institution’s plan to strengthen and improve the quality of undergraduate education, including the student profile.
- B. Describe what the institution is doing to increase the number of baccalaureate degrees awarded, particularly in the critical fields identified in *Closing the Gaps by 2015*.

Priority I of *Making it possible... 2010-2020 Strategic Plan* includes strategies to “strengthen and improve the quality of undergraduate education” and to increase access to an increasingly diverse student body while promoting enrollment in “critical fields.” As part of Texas Tech’s planning process, a new Mission Statement has been proposed to affirm its commitment to the increasingly diverse student body, staff and faculty.

Texas Tech’s undergraduate culture was rigorously scrutinized during a four-year period when it applied for and ultimately was granted the Lambda Chapter of Texas of Phi Beta Kappa, the nation’s oldest and most prestigious honor society. Recognition by Phi Beta Kappa was achieved due to existing academic environments that champion student success, evidenced by Texas Tech’s increasing freshman retention rates and graduation rates. Texas Tech has long been recognized for its commitment to high-quality undergraduate curricular and co-curricular environments, and we are committed to preserving and improving student success while we increase our research productivity.

In this context, we envision a rich and engaging undergraduate learning environment. The office of the provost and the Strategic Enrollment Planning Council lead a task force that is currently conducting a comprehensive examination of the undergraduate experience at Texas Tech. *Table 2* provides a high-level view of goals, KPIs, and strategies from Strategic **Priority 1** of *Making it possible... 2010-2020 Strategic Plan*.

#### **Priority 1- Increase Enrollment and Promote Student Success**

We will grow and diversify our student population in order to improve higher education participation and supply a well-equipped, educated workforce for the State of Texas.

Goal	2008	2009	% Change or % pt. Change	2010 Target	2015 Target	2020 Target
Fall enrollment	28,422	30,097	5.9%	30,850	35,131	40,000
Transfers from Texas 2-year colleges with at least 30 credit hours	4,727	5,189	9.8%	5,500	6,500	7,500
Graduate student enrollment as a % of total enrollment (includes Law)	18.7%	19.3%	0.8	20.0%	22.5%	25.0%
First year retention rate	80.1%	80.90%	0.7	81.00%	83.00%	85.00%
Second year retention rate	72.3%	69.2%	-3.1	70.0%	75.0%	80.0%
4-year graduation rate	36.8%	35.3%	-1.5	40.0%	45.0%	50.0%
6-year graduation rate	57.4%	60.2%	2.8	61.0%	65.0%	70.0%
Total degrees awarded (annual)	6,328	5,901	-6.7%	5,800	7,907	9,000
"High achievement of freshmen class for 2 yrs." —determined by the Texas Higher Education Coordinating Board (HB 51)	TBD	TBD	TBD	TBD	TBD	TBD

Table 2: Strategic Priority Goals to Increase Enrollment and Promote Student Success

### Key Strategies

1. Create a one-stop transfer student center.
2. Implement plans to offer evening and weekend classes to enhance educational opportunities for non-traditional students in high-demand undergraduate programs.
3. Continue efforts to recruit students into distance education programs, led by the University College, particularly with offerings that are attractive to non-traditional and diverse audiences of students.
4. Administer the Noel-Levitz Student Satisfaction Inventory. Data will be available by May 2010.
5. Develop a comprehensive communication flow and new student telecounseling software to increase applications and yield among new and prospective undergraduate freshman and transfer students.
6. Increase transfer student enrollment and success by joining Transfer101.org and acquiring a new online resource—u.select—software that helps students to compare current community college hours and provides information on how they transfer to different schools.
7. While increasing enrollment of Texas freshman with increasing numbers of Pell Grant and first generation college students, maintain SAT range at the 2009 benchmark of critical reading 480-580 and math 510-620.

The strategies cited above were developed for Texas Tech's initial publication of *Making it possible... 2010-2020 Strategic Plan* in the early phases of strategic planning. As mentioned in Section 1 of the *Texas Tech Strategic Plan for Research*, many university councils and committees are

currently engaged in developing specific action plans to achieve or implement the goals, KPIs, and strategies mentioned above. Additional strategies are mentioned here, at the forward edge of our planning processes and in anticipation of the completion of a plan for undergraduate education that will contribute to achievement of Strategic Priority 1.

#### **Additional Strategies for Improvement of the Quality of Undergraduate Education**

- Continue to improve the core curriculum and student learning outcomes on core competencies in light of Texas Tech University student core competencies and student learning outcomes, THECB Undergraduate Education Advisory Committee (UEAC) recommendations, THECB regulations and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards.
- Implement undergraduate program review for all undergraduate majors.
- Increase undergraduate research opportunities through the Center for Undergraduate Research, Honors College and Howard Hughes Medical Institute funded programs.
- Implement findings from Noel-Levitz consultancy on academic advisement.
- Increase participation in IS 1100 -- Freshman Seminar and related freshman integration programs.
- Provide infrastructure to support supplemental instruction in targeted courses.
- Create recruitment and support structure for undergraduate and graduate national and international scholarship applicants.
- Complete review of the Student Conduct Code with respect to academic integrity adjudication and continue the *Strive for Honor* educational campaign.
- Initiate an undergraduate section of Introduction to Research Ethics.
- Transition from the SACSCOC Quality Enhancement Plan to the TTU Ethics Center and continue leadership of curricular and co-curricular strategies to increase ethics education.
- Increase international learning opportunities and participation rates for undergraduate students.
- Increase number of teacher education candidates in critical fields.
- Utilize the findings of the Outreach and Engagement Measurement Instrument (OEMI) to identify academic, research, and engagement opportunities for undergraduate students.

#### **B. Describe what the institution is doing to increase the number of baccalaureate degrees awarded, particularly in the critical fields identified in *Closing the Gaps by 2015*.**

*Making it possible... 2010-2020 Strategic Plan* proposes a 33 percent increase in total enrollment from 2010 to 2020 (from 30,097 to 40,000). In addition, freshman retention and graduation rates are proposed to increase significantly. In Fall 2009 term, Texas Tech enrollment increased by more than 5.89 percent—an increase of 1675 students. Campus master planning and enrollment management planning is underway to accommodate this growth. Accordingly, the number of total degrees awarded annually is projected to increase to 9,000 by 2020. Texas Tech's 2010 *Closing the Gaps by 2015—Performance System* report includes a projected undergraduate degree total for 2020 at 5,470. However, if at least 75 percent of the projected 9,000 graduates are undergraduates, the total number of students completing bachelor's degrees should increase significantly to 6,750.

## Targets for Closing the Gaps in Success

**Goal 2: Close the Gaps in Success; Target Seven (Success)** Increase the number of students completing engineering, computer science, math and physical science bachelor's and associate's degrees and certificates from 12,000 in 2000 to 24,000 by 2010, and 29,000 by 2015.

	Actual 2000	Actual 2005	Target 2010	Target 2015	Target 2020
Statewide Degrees	11,979	13,677	24,000	29,000	N/A
<b>Texas Tech</b>	<b>384</b>	<b>486</b>	<b>620</b>	<b>665</b>	<b>710</b>
Engineering <sup>1</sup>	274	340	480	520	560
Computer Science <sup>2</sup>	41	67	40	40	40
Math <sup>3</sup>	33	50	50	50	50
Physical Science <sup>4</sup>	36	29	50	55	60

The chart above includes targets submitted to the THECB in Fall 2009. These targets will be reviewed to identify opportunities for further increase in each of the critical fields. The annual number of students completing engineering, computer science, math, and physical science bachelor's degrees will increase from 384 in 2000 to a target of 620 in 2010 and 665 in 2015. If achieved, this will represent a growth rate of 61.5 percent, which trails the statewide baccalaureate performance expectations of 142 percent growth rate. However, *Closing the Gaps by 2015: 2009 Progress Report* documents a statewide growth of only 7.5 percent in graduates for these four degree fields from FY 2000 to FY 2008 (11,979 to 12,877). Thus, Texas Tech has significantly outpaced statewide performance in graduations in these critical fields through FY 2009.

In order to continue to increase graduates in these four critical fields, Texas Tech proposes the following strategies.

### Engineering and Computer Science

1. Texas Tech's Edward E. Whitacre Jr. College of Engineering is committed to making the aggressive recruitment of transfer students a strategic priority. We value the preparation that transfer students receive at community colleges and the high probability for their success at Texas Tech. To assure a smooth transition, Texas Tech University is a signatory to the recent THECB Volunteer Mechanical Engineering Transfer Compact. In addition, the Whitacre College of Engineering has developed transfer plans for degrees in chemical, civil, construction, electrical, environmental, industrial, petroleum engineering, and computer science. Articulation agreements based on these plans have been completed or are near completion with Alamo Community College District, Amarillo College, Angelo State University, Austin Community College, Dallas County Community Colleges, El Paso Community College, Lone Star College, McLennan College, Midland College, Odessa College, San Jacinto College, South Plains College, and Tarrant County Colleges.
2. The ConocoPhillips Academic Success Bridge program was developed by the Whitacre College of Engineering as a means of improving retention and academic success of at-risk

engineering students, especially those who are first generation college students, minority students, or from lower socio-economic backgrounds. Beginning with the week before classes, approximately 100 students receive an intensive math review to prepare them to qualify for and successfully pass Calculus I. The program continues through the fall and spring semesters with the students organized into cohort groups for critical freshmen courses. Students are supported and coached throughout the year by upper-division student mentors and engineering faculty.

3. Beginning with the fall 2010 term, incoming freshmen engineering students with lower demonstrated aptitude for math and science will begin in University Pre-Engineering. These students may transfer into the Whitacre College of Engineering upon successful completion of Calculus I and Physics I. The primary advantage for students within the Pre-Engineering program is that advising will be organized through the University Advising Center. Engineering presents an extremely challenging course of study and experience has shown that many freshmen will ultimately select an alternative discipline. The advisors in the University Advising Center have the specialized training and are equipped with the tools necessary to assist these students.
4. Academic computing disciplines had a significant decline in enrollment after the dot com bubble burst around the turn of the century. A shortage of information technology jobs also developed due to high tech firms closing or off-shoring of software development work. A major problem identified is that many undergraduate computing programs introduce students to the field through industrial strength languages that are difficult to use. In 2009, Texas Tech's Department of Computer Science changed to a computer language that is more amenable to problem solving than struggling with the syntax and semantics of a complex computer language. The result has been an increase of about 25 percent in undergraduate computer science students that can be attributed to the progress in recruitment and retention. This increase is significantly higher than that increases reported at the national level.
5. Texas Tech's computer science departmental chairperson received a National Science Foundation Computer & Information Science & Engineering (CISE) Pathways to Revitalized Undergraduate Computing Education (CPATH) award to inspire students in computational thinking through vertical integration of the senior capstone project. Students in undergraduate prerequisite courses are provided an opportunity to work at their skill set level on various parts of the senior capstone project. The expected result is that the recruitment and retention rates will increase because the first and second year computer science students will have the opportunity to participate in the excitement of putting together a medium scale software project.
6. In the last decade, computer science programs throughout the country have introduced computing-related degree programs and certificates as a means of increasing enrollments. The undergraduate field of software engineering had major growth with the introduction of Accreditation Board for Engineering and Technology (ABET) accreditation. Information assurance certificates have grown through federal support. Information technology undergraduate degree programs have also served as add-on degree programs in computer science. Texas Tech's computer science department will explore these opportunities in a measured approach through additional faculty resources.

7. The computer science department will be moving toward ABET accreditation in computer science, thereby increasing the value and attractiveness of its degrees.

### **Math and Physical Sciences**

1. Texas Tech's College of Arts and Sciences will target the development of STEM initiatives that will focus on math and physical sciences (physics, astronomy, atmospheric sciences, chemistry and geosciences). The following activities represent some of the programs in the college that are part of this effort:
  - The Plains Bridges to the Baccalaureate is a joint effort between TTU and South Plains College aimed at assisting underrepresented students in the sciences to overcome challenges they face to succeed in higher education.
  - The Summer Math Academy is a two- to three-week program for talented high school students and their teachers. The Joy of Thinking Program establishes girls' math clubs designed to increase interest and enthusiasm for scientific reasoning and mathematical activities among pre-adolescent and adolescent female students.
  - TexPREP-Lubbock at TTU provides a non-residential mathematics and science-based summer enrichment program for middle and high school students from cultural and economic backgrounds traditionally underrepresented in mathematics, science, and engineering.
  - The GK-12: Building Bridges Program prepares doctoral-level STEM graduate students and secondary STEM teachers to work in an interdisciplinary environment by developing novel mathematics, engineering, and science partnerships with in-service science and mathematics teachers.
  - The Texas Tech Noyce Scholars program provides support for upper level undergraduate students from mathematics and chemistry majors in two-year long K-12 experiences.
2. The College of Arts and Sciences will increase outreach and support of the Summer Math Academy.
3. The College of Arts and Sciences will increase support of "boot camps" for introductory students in chemistry to further increase student success.
4. The College of Arts and Sciences will develop outreach programs with regional community colleges that encourage students to consider degrees in math and physical sciences.
  - Programs at El Centro Community College in Dallas and McLennan community college in Waco provide a model that can be expanded to other community colleges to increase graduate rates in these designated areas.

**Goal 2: Close the Gaps in Success; Target Ten (Success)** Increase the number of math and science teachers certified through all teacher certification routes to 6,500 by 2015.

	Actual 2000	Actual 2005	Target 2010	Target 2015	Target 2020
Statewide Certifications	2,156	2,737	5,400	6,500	N/A
<b>Texas Tech Certifications</b>	<b>0</b>	<b>195</b>	<b>200</b>	<b>225</b>	<b>250</b>

Continually identified as high-need teaching fields, the math and science teaching areas have become even more strategic with the State Legislature's decision to increase high school graduation requirements to include four years of mathematics and four years of science. Texas Tech has continued to increase the production of university-based teacher education candidates, despite the downturn in university-based production statewide. In order to acknowledge the importance of university-based teacher education candidate production, **Priority 4** of the Texas Tech Strategic Plan, "Further Outreach and Engagement," will be modified to include key performance indicators for teacher education. Adding teachers in critical fields will contribute to the preparation of high school graduates to enter these fields. In addition, the following are key strategies to address the need for more teacher education candidates.

**Key Strategies:**

1. The Texas Tech College of Education will develop new certification specialties in elementary math/science and secondary mathematics, physical science, and engineering.
2. The Texas Tech College of Education will offer more options for the middle-level certificate in math and science.
3. The Texas Tech College of Education will continue current and develop new scholarships through the Howard Hughes Medical Institute (HHMI) science education scholar program and the Texas Tech Noyce Scholars Program.
4. The Texas Tech College of Education will advertise and promote the federally funded Project TEACH (Teacher Education Alliance Collaborative for Higher Education) grant and signing bonuses offered by school districts for teachers of math and science.

#### *IV. Plan for Doctoral Programs*

##### **1. Existing Doctoral Programs**

The institution's plan for existing doctoral programs should address, at a minimum, the following elements:

- A. **Summary of existing programs.** Using past reviews, provide an evaluation of the institution's existing doctoral programs and how they fit into the institution's near-term and long-range plans. Include an assessment of strengths and weaknesses.

As of April 1, 2010, the THECB Program Inventory lists the following number and type of doctoral degrees offered at Texas Tech University:

DEGREE TITLE	NUMBER OF DEGREES OFFERED
Doctor of Musical Arts	4
Doctor of Education	5
Doctor of Philosophy	51
Doctor of Jurisprudence	1
<b>Total Doctorates Offered</b>	<b>61</b>

As shown in *Table 4*, these doctoral programs can be mapped to the eight strategic research themes. From a strengths perspective, the offerings are diverse, some of the offerings are interdisciplinary, and 26 are in the STEM disciplines. From a weakness perspective, some of the offerings need consolidation, new offerings need to evolve that are responsive to external market demands, and more interdisciplinary offerings would be beneficial. The Office of the vice president for research and the office of the provost will be developing an interdisciplinary scholarship academy for faculty. One outcome of the academy will be the development of new interdisciplinary graduate (and doctoral) degree programs.

TEXAS TECH UNIVERSITY DOCTORAL DEGREES ORGANIZED BY POTENTIAL RESEARCH THEMES			
COLLEGE	CIP CODE	PROGRAMS	DEGREE
1. Sustainable Society-Energy, Water, Agriculture and the Built Environment			
Ag Sciences and Natural Resources	13130100	Agricultural Education	EDD
Ag Sciences and Natural Resources	01010300	Agricultural and Applied Economics	PHD
Ag Sciences and Natural Resources	01110200	Agronomy	PHD
Ag Sciences and Natural Resources	01090100	Animal Science	PHD
Engineering	14080100	Civil Engineering	PHD
Arts & Sciences	26100400	Environmental Toxicology	PHD
Ag Sciences and Natural Resources	03030100	Fisheries Science	PHD
Arts & Sciences	40060100	Geosciences	PHD
Engineering	14350100	Industrial Engineering	PHD
Interdisciplinary	03020600	Land-Use Planning Management Design	PHD
Engineering	14250100	Petroleum Engineering	PHD
Ag Sciences and Natural Resources	01110600	Range Science	PHD
Engineering	14999901	Systems and Engineering Management	PHD
Ag Sciences and Natural Resources	03060100	Wildlife Science	PHD
Interdisciplinary	14130100	Wind Science and Engineering	PHD



TEXAS TECH UNIVERSITY DOCTORAL DEGREES ORGANIZED BY POTENTIAL RESEARCH THEMES			
COLLEGE	CIP CODE	PROGRAMS	DEGREE
2. Computational and Theoretical Sciences			
Arts & Sciences	45060100	Economics	PHD
Engineering	11010100	Computer Science	PHD
Arts & Sciences	27010100	Mathematics	PHD
Arts & Sciences	40080100	Physics	PHD
3. Innovative Education and Assessment			
Education	13030100	Curriculum and Instruction	PHD
Education	13040100	Educational Leadership	EDD
Education	13060100	Higher Education	EDD
Education	13060100	Higher Education	PHD
Education	13050100	Instructional Technology	EDD
Education	13100100	Special Education	EDD
Education	42180100	Educational Psychology	PHD
4. Advanced Electronics and Materials			
Engineering	14070100	Chemical Engineering	PHD
Engineering	14100100	Electrical Engineering	PHD
Engineering	14190100	Mechanical Engineering	PHD
5. Integrative Biosciences			
Arts & Sciences	26010100	Biology	PHD
Arts & Sciences	40050100	Chemistry	PHD
Arts & Sciences	26070100	Zoology	PHD
6. Community Health and Wellness			
Arts & Sciences	42020100	Clinical Psychology	PHD
Education	13110100	Counselor Education	PHD
Arts & Sciences	42060100	Counseling Psychology	PHD
Arts & Sciences	42080100	Experimental Psychology	PHD
Human Sciences	13130800	Family and Consumer Sciences Education	PHD
Human Sciences	52090100	Hospitality Administration	PHD
Human Sciences	19070100	Human Development and Family Studies	PHD
Human Sciences	51150500	Marriage and Family Therapy	PHD
Human Sciences	19050100	Nutritional Sciences	PHD
Human Sciences	52080400	Personal Financial Planning	PHD

TEXAS TECH UNIVERSITY DOCTORAL DEGREES ORGANIZED BY POTENTIAL RESEARCH THEMES			
COLLEGE	CIP CODE	PROGRAMS	DEGREE
Culture 7. Culture and Communication			
Law	22010100	Law	JD
Business Administration	52020100	Business Administration	PHD
Arts & Sciences	23010100	English	PHD
Arts & Sciences	54010100	History	PHD
Mass Commomunications	09010200	Mass Communications	PHD
Arts & Sciences	45100100	Political Science	PHD
Arts & Sciences	16090500	Spanish	PHD
Arts & Sciences	23110100	Technical Communication and Rhetoric	PHD
8. Creative Capital: Arts and Design Technologies			
Visual & Performing Arts	50090400	Music Composition	DMA
Visual & Performing Arts	50090600	Music Conducting	DMA
Visual & Performing Arts	50090300	Music Performance	DMA
Visual & Performing Arts	50090700	Piano Pedagogy	DMA
Visual & Performing Arts	50070100	Fine Arts - Art	PHD
Visual & Performing Arts	50090100	Fine Arts - Music	PHD
Visual & Performing Arts	50050100	Fine Arts - Theatre	PHD
Human Sciences	04040100	Interior and Environmental Design	PHD

Table 4: Texas Tech Doctoral Degrees Organized by Potential Research Themes

Proposals for new doctorates and distributed delivery of existing doctorates that fall within the eight strategic research themes are subjected to a rigorous academic review process that begins with college curricular committees. After college approval, proposals for distributed doctorates are reviewed by the Distributed Learning Council and, once approved, are forwarded to the Graduate Council. Proposals for new doctorates go directly to the Graduate Council. Once the proposal arrives at the Graduate Council, an academic proposal committee determines if further information is required. Once the committee's questions have been answered, the proposal is forwarded to the Graduate Council. The Graduate Council ensures that all institutional, THECB, and SACSCOC requirements for doctorates have been met, that the proposal aligns with Texas Tech's national research university vision, and that it is not redundant or overlapping with existing doctorates.

If all of these requirements are met and student learning outcomes, assessment plan and curriculum map are satisfactorily designed, the Graduate Council sends the proposal to Academic Council. If approved, the proposal then goes to the provost for review and approval, and then

is scheduled to be considered by the Texas Tech University Board of Regents at a subsequent meeting. If approved by the regents, a final, comprehensive review of the proposal is completed to ensure that all recent regulatory and comprehensive standards have been met prior to submission to the THECB and SACSCOC. This process generally requires 18-24 months of institutional review and investment prior to approval and recruitment of students. The approval process for new degree programs, including doctorates and distributed doctorates, can be found in Texas Tech's Operating Policy 36.04 at <http://www.depts.ttu.edu/opmanual/OP36.04.pdf>.

Once a doctoral program has been approved, it is subject to the THECB new doctorate reporting requirements. It is also entered into the six-year review rotation of all graduate degree programs led by the Graduate School. This review process is described in depth at <http://www.depts.ttu.edu/gradschool/docs/programs/programreview.pdf>.

The main objective of periodic six-year program reviews is to provide a mechanism for maintaining or improving the quality of graduate programs at Texas Tech University. Periodic program reviews give administrators and academic leaders important information and the size and quality of a program, the program's future resource needs, recruitment, strengths and weaknesses, and its contributions to the mission of the university.

The results of the program reviews are used to give direction, to set goals for the future, and to ensure that general academic plans and budget decisions are based on solid information and priorities that and match closely those of the university. Periodic program reviews also provide a mechanism for faculty to evaluate the effectiveness, progress, and status of their program.

In addition to the six-year graduate program review rotation for 2009-2010 to 2014-2015, the following information is included here to provide a glimpse of the comprehensive and systematic nature of the graduate program review process.

Gathering Preliminary Information: The Graduate School staff assists the academic unit in the preparation of a self-study document by gathering necessary data on the academic unit. Internal information is gathered from the Office of Institutional Research, the Office of Research Services and the Graduate School records. Department specific information on the areas is collected during the summer prior to the academic year and during early fall of the academic year for which the unit is to be reviewed, such as:

- Number and type of degrees awarded
- Undergraduate and graduate semester credit hours
- Number of majors in the department for the past five fall semesters
- Demographics of applicants and enrolled students
- Test scores of students and applicants on GRE, GMAT, and TOEFL
- Graduate GPAs
- Scholarships and fellowships awarded to students by the Graduate School
- Course enrollments by academic year, (fall, spring and summer)
- Teaching resources
- SCH/FTE generation
- The departmental operating funds
- External and internal grants and contracts awarded

Peer Institution Information: The Graduate School staff also gathers information from peer institutions that are recommended by the unit being reviewed on the areas shown below and include that information in the self-study. The chairperson of the academic unit may obtain more peer institution information if desired. Requests for additional peer institution information must reach the graduate school prior to sending out the initial requests for information.

- Number and type of degrees awarded
- Enrollment figures at all levels
- The number of tenured, tenure-track, and teaching assistants
- External and internal grants and contracts awarded

Preparation of the Program Self-Study: The chairperson of the academic unit being reviewed is ultimately responsible for the content, accuracy, and completeness of the self-study. The chairperson may designate another faculty member or a team of faculty members to carry out the self-study, but should be continually and actively involved in overseeing the preparation of the self-study. All faculty members should be involved in the preparation of the self-study. The participation of enrolled students, alumni, and professional staff is highly encouraged. The self-study should be evaluative rather than simply descriptive. It should be more than just a collection of data, but a document of academic judgment about the program, students' curriculum, resources, and future directions of the academic unit. The self-study should not be a document that describes a budget request, but one that describes administrative information of the unit's strengths, areas to strengthen, plans, and goals. Note that a self-serving document, in some measure, loses credibility. The Graduate School has a number of self-studies available for review. The format of the self-study document is shown in the next section. Components of the review that the department/college provides include:

- Scope of program(s)
- Program enrollment and degree information
- Summary of the number of publications and creative activities
- Responsibilities and leadership in professional societies
- Faculty workload
- Type of financial support available for graduate students
- Number of students who have received national and university fellowships, scholarships and other awards
- Graduate student publications and creative activities
- Program for mentoring and professional preparation of graduate students
- Department efforts to retain students
- Department operating cost
- Summary of number of proposals written and accepted
- Source of internal funds (TTU)
- Departmental resources for research and teaching (*i.e.*, classroom space, lab facilities)
- HEAF expenditures (laboratories, classroom, etc.)
- Strategic plan
- Graduate course offerings

- Recruiting materials
- Graduate student handbook
- Graduate Student Association(s) description and information
- Graduate faculty information — from application and confirmation/reappointment forms

The results of doctoral program reviews are incorporated into the respective department and college's strategic plan annual assessment reports. These findings guide the dean and college faculty in making determinations on resource allocation in support of programs that are targeted for growth and enhancement in order to contribute to Texas Tech's national research university vision. Furthermore, under Responsibility Center Management, deans will compete for funds in a "subvention pool" managed by the provost. These funds will be used to achieve strategic academic goals, including strategic doctorate program enhancement.

**B. *Quality control.* Describe plans to close, consolidate, and/or improve existing doctoral programs with low graduation rates (based on Coordinating Board standards for low-productivity) or that do not meet other standards of excellence.**

Texas Tech has recently concluded a review of all doctoral programs with low numbers of graduates reported to the THECB from 2006-2008. The colleges involved in this process took a broader approach to this review and many changes have been made to improve the quality of programs. A comprehensive review was conducted for each of these programs, yielding resolutions to degree production that varied depending upon the program. This process is continuing, supplemented by graduate program review, peer comparison data, and review of graduates for 2007-2009; colleges are being encouraged to critically review all doctoral program offerings. One of the major findings relates to the historic treatment by the THECB of subordinate areas in doctoral programs. More than a decade ago, the THECB policy was to identify each subordinate subject area in a doctorate with a specific Code of Instructional Program (CIP). This led to a single doctorate with several subordinate areas of emphasis, all assigned separate CIPs. The standards for low-producing degree program use the CIP to track graduates, which means that some subordinate programs within doctorates do not meet the regulatory thresholds for graduates, but when consolidated back into one doctorate, they are well-above the thresholds. This was the circumstance for four of the seven Texas Tech doctorates included on the 2009 low-producing degree report. Thus, these programs will be consolidated together under one CIP and then will yield much higher annual numbers of graduates. In the case of the three remaining programs, one was a Texas Tech error in posting of the degrees to the correct CIP; another doctorate is being consolidated with a thriving doctoral program; and an action plan has been proposed to reinvigorate enrollments and graduates in the final doctorate.

In the spring of 2010, deans of colleges were asked to review all doctoral programs in light of the recent changes to the THECB low-producing regulations using 2007-09 graduation data for each CIP. It is anticipated that each College will conduct a review of their current doctoral offerings and generate action plans to increase the standards of excellence in each program or consider consolidation, phase-out and deletion if the review indicates that these are appropriate actions.

**C. *Quality enhancement.* Describe plans to raise the level of existing doctoral programs from the level of strength to the level of national prominence.**

In 2007, the Graduate School conducted a survey to assess academic program capacity for graduate enrollment growth. This assessment has since been refined and supported by an external consultancy, and the Graduate School is presently engaged in conducting a 2010 update. Working in collaboration with the president's and provost's offices, the Graduate School has developed three successful programs to align institutional resources with academic quality enhancement and enrollment growth potential. The following provides a brief overview of these three programs:

1. Graduate Student Travel: each year \$150,000 is dedicated to support graduate student participation in national and regional professional conferences for the purpose of sharing research finding, creative accomplishments and professional networking. These funds are often (but not necessarily) combined with college, departmental or other external funding sources to help offset travel expenses.
2. Graduate Enrollment Enhancement Program: each year \$150,000 is dedicated to match university departmental initiatives to recruit the highest-quality graduate students to Texas Tech. The vast majority of these funds is directed at bringing prospective doctoral students to campus for two to three day recruiting visits. In some cases, departments (e.g., chemistry, English, psychology) invite 20-30 or more of their prospective graduate students to participate in structured recruitment weekends that include the opportunity to engage with faculty and meet with current graduate students. In other instances and depending on departmental organization, the recruiting efforts are less structured and, are conducted with only 1-2 students at a time but with the same focus on faculty research interests and current graduate student interaction.
3. Growing Graduate Programs: each year approximately \$700,000 is made available specifically for graduate programs across campus to participate in a competitive Request for Proposal process to secure Graduate School funding support to enhance existing or create new graduate-level opportunities. Although the use of these funds varies, resources are often directed toward such objectives as providing graduate assistantships, improving the quality of distance-delivered courses and programs, and exploring new opportunities at the nexus of external or niche funding, and existing faculty and research expertise.

Other quality enhancement initiatives are occurring at the university level. For example, under President Guy Bailey's leadership, Texas Tech has embarked upon a plan to increase graduate fellowships in existing STEM doctoral programs. For 2009-2010, 85 doctoral-level awards were made totaling \$4 million. This program and related marketing initiatives achieved immediate results with an increase of 11.4 percent in the number of doctoral students enrolling in the fall 2009 term. Given these impressive results and the obvious connection between Texas Tech's research mission and our becoming more competitive at the national level in recruiting, retaining and graduating highest-quality students, the fellowship program has been expanded in 2010-2011 to include an additional 37 new doctoral students as well as 34 new master's students. Over the three-year duration between FY 10 through FY 12 it is expected that a total of \$6.5 million will be devoted to these new fellowships. Despite the recent economic downturn, the Graduate School's scholarship and fellowship endowment is presently \$14.6 million. In FY 09 these endowments help support more than 345 full- and part-time graduate students with a total award amount of \$840,000. As a whole, Texas Tech University supported more than 3,600

graduate students with scholarships and fellowships during FY 09 with a total expenditure of approximately \$3.66 million.

On a less-resource-intensive but nevertheless positive front, the Graduate School supports a number of other large- and small-scale initiatives designed to promote academic excellence. For example, on March 26, 2010 the Graduate School held its Ninth Annual Research Poster Competition. This event attracted more than 120 graduate student participants from across campus. Posters were evaluated by panels of judges comprised of business leaders, research faculty, and community representatives. Recognition of the posters selected as top among the 10 research categories is traditionally highlighted at a university-wide reception during Graduate Education Week every April. In addition to recognizing those who prepare the award-winning posters, modest stipends are also provided for ten doctoral students selected from among their peers for their instructional expertise as graduate part-time instructors.

The Graduate School is also actively engaged in providing a variety of workshops for graduate students that are designed to improve individual skills, promote collaborative and interdisciplinary research, and better prepare candidates for professional and research careers. A link to the current menu of workshop opportunities for the spring 2010 term is available at <http://www.depts.ttu.edu/gradschool/grdschInfo/news.php>. The list of various topics covered includes: So you want to be a professor? series (getting the academic job, balancing teaching, research and service, writing, establishing a teaching philosophy); thesis and dissertation preparation, formatting and writing; research and literature review; preparation for non-academic positions), annual New Graduate Student Orientation; and regularly-scheduled graduate student government-sponsored town hall meetings where students are provided a venue to voice their opinions and concerns related to the TTU graduate experience.

Since 2009, the Graduate School and the office of the vice president for Research have offered workshops for graduate students to develop skills at grantsmanship and identify opportunities to leverage internal funding with external fellowships that can be used to support students during their tenure.

Finally, beginning in 2009, the Graduate School developed a university-wide thesis and dissertation award recognition process. In addition to acknowledging outstanding research and creative activity, the process aligns with the Council of Graduate Schools' two-year cycle for selecting dissertations deserving of national recognition.

**D. *Comparisons with national peers.* For programs the institution plans to retain, identify nationally-ranked programs against which each of the institution's existing doctoral programs will be benchmarked.**

To complement the peer institution component of the graduate program review process, Texas Tech has recently purchased subscriptions to several databases to provide data on numerous variables across its 56 peers listed in **Appendix 2**. This information will be fed into the graduate program reviews. In addition, all doctoral programs will be reviewed based upon 2009 data for the national comparison databases.

## 2. New Doctoral Programs

The institution's plan for new doctoral programs should address, at a minimum, the following elements:

- A. Areas of emphasis.** Identify the areas the institution plans to focus on in the development of new doctoral programs. Emphasis should be placed on high-need areas, such as STEM, with sufficient documentation to support selection decisions. The plan should also demonstrate how the institution will build upon existing strengths.

New academic programs are proposed by colleges and schools through their strategic planning processes. As each college and school develops new strategic plans that align with the new Texas Tech strategic plan, the relevance of these doctoral programs with respect to the eight strategic research themes will be considered. Texas Tech requires continuous strategic planning, assessment, and improvement of planning implementation (Texas Tech University, Operating Policy 10.13: Strategic Planning and Assessment for Texas Tech University, Including All Academic Programs and Support Operations).

- B. Assessment.** Provide a plan for the rigorous, periodic review of proposed programs using external evaluators.

The present graduate program review structure includes the review of each program by external peers from comparable institutions. This program will continue, with important modifications, for all new Ph.D. programs. These reviewers are selected from the 56 peer institutions that we use to benchmark our performance (see **Appendix 2**). Further, we are asking these reviewers to address the elements described in the research priorities section.

- C. Regional Impact.** If applicable, describe the ways in which the development of doctoral programs and enhancement of research will enable the institution to better meet the needs of the region it serves and explain how the institution will monitor and assess its impact.

Much of our development of strategic initiatives under each of the eight research themes was achieved with input from partners in Lubbock, in West Texas, in Texas and in the Southwest. They reflect Texas Tech's present and future position as an outstanding institution of learning in West Texas and reflect planned collaborations as we strive to become a great public research university. *Making it possible... 2010-2020 Strategic Plan* includes recommendations for specific partnerships with the federal and state governments, federal delegation, governor and Texas legislature, corporate sector, local, state and national foundations, K-12 a community college sectors, Lubbock and regional municipal and county governmental sections, TTU community, alumni, and benefactors and friends. *The Economic Impacts of Texas Tech University on Lubbock County: Today and in the year 2020*, estimated the 2008 impact at \$1.15 billion. A similar report for 2009 has been commissioned and new targets will be established for the Texas Tech strategic plan for 2015 and 2020.



Priority 4 for of the Texas Tech strategic plan states:

***Further Outreach and Engagement:*** *We will expand our community outreach, promote higher education and continue to engage in partnerships in order to improve our communities and enrich their quality of life.*

Texas Tech has an extraordinary history of engaged research that has made an impact on the state, nation, and world. Such research has a tangible impact on our quality of life. For example, the FEMA standards for storm shelters were developed from Texas Tech research conducted on the destructive effects of wind. Now, research on the beneficial effects of wind is shaping the future of energy resources. Research on directional microwave technology is being developed to target disease-causing microorganisms and advance food safety. Partnerships with urban and rural community partners have tested technologies to reduce water consumption and ensure the future of adequate water supplies. Other Texas Tech research investigates and promulgates approaches, methods, and technologies to counter the emerging threats posed to homeland defense and security by biological and chemical weapon agents. Such research addresses fundamental human needs for shelter, energy, food, water, and safety, and directly impacts the future of the state, nation and world.

In engaged research and community partnerships that result in significant regional impact, Texas Tech has a unique history that has received national recognition. In 2006, Texas Tech was the first Texas university to be included in the Community Engagement classification of the Carnegie Foundation for the Advancement of Teaching. The Carnegie Foundation describes Community Engagement as:

...the collaboration between institutions of higher education and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity.

In 2006, the first year of the classification, Carnegie offered institutions the opportunity to apply for classification in two areas of Community Engagement: Texas Tech was recognized in both Curricular Engagement and Outreach & Partnerships.

In 2009, Texas Tech University became the first institution in the state of Texas to be approved by a small group of national institutional leaders to join the sponsorship partners for the National Outreach Scholarship Conference. These 13 national research institutions include: Auburn, Colorado State, Michigan State, North Carolina State, Oregon State, Purdue, The Ohio State, Penn State, Alabama, Colorado, Georgia, Kentucky, Wisconsin-Extension. The list of these institutions and the 2010 conference site is at <http://www.ncsu.edu/project/OPDWebSpace/2010OSC/nosc-partnership-institutions.html> .

Also in 2009, Texas Tech University became the first institution in the state of Texas to be represented on the Association of Public and Land Grant University's (APLU) Council on Engagement and Outreach. This election resulted from the increasing role and visibility of Texas Tech University in the state and nation on the matter of how higher education institutions "reinvest" their significant knowledge, research and engagement assets in the forward edge of societal concerns.

With this increasing recognition of the power of Texas Tech's partnerships to address major societal issues, two significant infrastructure changes have been made in the past two years. First, the College of Outreach and Distance Education was created in 2007. Recently renamed as the University College, the college assists and supports the development and delivery of online instruction; reaches learners who reside across the state of Texas through off-campus teaching sites and evening and weekend course offerings; promotes lifelong learning communities and programming; and provides K-12 curriculum for more than 100,000 students across the globe. Second, in the spring of 2009, President Bailey named Texas Tech's first vice president of institutional diversity, equity, and community engagement and an organizational division was created.

Another first for Texas Tech University is the comprehensive assessment of its outreach and engagement efforts. Texas Tech collaborated with TTU Health Sciences Center and Angelo State University to modify the Outreach and Engagement Measurement Instrument (OEMI) for use by the TTU System. This assessment instrument was released in web-based format to all faculty, deans, directors, and vice presidents at all three institutions in November 2009. The OEMI gathered baseline data on each institution's outreach and engagement efforts, providing comprehensive data on the total number of individuals and partners engaged with each institution, including K-12 and community college participants and partners. Furthermore, the OEMI documents the total amount of external funding generated by outreach and engagement activities, as well as the sources of funding for all participants and partners. Respondents provided narrative information about their endeavors, which will enable Texas Tech to fully describe the impact of its outreach and engagement efforts for the first time. These data will provide the baseline key performance indicators for Priority 4 of the strategic plan.

Priority 4 of the Texas Tech strategic plan emphasizes Texas Tech's substantial history and commitment to outreach and engagement. As Texas Tech considers its eight research themes, social impact and opportunities for community partnerships will be incorporated, thus advancing the regional impact of university. Furthermore, the strategies and initiatives developed for this priority are intended to expand even further the reach of Texas Tech as it partners with Texas communities, schools, community colleges, corporations, and governments to address critical societal issues.

## *V. Plan for Faculty and Student Development*

### **A. Faculty research. Describe plans to assist faculty in becoming more productive, more innovative, and more effective in their work.**

An active culture of mentoring exists at Texas Tech and efforts will be expanded as strategic and traditional hires occur each year. We have a particular focus on mentoring junior faculty to support their nominations for National Science Foundation CAREER awards (and similar awards) from other agencies. We have also begun to develop a similar program for the social sciences, humanities and creative arts disciplines.

The office of the vice president for research is being restructured to focus on faculty development. A number of initiatives are being launched, including agency-specific mentoring, faculty placement in agencies, faculty rotations at National Science Foundation, and an interdisciplinary scholarship academy.

**B. *Faculty recognition.* Describe plans to assist faculty in achieving recognition as leaders in their field.**

Texas Tech is focused on promoting its eight research themes, the strategic plan, and the successes of faculty and students. The promotion is both internal and external. Internally, we have expanded the Barney Rushing Jr. Outstanding Research Award; other awards are being developed to recognize research achievements in the colleges and schools, along with increasing the monetary awards associated with this recognition. We have also expanded the Chancellor's Council Award to recognize excellence in scholarship in the STEM disciplines and in the social sciences, humanities, and creative arts. Additional recognitions are envisioned.

Further, a program is in place to ensure that Texas Tech faculty members are nominated for prestigious awards nationally and internationally.

**C. *Collaborations and Partnerships.* Describe plans to foster cooperative efforts amongst faculty at the institution and with faculty of other institutions.**

From an internal perspective, the proposed interdisciplinary scholarship academy is designed to promote cross-disciplinary and multidisciplinary efforts to establish new Ph.D. curricula, new courses, new centers, and institute initiatives, and new initiatives to be pursued through federal funding and congressional initiatives. There are active measures in place to foster collaboration between all disciplines in initiatives that align with the eight strategic research themes.

Texas Tech is also participating in regional and national collaborative initiatives on matters pertinent to societal issues of concerns around sustainability, energy, water use, natural resources, renewable energy technologies, non-invasive diagnostics, and other areas as well.

**D. *New faculty.* Describe plans to recruit additional faculty who can contribute to the institution's goal of maintaining or achieving national recognition.**

As shown in the *Table 1*, Texas Tech has an aggressive hiring plan made possible by the application of strategic resources. Strategic hires who best exemplify the integrated-scholar concept and demonstrate excellence in scholarship will be most appropriate for consideration. At least 15 such faculty and their research teams are targeted for hiring annually. Faculty with prior significant accomplishments, recognition, and mature research programs are approached from outside of Texas and brought to campus to explore areas of opportunity and interest. Competitive salaries, start-up packages, and space are provided. A high degree of coordination occurs between the vice president for research, provost, and deans of the four colleges involved with strategic hiring (*i.e.*, Agricultural Sciences and Natural Resources, Arts and Sciences, Engineering, and Human Sciences). The strategic hires have expertise within the eight strategic research themes and particular attention is being paid to growing critical mass and capacity and bringing together talent that is complementary to that which already exists at Texas Tech. Particular attention is paid to ensuring that the prospective faculty will collaborate and mentor faculty in the departments in which they will be located.

This is complemented with a newly coordinated approach to traditional hires, with particular attention paid to spousal accommodations and cluster hiring, especially within the eight research themes where possible.

## *VI. Other Resources*

### **A. Research facilities. Describe significant projected additions to the institution's facilities related specifically to research, including timelines for completion.**

As shown in *Table 1*, the expansion of new space for research is a strategic goal of the institution. Current strategic planning around capital improvements focuses on a number of new interdisciplinary research facilities, incubator, and other research facilities tied to areas of emphasis. Benchmarks are provided for build-out over the next 10 years. Some of the financing will be supported through Higher Education Assistance Fund allocations, tuition revenue bonds, and creative financing supported by public-private partnerships.

More immediately, the current Experimental Sciences Building, one third of which had been shelled, will be completed during the next year.

### **B. Library resources. Describe plans to enhance the libraries, including facilities, equipment, digital resources, and collections. Describe specifically how the plans to enhance library resources are related to improving existing doctoral programs and supporting new doctoral programs.**

The Texas Tech University Libraries are members of the Association of Research Libraries (ARL). ARL is a nonprofit organization of 124 libraries in North America. Membership is based on the research nature of the library and the parent institution's aspirations and achievements as a research institution. The libraries' membership in ARL is a sign of the quality of Texas Tech University. Member libraries are distinguished by the breadth and quality of their collections and services. They are well known for their distinctive research-oriented collections and resources of national significance. Each ARL library is ranked relative to the other member libraries using the following criteria: volumes held, volumes added, current serials (subscriptions), total library expenditures, and total professionals plus support staff. In the late 1990s when the Texas Tech Libraries were accepted for ARL membership, they were ranked 80th among the 102 members. The libraries have worked diligently to improve this ranking and are currently ranked in the mid-50s among the now 124 member libraries. The Texas Tech Libraries strive each year to improve their ranking as this is a reflection of the research capabilities of the university.

The mission of the libraries is to support the research and teaching of the university. This is achieved by providing researchers and students high-quality, high-impact resources and support services. Consequently, we support the strategic research initiatives of the institution. A strategic priority for Texas Tech is to "expand and enhance research and creative scholarship."

The libraries plan to support the eight research themes cited earlier by expanding the depth and breadth of its collections. Most of the expansion will be for new electronic resources in the above-mentioned areas, such as journals, books, and databases. This will allow researchers and students access to research collections 24/7 from their desktops from any location with an internet connection. The additions include, but are not limited to, prominent scholarly resources such as *Embase*, *Springer Protocols*, *ENGnet Base*, *Scopus*, and *Early English Books Online*. Additionally the size of the e-book collections is being increased in all disciplines as a transition toward an online book collection continues.

However, electronic resources are not the only area of planned growth for the libraries. To support increased enrollment there will be an increase of the expenditures in the computer hardware, printers, scanners, and software offered by the libraries. Also no single library can provide access to every journal or book published. Therefore, the libraries will selectively increase expenditures for Interlibrary Loan service to provide Texas Tech researchers and students with research materials that we do not own.

**C. Graduate student support. Describe plans to provide competitive financial support to graduate students including teaching assistantships, research assistantships, and fellowships for the targeted doctoral programs identified in the strategic plan.**

Under President Bailey's leadership, Texas Tech has embarked upon a plan to increase graduate fellowships in existing STEM doctoral programs. For 2009-2010, 85 awards were made totaling \$4 million. This program and other marketing initiatives achieved immediate results with an increase of 11.4 percent in the number of doctoral students enrolling in fall 2009 term. Given these impressive results and the obvious connection between Texas Tech's research mission and our becoming more competitive at the national level in recruiting and retaining highest-quality graduate students, the fellowship program has been expanded in 2010-2011 to include an additional 37 new doctoral students as well as 34 new master's students. Over the three-year duration between FY 10 through FY 12 it is expected that a total of \$6.5 million will be devoted to these new fellowships.

It is envisioned that, on top of the central subvention that is currently supporting new Ph.D. fellowships each year, additional support will be provided both tactically and strategically as RCM is implemented and additional fellowships are developed and funded within departments with research plans tied to the eight strategic research themes.

## *VII. National Visibility*

**Identify any existing or projected programs and resources, not already identified above, to increase the national visibility and research reputation of your institution.**

Texas Tech will increase its national visibility and research reputation by implementing a strategic communications and marketing effort highlighting areas of research and academic excellence.

**Key Strategies:**

1. Paid advertising in research-specific national publications and Web sites geared to university and industry researchers. Media outlets will be chosen based on demographic information associating audience interest in research-related topics.
2. Emerging media will be used to feature research-related stories and achievements.
  - a. Continue to build university social media channels. User statistics as of April 1, 2010 are: Facebook 27,655 fans; Twitter 7,208 followers; mySpace 1,079 friends; Flickr views

4,472; iTunes University 8,324 tracks downloaded; TTU Mobile downloads 14,325 and YouTube channel views 41,545.

- b. Establish social media sites specific to the vice president for research.
3. A national media relations campaign centered on promoting our research and providing research experts for specific needs will continue. The use of various types of traditional and emerging media channels will be utilized to increase the visibility of the university. Key placements since February include: *The Chronicle of Higher Education*; *Wall Street Journal*; *Christian Science Monitor*; *Discovery*; businessbecause (a London-based news outlet); National Public Radio; *Scientific American* and CSPAN. We will also have research featured in *Smithsonian* in May. A news release on mutual funds was picked up by the Associated Press (AP) and ran in 30 outlets, including the *New York Times*, *Boston Globe*, *Chicago Tribune*, and the *Seattle Post Intelligencer*. A news release on farmers moving from cotton to corn crops was also picked up by the Associated Press and ran in more than 200 publications nationally, including *Forbes*, the *Los Angeles Times*, *Austin American Statesman*, *Fort Worth Star-Telegram*, and the *Denver Post*.
4. Communicate strategic research faculty hires to targeted local, state, national, and industry media outlets using news releases, news conferences where appropriate, Web, and social media.
5. Communicate Texas Tech's efforts to reach national research university status.
  - a. A Web page has been developed to keep track of progress. The Web site can be found at [www.tier1.ttu.edu](http://www.tier1.ttu.edu).
  - b. Communicate significant gifts that further Texas Tech's goal of reaching \$45 million in restricted research, using news releases, news conferences, and where appropriate, Web, and social media.
6. Enhancements to the Web sites for the vice president for research, the provost, the president and the Graduate School have been made and the continued development of these sites will increase awareness about our research endeavors and academic excellence.
7. Student excellence in earning nationally competitive scholarships, organization awards or office and state, regional, and national academic championships will be communicated using news releases, news conferences where appropriate, Web, and social media.
8. An annual report on accomplishments that details the many research and academic achievements during 2009. The report was distributed nationally and can be viewed at [accomplishments.ttu.edu](http://accomplishments.ttu.edu). The electronic report was distributed to more than 350 presidents, provosts, and vice presidents at universities around the country; 65,000 alumni and donors; all faculty members, staff and students, and a select group of state and national media. The report will be continued each year.

## **Appendix 1**

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

### **2005 Texas Tech University Strategic Plan**

SUBMITTED BY THE STEERING COMMITTEE OF THE TEXAS TECH UNIVERSITY ETHICS INITIATIVE  
ADOPTED BY THE BOARD OF REGENTS MARCH 6, 2008

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

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

#### **MUTUAL RESPECT**

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

#### **COOPERATION AND COMMUNICATION**

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

#### **CREATIVITY AND INNOVATION**

Texas Tech University is committed to ethical institutional programs that meet the teaching, research, and service objectives of each discipline and department, to policies that are consistent with those objectives, and to a working and learning environment that encourages active participation. Such exemplary environments often challenge existing worldviews, requiring trust in the process of discovery and the acceptance of uncertainty and ambiguity within ethical parameters.

The university supports all its members in life-long learning—a process that is both challenging and rewarding—and encourages creative and innovative means to achieve this goal through both opportunities and incentives.

#### COMMUNITY SERVICE AND LEADERSHIP

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

#### PURSUIT OF EXCELLENCE

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

#### PUBLIC ACCOUNTABILITY

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

#### DIVERSITY

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



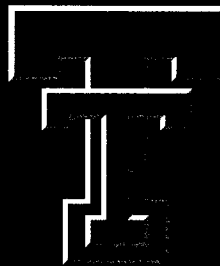
## **Appendix 2**

### *Peer Institutions*

Arizona State University  
Auburn University  
Clemson University  
Florida State University  
Georgia Institute of Technology  
Indiana University - Bloomington  
Iowa State University  
Kansas State University  
Louisiana State University - Baton Rouge  
Michigan State University  
Mississippi State University  
North Carolina State University  
Ohio State University - Columbus  
Oklahoma State University - Stillwater  
Oregon State University  
Pennsylvania State University - University Park  
Purdue University - West Lafayette  
Rutgers University - New Brunswick  
Texas A&M University  
University of Alabama - Tuscaloosa  
University of Arizona  
University of Arkansas - Fayetteville  
University of California - Berkeley  
University of California - Los Angeles  
University of Colorado at Boulder  
University of Connecticut - Storrs  
University of Florida  
University of Georgia  
University of Illinois - Urbana-Champaign  
University of Iowa  
University of Kansas - Lawrence  
University of Kentucky  
University of Louisville

University of Maryland - College Park  
University of Massachusetts - Amherst  
University of Michigan  
University of Minnesota  
University of Mississippi - Oxford  
University of Missouri - Columbia  
University of Nebraska - Lincoln  
University of North Carolina - Chapel Hill  
University of Oklahoma - Norman  
University of Oregon  
University of Pittsburgh  
University of Rhode Island  
University of South Carolina - Columbia  
University of South Florida  
University of Tennessee - Knoxville  
University of Texas - Austin  
University of Virginia  
University of Washington  
University of Wisconsin - Madison  
Virginia Polytechnic Institute and State University  
Washington State University - Pullman

The Texas Tech University Strategic Plan for Research  
Submitted by: Provost Robert V. Smith  
April 2010  
Contact Information:  
Texas Tech University  
Office of the Provost  
Lubbock, Texas 79409-2019  
806.742.2184



**TEXAS TECH UNIVERSITY**  
**Executive Summary of Revisions for the Student Handbook**

The Student Handbook is intended to inform the Texas Tech University community of the expectations, regulations and/or standards by which members abide and procedures which guide activities, functions and/or behaviors. Revisions were coordinated by the Associate Vice President for Student Affairs & Dean of Students Office.

Proposed revisions are editorial in nature and include the following changes/updates to more accurately reflect current practices and operating policies:

**Part I: Forward**

Policy on non-discrimination updated to more closely align with OP 10.12.

**Part II: Rights and Responsibilities of Students in the Academic Community**

*Section L. Withdrawals from the University* is incorporated as approved by the Board of Regents effective December 21, 2009

Updated information on class attendance and student illness to more closely align with OP 34.04.

**Part V: Student Grievance Procedures**

Grievance process for graduate students was updated to more closely align with OP 64.07.

**Part VI: Registration of Student Organizations**

Editorial changes to reflect procedural changes for student organizations, specifically as they relate to use of academic space.

Clarified the address of anonymous complaints/allegations.

**Part IX: Code of Student Conduct**

Editorial in nature to provide clarity and update internet resources.

**Part X: Resources**

Department directory information entries (department names, locations, and phone numbers) were updated.

**Appendix**

Specifically, the 2010-2011 Academic Calendar.

## TEXAS TECH UNIVERSITY

### STUDENT HANDBOOK 2009-20102010-2011

#### Inside Front Cover:

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

Published by the National Association of Student Personnel Administrators, Inc.  
1875 Connecticut Avenue, NW - Suite 418  
Washington, DC 20009-5728

#### **Assumptions and Beliefs**

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

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

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

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

#### **Each Student is Unique**

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

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

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

## **Bigotry Cannot Be Tolerated**

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

## **Feelings Affect Thinking and Learning**

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

## **Student Involvement Enhances Learning**

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

## **Personal Circumstances Affect Learning**

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

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

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

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

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

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

Students need to be encouraged and free to explore ideas, test values and assumptions in experience, face dilemmas of doubt and perplexity, question their society, criticize and be

criticized. Hence the doctrines of academic freedom and of free speech that are central to the classroom must extend to other areas of campus life. Colleges and universities must protect and encourage ideological exploration and avoid policies or practices that bind the inquiring minds and spirits of students, faculty, and staff.

### Effective Citizenship Should be Taught

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

### Students are Responsible for Their Own Lives

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

## **PART I: Forward**

### **A. General Policy**

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

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

### **B. Disciplinary Authority**

The authority to enact and enforce regulations of the university is vested in the Board of Regents. The responsibility for enforcing the regulations and imposing penalties is delegated to the Chancellor and/or President of the university and any university officials the President designates. The Office of the Senior Vice President for Student Affairs & Enrollment Management is the principal agency for the administration of student discipline and the Student Judicial Programs office shall implement the student discipline procedures. All references to the Chancellor and/or President of the university, the Senior Vice President for Student Affairs & Enrollment Management, Associate Vice President for Student Affairs & Dean of Students or the Director of the Student Judicial Programs shall be interpreted to include persons designated to act on behalf of these officials.

### C. Policy on Nondiscrimination

1. 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~~ color, religion, national origin, age, sex, ~~or physical or mental disability, or Vietnam era~~ or special disabled veteran status and the equal opportunity and access to facilities shall be available to all.
2. Nondiscrimination is observed in the admission, housing and education of students and in policies governing discipline, extracurricular life and activities.
3. In addition, in accordance with OP 10.12, no person shall be subject to discrimination on the basis of sexual orientation.

### D. University Name, Document and Records

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

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

1. Students enrolled in, and student organizations registered with, the Texas Tech University School of Law are subject to the university *Code of Student Conduct*, in all matters not covered in the Honor Code of the School of Law. Questions concerning the respective jurisdiction of the *Code of Student Conduct* and the Honor Code of the School of Law will be resolved by the Senior Vice President for Student Affairs & Enrollment Management and the Dean of the School of Law.
2. Students enrolled in the Schools of Medicine, Allied Health Sciences, Nursing, Pharmacy, Graduate School of Biomedical Sciences, and organizations registered with the Texas Tech University Health Sciences Center are subject to the TTUHSC Student Handbook/Code of Professional and Academic Conduct,  
[www.ttuhsc.edu/student-services/doc/handbook.pdf](http://www.ttuhsc.edu/student-services/doc/handbook.pdf)[www.ttuhsc.edu/student-services](http://www.ttuhsc.edu/student-services).

### F. Definitions

1. The term "university" means Texas Tech University and Texas Tech University Health Sciences Center.
2. The term "student" includes all persons taking courses at the university, Either full time or part time, pursuing undergraduate, graduate or professional studies and/or those who attend postsecondary educational institutions other than Texas Tech University and who reside in university residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered "students".
3. The term "university official" includes any person employed by Texas Tech University or Texas Tech University Health Sciences Center while performing assigned administrative or professional responsibilities.
4. The term "member of the university community" includes any person who is a student, faculty or staff member, university official or any person employed by the university or campus visitors.



5. The term “university premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the university (including adjacent streets and sidewalks).
6. The term “student organization” means any number of students who have complied with the formal requirements for university registration.
7. The term “representative” means a university official authorized on a case-by-case basis by the Director of the Student Judicial Programs and/or the Director of University Student Housing to investigate and resolve alleged violations of the *Code of Student Conduct* and the Residence Halls Standards of Student Behavior.
8. The term “discipline body” means any university official or group of Officials authorized by the Director of the Student Judicial Programs to determine whether a student has violated the *Code of Student Conduct* and to recommend imposition of sanctions, conditions and/or restrictions.
9. The terms “shall” and “will” are used in the imperative sense and the term “may” is used in the permissive sense.
10. The term “policy” is defined as the written regulations, standards and/or rules of the university as found in, but not limited to, the Student Handbook, F.Y.R.E. Calendar and Handbook, Honor Code of the School of Law, School of Nursing Student Handbook, School of Medicine Student Handbook, School of Allied Health Handbooks and the Graduate/ Undergraduate Catalogs.
11. The term “administrative hold” refers to the indicator placed on a student’s official record preventing registration and/or the issuance of a transcript until the student meets the requirements of the university office placing the indicator as described in the Undergraduate/Graduate Catalogs.
12. The term “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.
13. The term “disciplinary good standing” is defined as a student not currently on disciplinary probation or any level of disciplinary suspension/expulsion who has fulfilled in a timely manner, if any, sanctions, conditions, and/or restrictions imposed.
14. The term “sponsorship and/or co-sponsorship” is defined as minimally including, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.

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

### **A. Citizenship**

As members of the academic community, university students enjoy the privileges and share the obligations of the larger community of which the university is a part. Students are entitled to the privileges which accrue to them by virtue of this membership. These privileges carry with them the obligations of responsible citizenship. Students shall conform to university regulations. Students should recognize that citizenship also includes contributing deliberately to strengthening the educational community, improving learning for themselves and their classmates and promoting excellence within the above context. Freedom of discussion, inquiry and expression is protected and nurtured in the classroom as the safeguard of the freedom to learn. Students are expected to exercise their freedom to learn in a manner consistent with the

maintenance of good order. Responsibility for good order in the classroom is vested in the instructor and responsibility for maintaining order elsewhere is set forth in the *Code of Student Conduct* and is vested with members of the University community.

## **B. Academic Integrity**

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

### **1. *Instructor Responsibilities***

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

### **2. *Instructor Sanctions***

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

### **3. *Repeated Academic Misconduct***

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

### **4. *Referrals to the Student Judicial Programs***

A student referred to the Director of Student Judicial Programs for alleged violations of academic misconduct is entitled to all substantive and procedural guarantees provided in the *Code of Student Conduct*. Law students are subject to discipline procedures as described in the Honor Code of the School of Law

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

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

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

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

University officials have the responsibility for maintaining law and order on university-owned or university-controlled property and at university-sponsored events. Examples of actions for

which disciplinary action may be taken under the provisions of the *Code of Student Conduct* include, but are not limited to:

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

**D. Affiliation**

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

**E. Student ~~Publications~~Media**

*The Daily Toreador* student newspaper and *La Ventana* yearbook are free of arbitrary and capricious censorship and advance copy approval. They are expected to be operated and published within the canons of responsible journalism and policies as established by the university Student ~~Publications~~Media Committee and the Department of Student Media.

**F. Student Identification**

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

**G. Solicitation and Advertisement**

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

**H. Financial Responsibility**

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

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

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

#### **I. Religious Holy Day Absences**

According to the University Catalog, regarding notification to faculty, a student may be excused from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused for this purpose may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused. According to OP 34.19, a student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence.

#### **J. ~~Illness and Emergency Notification~~Class Attendance**

~~The Center for Campus Life can assist in notifying the campus community of student illnesses, immediate family deaths and/or student death. Generally, in cases of student illness or immediate family deaths, the notification to the appropriate campus community members occur when a student is absent from class for four (4) consecutive days with appropriate verification. It is always the Student's responsibility for missed class assignments and/or course work during their absence. The student is encouraged to contact the faculty member immediately regarding the absences and to provide verification afterwards.~~

~~In addition, the Center for Campus Life will only provide notification to the appropriate campus community members if the student makes the request and provides appropriate documentation within two (2) weeks of the absence. In regards to absences during the week of final exams, the Center for Campus Life will assist with notification; however, due to the nature of final exams, the student should be aware that communication by the Center for Campus Life to the faculty members regarding absences may be limited. All notification is provided as a courtesy. The notification from the Center for Campus Life does not excuse a student from class, assignments, and/or any other course requirements. See also the University Catalog for more information regarding class attendance and reporting illness. OP 34.04, Academic Regulations Concerning Student Performance, and the University Catalog provide complete information regarding class attendance and reporting student illness and emergencies. Responsibility for class attendance rests with the student. The instructor determines the effect of absences on grades, consistent with university policy, for excused and unexcused absences. In case of an illness that will require absence from class for more than one week, the student~~

should notify his/her academic dean. In case of absences because of a brief illness, the student should inform the instructor directly.

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

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

According to OP 34.06, students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip.

**L. Withdrawals from the University**

1. Voluntary Withdrawal from the University

According to the *Undergraduate/Graduate Catalog*, students who find it necessary to withdraw from the University before the end of a semester or summer term must apply to the Office of the Registrar, West Hall. Students under the age of 18 should first consult their parents and secure from them a written statement that they have permission to withdraw. Although a **W** will be recorded for all classes that semester or term, these W's will not be counted as one of the six permitted drops. International students must receive clearance from the director of International Programs as a part of the withdrawal procedure. Withdrawal and reenrollment procedures vary for School of Law students. Students enrolled in the School of Law and seeking withdrawal information should contact the Associate Dean for Student Affairs at the School of Law for assistance.

Students considering withdrawal for medical reasons may contact the Center for Campus Life to discuss additional university resources and services.

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

2. Refunds

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

3. Returning to the University after a Voluntary Withdrawal

Application materials and deadlines for former Texas Tech students are available at [www.gototexastech.com](http://www.gototexastech.com). Official transcripts from all institutions attended subsequent to

Texas Tech enrollment must be submitted by the application deadline. Students who left in good standing must have a 2.0 GPA on work taken since leaving Texas Tech. Please visit the following for more information: <http://www.depts.ttu.edu/formertech/>

4. Involuntary Withdrawals

Texas Tech University seeks to balance the rights of individual students with the rights of the community. In order to maintain the safety of both, some behaviors require consultation among a network of campus professionals to determine the appropriate course of action to address the behavior.

a. *General Procedure*

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

b. *Notice*

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

1. A “direct threat” means

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

2. The Dean of Students will review the information presented in the notice, including what attempts, if any, have been made to reduce or eliminate the direct threat, such as the student’s voluntary compliance with medical or counseling assistance.

3. The Dean of Students will notify the student of the concern.

4. The Dean of Students will request a meeting with the student to inform the student that an individualized, objective assessment will be scheduled within five business days in order to determine whether the student poses a direct threat to him/herself or others. The meeting may include, but is not limited to discussion of:

- i. Involvement of parents or significant others;
- ii. Academic progress;
- iii. Living arrangements;
- iv. Previously granted accommodations;
- v. Confidentiality waivers;
- vi. Other possible accommodations, care and support resources including medical or counseling assistance; and
- vii. Withdrawal implications such as financial aid, health insurance, visas, and academic timelines.

5. If the student does not respond to the request for a meeting or does not attend the meeting, written notice of the pending assessment will be sent via certified mail to the student’s last known official, local address as provided by the student to the Registrar’s Office and/or electronically to the student’s University email account.

c. *Temporary Suspensions*

During the involuntary withdrawal process, if the Dean of Students determines that an immediate direct threat exists to the student or others, the student may be temporarily

suspended pending a final decision on the involuntary withdrawal as long as the student has received notice of the concern, and had an opportunity to address the concern, and the student is afforded a hearing and right to appeal the final decision. During a temporary suspension, the student may not attend classes, use University services and/or resources (except those expressly permitted by the Dean of Students), and may not be on campus until the proceedings have been resolved. If the student needs to return to campus, the visit must be coordinated through the Dean of Students office and the Texas Tech Police Department.

*d. Involuntary Withdrawal Assessment*

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

*e. Involuntary Withdrawal Committee*

1. The assessment report will be forwarded to the Involuntary Withdrawal Committee for review.
2. The Involuntary Withdrawal Committee is comprised of the following voting members: the student's Associate Academic Dean, Director of the Student Counseling Center, Medical Director of Student Health Services, Director of Student Disability Services, and an Associate Vice President for Student Affairs. If the student resides in campus housing, the Director of Student Housing will also serve as a voting member of the committee. The Associate Vice President for Student Affairs will chair the committee. A non-voting resource person will be assigned from the Dean of Students Office to present information and assist the committee. If one of the committee members is unable to attend either in person or via telephone, the member may assign a designee. The Dean of Students does not attend the committee proceedings. The Involuntary University Withdrawal Committee will meet with the student

in an informal, non-adversarial hearing to review the information collected throughout the process, and discuss the assessment with the student. The student will be permitted an opportunity to address the evidence being considered by the Involuntary Withdrawal Committee.

3. The hearing will be scheduled by the Dean of Students Office within five (5) university working days of the completion of the individualized assessment. The student will be provided the information to be considered at the hearing by the Dean of Students Office in advance of the hearing. The student may elect to attend the Involuntary Withdrawal Committee hearing and present information on his or her behalf. The student may be accompanied by one or more advisors. The non-voting resource person assigned by the Dean of Students Office will present information and act as a recorder for the committee. When deliberating a decision, the Involuntary Withdrawal Committee will meet in closed session with only voting members and the resource person present.
  4. Following the hearing, the Involuntary Withdrawal Committee will recommend to the Dean of Students, in writing, one of the following:
    - i. the student may remain enrolled at the University with no restrictions;
    - ii. the student may remain enrolled at the University subject to specific conditions and/or restrictions as defined by the Involuntary Withdrawal Committee; or
    - iii. the student should be involuntarily withdrawn from the University upon a specific date.
- f. Review of Committee Recommendation*  
Upon receipt of the Involuntary Withdrawal Committee's recommendations, the Dean of Students will notify the student in writing of the decision within five university working days.
- g. Appeals Process*  
The student may appeal the decision of the Dean of Students by submitting a written appeal to the Senior Vice President for Enrollment Management & Student Affairs within five (5) university working days. The student will be notified in writing of the final decision within five (5) university working days of receipt of the appeal.
- h. Final Decision*  
Upon completion of the appeal process or with no receipt of an appeal, the student who is involuntarily withdrawn may not attend class or use University facilities, must vacate University housing within 48 hours and may not return to campus unless approved by the Dean of Students. Referrals will be made for the student upon request to appropriate community resources, i.e. medical care and housing. The student may be entitled to refunds of tuition, fees, and room and board charges as a result of involuntary withdrawal. A registration hold will be placed on the student's record, limiting any subsequent registration until approval is given by the Dean of Students.
- i. Eligibility for Readmission*

Students are eligible for consideration of readmission following an involuntary withdrawal after one calendar year. At that time, the student should present documentation to the Dean of Students for review. Documentation may include, but it is not limited to, current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon reenrollment. The documentation shall be presented to the Involuntary Withdrawal Committee for recommendation to the Dean of Students. Readmission requests and documentation must be presented by February



1 for summer enrollment, May 1 for fall enrollment, and October 1 for spring enrollment. Readmission will be contingent upon demonstration or documentation that the student is no longer a direct threat, and upon meeting admission deadlines and requirements.

### **PART III: Housing Requirements**

The Texas Tech residence hall system includes a variety of living options and provides convenient and affordable housing for approximately ~~6,000~~ 6,500 students. Special interest housing (Honors, Intensive Study, ~~Substance-Free~~ Collegiate Recovery, Freshman Interest Groups, and Learning Communities) provides students with the opportunity to live with others of similar interests. The Carpenter/Wells Complex, which is arranged in three-bedroom townhouses or four-bedroom flats, offers private bedrooms in an apartment setting. Murray Hall offers suite-style accommodations. Most suites include four private bedrooms, a common living area, and shared bathrooms. Priority for assignment to Carpenter/Wells Complex and Murray Hall will be given to students of sophomore or above classification. Gordon Hall, a suite-style residence, is designated as the Honors College residence hall.

Ethernet computer connections are provided in each room. Other services include basic cable television service, coin-operated laundry and vending machines, and desk services.

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

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

#### **A. ~~Freshman-Residency Policy~~**

In support of the Strategic Plan of Texas Tech University, the university requires all students having fewer than 30 hours of academic credit (not including credit by exam or dual credit) prior to the semester of enrollment, to live in the university residence halls.~~to live in the university residence halls if there are vacancies.~~ Institutional research suggests that students who live on campus are significantly more inclined to remain in college and achieve higher GPAs in comparison to students living off campus. ~~Therefore, the university requires all students having fewer than 30 hours of academic credit (not including credit by exam or dual credit) prior to the semester of enrollment, to live in the university residence halls.~~ The residency requirements apply to all students registered for six or more credit hours (three or more credit hours during a summer session). Compliance with the university housing policy is a condition of enrollment, as set forth in the *Student Handbook* and the academic catalog and approved by the Board of Regents. Registration for classes may be delayed pending verification of compliance with the university housing policy. All newly admitted students must either apply for on-campus housing or complete a request for exemption to the residence hall policy.

#### **B. Residency Exemption**

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

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

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

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

Students sign a Residence Hall Contract for the summer session, the academic year (fall and spring semesters), or 12 months (fall, spring and both summer sessions). Any student wishing to move from the residence halls should consult the Residence Hall Contract for the provisions applicable to cancellation of the contract. Authorization for exemption from the ~~freshman~~ residency requirement does not relieve the student of contractual obligations that may have been assumed with the university for housing in the residence halls.

## **PART IV: Student Records**

### **A. General Policy**

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

### **B. Address of Record**

Students must maintain an accurate permanent address with the Office of the Registrar. The address is used for official notifications including billing and notification of official university requirements. Students should maintain a current local address and telephone number that is used by university officials, and/or student organizations and the campus community.

### **C. Student Access to Educational Records**

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

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

### **D. Records Not Accessible to Students**

The following are records not accessible to students:

1. Instructional, supervisory and administrative personnel records and the student's educational personnel records in the sole possession of the author and not revealed to any person other than a substitute (i.e. grade books, notes of observation and notes for recollection purposes).

2. Employment records of a university employee who is not a student.
3. Medical records are maintained for students visiting Student Health Services. Information contained in the medical record is completely confidential and will not be released to another person or institution without written permission of the student, unless otherwise authorized by law. Medical records are kept on file indefinitely at the Student Wellness Center at the corner of Main and Flint, Lubbock, Texas 79430. Students needing to request a copy of their medical records may contact Student Health Services at (806) 743-2860. While not considered "education" records under the Family Educational Rights and Privacy Act of 1974, as amended, the mentioned statute still allows the patient, in most instances, access to his/her records. The general rule of confidentiality contains an exception when the patient or someone authorized to act on his/her behalf submits a written consent. Consent must be in writing and signed by the patient (or a parent or legal guardian if the patient is a minor). A physician shall furnish copies of medical records requested in accordance with the consent provided, except if the physician determines that access to the information would be harmful to the physical, mental or emotional health of the patient.
4. Medical and/or psychological information submitted to Student Disability Services for the purpose of determining eligibility and services are not releasable. Students may obtain the original information from the source.

**E. Authorized Non-student Access to Student Records**

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

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

#### **F. Students' Rights to Challenge Records**

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

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

#### **G. Release of Student Directory Information**

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

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

This information will be released by various campus offices periodically, or on request, unless

the student stipulates that directory information (as defined above) be withheld. Students may request that directory information be withheld in writing in West Hall, room 103, or by restricting personal directory information at [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) on the MyTech account. Students should select the Directory Profile link located under Personal Information and uncheck the box next to their name.

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

#### **H. Destruction of Records**

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

#### **I. Letters of Recommendation**

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

#### **J. Medical Records**

Medical records are maintained for students seen by a Student Health Services provider. Information contained in the medical record is completely confidential and will not be released to another person or institution without written permission of the student unless otherwise authorized by law. Students needing to request a copy of their medical records may contact Student Health Services at (806) 743-2860.

### **PART V: Student Grievance Procedures**

#### **A. General Grievance Policy**

Prior to filing a formal grievance, students are encouraged to attempt to resolve the concern directly with the individuals involved or informally with the assistance of the Ombuds for ~~students~~ Students. Students will find that most situations can be effectively addressed in this manner. In general, students

wishing to review the action of an individual or department should direct their questions to the persons responsible for the individual or department. Procedures for handling specific concerns are outlined below.

1. *Personal Records*

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

2. *Disciplinary Action*

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

3. *Employment*

A student wishing to pursue a grievance concerning employment with the university and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Office of Equal Employment Opportunity in accordance with the grievance procedures outlined in the university Operating Policy 70.10. The procedures manual may be reviewed in the Office of Equal Employment Opportunity.

4. *Grades*

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

5. *Students with Disabilities*

Students with grievances related to discrimination on the basis of a disability may contact the Associate Vice President for Student Affairs & External Relations. Students with concerns which arise out of their employment with the university should refer to No. 3 on Employment. Any student seeking remedy on the basis of disability must register as a disabled student with Student Disability Services and must provide all required documentation of disability.

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

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

7. *Sex Discrimination*

Discrimination on the basis of sex in student programs and activities or employment is prohibited under Title IX of the Higher Education Amendment of 1972, Title VII of the Civil

Rights Act and the Texas Human Rights Act. Complaints concerning the violation of these acts should be directed to the Associate Vice President for Student Affairs & Dean of Students and be reviewed in conjunction with the Managing Director of the Office of Equal Employment Opportunity (EEO).

8. *Sexual Harassment*

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

9. *Traffic and Parking Citations*

Students may appeal a campus parking citation in writing either online at [www.parking.ttu.edu](http://www.parking.ttu.edu), by email at [parking@ttu.edu](mailto:parking@ttu.edu) or by U.S. Mail to 2903 4<sup>th</sup> Street, Room 145, Lubbock, TX 79410. University Parking Services regulations and a description of the three-tiered appeals process is described in the *Traffic and Parking Rules and Regulations* available online or in person from the Texas Tech Police Department or at University Parking Services.

10. *Graduate School Requirements*

~~Graduate students may appeal the results of comprehensive or final examinations for a degree, allegedly excessive requirements by an advisor or committee or other activities relating strictly to graduate education under procedures established by, and available in, the Graduate School Dean's Office.~~ address specific grievances arising from matters affecting academic standing and performance, other than admission to the Graduate School (see OP 64.01) and allegations of academic dishonesty (see the *Code of Student Conduct*). Such matters include, but are not limited to, disputes concerning comprehensive and qualifying examinations, these and dissertations, academic probation and suspension, and graduate assistantships. See OP 64.07 for more information. Appeals of course grades are made through the dean of the college in which the course is offered and are, therefore, excluded from consideration under OP 64.07; see OP 34.03.

**B. General Grievance Procedures**

A general procedure for a grievance filed with the Associate Vice President for Student Affairs & Dean of Students shall be as noted below. The general procedures set forth do not apply to applicants for employment or applicants for admission to the university.

1. Any student wishing to file a grievance based on discrimination shall notify the Associate Vice President for Student Affairs & Dean of Students of that complaint in writing.
  - a. The written notice should state specifically in what way the student was discriminated against, by whom and on what date or dates, giving the name, address and telephone number of the student and, if possible, of any other persons allegedly involved either as witnesses or participants. The student should also state specifically what remedy the student seeks.
  - b. The written grievance must be signed by the student, hereinafter referred to as the complainant, and filed within thirty (30) university working days of the alleged discrimination. Determination as to whether complaints filed after this deadline will be considered is done on a case-by-case basis.



2. The appointed staff member in the Associate Vice President for Student Affairs & Dean of Students office follows the requirements of due process consistent with these procedures. In any complaint proceeding, all parties shall have the right to:
  - a. Be notified of the alleged discrimination, specific acts involved and remedy sought.
  - b. Know the source of the complaint.
  - c. Be accompanied by an advisor for advisory purposes only at any proceeding.
3. An investigation, as may be appropriate, shall follow the filing of a grievance. In most instances, the investigation shall be conducted by a staff member in the Associate Vice President for Student Affairs & Dean of Students Office in conjunction with other appropriate administrators as outlined above. These rules contemplate informal but thorough investigations, affording all involved parties an opportunity to submit evidence relevant to the grievance. The investigation process generally is completed within thirty (30) university working days from when the written allegation is filed.
4. A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the investigator and a copy forwarded to the complainant.
5. The investigator shall maintain all files and records relating to the grievances filed for one calendar year.
6. The complainant may, in writing, request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within five (5) university working days to the Senior Vice President for Enrollment Management & Student Affairs.
7. The Senior Vice President for Enrollment Management & Student Affairs will review the grievance resolution and notify the complainant of the resulting determination in writing within fifteen (15) university working days.
8. Final determination rests with the Senior Vice President for Enrollment Management & Student Affairs unless specifically noted elsewhere.
9. The right of a student to a prompt and equitable resolution of the complaint so filed shall not be impaired by the student's pursuit of other remedies, such as the filing of a complaint with the responsible federal department or agency.

## **PART VI: Registration of Student Organizations**

### **A. Categories and Definitions**

#### **1. *Registered Student Organizations***

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

#### **2. *Sports Clubs***

Recreational Sports is responsible for the oversight of the Texas Tech Sports Club program. This program exists to promote and develop interest in sports. Sports club members learn new skills, engage in competition and enjoy the recreational and social fellowship of sport. A group seeking sports club status must first be a registered student organization, subject to the rules and regulations of the university. Following the organization registration process, a group should request a meeting with Recreational Sports to initiate the application process for sports club affiliation. After obtaining Sports Club status, groups must also comply with the guidelines of Recreational Sports.

3. *Social Fraternities/Sororities*

The Center for Campus Life is responsible for the oversight of Texas Tech Social Fraternities and Sororities. A group seeking social fraternity or sorority status must first be recognized by one of the four governing councils for social fraternities and sororities: Interfraternity Council, InterGreek Council, National Pan-Hellenic Council, and Panhellenic Council. If the Center for Campus Life deems that the student organization's actions or activities are detrimental to the educational purposes of the university or not in accordance with the current Student Handbook, the registration of the student organization may be temporarily suspended in accordance with Part VI: Registration of Student Organizations, Section I.

**B. Conditions for Registration of New and Reforming Student Organizations**

1. Membership in a student organization shall be open only to students enrolled at Texas Tech University without regard to race, religion, sex, disability or national origin; except in cases of designated fraternal organizations which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. All student organizations registering as a social fraternity or social sorority must show proof of their Title IX exemption by attaching to their registration application a letter from their national affiliate with their IRS 501 C number. Student organizations filing for registration as a social fraternity or social sorority should also obtain concurrent membership from the umbrella governing organization and/or board (Interfraternity Council, Inter-Greek Council, National Pan-Hellenic Council, Panhellenic Council).
2. Faculty and staff may hold associate memberships to the extent allowed by the student organization's constitution.
3. The organization shall not duplicate the purposes and functions of a previously or currently registered student organization unless the need for duplication is substantiated with Student Union & Activities.
4. All funds allocated to a registered student organization from university-controlled sources must be maintained in a university account. Additional resources acquired by fundraising may be kept in an off-campus organizational account.
5. The student organization shall show initiative in effectively meeting its stated goals and be lawful and peaceful in its activities. Student Union & Activities is available to assist in organizational development.
6. The student organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/ associate members should not be granted voting privileges nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at Texas Tech University.

7. Registered student organizations shall not use the name, logotype or symbols of the university as part of its name or in its publications. In addition, the organization shall not advertise or promote functions or activities in a manner that suggest sponsorship by the university. Registered student organizations are permitted to use the word "Tech" as a part of their names or to use the complete statement "a registered student organization at Texas Tech University." Approval of the use of logos or symbols protected by Texas Tech University is under the discretion of the Athletic Department External Operations, Texas Tech University.
8. Solicitation is prohibited on campus by registered student organizations that may abridge any contractual agreements of Texas Tech University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials in the Student Union & Activities. Any student organization wishing to solicit on campus must follow the policies and procedures listed in the current Student Handbook, Part VIII.
9. All registered student organization resources must be used to advance and support the organization's purpose, identified goals, and/or mission.
10. Must comply with university rules, standards, and policies.
11. Student organization registration does not imply university approval of either the organization or its functions or activities.

**C. Registration of New and Reforming Student Organization\**

1. New and/or reforming student organizations that desire the benefits of a registered student organization must attend a Student Organization Registration Seminar (the seminars are scheduled weekly throughout the spring re-registration period) and/or make an individual appointment with the Student Union & Activities staff to discuss the policy regulating the registration of student organizations.
2. After attending the seminar or individual appointment and reviewing the policy regulating student organization registration, students who are still interested in reorganizing or forming an organization and are in a position to meet the requirements of registered student organizations, should complete an online registration packet.

Please go to the Student Organization page on the Student Union & Activities website at [www.studentorgs.ttu.edu](http://www.studentorgs.ttu.edu) and you will be guided through completing the registration process online.

- a. Student organizations will need to assign a representative from their organization to use their eRaider user account to access the database. Also, when those responsibilities change, organizations need to be sure to change the user access from the existing to the newly designated representative. If, for any reason, this transition becomes difficult, please discuss it with the Student Union & Activities staff.
- b. To validate the online process, student organizations must:
  1. List of Officers (must have president and treasurer).
  2. List of membership, must have a minimum of three members (signatures required) in addition to a president and treasurer (total minimum organization size of five).
  3. List a member of the organization as the Student Organization Advisory Congress Representative Council (SOACSORC) representative for Undergraduate Organizations or Graduate Student Organization Advisory Congress (GSOAC)

representative for Graduate Organizations (Either either an officer or a general member may be listed.).

4. Submit updated copy of local constitution and by-laws and constitution and by-laws of any other local, state or national affiliate organization (if applicable). Please sign and date all constitutions.
  5. New student organizations registering as a single-sex, social fraternity or social sorority must show proof of their Title IX exemption. Upon filing their registration application, groups must attach a letter from their national affiliate with their IRS 501C (Internal Revenue Code) tax exemption number from the Internal Revenue Service. This is the mechanism the government uses to verify single-sex exemption.
  6. Provide a signature, title, campus address, telephone number and e-mail address of a full-time Texas Tech University faculty or staff member indicating their willingness to serve as the organization's advisor.
  7. Sign an agreement to comply with all university standards, rules and/or policies as well as all federal, state, and/or local laws.
  8. Submit the signed signature page(s) to complete the registration process. These forms can also be faxed, mailed, or delivered to Student Union & Activities.
3. A student organization may file the "intent to form" a registered student organization application with Student Union & Activities staff administering student organizations. This is a temporary status, which lasts for 90 days and allows the non-registered group the privileges of university facilities and publicity venues common to registered student organizations. The 90-day time period should be used to recruit new members, develop a constitution and by-laws and obtain a permanent full-time faculty/staff advisor.
  4. Before the "intent to form" expiration deadline, students still interested in permanent status should complete a registration packet, including a copy of all required constitutions, and schedule a meeting with the Student Union & Activities staff to discuss finalizing their status as a registered student organization. Extensions of the "intent" status are possible under extenuating circumstances and requests should be addressed to the Student Union & Activities. Although re-registration of current groups occurs during the spring, this does not mean that new or reforming groups have to wait until the spring to complete the process.
  5. The completed registration application must be received by Student Union & Activities annually by mid-April (date to be announced annually).

#### **D. Benefits**

##### **1. *Registered Student Organizations***

Benefits include: free space reservations in the Student Union, opportunity to reserve rooms in academic space (i.e. classrooms), free mailbox in the Student Union, organization information published online, posting on campus, use of university logo (with permission of Athletics Department External Operations), leadership training, ready references and access to Involvement Center, opportunity for free cubicle space through Student Union & Activities, and free webpage through Academic Computing Services. Registered student organizations may apply for funding through the Student Government Association (SGA) each year provided they are registered as a student organization with the Student Union & Activities prior to the application deadline for reviewing registered student organization funding.

##### **2. *Sports Clubs***

Sports clubs are entitled to all of the benefits of a registered student organization. In addition, each club receives administrative and financial support from Recreational Sports. However, since the Sports Club program receives its funding from the Student Recreation Fee, organizations that affiliate with Recreational Sports are not eligible for SGA funding. Sports Clubs not affiliating with Recreational Sports are not eligible for SGA funding.

#### **E. Faculty or Staff Advisor**

1. Each registered student organization shall have a full-time university faculty or staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to facilitate incorporating the advisor into the organization's program planning and decision-making. The advisor should certify the organization's expenditures by co-signing all checks or vouchers. Most importantly, the advisor must oversee adherence to university standards, rules and/or policies as well as the organization's constitution and by-laws.
2. Registered student organizations may have additional advisors, i.e. coaches (typical of sports clubs) or alumni advisors, to the extent permitted by their constitution and/or by-laws; however, one advisor must be a full-time Texas Tech University faculty or staff member as required and identified in the registration packet.
3. Any individual who is a secondary advisor or coach who is not affiliated with the university or is not a full-time Texas Tech employee should also be included when filling out the registration application, complete with names, addresses, telephone numbers and emails.
4. Registered student organizations have ten (10) university business days to notify the Student Union & Activities with the name, address, telephone number and email of any new or replacement full-time university faculty or staff member appointed as their advisor. Failure to do so may result in suspended privileges.
5. Certain student organizations do not choose their advisor(s); rather, they are assigned a full-time faculty or staff person by the department to oversee the administration of those areas, groups and resources.
6. Established full-time university faculty or staff members, who reduce employment hours below full-time status and maintain an office on-campus, may continue to function as the "Primary" advisor of a student organization with the approval of Student Union & Activities.

#### **F. Prerequisites for Maintaining Registration**

To maintain its active status throughout the academic year, a registered student organization must meet or submit the following criteria to the Student Union & Activities.

1. File a list of its current officers and ~~SOAC/GSOAC~~SORC representative within ten (10) university business days from the day of elections and file notification of subsequent changes when such occur.
2. File a list of its current advisors within ten (10) university business days of the acceptance of the full-time faculty or staff advisor to the position. Notification of advisor changes should also be made within ten (10) university business days.
3. Submit all changes in documents on file relating to the organization (i.e., revisions to constitution, changes in statement of purpose, procedures for handling organization funds or membership requirements). Registered student organizations shall be responsible for updating any revisions to their local and affiliate constitutions with Student Union & Activities within ten (10) business days of any changes. Should an organizational dispute

occur that involves university intervention, registered student organizations are bound by the constitution and by-laws on file with Student Union & Activities.

4. Conduct its affairs in a lawful manner as a collaborative entity, in accordance with the constitution and by-laws it has on file, and applicable policies, rules, regulations and standards of the university and/or federal, state, and/or local statutes.
5. Solicitation on campus by registered student organizations may not abridge any contractual agreements of Texas Tech University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials with the Student Union & Activities staff.
6. Ensure off-campus individuals or organizations whose appearance on campus is sponsored by the organization observe all applicable policies, rules, regulations and standards of the university.
7. In accordance with Texas Education Code, Section 51.9361, all registered student organizations are required to attend training sessions on the topic of risk management as it relates to individuals, organization functions, and/or activities. Social fraternities and sororities and Sports Clubs are required to attend the Clay R. Warren Memorial Risk Management Retreat annually. Student Union & Activities and/or other designated departments may require other student organizations to attend the Clay R. Warren Memorial Risk Management Retreat in order to fulfill this requirement. Student organizations not required to attend will participate in an alternative risk management training opportunity identified by Student Union & Activities.
8. Student Union & Activities and/or Student Judicial Programs may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the Student Handbook. Anonymous reporting limits the University's ability to respond to alleged individual and/or organizational noncompliance.

#### **G. Temporary Suspension and Denial of Registration**

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

five (5) university business days from the date of the “denial” notification letter. If the Director upholds the decision to deny registration, the president of the applying organization may appeal in writing within five (5) university business days to the Associate Vice President for Student Affairs & Dean of Students. The decision of the Associate Vice President for Student Affairs & Dean of Students shall be final.

## **PART VII: Use of University Space, Facilities and Amplification Equipment**

### **A. General Policy**

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

### **B. Reservation Requirements**

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

### **C. Use of Facilities by Student Organizations**

1. Student organizations must be registered to use university facilities or grounds.
2. A student organization that has petitioned Student Union & Activities for registration status may hold up to three meetings in the Student Union pending action on the petition. These meetings must be held within a 25 calendar-day time period from the date the petitioning organization filed its intent to register. ~~Other campus facilities or space may not be reserved~~

by "petitioning" student organizations. Other campus facilities or space may be reserved by "petitioning" student organizations for one meeting only, if their full-time faculty or staff advisor agrees to be present at their event. Additional reservations will not be approved until the student organization is registered.

#### **D. Procedure and Priorities for Designated Facilities**

##### **1. Student Union**

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

##### **2. Academic Buildings**

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

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

~~1. Suitable space is not available in the Student Union.~~

1. The intended use is in keeping with the educational purposes of the university.

2. The intended use does not conflict with the use by academic programs or academic organizations.

3. The intended use does not conflict with normal security and maintenance schedules.

##### **3. Residence Halls**

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

##### **4. Intercollegiate Athletic Facilities**

The Jones/AT&T Stadium Athletic Complex, R.P. Fuller Track Stadium, Dan Law Field, McLeod Tennis Center, Rocky Johnson Field, John Walker Soccer and other athletic fields are owned and maintained by the university for the primary use and benefit of the intercollegiate and intramural (as space is available) athletic programs of the university, of



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

5. *Recreational Facilities*

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

6. *United Spirit Arena*

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

**E. Use of Campus Grounds**

1. Selected grounds area (other than those described above) are available for activities that are sponsored and approved by university departments, registered student organizations or individual faculty, students and employees. Academic use by departments and colleges has priority and assignments may be changed or canceled if conflicts with regular academic programs develop.
2. Students or registered student organizations desiring to use campus grounds must register for grounds use in Student Union & Activities (Student Union Room 203). Faculty, staff, or departments of the university desiring to use campus grounds must register for grounds use in the ~~Academic Support and Facilities Resources Office (Room 246 Administration Building)~~ Student Union & Activities (Student Union Room 203) as well. In accordance with the university's Operating Policy 61.02 regarding Use of University Grounds, Facilities and Amplification, each use must be approved in writing by the Outdoor Events Coordinating Committee (OECC). Requests must be submitted at least six (6) university working days before the intended use. Recurring use assignments shall not be permitted.
3. ~~Student Union & Activities and the Academic Support and Facility Research~~ will coordinate all grounds use applications and shall grant only grounds use requests that are consistent with applicable university regulations and local, state and federal law.
4. A permit granting grounds use shall specify the boundaries of the area to be used, the date for which the use is approved, the time at which the proposed activity may begin, the time at which the reservation for the use expires and any special provisions concerning the use of the space. No request will be approved for activities occurring during individual study days and/or final examination period.

5. Students or registered organizations using a designated area are subject to the following requirements:
  - a. Use of amplification equipment must comply with Section H of these regulations.
  - b. A structure may not be erected on campus grounds without prior written approval that will include arrangements for cleaning up after the event.
  - c. If any expenses will be incurred in the course of an event, the sponsor or co-sponsor will be required to supply a university account number before the activity can be approved by the Outdoor Events Coordinating Committee.
6. Violations of these campus grounds use regulations are subject to the disciplinary sanctions, conditions and/or restrictions and procedures outlined in the *Code of Student Conduct*.
7. Students or registered student organizations desiring grounds use may be required to provide evidence of appropriate liability insurance in accordance with recommendations from the General Counsel's Office, Risk Management Office, other university departments or others as necessary prior to approval from the Outdoor Events Coordinating Committee.
8. Participants in, and/or sponsors for, events may be required to sign a "Hold Harmless" release.
9. The sponsor should contact the Environmental Health and Safety Department to make necessary arrangements for any event that includes concessions or a mobile concession stand. In order for any person, vendor, or organization to operate a temporary food service or mobile unit on Texas Tech property, the Environmental Health and Safety Department must issue a valid Temporary Food Service Permit.
10. The sponsor should contact University Parking Services to make necessary parking arrangements for the event.

#### **F. Freedom of Expression Activities and Forum Areas**

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

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

1. The following are the Forum Areas as currently defined at Texas Tech University. Each location is marked with a plaque that reads, "Forum Area," and may be used on a first-come, first-serve basis.
  - a. Southwest Collections – the outdoor gazebo and concrete octagon surrounding it located immediately east of the Southwest Collections building close to the corner of 15<sup>th</sup> Street and Boston Avenue.
  - b. Engineering Key – the northern 1/3 of the grassy area of the Engineering Key from the diagonal sidewalk going north to the flowerbed and bound by the street curbs on the east and west sides.
  - c. Student Union – northeast corner (15<sup>th</sup> Street and Akron Avenue).
  - d. Student Union/Library Plaza – the southern 1/3 of the plaza between the Student Union and Library described as follows: From the southwest raised flowerbed in front of the Library on the west to the black brick border of the flowerbeds on the east; and from the black brick border

- that stretches from the Library steps to the flowerbed outside the Student Union west entrance on the north to the bollards on the south end.
- e. Jerry S. Rawls College of Business Administration – the western half of the courtyard between the College of business Administration building and the Architecture building as described by the midway sidewalk on the east to the inside of the Flint Avenue sidewalk on the west and the sidewalks on the north and south sides.
  - f. Urbanovsky Amphitheater – the Urbanovsky Amphitheater bound on the west by the second semicircular sidewalk, on the east by the inside of the sidewalk bordering Flint Avenue, and by the north and south sidewalks.
2. Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:
    - a. The location selected for the activity is inadequate for the purpose for which it will be used (either too close to buildings, not big enough for the event, etc.);
    - b. The activity substantially interferes with either vehicular or pedestrian traffic;
    - c. The activity blocks the ingress or egress to buildings;
    - d. The space is not available due to prior reservation;
    - e. The activity conflicts with a previously planned university activity;
    - f. The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university;
    - g. The activity presents an unreasonable danger to the health or safety of the applicant or other individuals;
    - h. The activity is prohibited by local, state, or federal law; or
    - i. The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on campus.
  3. Students engaged in freedom of expression activities may be subject to discipline under the *Code of Student Conduct* for the following actions:
    - a. Activities which are illegal.
    - b. Activities that deny the rights of other students, faculty and staff of the university.
    - c. Activities that substantially obstruct or restrict the free movement of persons on any part of the university campus, including the free entry or exit from university facilities.
    - d. Activities that deny the use of office or other facilities to the students, faculty, staff or guests of the university.
    - e. Activities that threaten or endanger the health or safety of any person on the university campus.
    - f. Activities that include the use of obscenities, libelous statements, or “fighting words,” as defined by law.
    - g. Activities that result in damage to or destruction of university property;
    - h. Activities that attempt to prevent a university event or other lawful assembly by the threat or use of force or violence.
  4. Signs, banners, posters, and other displays used for freedom of expression activities must be handheld and must remain in the hands of individuals engaged in the expressive activities at all times.

#### **G. Appeals of Ground Use Request Denials**

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

1. A written appeal describing the objections to the denial presented to the Managing Director of Student Union & Activities must be filed no later than five (5) university working days after the receipt of notice of the denial from the Outdoor Events Coordinating Committee.

2. The Managing Director of Student Union & Activities will convey the appeal decision, in writing, to the student or registered student organization and to the Outdoor Events Coordinating Committee within a reasonable time from the receipt of the written appeal.

#### **H. Use of Amplification Equipment**

##### **1. *Use of Amplification Equipment for Freedom of Expression Activities***

- a. Use of Amplification Equipment in Forum Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities within the designated Forum Areas from 8:00 am to 5:00 pm Monday through Friday.
- b. Use of Amplification Equipment in All Other Outdoor Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities in all other outdoor areas of the campus from 2:00pm to 5:00pm Monday through Friday.
- c. Use of amplification equipment is subject to all rules concerning the time, place, and manner of freedom of expression activities and Forum Areas as set forth in Section F of this policy.
- d. Only handheld amplification devices are permitted.
- e. No amplification of sound is permitted during the week prior to or the week of final exams.
- f. The volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
- g. Use of amplification equipment shall not create a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university community.

##### **2. *Other Use of Amplification Equipment***

The use of loudspeakers, any other type of amplification equipment (e.g. portable stereo devices, portable studios, etc.), or amplified musical instruments on university grounds by students and/or registered student organizations for any purpose other than expressive activities as set forth in Section H(1) above is by permission only.

- a. Applications from individuals, departments, and organizations for permission to use amplification equipment must be made on the Grounds Use and Solicitation Request form provided by Student Union & Activities and Academic Support and Facilities Resources.
- b. Applications must be submitted at least six (6) university working days before the intended use.
- c. The Outdoor Events Coordinating Committee and the Director of Academic Support & Facilities Resources may prescribe rules concerning scheduling, maximum sound levels, location and direction of speakers, and other rules to facilitate the use of amplified sound to mediate any conflict with university functions, classes in session, examinations, other nearby activities, and the campus environment.
- d. The use of amplification equipment for solicitation purposes must conform to all campus grounds use provisions, as well as policies governing solicitation and commercial activities.
- e. The use of such equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours without written permission from Academic Support and Facilities Resources.

- f. Sound equipment must not be disruptive, and the volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
  - g. Special events such as dances, pep rallies, ceremonies, or recreational activities that include the use of bands or amplification equipment may be held in approved locations only with prior approval of Student Union & Activities and/or academic support and facilities resources.
  - h. Outdoor dances utilizing sound amplification devices may be held only on Friday and Saturday nights, and must terminate by 1:00 a.m. Bands may use their own equipment on such dates.
3. *Academic Use*
- a. The appropriate use of loudspeakers for official university activities inside academic buildings, or on the campus as a part of the academic instructional program, is determined and approved by the Office of the Provost.
  - b. Permission for use of the victory bells or carillon bells in the towers of the Administration Building must be requested through the Office of the Provost at least one university working day before time of intended use. Use of the bells must not interfere with the normal functions and programs of the university. See OP 30.21.

## **PART VIII: Solicitations, Advertisements and Printed Materials**

### **A. General Policy**

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

### **B. Definitions**

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

### **C. Solicitations**

- 1. Jurisdiction:
  - a. All solicitation requests should be directed to the Outdoor Events Coordinating Committee for review. Complete the Grounds Use/Solicitation Request form at [www.sub.ttu.edu](http://www.sub.ttu.edu) and return to Student Union & Activities. Requests must be submitted at least six (6) university working days before intended use.
  - b. All regulations pertaining to on-campus solicitations by students and registered organizations shall be administered by the Managing Director of Student Union & Activities.
  - c. All regulations pertaining to on-campus solicitations by university departments and staff shall be administered by the Senior Vice President of Administration and Finance.

- d. All regulations pertaining to on-campus solicitations by academic departments and faculty shall be administered by the Provost and Senior Vice President of Academic Affairs.
- e. Solicitation of all gifts, donations, and non-contractual grants from private philanthropic sources (e.g., individuals, foundations, and corporations) are administered by the Vice Chancellor of Institutional Advancement and in accordance with OP 02.02.
2. Solicitations by registered student organizations and students are prohibited on Texas Tech University grounds and facilities except for:
  - a. Activities supporting the educational mission of the institution;
  - b. Promotion of organizational activities consistent with organization mission;
  - c. Recruitment of members or membership drives;
  - d. Accepting donations on behalf of altruistic or charitable projects;
  - e. Scholarship and/or fundraising projects in support of organization mission.
3. The regulating offices may grant special permission for solicitation purposes or places not listed above in exceptional circumstances. Permission will not be granted for any activity which promotes the use of alcoholic beverages, infers sponsorship by Texas Tech University or violates any federal, state and/or local laws and/or University policies.
4. In order to solicit in University buildings, authorization is required via the Outdoor Events Coordinating Committee and appropriate building manager.
5. Registered student organizations may use the university's registered marks when used in connection with a student organization activity, provided items are acquired from a licensed vendor. ~~A *Royalty Waiver Form for Registered Student Organizations*, must be completed, signed by an authorized representative and advisor of the organization, and returned to the Office of Intercollegiate Athletics External Operations. Along with the royalty waiver form, a sample or drawing needs to be provided showing how the university's registered marks are to be used before production of the merchandise can proceed. This sample will be submitted by the licensed vendor selected by the registered student organization.~~ For additional information on licensing and use of Texas Tech University registered names, logos and trademarks, refer to OP 54.03 or contact the Office of Intercollegiate Athletics External Operations.
6. Requests for permission to solicit are granted for a specified period. To be eligible to solicit, an individual must present current student identification and submit a Grounds Use/Solicitation request form to Student Union & Activities. A permit to solicit may be revoked if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
7. Decisions by the Outdoor Events Coordinating Committee rejecting or revoking permission of students or registered student organizations to solicit may be appealed to the Managing Director of Student Union & Activities.
  - a. A written appeal describing the objections to the denial to the Managing Director of Student Union & Activities must be filed no later than five (5) university working days after receipt of notice of denial from the Outdoor Events Coordinating Committee.
  - b. The Managing Director of Student Union & Activities will convey the appeal decision, in writing, to the student or registered student organization and to the Outdoor Events Coordinating Committee within five (5) university working days from the receipt of the written appeal.
  - c. The student or registered student organization may not appeal beyond the Managing Director of Student Union & Activities.

#### **D. Advertisements**

1. Advertisements by commercial organizations, either as groups or through student representatives, are not allowed on the campus unless they advertise specific registered

student organization functions. This implies sponsorship and/or co-sponsorship, which minimally includes, but is not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.

2. Individuals and commercial organizations attempting to display or distribute unauthorized materials on campus, or use campus facilities for such activity, will be removed from the campus by the Texas Tech Police and will be subject to appropriate legal action.
3. Advertisement is not permitted on the exterior side of residence hall room doors or within public areas of the residence halls.
4. Amplification equipment may not be used to advertise or promote sales in conjunction with any approved solicitation activity unless authorized in advance by the Outdoor Events Coordinating Committee.

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

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

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

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

##### **2. *Use of Bulletin Boards***

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

cleared periodically. A list of designated university announcement bulletin boards is maintained in Student Union & Activities.

- a. Posters, signs and announcements shall not exceed a maximum size of 18" x 24";
- b. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs;
- c. Posters, signs, and announcements shall not promote unauthorized sponsorship by Texas Tech University;
- d. Posters, signs, and announcements shall not violate any local, state or federal law;
- e. Bulletin boards belonging to academic and administrative Departments are for official university use only. Posters, signs, and announcements may not be displayed without consent of the appropriate department; and
- f. Posters, announcements, banners, cards or other campaign material for any individuals seeking student government office may be posted in accordance with the rules and regulations of the Student Government Association.

#### **F. Violations**

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

### **PART IX: Code of Student Conduct**

The *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 to ensure 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 Associate Vice President for Student Affairs & Dean of Students, and the Senior Vice President for Enrollment Management & 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 Senior Vice President for Enrollment Management & Student Affairs, in conjunction with the Associate Vice President for Student Affairs & Dean of Students, Student Judicial Programs and University Student Housing respects the rights and responsibilities of students and shall consider each violation of university policy and each violation of federal, state and/or local law on a "case-by-case" basis and shall further attempt to initially use educational options and subsequent intervention and/or prevention options to assist students.

## **B. Misconduct**

Any student(s) found to have committed the following misconduct while defined as a student is subject to disciplinary sanction(s), condition(s) and/or restriction(s). For definitions, please refer to the Student Handbook, Part IX, Section D, Disciplinary Sanctions, Conditions and/or Restrictions. Misconduct 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 or devices during a test or other assignment.
3. Failing to comply with instructions given by the person administering the test.
4. Possession of materials during a test which are not authorized by the person administering the test, such as class notes, textbooks, or other unauthorized aids.
5. Possessing, using, buying, stealing, transporting, selling or soliciting in whole or in part items including, but not limited to, the contents of an unadministered test, test key,

homework solution, or computer program/ software. Possession, at any time, of current or previous test materials without the instructor's permission.

6. Collaborating with, seeking aid, or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority.
  7. Discussing the contents of an examination with another student who has taken or will take the examination without authority.
  8. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, or complete any course-related assignment; including but not limited to, signing in/registering attendance for another student without permission from the instructor.
  9. Paying or offering to pay money, other valuables, obtaining by any means, or coercing another person to obtain items including, but not limited to, an unadministered test, test key, homework solution or computer program/software, or information about an unadministered test, test key, homework solution or computer program.
  10. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
  11. Taking, keeping, misplacing, damaging or altering the property of the university, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
- b. "Plagiarism" includes, but is not limited to;  
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, resumes, or other academic information.
  2. Providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment to obtain an academic or financial benefit for oneself or another individual.
  3. Providing false or misleading information in an effort to injure another student academically or financially.

NOTE: See Academic Integrity information at

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

4. *Firearms, Weapons and Explosives*

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

NOTE: See University Student Housing 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, except as expressly permitted by university officials, such as the Outdoor Events Coordinating Committee.
- b. Attempting to ignite and/or the action of igniting university and/or personal property on fire either by intent or through reckless behavior which results, or ~~forseeably results~~ could predictably result, 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 other university students, other members of the university community, or campus visitors.
- d. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, eRaider account information and/or personal check, or other unauthorized use of personal property or information of another.
- e. Alteration, forgery or misrepresentation of any form of identification.
- f. Possession or use of any form of false identification.

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 assault, physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
- b. Intentional or reckless conduct which endangers the health or safety of self or others.
- c. Behavior that disrupts the normal operation of the university, including its students, faculty and/or staff.
- d. Sexual misconduct that ~~involves~~ includes, but is not limited to:
  1. Deliberate touching of another's sexual parts without consent.
  2. Deliberate sexual invasion of another without consent.
  3. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury.
  4. 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, groups related to the university, or (IV) opportunities to benefit from other aspects of university life.

5. 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.

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

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

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><http://www.statutes.legis.state.tx.us/?link=ED>.

**10. *False Alarms or Terroristic Threats***

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

**11. Financial Irresponsibility**

Failure to meet financial obligations owed to the university, or components owned or operated by the university, including, but not limited to, the writing of checks from accounts with insufficient funds.

**12. Unauthorized Entry, Possession or Use**

- a. Unauthorized entry into or use of university premises or equipment including another student's room.
- b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, ~~University university Identification identification Card 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 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 Regulations at  
<http://www.depts.ttu.edu/studentjudicialprograms/KnowtheCode.htmconductcode.php>.

**14. Department of University Student Housing Regulations**

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 University Student Housing.

NOTE: See University Student Housing Policies at  
<http://www.depts.ttu.edu/studentjudicialprograms/conductcode.phpKnowtheCode.htm>.

**15. Student Recreation and Aquatic Center Regulations**

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/conductcode.phpKnowtheCode.htm>.

**16. Failure to Comply**

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

**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 and/or illegal activity.
- c. Unauthorized attempted or actual accessing, copying, transporting or installing programs, records, data, 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 purposes.
- g. Attempted or actual destruction, disruption or modification of programs, records or data belonging to or subscribed to by the university or another user or destruction of the integrity of computer based information.
- h. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the university's computing and/or networking systems; or through such actions, causing a waste of such resources (i.e.e.g. people, capacity, computer).
- i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails to parties with whom you have no existing business, professional or personal acquaintance).
- j. Use of computing and/or network resources to engage in activity that may harass, threaten, or abuse others.
- k. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.
- l. All other prohibited activities detailed in the Information Technology Security Policies.

NOTE: See Information Technology Security Policies at

<http://www.infotech.ttu.edu/security><http://www.depts.ttu.edu/infotech/security/>.

**18. *Providing False Information or Misuse of Records***

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

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

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

NOTE: Refer to University Parking Services Regulations at

<http://www.depts.ttu.edu/studentjudicialprograms/conductcode.php><http://www.depts.ttu.edu/infotech/security/>

**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, violations of University Operating Policies and Procedures and Texas Tech Regents Rules.

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 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 University Student Housing, 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 (20) university working days to Student Judicial Programs should be accompanied with a justification for the delay and will be accepted on a "case by case" basis.

1. **General Procedure**

A Judicial 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 student's 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). If mailed, notification is to be mailed in First Class U.S. Mail or ~~Campus-campus Mail~~mail. Failure of a student to receive First Class U.S. Mail or ~~Campus-campus Mail~~mail does not prevent the disciplinary process from proceeding. Notice is deemed to have been properly provided when written notification is placed in U.S. Mail, campus mail, or personally delivered to the student no less than five (5) university working days prior to the scheduled appearance.

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

- 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 or family member. However, if a student accused of alleged misconduct is also the subject of a pending criminal investigation, indictment or charge arising out of the same circumstances, he or she may be allowed to have an attorney serve as his or her advisor, at his or her own expense, to participate in the same manner as any other advisor. If an advisor for the accused student is an attorney, an attorney from the Office of General Counsel may attend the hearing on behalf of the university. The complainant and/or the student accused of alleged misconduct is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearing unless authorized by a 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 ~~the~~ University Discipline Committee hearing is preferred. However, a Judicial Officer has the authority in all cases to designate whether an administrative or ~~the~~ University Discipline 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 University Discipline Committee hearing and deliver a decision or recommendation respectively. The administrative or ~~the~~ University Discipline Committee hearing may be held and a decision or recommendation made, regardless of whether the



student responds, fails to respond, attends the hearing or fails to attend the hearing. Should an absence of the student occur, a Judicial Officer or the University Discipline Committee may consider the information and render an administrative decision or University Discipline Committee recommendation. ~~Notice is deemed to have been given when written notification is placed in U.S. 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 & 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. University Discipline 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 to the Registrar's Office (or registered student organization to the Center for Campus Life or Student Union and Activities). If mailed, notification is to be mailed by U.S. 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 (5) 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 recorded by the university. The confidential hearing will be closed unless the student requests to a Judicial Officer, in writing, within five (5) 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 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 (5) 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 U.S. Mail or campus mail of the final disciplinary decision within five (5) 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 a minimum of 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

~~A student may be temporarily suspended pending completion of disciplinary procedures if-if, in the judgment of the Senior Vice President for Student Affairs & Enrollment Management & Student Affairs, the Associate Vice President for Student Affairs & Dean of Students, or on recommendation of a Judicial Officer,~~ the physical or emotional well-being of a student or other students or members of the university community could be endangered or if the presence of the student would seriously disrupt the normal operations of the university, ~~a student may be temporarily suspended pending completion of disciplinary procedures.~~ The Senior Vice President for Student Affairs & Enrollment Management & Student Affairs, the Associate Vice President for Student Affairs & Dean of Students, or designee will notify the Director of Student Judicial Programs to initiate appropriate disciplinary procedures within five (5) university working days from the date of temporary suspension.

During the invocation of immediate temporary suspension, the student may no longer attend classes, use university services and/or resources, and may not be on campus until the disciplinary proceedings have been resolved. Any instances whereby the student should need to return to campus ~~should~~ must be coordinated through the Student Judicial Programs office and the Texas Tech Police Department.

#### 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 Senior Vice President for Enrollment Management & Student Affairs or the Associate Vice President for Student Affairs & Dean of Students, the physical or emotional well-being of the student, other students or other members of the university community may be endangered. In the case of a student organization, a copy of the notification may be sent to the organization's advisor(s) and international or national organization headquarters.

1. Sanctions are defined as the primary outcome of the alleged violation. If found responsible, the range of sanctions includes the following outcomes:
  - a. Disciplinary Reprimand:  
The disciplinary reprimand is an official written notification via US Mail or campus mail to the student that the action in question was misconduct.
  - b. Disciplinary Probation:  
Disciplinary probation is a period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with university policies, rules, and/or standards and any other requirement stipulated for the probationary period. Further instances of misconduct under the *Code of Student Conduct* and/or Student Handbook during this period may result in additional sanctions, conditions and/or restrictions.
  - c. Deferred Disciplinary Suspension:  
Deferred disciplinary suspension is a period of time where a disciplinary suspension may be deferred for a period of observation and review, but in no case will the deferred suspension be less than the remainder of the semester. ~~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.~~ Further instances of misconduct under the *Code of Student Conduct* and/or Student Handbook during this period may result in additional sanctions, conditions and/or restrictions.
  - d. Time-Limited Disciplinary Suspension:  
Time-limited disciplinary suspension is a 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 & 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 Associate Vice President for Student Affairs & 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 Procedures.)

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

- 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 privileges.
  - b. Denial of eligibility for holding office in registered student organizations.
  - c. Denial of participation in extracurricular activities.
  - d. Prohibited access to university facilities and/or prohibited direct or indirect contact with members of the university community.
  - e. Loss of privileges on a temporary or permanent basis.
  - f. Withdrawal of university funding (Student Government Association, departmental, Student Services Fees, etc.)
- 4. Violations of the alcohol, narcotics or drugs policy (Sections B.1. or B.2.) may result in notification to the parents/guardians of dependent students under the age of 21.

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

## 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 (8) university working days from the date of the decision letter will render the original decision final and conclusive.

### 2. Grounds for Appeal

Appeals must be based on:

- ~~1. Issues of substantive or procedural errors which were prejudicial and which were committed during the disciplinary process.~~
1. Newly discovered relevant information that was not available at the administrative or committee hearing.
  - a. Procedural error which fundamentally affected the decision.
  - b. Substantive error, i.e., the sanction(s) is not consistent with the gravity of the misconduct.
  - c. Newly discovered relevant information that was not available at the hearing and is sufficient to change the decision.

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, and consideration of newly discovered information, if any.~~ 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 (8) 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~~ 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 choose to do one or more of the following:

- a. Find that the written appeal submitted is not sufficient to establish grounds for appeal and affirm the decision.
- b. Find that no substantive and/or procedural error has occurred and affirm the decision.
- c. ~~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 Associate Vice President for Student Affairs & Dean of Students. After reviewing the recommendation, the Director of Student Judicial Programs and/or the Associate Vice President for Student Affairs & Dean of Students will determine the final disciplinary decision. In both instances, the Director of Student Judicial Programs and/or the Associate Vice President for Student Affairs & Dean of Students will provide written notice of the final disciplinary decision to the student within five (5) 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 Associate Vice President for Student Affairs & Dean of Students or the Senior Vice President for Student Affairs & Enrollment Management & 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 Associate Vice President for Student Affairs & Dean of Students or the Senior Vice President for Student Affairs & Enrollment Management & 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 Associate Vice President for Student Affairs & Dean of Students or Senior Vice President for Student Affairs & Enrollment Management & 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 Associate Vice President for Student Affairs & 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 (5) 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> [statutes.legis.state.tx.us/?link=ED](http://www.statutes.legis.state.tx.us/?link=ED).

#### **G. Readmission Procedures and Appeals**

1. A student who has had an administrative hold placed on his or her records under this section must request readmission from the Director 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.
2. If approval for readmission is denied by the Director for Student Judicial Programs, the student may appeal that decision to the Associate Vice President for Student Affairs & Dean of Students. The appeal to the Associate Vice President for Student Affairs & Dean of Students must be made, in writing, within five (5) university working days from the date the student is notified in writing by the Judicial Officer that the student's request has been denied.
3. The Associate Vice President for Student Affairs & 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 (5) university working days from the date that the Associate Vice President for Student Affairs & Dean of Students receives the appeal request. The meeting will be conducted by the Associate Vice President for Student Affairs & Dean of Students or designee. Following the meeting, the Associate Vice President for Student Affairs & 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 seek reenrollment at the university. The Associate Vice President for Student Affairs & Dean of Students will notify all parties of this decision in writing via U.S. Mail within five (5) 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-committee~~ will be composed of five full-time faculty members, five full-time students and five full-time staff members and will be recognized as a University Committee. Each member will be appointed for a single one-year term by the Director for Student Judicial Programs. Committee members may be re-appointed for consecutive one-year terms.
  - b. Committee Appointments

University Discipline Committee appointments will be made as follows:

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

- c. Committee -Resource Person  
A Judicial Officer, or designee, will serve as a non-voting resource person for the committee as well as being responsible for recording the hearing.
  - 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. 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 appeal hearings in requested cases. The ~~Committee~~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 Resource Person  
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. 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 Senior Vice President for Student Affairs & Enrollment Management & Student Affairs regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the *Code of Student Conduct*.
  - b. Committee Appointment
    1. The chair will be appointed by the Director for Student Judicial Programs and will be a full-time member of the faculty or staff.
    2. The *Code of Student Conduct* Review Committee will consist of three full-time faculty members, two full-time staff members, two full-time undergraduate students and one full-time graduate student.

3. Two full-time undergraduate student members and one full-time graduate student member will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Student Government Association.
  4. Three full-time faculty members will be appointed by the Director for Student Judicial Programs who will invite ~~a~~ recommendations by the President of the Faculty Senate.
  5. Two full-time staff members will be appointed by the Director for Student Judicial Programs who will invite ~~a~~ recommendations by the President of the Staff Senate.
- c. Committee Resource Person  
A Judicial Officer, or designee, will serve as a resource person for the committee and record changes.
  - 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*.

#### Student Handbook

Approved by the Board of Regents on ~~May 7/8, 2009~~ May 13/14, 2010

Effective Monday, ~~May 11, 2009~~ May 17, 2010

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

#### **PART X: Campus Resources**

##### **ACADEMIC CONCERNS**

##### ***Academic Deans' Offices***

##### **College of Agricultural Sciences & Natural Resources**

108 Goddard

Range & Wildlife & Fisheries Mgmt.

**Building**

(806) 742-2808

**College of Architecture**

1005 Architecture Building

(806) 742-3136

**College of Arts & Sciences**

102 Holden Hall

(806) 742-3831

**Jerry S. Rawls College of Business Administration**

201 Business Administration Building

(806) 742-3171

**College of Education**

110-D Education Building

(806) 742-1998

**College of Engineering**

Engineering Center Suite 100

(806) 742-3451

**Graduate School**

02 Holden Hall

(806) 742-2781

**Honors College**

103 McClellan Hall

(806) 742-1828

**College of Human Sciences**

142 Human Sciences Building

(806) 742-3031

**Law School**

122-C Law Building

(806) 742-3793

**College of Mass Communications**

102 Mass Communications

(806) 742-3385

**College of Outreach & Distance Education and Texas Tech University College**

605 Indiana Avenue (adjacent to the International Cultural Center)

(806) 742-7200

**College of Visual & Performing Arts**

218 Administration Building

(806) 742-0700

**Office of the Provost**

104 Administration Building

(806) 742-2184

**ACADEMIC FACILITIES**

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

**Texas Tech Plaza, Suite 502**

**1901 University Avenue**

**(806) 742-3658**

**UNDERGRADUATE ACADEMIC OPERATIONS & SUPPORT**

**Advising Center at Texas Tech**

79 Holden Hall

742-2189

**IS 1100 Freshman Seminar**

**Mass Communications 207**

742-6500 ext 246

**PASSSOAR/Learning Center**

~~205 West~~80 Holden Hall

(806) 742-3664

**ACTIVITIES**

**Tech Activities Board**

**Student Union Building**

203 Student Union

(806) 742-4702/3636

**Student Organizations**

**Student Union Building**

203 Student Union

(806) 742-3636

**ADMISSIONS**

**Undergraduate Recruitment & Admissions**

129 West Hall

(806) 742-1480

**Graduate Admissions**

03 Holden Hall

(806) 742-2787

**ALCOHOL EDUCATION**

**Student Health Services 103 Student Wellness Center**

(806) 743-2848

**Raider Assistance Program**

Student Wellness Center

(806) ~~743-2866 ext 296~~743-2860 ext 297

**ALUMNI**

**Texas Tech Alumni Association**

Merket Alumni Center

(17th Street & University Avenue)

(806) 742-3641

***BILLING (tuition and fees)***

**Student Financial Center**

301 West Hall

(806) 742-3272

**BOARD OF REGENTS**

202 Administration Building

(806) 742-2161

**BOOKSTORE**

Barnes & Noble Bookstore

Student Union (West side)

(806) 742-3816

**BUS INFORMATION**

**Student Government Association**

302 Student Union

(806) 742-3631

**CAMPUS LIFE**

**Center for Campus Life**

201 Student Union

(806) 742-5433

**STUDENT UNION & ACTIVITIES**

203 Student Union

(806) 742-3636

**CAMPUS SAFETY**

**Texas Tech Police Department**

(Campus Crimes Officer)

2901 4<sup>th</sup> Street

(806) 742-3931

**CHANCELLOR'S OFFICE**

124 Administration Building

(806) 742-0012

**COMPUTER ACCESS**

**Advanced Technology Learning Center—ATLC**

Library Basement and Student Union Basement

(806) 742-1650

**COMPUTERS AND SUPPLIES**

**Texas Technology Store**

105 Student Union

(806) 744-2130

**COPY FACILITIES**

**Copy Tech University Print & Design Solutions**

Flint & Main 100 Student Union and Flint & Main, Print Tech 118

(806) 742-2321

**COUNSELING**

**University Career Services**

Wiggins Complex (southeast side)

(806) 742-2210

**Degree Requirements**

(see Academic Concerns)

**Financial**

**Student Financial Center**

310 West Hall

(806) 742-3681

**Red To Black**

244-271 Human Sciences

(806) 742-9781

**Legal/Mediation**

**Student Legal Services**

307 Student Union

(806) 742-3289

**Mediation**

**Ombuds Office**

238-024 Student Union (East Basement)

(806) 742-4791/7233

**Student Counseling Center Reception**

**Personal and Academic/Career**

201 Student Wellness Center

(806) 742-3674

**Student Disability Services**

335 West Hall

(806) 742-2405

***CULTURAL STUDENT PROGRAMS***

**International Affairs**

601 N. Indiana Ave.

(806) 742-2974

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

162 Administration Building

(806) 742-7025

***DEAN OF STUDENTS***

Associate Vice President for Student Affairs & Dean of Students

201AA Student Union

(806) 742-2984

***DROPPING A COURSE***

**Office of the Registrar**

103 West Hall

(806) 742-3661

***DROPPING ALL COURSES***

**Academic Withdrawal**

**Office of the Registrar**

103 West Hall

(806) 742-3661

***EMERGENCY***

On-Campus 9-911

Off-Campus 911

***EMPLOYMENT***

**After Graduation**

**University Career Services Center**

Wiggins Complex (southeast side)

(806) 742-2210

**College Work Study**

**Financial Aid Office**

310 West Hall

| (806) 742-3721 ext 241

**Part-time on/off campus**

**Financial Aid Office**

310 West Hall

(806) 742-3690x225

**Summer Employment**

| **University Career CenterServices**

Wiggins Complex (southeast side)

150 Wiggins

(806) 742-2210

**ENROLLMENT SERVICES**

**Undergraduate Recruitment & Admissions**

129 West Hall

(806) 742-1480

**Student Financial Aid**

310 West Hall

(806) 742-3681

**FACULTY SENATE**

301 Administration Building

(806) 742-3656

**FAMILY WEEKEND**

| **Texas Tech Parents Association of Parents**

**Parent & Family Relations**

| ~~244 West Hall~~ 025 Student Union

(806) 742-3630

1-888-888-7409

www.parent.ttu.edu

parent@ttu.edu

**FINANCIAL AID**

**Student Financial Aid**

310 West Hall

(806) 742-3681

**FRATERNITIES**

**Interfraternity Council**

Student Union, Second Floor

| (806) 742-2205 5433

**Inter-Greek Council**

Student Union, Second Floor

(806) 742-5433

| ~~**National Pan-Hellenic Council**~~

~~Student Union, Second Floor~~

~~(806) 742-2403~~

**GROUPS USE REQUESTS**

**Student Union & Activities**

203 Student Union

(806) 742-3636

### **HANDICAP PARKING**

**University Parking Services**  
Administrative Support Center  
2903 4th Street  
(806) 742-3811

### **HARASSMENT – STUDENTS**

**Associate Vice President for Student Affairs & Dean of Students**  
201AA Student Union  
742-2984

**Office of Institutional Diversity, Equity & Community Engagement**  
162 Administration Building  
(806) 742-7025

### **Ombuds Office**

~~238-024~~ Student Union (East Basement)  
(806) 742-4791 ~~7233~~

### **HARASSMENT – FACULTY/STAFF**

**Equal Employment Opportunity Office**  
323 Administration Building  
(806) 742-3627

### **Ombuds Office**

~~238-024~~ Student Union (East Basement)  
~~742-4722~~ ~~7233~~

### **HEALTH CONCERNS**

#### **Student Health Services**

~~103-1003~~ Student Wellness Center  
(806) 743-2848 (appointments)  
(806) 743-2860 (other issues)

### **HOMECOMING**

#### **Tech Activities Board**

203 Student Union  
(806) 742-4708 ~~3636~~

### **HONORS COURSES**

#### **Honors College**

103 McClellan Hall  
(806) 742-1828

### **HOUSING (ON CAMPUS)**

#### **University Student Housing**

108 Doak Hall  
(806) 742-2661

### **HOUSING (OFF CAMPUS)**

#### **Student Government Association**

302 Student Union  
(806) 742-3631

### **INFORMATION**

#### **Student Union Information Center**

Student Union



Outside Barnes & Noble  
(806) 742-1344

**ID INFORMATION**

**Student ID Office**

~~104-103~~ Student Union  
(806) 742-1457

**INFORMATION (Directory)**

**TTU Campus Operator**

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

**INSURANCE (Health)**

**Ombuds Office**

~~238-024~~ Student Union (East Basement)  
(806) 742-4791/7233

**Student Health Services**

~~103-1003~~ Student Wellness Center  
(806) 743-2848 (appointments)  
(806) 743-2860 (other issues)

**INTERNATIONAL STUDENTS**

**International Cultural Center**

601 Indiana Ave.  
(806) 742-2974

**LANDMARK ARTS**

105 Art Building  
(806) 742-1947

**LIBRARY**

**Texas Tech Library Hours**

(806) 742-2551/2265

**Information**

(806) 742-2265

**Southwest Collection**

(Next to Texas Tech Library (north side)  
(806) 742-3749

**LOST AND FOUND**

**Texas Tech Police Department**

2901 4th Street  
(806) 742-3931

**MATH PLACEMENT**

**Mathematics Department**

201 Math Building  
(806) 742-2566

**MOTORIST ASSISTANCE**

**University Parking Services**

~~Administrative Support Center~~ Motorist Assistance Program  
2903 4<sup>th</sup> Street  
(806) ~~742-3811 ext. 257~~ 742-6277

## **MUSEUM**

### **TTU Museum Information**

102 Museum (4th Street and Indiana Avenue)  
(806) 742-2490

## **NEWSPAPER**

### **The Daily Toreador**

~~211-F~~103 Student Media Building  
(806) 742-3393

## **OMBUDS OFFICE**

~~237-024~~ Student Union (East Basement)  
(806) 742-47917233

## **ORIENTATION**

### **Center for Campus Life**

201 Student Union

(806) 742-5433

## **PARENTS**

### **Parent & Family Relations**

~~244 West Hall~~025 Student Union  
(806) 742-3630  
1-888-888-7409

## **PARKING**

### **University Parking Services**

Administrative Support Center  
2903 4th Street, Rm 145  
(806) 742-PARK (7275)

## **PAYING**

### **Student Financial Services**

~~301 West Hall~~  
(806) ~~742-3272~~

## **POLICE**

### **Texas Tech Police Department**

2901 4th Street  
(806) 742-3931

## **PRESIDENT'S OFFICE**

150 Administration Building  
(806) 742-2121

## **RADIO STATION**

### **KOHM-FM Radio**

603B Tech Plaza  
19<sup>th</sup> & University

(806) 742-3100

## **RECREATION**

### **Recreational Sports**

202 Student Rec Center  
(806) 742-3351

## **REGISTRATION**

**Office of the Registrar**

103 West Hall  
(806) 742-3661

**~~ROAD HELP~~**

**~~Parent & Family Relations~~**

~~244 West Hall  
(806) 742-3630  
1-888-888-7409~~

**ROTC**

**Air Force**

~~303 Business Administration Bldg.~~ 117 Student Media  
(806) 742-2141 2143

**Army**

303 Business Administration Bldg.  
(806) 742-2141

**SCHOLARSHIPS**

**Scholarship Office**

~~305-205~~ West Hall  
(806) 742-3144 ext 254

**SHUTTLE VAN**

**Student Government Association**

302 Student Union  
(806) 742-NITE

**SOLICITATION REQUESTS**

**Student Union & Activities**

203 Student Union  
(806) 742-3636

**SORORITIES**

**Panhellenic Council**

Student Union, Second Floor  
(806) 742-2403 5433

**~~Inter-Greek Council~~**

~~Student Union, Second Floor  
(806) 742-5433~~

**National Pan-Hellenic Council**

Student Union, Second Floor  
(806) 742-5433

**STAFF SENATE**

(806) 742-7555

**STUDENT GOVERNMENT ASSOCIATION**

302 Student Union  
(806) 742-3631

**STUDENT ORGANIZATIONS**

**Student Union & Activities**

203 Student Union  
(806) 742-3636

**~~STUDENT AFFAIRS & ENROLLMENT MANAGEMENT~~**

**Associate Vice President for Student Affairs & Dean of Students**

201AA Student Union

(806) 742-2984

**Associate Vice President for Student Affairs & External Relations**

211 Student Wellness Center

(806) 742-2691

**~~Athletic Academic Services~~ Marsha Sharp Center for Student Athletes**

~~18th Street and Hartford~~ 7th & Boston

William J. Davis Dining Hall

(806) 742-0150

**Barnes & Noble Bookstore**

005 & 112 Student Union

(806) 742-3816

**Center for Campus Life**

201 Student Union

(806) 742-5433

**Hospitality Services**

~~114-160~~ Doak Hall

(806) 742-2661

**Ombuds Office**

~~238-024~~ Student Union (East Basement)

(806) 742-4791 7233

**Parent & Family Relations**

~~244 West Hall~~ 025 Student Union

(806) 742-3630

**PostTECH**

103 Student Union

(806) 742-3666

**Recreational Sports**

202 Student Recreation Center

(806) 742-3351

**Registrar's Office**

103 West Hall

(806) 742-3661

**~~Senior Associate Vice President for Student Affairs & Enrollment Management~~ & Student Affairs**

~~131-145~~ West Hall

(806) 742-1452

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

167 Administration Building

(806) 742-4360

**Sodexo**

United Spirit Arena – Basement

(806) 742-7362 7381

**Student Counseling Center**

201 Student Wellness Center

(806) 742-3674

**Student Disability Services**

335 West Hall

(806) 742-2405

**Student Financial Aid**

310 West Hall

(806) 742-3681

**Student Government Association**

302 Student Union

(806) 742-3631

**Student Health Services**

~~103-1003~~ Student Wellness Center

(806) 743-2848

**Student ID Office – Raider Card**

~~104-103~~ Student Union

(806) 742-1457

**Student Judicial Programs**

020 Student Union

(806) 742-1714

**Student Legal Services**

307 Student Union

(806) 742-3289

**Student Media**

103 Student Media Building

(806) 742-3388

**Student Union & Activities**

203 Student Union

(806) 742-3636

**TECHniques Center**

~~250-242~~ West Hall

(806) 742-1822

**Undergraduate Recruitment & Admissions**

129 West Hall

(806) 742-1480

**United Spirit Arena**

19th & Indiana

(806) 742-7362

**University Career Services**

Wiggins Complex (southeast side)

(806) 742-2210

**University Student Housing**

108 Doak Hall

(806) 742-2661

**Upward Bound**

313 Administration Building

(806) 742-3616

**STUDY SKILLS**

**P.A.S.S. SOAR/Learning Center**

~~205 West Hall~~80 Holden Hall

(806) 742-3664

**TECHniques CENTER**

~~250~~242 West Hall

(806) 742-1822

**Texas Success Initiative (TSI)**

116 West Hall

742-1183x248

**THEATER**

Maedgen Theatre (University Theater)

18th & Boston, (southwest of Library)

(806) 742-3601

**TICKETS -ATHLETIC**

Jones AT&T Stadium (North End)

(806) 742-Tech (8324)

**TICKETS –ENTERTAINMENT**

**Student Union Ticket Booth**

**Basement/Escondido Theater**

Student Union

(806) 742-3610

**Maedgen Theatre (University Theatre)**

18th & Boston (southwest of Library)

(806) 742-3601

**School of Music**

~~101~~250 Music Building

(806) 742-2270, Ext. 295

**TRANSCRIPTS**

**Office of the Registrar**

103 West Hall

(806) 742-3661

**TRAVEL ASSISTANCE**

Road Raiders Safe Travel Network

025 Student Union

(806) 742-3630

1-888-888-7409

**TUTORS**

**P.A.S.S. SOAR/Learning Center**

~~205 West Hall~~80 Holden Hall

(806) 742-3664

**TV STATION**

**KTXT-TV Station**

17<sup>th</sup> & Indiana

(806) 742-2209

**VETERAN SERVICES**

**Veteran Services**

115-117 West Hall  
(806) 742-3661x237

**WITHDRAWING**

**Office of the Registrar**

103 West Hall  
(806) 742-3661

**XL**

**Strategies for Learning**

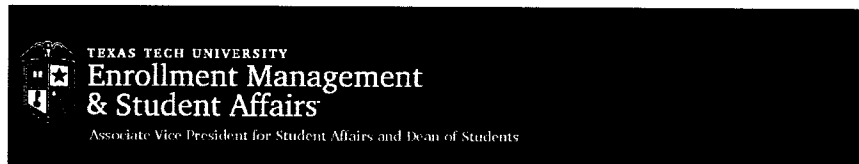
56 Holden Hall  
(806) 742-3928

**YEARBOOK**

**La Ventana**

209-208 Student Media Building  
(806) 742-~~3383~~1583 ext 266

Additional Page to Include Student Emergency Contact Information Form



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

Student Name \_\_\_\_\_ R# (Tech ID) \_\_\_\_\_  
(First, Middle, Last)  
Campus/Local Address, Zip \_\_\_\_\_  
Campus/Local Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_  
Permanent Address, State, Zip \_\_\_\_\_ Permanent Phone ( ) \_\_\_\_\_

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

Emergency Contact Name/s \_\_\_\_\_  
Relationship to Student \_\_\_\_\_ Home Telephone ( ) \_\_\_\_\_  
Work Telephone ( ) \_\_\_\_\_ Cell Telephone ( ) \_\_\_\_\_  
Address, State, Zip \_\_\_\_\_

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

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



## TEXAS TECH UNIVERSITY

### STATEMENT OF ETHICAL PRINCIPLES

#### **“DO THE RIGHT THING”**

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

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

#### **MUTUAL RESPECT**

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

#### **COOPERATION AND COMMUNICATION**

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

#### **CREATIVITY AND INNOVATION**

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



challenging and rewarding—and encourages **creative** and **innovative** means to achieve this goal through both opportunities and incentives.

### **COMMUNITY SERVICE AND LEADERSHIP**

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

### **PURSUIT OF EXCELLENCE**

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

### **PUBLIC ACCOUNTABILITY**

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

### **DIVERSITY**

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

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

Additional Page to Include ~~2009-2010~~2010-2011 Academic Calendar:

2010-2011 Academic Calendar				
	FALL 2010	SPRING 2011	SUMMER I 2011	SUMMER II 2011
Residence Halls Open for Occupancy	Aug. 22	Jan. 9	May 30	July 4
Last Day to Register or Withdraw Without Penalty	Aug. 25	Jan. 11	May 31	July 5
<b>Classes Begin</b>	<b>Aug. 26</b>	<b>Jan. 12</b>	<b>June 1</b>	<b>July 6</b>
Last Day to Declare Pass/Fail Intentions	Nov. 1	March 23	June 21	July 22
Advance Registration for Next Term	Nov. 4-19	April 1-18		
Open Registration Begins	Nov. 22	April 19		
No Exams Except Makeup or Scheduled Lab Exams	Dec. 2-8	April 27-May 3		
Last Day of Classes	Dec. 8	May 3	June 30	Aug. 3
Individual Study Day	Dec. 9	May 4		
Final Examinations	Dec. 10-15	May 5-10	July 1-2	Aug. 4-5
<b>Semester/Term Ends</b>	<b>Dec. 15</b>	<b>May 10</b>	<b>July 2</b>	<b>Aug. 5</b>
Residence Halls Close (with exceptions*)	Dec. 16	May 11	July 3	Aug. 6
Commencement†	Dec. 17-18	May 13-14		Aug. 6
<b>PAYMENTS AND REFUNDS**</b>				
Final Cancellation^	Sept. 21	Feb. 7	June 15	July 20
Last Day to Drop a Course and Receive a Refund (not applicable to students dropping to 0 hours)	Sept. 13	Jan. 28	June 6	July 11
Last Day to Withdraw and Receive Partial Refund	Sept. 23	Feb. 9		
<b>ADD/DROP (changes in schedule), WITHDRAWAL (dropping all courses)</b>				
Student-Initiated Drop/Add, Withdrawal Begin on MyTech	Aug. 26	Jan. 12	June 1	July 6
Last Day to Add a Course	Aug. 31	Jan. 18	June 2	July 7
Last Day to Drop a Course Without Penalty (does not count against drop limit)	Sept. 13	Jan. 28	June 6	July 11
Last Day to Drop a Course (counts against drop limit)	Nov. 1	March 23	June 21	July 26
Last Day to Transfer Between Colleges	Nov. 22	April 19	June 21	July 26
Last Day to Withdraw from the University	Dec. 3	April 26	June 28	Aug. 1
<b>DEADLINES RELATED TO GRADUATION</b>				
Graduate School—Last Day to File Statement of Intent to Graduate	Sept. 16	Jan. 28	June 9	
Graduate School—Last Day to File Defense Notification	Oct. 1	Feb. 25	June 3	
Last Day to Order Invitations/Academic Regalia at Bookstore	Oct. 25	March 9	June 17	
Graduate School—Last Day to Defend Thesis/Dissertation and Pay Thesis/Dissertation Fee	Oct. 22	March 23	June 24	
Graduate School—Last Day to Submit Final Defense Reports	Oct. 25	March 24	June 27	
Graduate School—Last Day to Submit Final Draft of Thesis/Dissertation	Nov. 5	April 1		July 5
Graduate School—Last Day to Remove Grades of I, PR or CR	Nov. 19	April 15		July 8
Graduate School—Last Day for Master's Candidates to Submit Comprehensive Exam Reports	Nov. 19	April 19		July 7
Graduate School—Last Day to Submit Final Corrected PDF of Thesis/Dissertation	Nov. 29	April 26		July 27
Last Day for Undergraduate Degree Candidates to Remove I and PR Grades, Complete Final Exams for Correspondence	Dec. 3	April 29	June 28	Aug. 1
<b>HOLIDAYS AND VACATION DAYS</b>				
Labor Day Holiday	Sept. 6			
Student holiday (does not apply to School of Law)	Oct. 11-12			
Thanksgiving Vacation	Nov. 24-28			
Martin Luther King Jr. Day		Jan. 17		
Spring Vacation		March 12-20		
No Classes		April 25		
<b>INTERSESSION AT JUNCTION</b>				
Interession Classes at Junction Center Campus			May 11-26	
<b>FACULTY-RELATED INFORMATION</b>				
Faculty on Duty	Aug. 23	Jan. 10	May 31	July 5
Mid-Semester Grades Due Via Raiderlink	Oct. 25	March 9		
Raiderlink Available for Grading	Dec. 10	May 5		
Grades Due for Graduating Students Via Raiderlink	Dec. 16	May 11		
Final Grades Due Via Raiderlink	Dec. 20	May 16	July 7	Aug. 10
* See detailed chronological calendar at <a href="http://www.depts.ttu.edu/officialpublications/calendar/index.php">www.depts.ttu.edu/officialpublications/calendar/index.php</a> for explanation of exceptions.				
** See Finance section of catalog for details of payment arrangements, dates, and refunds.				
† Schedule of commencement ceremonies to be announced.				
^ Students who are not enrolled in a payment plan or have not paid 100% of mandatory tuition and fees will have credit hours removed from their course(s) and will remain financially responsible for their charges in full.				

## EXECUTIVE SUMMARY

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

### **Part I. Foreword**

#### **Section A: General Policy**

4. Line 6, add "Paul L. Foster School of Medicine".  
Line 7, add "(See updates at [www.ttuhschool.edu/studentservices](http://www.ttuhschool.edu/studentservices) )"

#### **Section B: Tobacco-Free Environment**

2. Line 2, Remove "70.29" and Replace with "10.19"

#### **Section E. Add "s" to section title.**

#### **Section F. Definitions**

10. Line 3, Add " ,"  
Remove "or"  
Add "or campus visitors."
11. Line 6, Remove "catalog" and Replace with "Handbook and Policy Manual"
24. Remove item "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).
  - f. For the Paul L. Foster 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."

Add item "26. Student organization means any number of students who have complied with the formal requirements for Texas Tech University Health Sciences Center registration."

Add item "28. University official means any person employed by Texas Tech University or Texas Tech University Health Sciences Center while performing assigned administrative or professional responsibilities."

## **Part II. Code of Professional and Academic Conduct**

### **Section A: General Policy**

No changes

### **Section B: Disciplinary Jurisdiction**

No changes

### **Section C: Violation of Law and TTUHSC Discipline**

No changes

### **Section D: Misconduct**

#### **15. Failure to Present Student Information**

Remove lines 1 and 2.

Add "On request, students must present their student identification to any University official and identify himself/herself to any University official acting in the performance of his/her duties. The student identification card is property of the university.

Students shall neither allow their student identification card to be used by other persons, nor shall they alter their student identification card to be used by other persons, nor shall they alter their student identification in any way. A student must pay a replacement charge for lost, stolen or damaged student identification cards."

### **Section E: Other Professional and Ethical School Standards**

No changes

### **Section F: Disciplinary Procedures**

#### **2. Procedural Deviations**

Remove "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 deviations are acceptable as long as such deviations are not found upon appeal to be unreasonably harmful to the student."

#### **Subsection 4. Student Conduct Board Hearings.**

##### **n. Findings and Recommendations.**

Line 7, Remove "five (5)" and Replace with "ten (10)"

##### **o. Dean's Review**

Line 3, Remove "five (5)" and Replace with "ten (10)"

### **Section G: Sanctions**

No changes

## **Section: H. Interpretation and Revision**

No changes

## **Part III. Withdrawal of Consent**

No changes

## **Section IV. Student Records**

Remove entire section and Replace with

### **A. General Policy**

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

### **B. Address of Record**

Students must maintain an accurate permanent address with the Office of the Registrar. The address is used for official notifications including billing and notification of official university requirements. Students should maintain a current local address and telephone number that is used by university officials, and/or student organizations and the campus community.

### **C. Student Access to Educational Records**

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

1. Students may obtain copies of records relating to themselves by completing and submitting HSC OP 77.13 Attachment B to the Office of the Registrar. The reproduction charge shall not exceed the actual cost to the university.

a. Generally, if the Education Record is covered under FERPA, the Student may inspect or review the Education Record at the office of the Records Custodian, but does not have the right to receive copies of the Education Record unless a Student is effectively prevented from onsite inspection or review of his/her Education Record. The Student may then have a right to receive copies of the Education Record at the Student's expense after evaluation of the circumstances by the Records Custodian.

b. Official copies of academic records or transcripts will not be released for Students who have a delinquent or unpaid financial obligation to the University, have a "hold" at the University, or have an unresolved disciplinary action pending at the University, provided that applicable law does not otherwise require disclosure of the records.

c. While TTUHSC is not required to give student access to treatment records under FERPA (see section 1(b)(4) above), a Student may request in writing that those records be

2. The university will respond to all requests for explanations and interpretations of records or information, if the response does not violate the Family Educational Rights and Privacy Act of 1974, as amended.

3. A student may waive the right of access to confidential letters of recommendation in the areas of admissions, job placement and receipt of awards.

4. Personally identifiable information such as rank in class, personal conduct, grade point average, academic progress, etc., shall not be released to non-authorized personnel without the written consent of the student.

#### **D. Records Not Accessible to Students**

The following are records not accessible to students:

1. Records of instructional, administrative and educational personnel that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;

2. Records of the Texas Tech Police Department, subject to the provisions of 34 C.F.R. 99.8;

3. Records relating solely to an employee of TTUHSC in his/her capacity as an employee that are not available for any other purpose, unless the Student is employed as a result of his/her status as a Student;

4. Student medical and counseling records created, maintained, and/or used only in connection with providing medical treatment or counseling to the Student, that are not disclosed to anyone other than the individuals providing the treatment; and

5. Alumni records or other records that contain information about an individual after he/she is no longer a Student at that agency or institution (e.g., information gathered on the accomplishments of alumni).

#### **E. Disclosure of Education Records**

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

1. Officials, faculty and staff employed by the university if they have a legitimate educational interest.

2. Officials of other educational institutions in which the student intends to enroll or seeks to enroll if the student is notified of what is being released and given a copy if desired.

3. Authorized representatives of the Comptroller General of the United States, the Secretary of Education and administrative heads of educational agencies or state educational authorities.

4. Individuals needing this information in connection with a student application for, or receipt of, financial aid.

5. Federal, state and local officials to whom laws (in effect on or before November 19, 1984) require information to be reported.

6. Organizations such as Educational Testing Service administering predictive tests, student aid programs, and improving instruction. The organizations must not show the personally identifiable information to outsiders and the

information must be destroyed when no longer needed for audit, evaluation or compliance with federal requirements.

7. Accrediting organizations.

8. Parents who certify a student is carried as a dependent for federal income tax purposes. This certification must be ascertained by the university office concerned.

9. Appropriate persons, if necessary, to protect the health or safety of the student or other persons.

10. Individuals requiring such information by means of a judicial order or any lawfully issued subpoena, on condition that the student may be notified by the university of all such orders and subpoenas in advance of compliance.

#### **F. Student's Request to Amend Records**

Students have the right to request an amendment of their educational records and information directly relating to them. This section does not include procedures for students challenging individual grades. Grade appeal and grievance procedures are set forth in the individual Student Handbooks for each School and the TTUHSC Student Handbook/Code of Professional and Academic Conduct. The request is limited to inaccurate, misleading or otherwise inappropriate records and information. The procedures set forth below shall be followed to amend the records.

1. Student who believes that his/her Education Records are inaccurate or misleading, or that the records violate his/her privacy rights, must first request an informal discussion regarding the questionable item with the Records Custodian, who may or may not honor the request.

2. If the result of the informal discussion with the Records Custodian is not satisfactory to the Student, and the Student still wishes to have the record corrected, the Student should submit a Student Request to Amend Education Records form (Attachment C) to the Senior Vice President for Academic Affairs or designee. The request shall clearly identify the part of the record the Student believes should be changed, and specify why it should be changed, i.e., why the Student believes the record is inaccurate, misleading or in violation of his/her privacy rights. **[Note: The substantive judgment of a faculty member regarding a Student's work, expressed in grades or evaluations, is not within the purview of the right to seek amendment of Education Records under this section. This section does not include procedures for Students challenging individual grades. Grade appeal and grievance procedures are set forth in the individual Student handbooks for each School and the TTUHSC Student Handbook/ Code of Professional and Academic Conduct.]**

3. After receiving the written request from the Student for a change in his/her Education Records, the Senior Vice President for Academic Affairs ("SVPAA") or designee shall request, and the Records Custodian shall provide, a written statement that explains why the request for the change in the Education Record was denied at the informal stage. After reviewing the request by the Student and the response of the Records Custodian, the SVPAA or designee will provide written notification to the Student whether or not TTUHSC will implement the change. If not, the SVPAA or designee will notify the Student of the right to a hearing to challenge the information believed by the Student to be inaccurate, misleading, or in violation of the Student's rights.

4. Upon receiving a written request from the Student for a hearing, the SVPAA or designee shall arrange for a hearing and provide written notice to the Student reasonably in advance of the date, time and place of the hearing. The hearing will be conducted according to the following procedures:

- a. The hearing shall be conducted by a hearing official or committee appointed by the President or designee. Such individual(s) must have no direct interest in the outcome of the case and shall decline to serve if a conflict of interest, or an appearance of a conflict of interest, exists with either the Student or the Records Custodian.
- b. At least five (5) days prior to the date scheduled for the hearing, the Student and the Records Custodian, shall submit to each other, as well as to the hearing official or committee, any and all pertinent documents and a list of witnesses and advisors who are to be involved in the hearing process. The Student may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney. If the Student has an advisor, the Office of General Counsel shall represent the University. The Student and the Records Custodian are each responsible for presenting relevant information. Therefore, the advisors and/or attorneys for the Parties are not permitted to speak or participate directly in the hearing.
- c. At the hearing, the Student shall have the opportunity to present evidence to support his/her position that the content of the relevant educational record is inaccurate, misleading and/or otherwise in violation of the privacy rights of the Student.
- d. Any additional information regarding the hearing procedures will be provided to the Student when notified of the right to a hearing.
- e. Within seven (7) business days after the conclusion of the hearing, the hearing officer or chair of the hearing committee, if applicable, will transmit the decision in writing to the Student, the Records Custodian, and the SVPAA or designee. The decision must include a summary of the evidence and the reasons for the decision. If, as a result of the hearing, the hearing official or committee determines that the information in the Education Record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the Student, the Student will be notified of the right to place a statement in the record contesting the information in the record or stating why the Student disagrees with the decision of the agency or institution, or both. Any statement provided by the Student shall be maintained with the contested portion of the record for as long as the record is maintained. In the event the contested portion of the record is later requested, the statement shall be disclosed with the record to the extent it pertains to the contested portion.

#### **G. Release of Student Directory Information**

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

1. Student Name
2. Permanent and Local Addresses
3. Telephone Numbers
4. Date and Place of Birth



5. Classification

6 Major Field of Study

7. Dates of Attendance

8. Degrees, Awards, and Honors Received

9. Specific Enrollment Status

a. Full-time, Part-time, Half-time

b. Undergraduate, Graduate

10. Participation in Officially Recognized Sports and Activities

11. Previous Institution's Attended

12. Postgraduate Training/Clinical sites for R.N., M.D., or Ph.D. graduates and degree candidates

This information will be released by various campus offices periodically, or on request, unless the student stipulates that directory information (as defined above) be withheld. Students may request that directory information be withheld by submitting a completed

HSC OP 77.13 Attachment A, Student Consent to Release Education Records, or by restricting personal directory information at WebRaider.ttuhs.edu on the MyTech tab. Students should select the Directory Profile link located under Personal Information and uncheck the box next to their name. The publication known as the Texas Tech Campus Directory is one type of printed periodical containing data classified as "directory information". To restrict directory information from appearing in the printed directory, students must go to WebRaider and restrict directory information **prior** to the 12th class day in the fall term. Restricted directory information will remain restricted until the students unrestricts the information.

**H. Destruction of Records**

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

**I. Letters of Recommendation**

1. Students may review recommendations used in application for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives, in writing, the privilege of examination.

2. Under the Family Educational Rights and Privacy Act 1974, as amended, the student does not have access to confidential letters and statements of recommendation which were placed in the educational records before January 1, 1975, if the letters or statements are used for purposes for which they were specifically intended.

**J. Medical Records**

Medical records are maintained for students seen by a Student Health Services provider. Information contained in the medical record is completely confidential and will not be released to another person or institution without written permission of the student unless otherwise authorized by law.

Students needing to request a copy of their medical records may contact Student Health Services at (806) 743-2860.

## **Part V. Registration of Student Organizations**

### Subsection D. Denial of Registration

1. Line 4, Add "or not in accordance to the Student Handbook"

## **Part VI. Use of University Space, Facilities and Amplification Equipment**

- f. Line 4, Add "Forum Areas"

## **Part VII. Solicitations, Advertisements, and Printed Materials**

Remove entire section and Replace with

"Solicitation and sales on University premises or in University-owned or University-controlled buildings are prohibited without prior written approval from the Office of Student Services. The distribution of advertising leaflets or handbills or the use of sound trucks and equipment to promote sales on University premises is also prohibited without prior approval from the Office of student Services."

## **Part VIII. Student Travel Policy**

No changes

## **Part IX. Miscellaneous Policies**

Add item 5. Affiliation. The Student Government Association is the official organization representing students. Students may identify with off-campus programs and activities as individuals, but not as representatives of the student body.

Re-number entire section

9. Paragraph 2, line 6, add "Students seeking accommodations must complete an application for disability services and provide supporting documentation."

14. b. Line 4 Remove the word "long"

Add item 17. Notification of Student Death

"The Office of Student Services must be notified of any student death.

Add item 19. Student Emergency Contact Information. Students must keep their Emergency Contact Information current. To do so, visit [webraider.ttuhsu.edu](http://webraider.ttuhsu.edu) and sign in. Select the "MyTech (for Students)" tab and look in the "Personal Information" box. Click "Update Emergency Contacts" and fill in your information.

Item 20, Add "Publications" to title

Item 20a. Remove "Student Publications" and Replace with "The Daily Toreador student newspaper and La Ventana yearbook"

Item 25. a. Remove entire section and Replace with "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, spring, or long summer semesters in installments. TTUHSC offers the following payment alternatives:"

Item 26. Tuition and Fees Policies. Item: Refund table, Remove "Percent of Payment" and Replace with "Percent of Refund of Change" Replace percentage numbers as indicated on the table below.

<b><u>Summer - More than 5 weeks but less than 10 weeks in duration</u></b>	1st class day through 4th class day	100%
	After the 4th day of class	None
<b><u>Fall, Spring or Summer - Duration of 10 weeks or longer</u></b>	1st class day through 12th class day	100%
	After the 12th day of class	None

Students who withdraw from the institution (zero semester credit hours) are required to pay tuition and fees according to the following schedule based on their official withdrawal date:

Term	Class Day	Percent of Payment Percent of Refund of Charges
<b><u>Summer - More than 5 weeks but less than 10 weeks in duration</u></b>	Before the 1st class day	100% None
	1st, 2nd, or 3rd class day	80% 20%
	4th, 5th, or 6th class day	50% 50%
	7th class day or later	None 100%
<b><u>Fall, Spring or Summer - duration of 10 weeks or longer</u></b>	Before the 1st class day	100% None
	1st five class days	80% 20%
	2nd five class days	70% 30%
	3rd five class days	50% 50%
	4th five class days	25% 75%
	21st class day and after	None 100%

Subsection: Students who withdraw from TTUHSC or drop all courses during a term that receive(d) financial aid

Paragraph 2, Line 2, Add "Perkins" "or"

Add items a. The requirements for Title IV program funds are separate from the university refund policy. As such, you are responsible for unpaid institutional charges remaining after the refund calculation. You are also responsible for charges/balances created by the returning of Title IV program funds that the school was required to return.

b. If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID(1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**Part X. Student Complaint or Grievance Policies and Procedures**

Subsection E: Complaints regarding grades or grading

School of Pharmacy: Remove “Grade Appeals Policy” and Replace with “Grade Grievance Resolution”

Subsection F: Complaints regarding other types of mistreatment

School of Pharmacy: Remove “Accreditation Related Student Concerns and/or Complaints and Grade Appeals Policy” and Replace with “NonGrade Grievance Resolution”

**Part XI. Contact Information for Student Services Personnel**

No changes

**Attachments**

Attachment E. Line 26, Remove “the” and Replace with “provide a brief”

Line 27, Remove “Describe” and Replace with “Provide a brief summary of the”

## **TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER**

### **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 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.

*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 may 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.*

#### **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

Firearms, ammunition, explosive weapons, illegal knives and other deadly weapons are prohibited on university property except as specifically authorized by federal, state, or local laws.

*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, students, of 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, campus visitors, or volunteers;
- 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, 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 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 or reckless 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 vehicle, pedestrian or other 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.~~  
On request, students must present their student identification to any University official and identify himself/herself to any University official acting in the performance of his/her duties. The student identification card is property of the university. Students shall neither allow their student identification card to be used by other persons, nor shall they alter their student identification in any way. A student must pay a replacement charge for lost, stolen or damaged student identification cards.

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.D). Failure to do so may result in disciplinary action. Faculty and staff are likewise responsible to report academic misconduct in accordance with Part II.D.

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 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 written 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.

g. For additional information relating to the School of Medicine Academic Misconduct procedures, please refer to E.1.d.

## 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 and for the basis of a disciplinary action.

### **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.”

d. In matters of Academic Misconduct, the student shall refer to the School of Medicine Student Affairs Handbook, Code of Professional and Academic Conduct and Promotions Policy.

## 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.

ix. Permanent dismissal of a pharmacy candidate from a professional clerkship or affiliated healthcare system for academic or professional misconduct shall constitute violation of the code and will be subject to further sanctions identified in Part II.G below in addition to a course grade of zero (0) for the course clerkship.

x. Violations of the School of Pharmacy Professional Conduct Code will constitute demonstration of professional misconduct and are subject to sanctions as identified in Part II G below. The student should refer to the School of Pharmacy Professional Conduct Code located at

[http://student.ttuhsu.edu/pharmSG/files/Professionalism\\_code.pdf](http://student.ttuhsu.edu/pharmSG/files/Professionalism_code.pdf)

-Incidences of academic or professional misconduct as well as violations of the Code, regardless of severity, shall result in a review of the student's disciplinary file by the Student Conduct Administrator and patterns of habitual misconduct, regardless of severity, shall result in escalation of the sanctions administered by the School of Pharmacy as outlined in the School of Pharmacy Procedures for Academic/Professional Misconduct

<http://www.ttuhsu.edu/student-services> .

#### 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.

#### 5. Paul L. Foster School of Medicine

a. All students entering the Paul L. Foster 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 Paul L. Foster School of Medicine.



b. Paul L. Foster 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 Paul L. Foster 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."

d. In matters of Academic Misconduct, the student shall refer to the Paul L. Foster School of Medicine Student Affairs Handbook, Code of Professional and Academic Conduct and Promotions Policy.

**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 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.

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 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 deviations are acceptable as long as such deviations are not found upon appeal to be unreasonably harmful to the student.~~

\*Deviations that occurred before the student conduct board.

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 A 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 the Student Code. A preliminary investigation/discussion with a supervisor (program director, chair, etc.) must be done prior to filing a Complaint. If a basis for the Complaint exists, Attachment A shall be completed and delivered by the Complainant to the Student Conduct Administrator. A Complaint shall be submitted as soon as possible, but no later than twenty (20) business days from the date of the event or when the Complainant becomes aware of the event. Complaints filed more than twenty business days after the event shall include a justification for the delay and will be accepted on a "case by case" basis as determined by the Student Conduct Administrator.
- 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 is required to appear before the Student Conduct Administrator to discuss the Complaint within five (5) business days from the date of the letter (Attachment B). The Accused Student shall meet with the Student Conduct Administrator.
- c. The Student Conduct Administrator may conduct an informal meeting 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. The Student Conduct Administrator will send a written notification of the resolution to all parties involved.
- d. If the Complaint is not disposed of administratively under Part II.F.3.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, 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 thirty (30) business days after the Accused Student has met with the Student Conduct Administrator under Part II.F.3.d. above. 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 in writing to the Chair of the Student Conduct Board, who shall render a final written decision.

b. *Hearing Notice.* At least fifteen (15) 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 in writing the impartiality of any member of the Student Conduct Board up to three (3) business days after receiving the Hearing Notice by submitting their reasons for the challenge 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 Administrator that the member can serve with fairness and objectivity. If the member cannot establish his or her fairness and objectivity to the satisfaction of the Student Conduct Board Administrator, the member in question shall be removed and a substitute will be appointed by the Student Conduct Administrator.

d. *Evidence Submission.* At least seven (7) business 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.4..i below.

e. *Evidence Exchange*. At least five (5) business 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*. A Student Conduct Board Hearing involving two or more Accused Students, may be conducted separately or jointly as determined by the Student Conduct Administrator. An accused student may request in writing to the Student Conduct Administrator a separate hearing up to three (3) business days after receiving the notice of hearing. The Student Conduct Board Administrator shall notify the student within three (3) business days the determination of the request.

g. *Recordings*. The University shall record, either digitally, through audiotape, or otherwise as deemed appropriate all Student Conduct Board Hearings until such time that the Student Conduct Board begins discussion and deliberation and prepares its' 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 respective advisor, if any, shall be allowed to attend the 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. 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 Student Conduct Board 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 issues as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for the efficient administration of the Hearing. Witnesses are permitted to attend the Student Conduct Board Hearing only during

the time they are providing testimony, they are being questioned by the complainant, the accused or the committee unless the Student Conduct Board Chair, in his/her sole discretion determines 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 Chair of the Student Conduct. The Chair of the Student Conduct Board will then arrange for the voluntary attendance of the witnesses identified by the Student Conduct Board. The Chair of the Student Conduct 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 Chair of the Student Conduct Board 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..4.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 in writing. (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), within ~~five (5)~~ ten (10) business days to the Dean, the Student Conduct Administrator, the Accused Student and the Complainant.

o. *Dean's Review.* The Dean will review the Findings and Recommendations of the record from the Student Conduct Hearing and supporting documents, and transmit his or her decision in writing within ~~seven (7)~~ ten (10) business days from receipt to the Accused Student, the Complainant, the Student Conduct Administrator, and the Chair of the Student Conduct 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.

p. *Appeal.* Within ten (10) business days of receipt of the decision of the Dean, if ~~the~~ either party believes that the *due process* procedures have been violated, an appeal may be made, in writing, to the President of the University. The President will review the case and notify all parties of his decision within ten (10) business days. If a written appeal is not submitted within ten (10) business days following receipt of the Dean's letter, the right to appeal is thereby waived and the Dean's decision is final.

The Accused Student or Complainant may only raise, and the President 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 President will review the Findings and Recommendations 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 the Dean. The President'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 in violation 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.* Assignments may be made at the discretion of the board, such as work assignments, essays, training, service to the University, temporary dismissal from a class or rotation site, an unexcused absence, a letter of unprofessional behavior in the students disciplinary file or other related discretionary assignments.
- g. *Suspension.* Separation of the student from University 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 the University. 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. 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 President 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. The President may invite recommendations by the President of the Student Government Association. A quorum for the Review Committee is four members.

### **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 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 the University or 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 may enter written confirmation upon the report of the action taken by the Dean. Texas Education Code § 51.236 (b).

2. If the President or his/her designee does not confirm the action taken by the Dean within 24 hours after the time that consent was withdrawn, the Withdrawal of Consent shall be deemed void and of no force or effect, 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, within the fourteen (14) day 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 the Texas Education Code, Sections 51.234 and 51.243.

a. *Hearing Notice.* Upon receipt of the request for hearing, the President shall grant the request and immediately 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 not later than three (3) days from the date that the President receives the request for hearing. The Hearing Committee will be appointed by the President and will be comprised of members from the respective schools other than the accused.

b. *Representation.* The student may be 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 Hearing Committee may also question the witnesses.- Witnesses are permitted to attend the Hearing only when they are providing information, unless the Hearing Committee, 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. At least one (1) day prior the date scheduled for the Hearing, the parties must submit to the Chair of the Hearing Committee the following information, if applicable.

- i. All pertinent records, exhibits and written statements (including Impact or Position Statements);
- ii. A list of 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.4.i.

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

f. *Recordings.* University shall record, either digitally or through audiotape, or otherwise as deemed appropriate all Hearings until such time that the Hearing Committee begins discussion and deliberation and prepares Findings and Recommendations. Deliberations shall not be recorded. The record is University property.

g. *Appeal to President.* The student may appeal the decision within three (3) days from the date of the decision by sending a written appeal to the President. If the student does not appeal the decision by the hearing committee, the decision is final. The president will review and render a decision within seven (7) days.

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 Chairman of 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.

# Chapter 04 (Faculty)

## AMENDMENTS PROPOSED:

Detailed policies and procedures currently in Chapter 04 relating to **academic workload** and **performance evaluation of tenured faculty** would be off-loaded from Chapter 04 to reside only in institutional operating policies.

Concurrent with Board approval of these amendments, the Board will need to approve the new institutional operating policies that contain the detailed provisions being off-loaded from Chapter 04, including:

### Guidelines for performance evaluation of tenured faculty

Separate operating policies for:

- TTU
- ASU
- TTUHSC

### Academic workload policies \*

Separate operating policies for:

- TTU
- ASU

*\* Academic workload policies apply only to general academic institutions and not to health-related institutions.*

Any future changes in these institutional operating policies would require the approval of the Board.

- - - - -

At the December 2009, detailed policies and procedures that had been in Chapter 04 regarding tenure and promotion of faculty was off-loaded from Chapter 04 to reside only in institutional operating policies. This second round of amendments completes the "condense and off-load" project for Chapter 04.

**Proposed amendments to**  
**Chapter 04 – Faculty**

-- PROPOSED --

[4-26-10]

**Chapter 04 -- Faculty**

**04.01 Honorific titles**

**04.01.1 Horn and Murray Professorships**

- a. The board has established special professorships known as "Horn Professorships" named in honor of Paul Whitfield Horn, the first president of TTU and "Murray Professorships" named in honor of Grover Murray, the first president of TTUHSC. "Horn Professorships" are granted to TTU professors and "Murray Professorships" are granted to TTUHSC professors.
- b. Horn Professorships and Murray Professorships, the highest honors that TTU and TTUHSC may bestow on members of their respective faculties, are granted to professors in recognition of their attainment of national or international distinction for outstanding teaching, research, or other creative achievement.
- c. In its operating manuals, each university has specific procedures to be followed for selection of Horn or Murray Professorships. These procedures provide details concerning material to be gathered and other procedures to be followed.
- d. The board shall approve those faculty members to be granted Horn Professorships and Murray Professorships upon recommendation of the presidents with concurrence by the chancellor.

**04.01.2 Emeritus appointments**

- a. The title "Emeritus" may be conferred as a recognition for long and faithful service, or for very distinguished service to the institution.
- b. Members of the faculty with rank of professor or associate professor at retirement may be given emeritus appointments, provided they have completed at least ten years of service at a component institution or have been recommended on the basis

-- PROPOSED --

[4-26-10]

of "very distinguished service." If emeritus status is proposed on the basis of very distinguished service, the operating manuals of a component institution shall prescribe a method for recommendation of emeritus status.

- c. Administrative officers in major positions at the time of retirement from administrative duties may be considered for emeritus appointments.
- d. Emeritus appointments are strictly honorary and without stipend.
- e. Each such appointment shall be subject to approval by the board upon recommendation of the respective president with concurrence by the chancellor.

04.02 **Tenure and promotion.** Each component institution of the TTU system shall publish and maintain as part of the institution's operating manual Tenure and Promotion Regulations and Guidelines [~~which shall be approved by the board~~]. The institutional operating policies for tenure and promotion, and any changes thereto, must be approved by the board.

04.03 **Guidelines for comprehensive performance evaluation of tenured faculty.** Each component institution of the TTU system shall publish and maintain as part of the institution's operating manual Guidelines for Comprehensive Performance Evaluation of Tenured Faculty. The institutional operating policies for the comprehensive performance evaluation of tenured faculty, and any changes thereto, must be approved by the board.

~~[The board recognizes the importance of tenure for university faculty as a protection of free inquiry and open intellectual and scientific debate. Academic institutions have a special need for practices that protect freedom of expression, since the core of the academic enterprise involves a continual re-examination of ideas. Academic disciplines thrive and grow through critical analysis of conventions and theories. Throughout history, the process of exploring and expanding the frontiers of learning has necessarily challenged the established order. This is why tenure is so valuable, not merely for the~~

-- PROPOSED --

[4-26-10]

~~protection of individual faculty members, but also as an assurance to society that the pursuit of truth and knowledge commands our first priority. Without freedom to question, there can be no freedom to learn.~~

~~The board supports a system of periodic evaluation of all tenured faculty. Periodic evaluation is intended to enhance and protect, not diminish, the important guarantees of tenure and academic freedom. The purpose of periodic evaluation is to provide guidance for continuing and meaningful faculty development; to assist faculty to enhance professional skills and goals; to refocus academic and professional efforts, when appropriate; and to assure that faculty members are meeting their responsibilities to the university and the state of Texas. The board is pledged to regular monitoring of this system to ensure that it is serving its intended purposes and does not in any way threaten tenure as a concept and practice. By providing a policy for periodic performance evaluations, the institutions shall maintain an appropriate balance of emphasis on teaching, research, service, and other duties of faculty. This policy shall be implemented for all tenured faculty members not later than January 1, 2004.~~

~~04.03.1 — Guidelines. Each component institution will develop institutional policies and plans consistent with the following guidelines for a periodic evaluation of tenured faculty. Institutional policies are to be developed with appropriate faculty input, including consultation with and guidance from faculty governance organizations, and are to be included in each institutional operating policy and procedure manual after review and approval by the presidents of the component institution and submission to the board for review and final approval. Periodic evaluations of tenured faculty while distinct from the annual evaluation process now required of all employees may be integrated with the annual evaluation process to form a single comprehensive faculty development and evaluation process. Nothing in these guidelines or the application of institutional evaluation policies shall be interpreted or applied to infringe on the tenure system, academic freedom, due process, or other protected rights, nor to establish new term tenure systems or require faculty to reestablish their credentials for tenure.~~

~~Operating policy and procedure manuals shall be drafted to establish a streamlined, efficient process and will include the following minimum elements for periodic evaluation:~~



-- PROPOSED --

[4-26-10]

- a. ~~Comprehensive evaluations of tenured faculty will be conducted no more often than once every year, but no less often than once every six (6) years, after the faculty member was granted tenure. Periods when a faculty member is on leave are not counted in calculating when the comprehensive evaluation is required. The evaluation may not be waived for any tenured faculty member but may be deferred in rare circumstances when the review period will coincide with comprehensive review for tenure, promotion, or appointment to an endowed position. No deferral of an active faculty member may extend beyond six (6) years. Administrators with academic appointments who are subject to review under other policies or procedures and are not assigned to or paid for the performance of customary faculty duties will be subject to comprehensive periodic evaluation within six (6) years of return to active faculty service. The requirement of periodic review does not imply that individuals with unsatisfactory annual evaluations may not be subject to further review and/or appropriate administrative action.~~
- b. ~~The evaluation process will be directed toward the professional development of the faculty member and shall include review of the faculty member's duties and responsibilities such as teaching, research, service, administration (when applicable), and, for faculty with clinical responsibilities, clinical service.~~
- c. ~~Reasonable individual notice of at least five (5) months of intent to review will be provided to a faculty member.~~
- d. ~~The faculty member being evaluated shall submit a resume, including a summary statement of professional accomplishments, and shall submit or arrange for the submission of annual reports and teaching evaluations. The faculty member may provide copies of a statement of professional goals, a proposed professional development plan, and any other additional materials the faculty member deems appropriate.~~

-- PROPOSED --

[4-26-10]

~~In accordance with institutional policy, evaluation of the faculty member's performance may be carried out by the departmental representatives, department chair (or equivalent), dean, and peer review panel, but in any event must be reported to the chair (or equivalent) and dean for review. Evaluation shall include review of the current resume, student evaluations of teaching for the review period, annual reports for the review period, and all materials submitted by the faculty member.~~

~~Peer review is required by institutional policy. This peer review process may be initiated by the faculty member, department chair (or equivalent) or dean. The faculty member will be provided with an opportunity to meet with the peer review committee.~~

- ~~e. Results of the evaluation will be communicated in writing to the faculty member, the department chair/dean, the chief academic officer, and the president for review and appropriate action. Possible uses of the information contained in the report should include the following:~~

~~For individuals found to be performing well, the evaluation may be used to determine salary recommendations, nomination for awards, or other forms of performance recognition.~~

~~For individuals whose performance indicates they would benefit from additional institutional support, the evaluation may be used to provide such support (e.g., teaching effectiveness assistance, counseling, or mentoring in research issues/service expectations).~~

~~For faculty found to be performing unsatisfactorily, these guidelines are intended to recognize and distinguish that termination, revocation or other disciplinary action taken pursuant to existing institutional disciplinary procedures or required annual evaluations are distinct from termination or revocation of tenure or other appropriate disciplinary action taken pursuant to a comprehensive periodic evaluation proc-~~

-- PROPOSED --

[4-26-10]

~~ess under Section 51.942, Texas Education Code, as amended or modified and which procedures are set forth below:~~

- ~~(1) Termination of employment. If good cause exists for termination under current board policy, a faculty member subject to termination on the basis of a comprehensive performance evaluation conducted pursuant to Section 51.942, Texas Education Code, as amended:~~
- ~~(a) shall be given an opportunity for referral of the matter to an external non-binding alternative dispute resolution process ("ADR"), as described in Chapter 154, Texas Civil Practices and Remedies Code. All mediators, arbitrators or other person conducting the ADR must meet the qualifications set forth in Chapter 154, and must be selected by an agreement of all parties; and~~
  - ~~(b) alternatively, if both parties agree, the matter may be referred to the internal mediation procedure set forth in existing board policies.~~

~~Regardless of whether an internal or external dispute resolution process is utilized, a faculty member who is subject to termination under this policy shall be provided a list of the specific charges levied against him or her. In all such cases, the burden of proof shall be on the institution, and the rights of a faculty member to due process and academic freedom shall be protected.~~

- ~~(2) Revocation of tenure. A faculty member is subject to revocation of tenure if incompetency, neglect of duty, or other good cause is determined to be present. A faculty member subject to revocation of tenure on the basis of a comprehensive performance evaluation conducted pursuant to Section 51.942, Texas Education Code, as amended or modified shall have an opportunity for a non-tenure track term appointment under existing board policy.~~

-- PROPOSED --

[4-26-10]

~~(3) Other disciplinary action. Other disciplinary action is appropriate under existing board or institutional policies on the basis of the comprehensive performance evaluation conducted pursuant to Section 51.942, *Texas Education Code*, as amended or modified. Such action does not preclude other disciplinary action based on annual evaluations or as may be commensurate with events.~~

~~The acceptance and success of periodic evaluation for tenured faculty will be dependent upon a well-executed, critical process and an institutional commitment to assist and support faculty development. Thus, remediation and follow-up review for faculty who would benefit from such support, as well as the designation of an academic administrator with primary responsibility for monitoring such needed follow-up activities, are essential.~~

~~If required by law or regulation, a copy of these guidelines and any amendments to the guidelines shall be filed with the Texas Higher Education Coordinating Board on or before September 1 of each year.]~~

04.04 Faculty responsibility

04.04.1 Public purpose. TTU and ASU are publicly supported institutions which are obligated to provide instruction in higher education, to advance knowledge through scholarship and research, and to provide related services to the community, the state and the nation. TTUHSC is a publicly supported institution which was established to provide opportunities for higher education in the health professions and related fields, to advance knowledge through scholarship and research, and to provide related services to the community, the state, and the nation.

04.04.2 Responsibilities of the TTU system. As centers for learning, component institutions have the obligation to maintain conditions which are conducive to freedom of inquiry and expression in the maximum degree compatible with the orderly conduct of their functions. The responsibilities of the TTU system dictate, to a ma-

-- PROPOSED --

[4-26-10]

For extent, the responsibilities of the individual faculty member. The faculty member is properly concerned with the whole process of education and is aware of the responsibilities of the TTU system in a free society. Responsibility is assumed for performing several essential functions: teaching, research, and service to the schools, to the community as a whole, and to individual members of the community as needed.

- 04.04.3 Teaching. As a teacher, the faculty member has responsibilities to students, to a discipline, to a profession, and to the TTU system. These responsibilities include facilitating the intellectual and emotional growth of students, encouraging free inquiry in the classroom and clinic, and striving to create and maintain a climate of mutual respect which will enhance the free interplay of ideas. A faculty member has a responsibility to recognize the varying needs and capabilities of students and to make every effort to assure that evaluation of a student's work reflects the student's level of achievement. The faculty member as a teacher also has the responsibility to uphold the highest scholarly standards and encourage respect for such standards to engage in a continual and critical study of the subject matter of one's discipline so as to ensure that presentations contain the most current and useful knowledge and that the material being taught is consistent with the course of study outlined by a department, college or a course director, and to recognize the responsibilities of the teacher as a counselor and devote a reasonable portion of time to aiding, guiding, and counseling students outside the classroom. Finally, the faculty member has a responsibility to strive to maintain those skills and values that ensure the continuation of free and open inquiry.
- 04.04.4 Research. Through research, a faculty member grows intellectually, stimulates students' learning, and adds to the accumulated knowledge of a discipline. A faculty member should strive constantly to contribute to the growth and understanding of knowledge in one's particular field through creative research and scholarship. The faculty member has an additional responsibility to share the results of research by disseminating them to students, colleagues, and professionals in one's discipline and to the public.

**-- PROPOSED --**

**[4-26-10]**

- 04.04.5 TTU system service. A faculty member is responsible for participation in the various activities, programs, and functions related to the enhancement of the TTU system, such as participating in the formulation of component institution's academic policies, service on university committees, and other assignments.
- 04.04.6 Professional service. Within one's field of competence and as time and resources permit, the faculty member has a responsibility to respond to requests for advice and aid and to participate in the activities of one's profession. The faculty member with clinical competence is responsible for the provision of health care services at least to the extent necessary to support adequately the teaching programs of his/her department. All faculty members should stand ready to render advice and aid in their areas of professional competence to those who may need them. Faculty members should exercise care that such activities do not infringe on other obligations and responsibilities to the TTU system.
- 04.04.7 Community service. As a member of a community, the faculty member has the same obligations and responsibilities as those incumbent upon other members of the community. Such services should be consistent with regulations of the TTU system and the state.
- 04.04.8 Discretion. In the case of both professional and community service, the faculty member should exercise discretion in distinguishing between acts carried out or statements made as an individual or a professional and those carried out or made as a representative of the TTU system.

**04.05 Faculty development leaves of absence**

- 04.05.1 Purpose of leaves of absence. The board may grant faculty development leaves of absence for study, research, writing, field observations or other suitable purposes, under conditions allowable by the state of Texas.
- 04.05.2 Benefits for faculty. Such leaves shall not jeopardize a faculty member's participation in benefits available by or through the institution or the state to faculty members.

-- PROPOSED --

[4-26-10]

04.05.3 Selection process. In making recommendations for faculty leaves to the board, procedures for selection consistent with state guidelines shall be utilized by the respective president.

04.06 **Academic workload -- [TTU] general academic institutions.** Each general academic institution of the TTU system shall publish and maintain as part of the institution's operating manual Academic Workload Guidelines. The institutional operating policies for academic workload guidelines, and any changes thereto, must be approved by the board.

~~[04.06.1—General. The workload of faculty members encompasses a variety of teaching, research, technology transfer, and service activities. Teaching load, the number of credit hours taught or equivalent duties assigned to a faculty member, is but one aspect of faculty workload. In carrying out their responsibility to distribute workload, unit heads (chairpersons or comparable academic administrators) and deans must assign teaching loads such that:~~

- ~~a.—overall workloads are distributed as equitably as possible and in a fashion which is consistent with the unit's mission;~~
- ~~b.—the university meets its instructional obligations for both undergraduate and graduate programs;~~
- ~~c.—each faculty member meets statutory minimum teaching load requirements; and~~
- ~~d.—faculty participation in research, technology transfer and service be accommodated.~~

~~04.06.2—Minimum teaching load. In compliance with Sections 51.402 and 51.403, Texas Education Code, the minimum teaching load for faculty members paid 100 percent from funds appropriated for instructional purposes is equivalent to 18 semester credit hours of instruction in organized undergraduate and/or graduate classes each nine-month academic year. For purposes of this document,~~

-- PROPOSED --

[4-26-10]

~~18-semester credit hours of organized undergraduate and/or graduate instruction equals 18 hours of teaching load credit.~~

~~04.06.3 — Proportioned workload. For faculty members with less than full-time appointments from funds appropriated for instructional purposes, the minimum teaching load is proportionally less. When more than one instructor teaches a single course, the teaching load credit will be apportioned according to the effort expended. Normally, extended learning courses, freshman seminar courses, and other courses compensated outside regular faculty salary are not counted as part of a faculty member's minimum teaching load. Credit for teaching in summer sessions that is uncompensated by funds appropriated for instructional purposes will be applied to the following academic year.~~

~~04.06.4 — Exceptions to teaching load. A reduced teaching load may be granted if classes do not materialize because of insufficient enrollment and when additional classes or equivalent academic work cannot be assigned to the faculty member. This exception will not be made for any particular faculty member in successive years.~~

~~04.06.5 — Compliance and equity. The responsibility for assigning teaching duties rests with unit heads and deans. The Office of the Provost monitors these assignments for compliance and equity and provides appropriate reports in accordance with state requirements and board policy.~~

~~04.06.6 — Calculation of teaching load. In calculating teaching load, the equivalencies in the following section will be applied. Normally a faculty member paid by funds appropriated for instructional purposes will comply with the statutory teaching load requirement by serving as the instructor of record for four or more organized courses in an academic year. In no case, however, will a faculty member paid full-time from funds appropriated for instructional purposes teach fewer than two organized courses in an academic year without the approval of the provost.~~

~~04.06.7 — Equivalencies~~



-- PROPOSED --

[4-26-10]

- a. ~~One semester credit hour of organized graduate instruction is equal to 1.5 semester credit hours of organized undergraduate instruction.~~
- b. ~~Teaching load credit for a large class which requires extensive grading and evaluation of student work is equal to the number of semester credit hours of the course weighted as follows: 1.1 for 60-69 students, 1.2 for 70-79 students, 1.3 for 80-89 students, 1.4 for 90-99 students, 1.5 for 100-124 students, 1.6 for 125-149 students, 1.7 for 150-174 students, 1.8 for 175-199 students, 1.9 for 200-249 students. Unit heads will review classes with more than 250 students enrolled for possible additional teaching load credit.~~
- c. ~~Teaching load credit for courses designated as writing intensive is equal the number of semester credit hours of the course weighted as follows: 1.1 for 15-19 students, 1.2 for 20 or more students.~~
- d. ~~One class contact hour of laboratory or discussion section teaching (e.g., science and engineering laboratories and performance classes subject to minimum student enrollment requirements) in courses scheduled to meet more hours per week than the semester credit hour designation of the course is equivalent to .67 teaching load credits. If a course is a combined lecture/laboratory class that includes a laboratory for which no separate registration is required, the load credit will be assigned in the same manner as specified in this policy for lecture classes and laboratories.~~

~~One class contact hour of professional studio (professional as defined by state of Texas professional licensure requirements), subject to the minimum student enrollment requirements, in courses scheduled to meet more hours per week than the semester hour designation of the course is equivalent to .75 teaching load credits.~~
- e. ~~One class contact hour of teaching in one-on-one, private-instruction performance or activity courses, which are not sub-~~

-- PROPOSED --

[4-26-10]

ject to minimum enrollment requirements (e.g., studio courses), is equivalent to .5 teaching load credits.

- f. ~~Faculty members developing courses primarily for electronic delivery, as part of the normal teaching load, will be granted teaching load credit equal to the course semester credit hours for one semester before the course is to be delivered. The first semester the course is taught by electronic means, faculty members will receive teaching load credit that is 1.5 times the semester credit hours of the course. Faculty will receive normal workload credits for the second and subsequent offerings of these courses.~~
- g. ~~One semester credit hour of organized instruction in a Texas Higher Education Coordinating Board designated field-based course is equal to 1.5 teaching load credits.~~
- h. ~~Teaching load credit for doctoral dissertation direction will be granted to graduate student committee chairpersons on the basis of .33 of the semester credit hour enrollment in their dissertation courses or, at the discretion of the unit head, on the basis of 1 credit per doctoral student. Teaching load credit for master's thesis direction will be granted to graduate student committee chairpersons on the basis of .2 of the semester hour enrollment in their thesis courses or, at the discretion of the unit head, on the basis of .6 credit per master's student. Normally, no more than 6 teaching load credits per semester can be counted toward the statutory teaching load through chairing dissertation or master's committees. This credit may be increased to nine hours with the approval of the line dean and the Dean of the Graduate School.~~
- i. ~~Teaching load credit to members of thesis and dissertation committees will be granted (in addition to any directed study credits for which the student is appropriately enrolled) on the basis of .5 credits per student to be awarded once per student after the student files the *Statement of Intent to Graduate*.~~
- j. ~~Teaching load credit for individual instruction classes (e.g., individual research projects, student teaching supervision, clini-~~

-- PROPOSED --

[4-26-10]

cal or intern supervision) will be granted on the basis of .3 of the course semester credit hour designation for individual graduate instruction and .2 of the course semester credit hour designation for individual undergraduate instruction per student enrolled. In no case will individual instruction in a single course generate more teaching load credits than if the course were taught as a regularly scheduled, organized class.

- k. ~~Teaching load credit will be granted to a faculty member for coordinating several sections of a single course and/or supervising teaching assistants or graduate part-time instructors who are in charge of a course on the basis of .2 teaching load credits per section coordinated and/or supervised up to a maximum of 3 teaching load credits.~~
- l. ~~When a faculty member is responsible for developing a new course (lecture, laboratory, studio, etc.), one additional teaching load credit will be assigned in the first semester the course is taught. Additional teaching load credits, up to a total of two, may be granted upon approval of the unit head.~~
- m. ~~When a faculty member is teaching a course (lecture, studio, etc.) that he or she has not taught in the last five years, .5 additional teaching load credits will be assigned in the semester he or she resumes teaching the course.~~
- n. ~~New tenure track faculty members, in the first two years of teaching, will be given three teaching load credits per semester for faculty development.~~
- o. ~~Teaching load credit shall be granted for a faculty member who is a department chairperson, area coordinator or head of a comparable unit, up to a maximum of six hours of teaching load credit.~~
- p. ~~Up to 3 teaching load credits per semester may be granted, with prior approval of the line dean, to faculty members for significant administrative responsibilities, for significant academic advisement, and for duties associated with appointment~~

-- PROPOSED --

[4-26-10]

as an associate chairperson or other non-teaching academic service to the department.

- q. ~~Up to 3 teaching load credits per semester may be granted with prior approval of the line dean to a faculty member who is engaged in significant, peer reviewed research or service such as development of a major research proposal (e.g., an interdisciplinary proposal or one involving several co-principal investigators) or an equivalent effort in unfunded research, leadership in a major professional organization, editorship of professional journal, service as president of the Faculty Senate, chairing university committees, service as director of a university sponsored center or institute, development of a significant interdisciplinary program, or a major teaching-related professional development activity.~~
- r. ~~With the approval of the president, limited teaching load credit may be granted to carry out major responsibilities, not covered above, that are performed in the best interest of the institution's instructional programs as determined by the president. Teaching load credit granted by the president of a component institution for such purposes is limited to 1 percent of the total semester credit hours taught at the university during the previous year.~~

04.07 ~~Academic workload~~ ~~ASU~~

04.07.1 ~~Relation of faculty academic workload requirements to the university's role and scope.~~

~~The following faculty academic workload rules and regulations at Angelo State University are designed to support the role and scope of the university. Angelo State University is a coeducational institution of higher education authorized to offer work leading to associate, baccalaureate, and master's degrees. The institution functions as a regional university serving a large, sparsely populated area of West Texas, although a significant portion of the institution's student body comes from numerous counties and metropolitan areas throughout the state. The university serves primarily as an instructional institution, and the normal academic~~

-- PROPOSED --

[4-26-10]

~~workload assignment reflects this emphasis on classroom and related instruction.~~

~~04.07.2—Normal academic workload.~~

~~The normal academic workload for faculty members at Angelo State University who are paid full time from the appropriations item "Faculty Salaries" shall be four lecture courses or the equivalent of twelve semester credit hours of instruction in organized undergraduate classes each long term semester, with variations in the twelve hour academic workload to be made at the discretion of the president of the university, dependent upon other academic responsibilities assigned to faculty members. The minimum academic workload for faculty members at Angelo State University who are paid full time from "Faculty Salaries" shall be three lecture classes or the equivalent of nine semester credit hours of instruction in organized undergraduate classes each long semester. A faculty member may be granted the minimum academic workload assignment or less under special or exceptional circumstances with prior written approval of the president of the university.~~

~~04.07.3—Adjustments to normal academic workload.~~

~~Adjustments to the normal faculty academic workload may be made as follows:~~

- ~~a.—One semester credit hour of organized graduate instruction in a class of five or more students may be equated to one and one-half semester credit hours of organized undergraduate instruction. This adjustment requires the prior written approval of the dean of the college and the provost and vice president for academic and student affairs.~~
- ~~b.—Teaching credit for master's thesis direction by graduate student committee chairpersons shall be granted on an accumulative basis of one-tenth of the thesis research semester credit hours which master's students have successfully completed.~~
- ~~c.—One semester credit hour of teaching in a large class (above 100) which requires extensive grading and written work may~~

-- PROPOSED --

[4-26-10]

~~be equated to one and one half semester credit hours of organized undergraduate instruction. This adjustment requires the prior written approval of the dean of the college and the provost and vice president for academic and student affairs.~~

- ~~d. Three contact hours in laboratory, clinical, studio art, and studio music courses shall be equal to two semester credit hours of instruction in organized undergraduate classes. Two contact hours in physical activity classes shall be equal to one semester credit hour of instruction in organized undergraduate classes.~~
- ~~e. Practice or student teaching supervision, clinical supervision, and intern supervision shall aggregate to a minimum of 24-30 contact hours per week for a full time load.~~
- ~~f. The academic workload for other instructional activities defined within the faculty salary element of cost, such as independent study, self-paced instruction, and television instruction, shall be established in a manner consistent with the above adjustments to the normal academic workload on the basis of an individual review through normal university channels and approved in writing by the provost and vice president for academic and student affairs at the time such instructional activities are scheduled.~~

~~04.07.4 — Exceptions to the normal academic workload.~~

- ~~a. Exceptions to the normal academic workload provisions above may be made as follows with written approval through normal administrative channels:~~
  - ~~(1) A reduced teaching load may be granted for a faculty member who has an administrative assignment such as head of a department, head of a comparable administrative unit, or coordinator of special programs or multi-section courses.~~
  - ~~(2) A reduced teaching load may be granted temporarily if classes do not materialize and when additional classes~~

-- PROPOSED --

[4-26-10]

~~cannot be assigned to the faculty member. This exception may not be granted for more than two consecutive long-term semesters for any particular faculty member. A faculty member granted a reduced teaching load under this provision may be assigned a corresponding increase in teaching load during a subsequent long semester.~~

~~(3) A reduced teaching load of one three-semester-hour course may be granted for directing a major musical or dramatic production.~~

~~(4) A reduced teaching load may be granted where a faculty member has taught a load in excess of the normal requirements during the previous long-term semester. Such reduction in teaching load shall not exceed the previous overload taught by the faculty member.~~

~~(5) A reduced teaching load may be granted for substantial academic advising responsibilities or for significant temporary academic administrative responsibilities relating to the institution as a whole.~~

~~b. None of the above adjustments or exceptions to the normal academic workload are applicable to the minimum teaching load. Nothing in these rules and regulations shall be construed to prohibit the administration from requiring faculty academic workloads which exceed the standards set forth herein.~~

~~04.07.5 Teaching load requirements for administrative officers with part-time faculty assignments.~~

~~a. Administrative officers who are paid partially from the line item appropriation "Faculty Salaries" may be assigned a prorated teaching load based upon the minimum load of nine semester credit hours of undergraduate instruction for a full-time teaching assignment. The salaries for such employees paid from "Faculty Salaries" shall be prorated on the basis of their teaching load.~~

-- PROPOSED --

[4-26-10]

- b. ~~Salaries for administrative duties performed by administrative officers above the rank of department head will not be paid from "Faculty Salaries" appropriations.~~

~~04.07.6 — Administrative responsibility for monitoring compliance.~~

~~Administrative responsibility for monitoring compliance of these faculty academic workload rules and regulations is as follows:~~

- a. ~~The primary responsibility and accountability for scheduling the academic workload for faculty members, for assuring an equitable and effective distribution of teaching assignments, and for assuring individual compliance with institutional rules at Angelo State University rest with the department head. The faculty assignments will be reviewed and approved by the dean of the college at the time faculty teaching assignments are made by the department head. The minimum teaching load may be scheduled by the department head only upon the recommendation of the dean of the college and approval of the provost and vice president for academic and student affairs and the president of the university.~~
- b. ~~The dean of the college shall be responsible for determining that the proportion of time devoted to instructional activity is the same as the proportion of salary being received from faculty salaries. This determination shall be based upon the teaching load requirements authorized under the Faculty Academic Workload Rules and Regulations.~~
- c. ~~The provost and vice president for academic and student affairs is responsible for reviewing the college and departmental teaching loads and related academic assignments and for monitoring compliance with institutional rules, regulations and Sections 51.402 and 51.403, Texas Education Code.~~
- d. ~~The provost and vice president for academic and student affairs will prepare each semester a report to the president of the university regarding compliance with institutional rules, regulations and applicable laws, which will include copies of any~~



-- PROPOSED --

[4-26-10]

~~forms the institution may develop for reporting individual faculty academic workloads.~~

- ~~e. The president of the university will forward such reports as may be required to the board and the Texas Higher Education Coordinating Board. These reports will provide the means for demonstration of the university's accountability in faculty academic workload assignments.]~~

04.07 [04.08] **Faculty research**

04.07.1 [04.08.1] New knowledge acquisition. A primary mission of each component institution is the contribution of new knowledge developed by the scholars who are an integral part of the TTU system community.

04.07.2 [04.08.2] Faculty expectations. All faculty are encouraged to fulfill their roles as members of a scholarly profession by engaging in and actively pursuing a meaningful program of research and scholarly productivity.

04.07.3 [04.08.3] Sponsored programs. Sponsored program projects include grants, contracts, and cooperative agreements from both the public and private sectors which support research, instructional, and service projects. In its operating manuals, each component institution will provide a conduit through which projects are submitted. Projects which are submitted through these conduits should be evaluated by the appropriate academic officer, the associate dean for research, or members of the faculty. Approval of such projects properly rests with the appropriate dean operating through a system of committees to ensure that the projects fall within recognized spheres of research and that a positive contribution will be made to the development of an academic discipline.

04.07.4 [04.08.4] Salaries for faculty engaged in sponsored research. Whenever possible and appropriate, research proposals should include a budgeted percentage of the salary of principal investigator(s) and other faculty-rank researchers associated with the project.

-- PROPOSED --

[4-26-10]

04.08 [04.09] **Nonnative English speaking teaching assistants and faculty at TTU and ASU.** Through its chief academic officers, TTU and ASU shall maintain programs for nonnative English speaking teaching assistants and faculty to assist faculty members whose primary language is not English to become proficient in the use of English, and to ensure that courses offered for credit at TTU and ASU are taught in the English language, and that all faculty members are proficient in the use of the English language.

04.09 [04.10] **Small classes approval at TTU and ASU.** The offering of small classes is a matter of academic and economic concern, and shall be engaged in only when appropriate justification is offered. In keeping with legislative directives and guidelines approved by the Texas Higher Education Coordinating Board, organized small classes may be authorized to be taught if they meet the conditions set forth in the *Texas Administrative Code*. The provost shall approve or disapprove the proposed offering of small classes, monitor the offerings, and provide reports in accordance with state requirements. A report on small classes offered shall be reported to the board as information.

04.10 **Filings with the State of Texas.** For any matter addressed within this chapter of the *Regents' Rules*, if a law or regulation requires a report to be submitted or a copy of policies and guidelines to be filed with the State of Texas or a state entity, it is the responsibility of the institution to submit the required report or file the required copy of policies and guidelines, as directed by the law or regulation.

**DRAFTER'S NOTE: The *Texas Education Code* requires each institution to keep on file with the Coordinating Board a current copy of the institution's policies on post-tenure review and academic workload. Instead of replicating this "file with the Coordinating Board" requirement in each institutional OP, a new section is added to Chapter 04 that places a blanket requirement on institutions to submit reports or file copies of policies as directed by either state law or the rules/regulations of a state agency.**

-- PROPOSED --

[4-26-10]

---

*Index of Chapter 04 amendments adopted since December 12, 2008:*

<u>Section</u>	<u>Date</u>	<u>Description of Amendment</u>
04.02 – <i>new</i>	12-17-09	A new Sec. 04.02 regarding tenure and promotion at all component institutions requires the institutions to maintain tenure and promotion policies in the institutions' operating manuals, with those operating policies – and any subsequent changes thereto – to be approved by the board. (And all remaining sections after the new Sec. 04.02 were renumbered accordingly.)
04.02 – <i>previous</i>	12-17-09	The detailed policies on “Tenure” at TTU – previous Sec. 04.02 – were off-loaded (deleted) from Chapter 04 to reside only in an institutional operating policy (as of 12-17-09, TTU OP 32.01).
04.03 – <i>previous</i>	12-17-09	The detailed policies on “Tenure” at TTUHSC – previous Sec. 04.03 – were off-loaded (deleted) from Chapter 04 to reside only in an institutional operating policy (as of 12-17-09, TTUHSC OP 60.01).
04.04 – <i>previous</i>	12-17-09	A section on tenure at ASU (previously Sec. 04.04) that matched the language of the new Sec. 04.02 was deleted, since a separate Chapter 04 provision for tenure at ASU was no longer necessary.

## **Institutional OP's regarding Performance Evaluation of Tenured Faculty**

The current provisions of Sec. 04.03, *Regents' Rules*, that govern guidelines for performance evaluation of tenured faculty are being off-loaded to reside in institutional operating policies (OP's).

These OP's must be approved by the Board, and any subsequent changes to these OP's also must be approved by the Board.

The pages that follow provide the proposed OP's for:

### **TTU**

OP 32.31     Comprehensive Performance Evaluations of Tenured  
Faculty Members and Faculty Members Who Receive an  
Academic Promotion

### **ASU**

OP 06.19     Regulations for Performance Evaluation of Tenured Faculty

### **TTUHSC**

OP 60.03     Comprehensive Performance Evaluation of Tenured Faculty

## Texas Tech University

**PROPOSED ... 4-26-10**

**OP 32.31: Comprehensive Performance Evaluations of Tenured Faculty Members and Faculty Members Who Receive an Academic Promotion**

**DATE:** ~~[June 26, 2000]~~ May 14, 2010

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish uniform guidelines and procedures for comprehensive performance evaluations of tenured faculty members and faculty members who receive an academic promotion.

**REVIEW:** This OP will be reviewed ~~[by]~~ in February ~~[+]~~ of ~~[every]~~ even-numbered ~~[year]~~ years by the ~~[Vice Provost]~~ senior vice provost with ~~[recommendations for revision]~~ recommended revisions presented to the ~~[Provost by March 1]~~ provost and senior vice president. Any amendments or revisions to this OP require approval of the Board of Regents.

### **POLICY/PROCEDURE**

#### **1. Background**

In ~~[accord]~~ accordance with ~~[VTCA,]~~ Education Code, § 51.942, ~~[and Board of Regents Guidelines for Comprehensive Performance Evaluation of Tenured Faculty and Faculty Members Receiving Academic Promotions]~~ each faculty member who is tenured or who receives an academic promotion at Texas Tech University is subject to a comprehensive performance evaluation. The evaluation shall be conducted no more often than once every year, but no less often than once every six years after the date the faculty member was granted tenure or received an academic promotion. The comprehensive performance evaluation process may be deferred in the event that the review coincides with the comprehensive review of the individual for tenure, promotion, or appointment to an endowed position, but may not be delayed beyond six years. The comprehensive performance evaluation process may be deferred in the event that the review coincides with the comprehensive review of the individual for tenure, promotion, or appointment to an endowed position, but may not be delayed beyond six years. Notice of the comprehensive performance evaluation must be given no later than September 1, the evaluation to begin no earlier than February 1 and end no later than May 1, all of the same academic year. ~~[The initial evaluation shall be completed no later than January 1, 2004.]~~

#### **2. Procedures**

Standardized procedures will be followed by each department, college, or school and shall be directed toward the professional development of the faculty member. These procedures include the following:

- a. The review process may be initiated by the faculty member or the chairperson or dean. The comprehensive performance evaluation is to be based on the professional responsibilities of the faculty member in teaching, research, service, and administration, when applicable, and includes peer review of the faculty member.
- b. The constitution of the peer review body and the precise form of the review shall be determined by the responsible academic unit in accordance with college or school guidelines and procedures agreed upon by a majority of the voting members of the faculty member's

academic unit, approved by the academic dean, and in effect at the time the faculty member is given notice of his or her upcoming review. The faculty member shall have opportunity to meet with the peer review committee.

- c. Annual performance reviews, including summaries of student evaluations of teaching, conducted under the terms of OP 32.32 for the period since the previous comprehensive performance review or promotion-tenure decision will comprise the primary element in the comprehensive review process. The faculty member's current C.V. is also to be included, accompanied by a statement of professional goals and, when applicable, a professional development plan. The faculty member may submit such additional supporting documentation as he or she deems is relevant for the comprehensive performance evaluation.
- d. Results of the comprehensive performance review shall be reported in writing to the faculty member, the department chair or area coordinator or school director, the dean, and the provost.

### 3. **Due Process and Rights to Appeal**

The comprehensive performance evaluation process incorporates commonly recognized academic due process rights, as specified in the Texas Tech University tenure policy. Due process rights include notice of the timing, manner, and scope of the evaluation and, before a faculty member may be subject to disciplinary action on the basis of a comprehensive performance evaluation conducted under this policy, notice of specific charges and the right to a hearing on those charges. In all such cases, the burden of proof shall be on the university. In the case of a disputed peer review, the faculty member may request that additional reviews in writing be solicited from no more than three specialists in the faculty member's area of teaching and/or research who are not members of the academic unit. The outside reviewers will be selected by mutual agreement between the faculty member and the administrator of the academic unit responsible for the evaluation. The specialist reviews shall be included with the evaluation materials that are forwarded to the responsible academic dean, the provost and senior vice president, and the president and shall be considered in any administrative action that results from the comprehensive performance evaluation process.

### 4. **Actions**

A faculty member may be placed in a development program as specified in OP 32.32, Section 5, or other appropriate disciplinary action, or subject to revocation of tenure if incompetency, neglect of duty, or other good cause is determined to be present. Remediation and follow-up review for faculty who would benefit from such support, as well as the designation of an academic administrator with primary responsibility for monitoring such needed follow-up activities, are essential. If termination is recommended as a result of the comprehensive performance evaluation, the faculty member shall be given the opportunity of referral of the matter to a non-binding alternative dispute resolution process as in Chapter 154 of the Civil Practices Code or another agreed upon dispute resolution method. Termination will only be pursuant to conditions of the termination procedure specified in the Texas Tech University Tenure Policy [Section VII, Termination Procedure, as printed in the 1996 edition of the *Texas Tech University Faculty Handbook* (also printed in the 1998 edition).]

### 5. **Application**

The comprehensive post-tenure review process may not be waived for any tenured faculty member of Texas Tech University.

## Proposed New O.P. ... 4-27-10



### Angelo State University Operating Policy and Procedure

#### **OP 06.19: Regulations for Performance Evaluation of Tenured Faculty**

**DATE:** May 14, 2010

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish uniform guidelines and procedures for comprehensive performance evaluations of tenured faculty members.

**REVIEW:** This OP will be reviewed by February 1 of every even-numbered year by the vice provost for undergraduate education with recommended revisions presented to the provost and vice president for academic affairs (PVPAA) by March 1. This policy may be amended only by action of the Board of Regents of the Texas Tech University System.

#### **POLICY/PROCEDURE**

##### **1. Background**

In accord with VTCA, Education Code, Section 51.942 and the Board of Regents Guidelines for comprehensive performance evaluation of tenured faculty, each faculty member who is tenured at Angelo State University, excluding full-time academic administrators having tenure, is subject to a comprehensive performance evaluation. Each tenured faculty member must undergo a comprehensive performance evaluation once every six years following granting of tenure. The dean of the college initiates the evaluation process by notifying the faculty member of the comprehensive performance evaluation no later than September 1, the evaluation to begin no earlier than February 1 and end no later than May 1, all of the same academic year. The dean of the college simultaneously notifies the PVPAA and the faculty member's department head. According to a predetermined schedule, the initial evaluation of tenured faculty under this OP shall be completed no later than September 1, 2014.

##### **2. Procedures**

Standardized procedures, including required peer review, directed toward the professional development of the faculty member will be followed by each department and college. These procedures include:

- a. The comprehensive performance evaluation is to be based on the professional responsibilities of the faculty member in teaching, scholarly activity/creative endeavor, leadership/service, administration (when applicable), and clinical service for faculty with clinical responsibilities. The evaluation must include peer review of the faculty member.

### **Proposed New O.P. ... 4-27-10**

- b. Annual performance evaluation materials, including the Faculty Activity Report and Evaluation Form as well as the Department Peer Evaluation Form, conducted under the terms of OP 06.26 for the period since the previous comprehensive performance evaluation will comprise the primary elements in the comprehensive review process. For a tenured faculty member's initial comprehensive evaluation under this policy, annual performance evaluation materials for the past six years will be used, including the Faculty Activity Report and Evaluation Form as well as the Department Peer Evaluation Form. The faculty member may submit additional supporting documentation as he or she deems relevant for the comprehensive performance evaluation, to include:
  - (1) complete vita, including a summary statement of professional accomplishments;
  - (2) statement of professional goals;
  - (3) professional development plan; and
  - (4) any other material deemed appropriate by the faculty member.
- c. The evaluation process will consist of the following steps:
  - (1) Evaluation by faculty peers at the department level

The department head initiates the department peer review process after receiving notification of the required review from the dean. The head convenes a meeting of the tenured faculty, charges them with evaluating the faculty member, and specifies the date by which deliberations must be completed. The department head will not participate in the discussion or vote. The tenured faculty will elect one of their number to serve as chair of the committee. The tenured faculty members, excluding the department head, vote by secret ballot. In cases where the department does not have at least three tenured faculty members, the department head will request evaluation from tenured members from other departments to provide a review committee of at least three people. The peer review committee is responsible for providing a summary rating (Performing Competently; Not Performing Competently) and providing constructive comments in narrative form when a rating of Not Performing Competently is identified. The elected chair will supervise the counting of ballots and fill out two copies of the evaluation form (Attachment A). The chair will destroy the ballots and forward one copy of the evaluation to the department head and simultaneously forward the second copy to the faculty member.

A faculty member may meet with the peer review committee prior to its deliberations or upon receiving the committee's evaluation.

- (2) Evaluation by the department head

The department head adds his/her evaluation of the tenured faculty member's comprehensive performance (Performing Competently; Not Performing Competently) and provides constructive comments in narrative form when



### **Proposed New O.P. ... 4-27-10**

identifying a rating of Not Performing Competently. A copy of this evaluation will be provided simultaneously to the dean and the faculty member. Both the department head and faculty member will sign the evaluation.

- (3) Evaluation by the direct supervisor of administrative duties (when appropriate)

The direct supervisor of a faculty member with administrative duties is responsible for providing a summary rating (Performing Competently; Not Performing Competently) and providing constructive comments in narrative form when identifying a rating of Not Performing Competently (Attachment B). The supervisor will forward simultaneously a copy of the form to the department head, appropriate dean, and faculty member. Both the supervisor and faculty member will sign the evaluation.

- (4) Evaluation by dean of the college

The dean will review each comprehensive evaluation, including that of the peer review committee, department head, and direct supervisor (when appropriate). The dean adds his/her evaluation (Performing Competently; Not Performing Competently) to the evaluation form (Attachment A), including constructive comments when identifying a rating of Not Performing Competently, and simultaneously forwards a copy to the faculty member and all appropriate materials, including Attachment B if appropriate, to the PVPAA for review.

- (5) Evaluation by the PVPAA

The PVPAA reviews all materials, adds his/her evaluation (Performing Competently; Not Performing Competently) to the evaluation form(s), including constructive comments when identifying a rating of Not Performing Competently and simultaneously forwards a copy to the faculty member. The PVPAA forwards written results of all evaluations as well as his/her recommendation to the president.

- d. At each level of review, an opportunity is provided for reconciliation of disagreement. In cases when the Department Peer Review Committee disagrees with the faculty member, reconciliation is left to the department head. When the findings of the Department Peer Review Committee differ from those of the department head, the dean of the college resolves the conflict. When the dean's report is in conflict with that of the department head, the PVPAA is responsible for resolving the disagreement. When the direct supervisor for a faculty member's administrative assignment disagrees with the faculty member, reconciliation is left to the dean or PVPAA as appropriate.

### **3. Due Process and Rights to Appeal**

The comprehensive performance evaluation process incorporates commonly recognized academic due-process rights, as specified in the Angelo State University Tenure and Promotion Policy. Due-process rights include notice of the timing, manner, and scope of the

### **Proposed New O.P. ... 4-27-10**

evaluation and, before a faculty member may be subject to disciplinary action on the basis of a comprehensive performance evaluation conducted under this policy, notice of specific charges and the right to a hear on those charges. In all such cases the burden of proof shall be on the university. In the case of a disputed peer review, the faculty member may request that additional reviews in writing be solicited from no more than three external specialists in the faculty member's area of teaching and/or scholarly activity/creative endeavor. These outside reviewers will be selected by mutual agreement between the faculty member and the department head. The external specialist reviews shall be included with the evaluation materials forwarded to the responsible academic dean, the PVPAA, and the president and shall be considered in any administrative action that results from the comprehensive performance evaluation process.

#### **4. Actions**

A faculty member may be placed in a development program as specified in OP 06. 26, Section 3, or other appropriate disciplinary action, or subject to revocation of tenure if incompetency, neglect of duty, or other good cause is determined to be present. If termination is recommended by the appropriate parties as a result of the comprehensive performance evaluation, the faculty member shall be given the opportunity of referral of the matter to a non-binding alternative dispute resolution process as in Chapter 154 of the Civil Practices Code or another agreed upon dispute resolution method. Termination will only be pursuant to conditions, including responsible parties, of the termination procedure specified in the Angelo State University Tenure and Promotion Policy, OP 06.23: Tenure and Promotion Standards and Procedures, Section 10, Termination Review Procedures for Tenure Revocation, Non-reappointment and Termination Cases.

#### **5. Application**

The annual comprehensive evaluation is not waived for any tenured faculty member but may be deferred for one year in the event that the review coincides with the comprehensive review for promotion or appointment to an endowed position. The PVPAA must approve any request for deferment.

#### **6. Notification**

A copy of this policy and any amendments will be filed with the Texas Higher Education Coordinating Board on or before September 1 of each year.

*Attachment A: Comprehensive Tenured Faculty Performance Evaluation*

*Attachment B: Comprehensive Administrative Performance Evaluation*



## PROPOSED ... 4-27-10

### TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

#### Operating Policy and Procedure

**HSC OP:** 60.03, **Comprehensive Performance Evaluation of Tenured Faculty**

**PURPOSE:** The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide for the comprehensive performance evaluation of tenured faculty at the Texas Tech University Health Sciences Center (TTUHSC) consistent with the current Board of Regents' Guidelines.

**REVIEW:** This HSC OP [and its attachments] will be reviewed [by February 15 every even-numbered year (ENY) by the TTUHSC Council of Deans, with any recommendations for revisions forwarded to the President for approval. In reviewing this HSC OP, the President will also consider recommendations from the Schools of Allied health Sciences, Graduate School of Biomedical Sciences, Medicine, Nursing, Pharmacy, and the Paul L. Foster School of Medicine] concurrently with and in the same manner as the review required by Section 01.07, *Regents' Rules*, provided, however, that this policy may only be revised with formal approval of the Board of Regents.

#### **POLICY/PROCEDURE:**

**1. General Considerations.**

- a. As used in this HSC OP, the term "faculty" applies to tenured faculty.
- b. Each academic Dean or their representative will review with each reviewer the process used for determining the merit of each faculty members performance in order to ensure that performance evaluations are conducted without regard to a faculty members race, color, religion, sex, age, disability, national origin, Vietnam Era or Special Disability Veteran status, genetic information, or refusal to submit to genetic testing.
- c. Comprehensive performance evaluation is intended to enhance and protect rather than diminish the important guarantees of tenure and academic freedom. The purpose of comprehensive evaluation of faculty is to provide guidance for continuing and meaningful faculty professional development; to enable faculty to enhance professional skills and achieve professional goals; to refocus academic and professional efforts, when appropriate; to ascertain that faculty members are meeting their responsibilities to the University and the State of Texas; and to comply with Texas Education Code, 51.942, as amended or modified, and policies of the Board of Regents.
- d. The acceptance and success of comprehensive performance evaluation for faculty are dependent upon a well-executed, critical process and an institutional commitment to assist and support faculty development. Thus, remediation and follow-up review for faculty who would benefit from such support are essential to the success of this policy.
- e. Each School within TTUHSC shall develop and implement a review procedure for faculty that, at a minimum, results in a Comprehensive Performance Evaluation Report and meets the requirements set forth in Section 2 below. Each School's procedure is to be developed with appropriate faculty input, including consultation with and guidance from faculty governance

organizations. Upon approval by the President of TTUHSC, each School's procedure shall be incorporated as an attachment to this HSC OP.

- f. While distinct from the annual evaluation process required of all TTUHSC employees, comprehensive performance evaluations of faculty may be integrated with the annual evaluation process to form a single comprehensive faculty development and evaluation process.
  - g. Nothing in this HSC OP or in the application of this evaluation procedure shall negate the provisions of the Rules and Regulations of the Board of Regents, Chapter 04, "Faculty," (*Regents' Rules*), currently in effect, or be interpreted or applied to infringe on the tenure system, academic freedom, due process, or other protected rights, or establish new term-tenure systems or require faculty to reestablish their credentials for tenure.
  - h. Each academic Dean or their representative will review each faculty performance evaluation performed in their school to ensure that appraisals were properly conducted utilizing only lawful, job-related and non-discriminatory criteria.
2. **Requirements of Comprehensive Performance Evaluation of Tenured Faculty.** Consistent with Texas Education Code, 51.942, as amended or modified, and *Regents' Rules*, following are the requirements established for comprehensive performance evaluation of tenured faculty and faculty receiving academic promotions at TTUHSC.

- a. **Evaluation Focus:** The evaluation process will be directed toward the professional development of the faculty member and is to include a comprehensive review of the faculty member's duties and responsibilities including teaching, research, service, administration (when applicable), and, for faculty with clinical responsibilities, clinical service. The comprehensive performance evaluation shall include consideration of the faculty member's annual employment evaluation(s), the results of the peer review described below, and any other materials submitted by the faculty member.
- b. **Evaluation Schedule:** Evaluations under this policy shall be conducted not more often than once every year but no less than once every six (6) years after the date the faculty member is granted tenure. Periods when a faculty member is on leave are not counted in calculating when the evaluation is required. The evaluation may not be waived for any faculty member but may be deferred when the evaluation coincides with comprehensive review for tenure, promotion, or appointment to an endowed position. No deferral of the evaluation of an active faculty member may extend beyond six (6) years. Administrators with academic appointments who are subject to review under other policies or customary faculty duties are subject to comprehensive evaluation within six (6) years of the date of return to active faculty service.

~~[Comprehensive evaluations of faculty tenured as of January 1, 1998 are to be completed no later than January 1, 2004.]~~

Comprehensive evaluation under this policy does not preclude other evaluations of faculty and appropriate actions as may be necessary or authorized under applicable policies.

- c. **Materials Submitted by Faculty Member:** The faculty member being evaluated shall submit or arrange for the submission of a resume or curriculum vitae, a summary statement of professional accomplishments, annual reviews, and teaching evaluations. The faculty member may submit additional materials that the faculty member deems appropriate.
- d. **Evaluation Procedure:** The Evaluation Report required under this policy shall be completed not more than one year from the date that written notice of intent to review is provided to the individual faculty member.

- (1) **Notice:** Notice shall be given at least six (6) months prior to date of commencement of the evaluation and shall include:
  - (a) Date by when faculty member must submit all materials and to whom;
  - (b) Time period covered by the evaluation;
  - (c) Expected time period after submission of materials in which a meeting shall be scheduled with the peer review committee (i.e., within \_\_\_\_ months/weeks); and
  - (d) Anticipated date by when the final Evaluation Report with recommendations shall be completed.
- (2) **Peer Review:** The faculty member shall have an opportunity to meet with a peer review committee made up of TTUHSC tenured faculty as impaneled by each School. This peer review process may be initiated by the faculty member, department chair (or equivalent) or dean. Committee members shall consider all materials submitted by the faculty member and may make observation visits, as the committee deems appropriate. The committee's written findings and recommendations shall be contained in the Evaluation Report.
- (3) **Evaluation Report:** The Evaluation Report shall be compiled in writing and distributed to the faculty member, department chair, Dean or Dean's designee, chief academic officer, and the President for review and appropriate action.

3. **Actions Based on Evaluation Report.**

- a. The faculty member may challenge the Evaluation Report within a School's existing grievance procedures.
- b. The Evaluation Report may be used:
  - (1) To determine salary recommendations, award nominations, or other forms of recognition commensurate with exceptional performance;
  - (2) To design remediation and follow-up review for individuals in need of institutional support assistance such as mentoring and counseling ineffective teaching, research, service, and, as applicable, administration or clinical responsibilities;
  - (3) To undertake appropriate disciplinary action if incompetency, neglect of duty or other good cause is determined to be present; and/or
  - (4) For termination in accordance with the following section.

4. **Termination Proceedings.** All proceedings for termination of tenured faculty on the basis of the Evaluation Report shall be conducted in accordance with the due process procedures in existing *Regents' Rules*, [~~including but not limited to the currently in effect *Regents' Rule* 04.03, "Tenure-TTUHSC,"~~] HSC OP 60.01: Tenure and Promotion Policy, and pursuant to statute. This includes an opportunity for referral of the matter to Alternative Dispute Resolution Procedures as described in Chapter 154, Civil Practice & Remedies Code, as amended or modified, or, if both parties agree within a reasonable time period, another type of alternative dispute resolution may be elected. Such proceedings shall include a list of specific charges by the chief administrative officer and an opportunity for a hearing before a faculty tribunal. In all such cases, the burden of proof shall be on the institution, and the rights of the faculty member to due process and academic freedom shall be protected.

## **Institutional OP's regarding Academic Workload**

The details provisions of Sections 04.06 (for TTU) and 04.07 (for ASU), *Regents' Rules*, that currently govern academic workload policies at those institutions are being off-loaded to reside in institutional operating policies (OP's).

*Note: Academic workload policies apply only to general academic institutions and not to health-related institutions.*

These OP's must be approved by the Board, and any subsequent changes to these OP's also must be approved by the Board.

The pages that follow provide the proposed OP's for:

### **TTU**

OP 32.18    Academic Workload Calculation

### **ASU**

OP 06.02    Academic Workload Calculation

## PROPOSED ... 4-8-10



### TEXAS TECH UNIVERSITY

#### Operating Policy and Procedure

##### **OP 32.18: Academic Workload Calculation**

**DATE:** [~~April 10, 2007~~] May 14, 2010

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish rules for calculating the statutory workload of faculty in order to comply with Sections 51.402 and 51.403 of the Texas Education Code. This OP is a mechanism for ensuring that each faculty member meets the statutory teaching load minimum.

**REVIEW:** This OP will be reviewed in April of odd-numbered years by the Office of the Provost/Senior Vice President for Academic Affairs with recommended revisions presented to the provost/senior vice president for academic affairs (PSVPAA) by May 31. Any amendments or revisions to this OP must be approved by the Board of Regents.

#### **POLICY/PROCEDURE**

1. The workload of faculty members encompasses a variety of teaching, research, technology transfer, and service activities. Teaching load, the number of credit hours taught or equivalent duties assigned to a faculty member, is but one aspect of faculty workload. In carrying out their responsibility to distribute workload, unit heads (chairpersons or comparable academic administrators) and deans must assign teaching loads such that:
  - a. Overall workloads are distributed as equitably as possible and in a fashion that is consistent with the unit's mission;
  - b. The university meets its instructional obligations for both undergraduate and graduate programs;
  - c. Each faculty member meets statutory minimum teaching load requirements; and
  - d. Faculty participation in research, technology transfer, and service is accommodated.
2. In compliance with Sections 51.402 and 51.403 of the Texas Education Code, the minimum teaching load for faculty members paid 100 percent from funds appropriated for instructional purposes is equivalent to 18 semester credit hours of instruction in organized undergraduate and/or graduate classes each nine-month academic year. For purposes of this document, 18 semester credit hours of organized undergraduate and/or graduate instruction equals 18 hours of teaching load credit.
3. For faculty members with less than full-time appointments from funds appropriated for

instructional purposes, the minimum teaching load is proportionally less. When more than one instructor teaches a single course, the teaching load credit will be apportioned according to the effort expended. Normally, extended learning courses, freshman seminar courses, and other courses compensated outside regular faculty salary are not counted as part of a faculty member's minimum teaching load. Credit for teaching in summer sessions that is uncompensated by funds appropriated for instructional purposes will be applied to the following academic year.

4. A reduced teaching load may be granted if classes do not materialize because of insufficient enrollment and when additional classes or equivalent academic work cannot be assigned to the faculty member. This exception will not be made for any particular faculty member in successive years.
5. The responsibility for assigning teaching duties rests with unit heads and deans. The Office of the PSVPAA monitors these assignments for compliance and equity and provides appropriate reports in accordance with state requirements [and the *Regents' Rules*].
6. In calculating teaching load, the equivalencies in the following section will be applied. Normally, a faculty member paid by funds appropriated for instructional purposes will comply with the statutory teaching load requirement by serving as the instructor of record for four or more organized courses in an academic year. In no case, however, will a faculty member paid full-time from funds appropriated for instructional purposes teach fewer than two organized courses in an academic year without the approval of the PSVPAA.

7. **Equivalencies**

[\*In accordance with Section 04.07, Regents' Rules, May 11, 2001]

- a. One semester credit hour of organized graduate instruction is equal to 1.5 semester credit hours of organized undergraduate instruction.
- b. Teaching load credit for a large class that requires extensive grading and evaluation of student work is equal to the number of semester credit hours of the course weighted as follows: 1.1 for 60-69 students, 1.2 for 70-79 students, 1.3 for 80-89 students, 1.4 for 90-99 students, 1.5 for 100-124 students, 1.6 for 125-149 students, 1.7 for 150-174 students, 1.8 for 175-199 students, and 1.9 for 200-249 students. Unit heads will review classes with more than 250 students enrolled for possible additional teaching load credit.
- c. Teaching load credit for courses designated as writing intensive is equal to the number of semester credit hours of the course weighted as follows: 1.1 for 15-19 students and 1.2 for 20 or more students.
- d. One class contact hour of laboratory or discussion section teaching (e.g., science and engineering laboratories and performance classes subject to minimum student enrollment requirements) in courses scheduled to meet more hours per week than the semester credit hour designation of the course is equivalent to .67 teaching load credits. If a course is a combined lecture/laboratory class that includes a laboratory for which no separate registration is required, the load credit will be assigned in the same manner as specified in this policy for lecture classes and laboratories.

One class contact hour of professional studio (*professional* as defined by state of Texas professional licensure requirements), subject to the minimum student enrollment requirements, in courses scheduled to meet more hours per week than the semester hour



designation of the course is equivalent to .75 teaching load credits.

- e. One class contact hour of teaching in one-on-one, private-instruction performance or activity courses, which are not subject to minimum enrollment requirements (e.g., studio courses), is equivalent to .5 teaching load credits.
- f. Faculty members developing courses primarily for electronic delivery, as part of the normal teaching load, will be granted teaching load credit equal to the course semester credit hours for one semester before the course is to be delivered. The first semester the course is taught by electronic means, faculty members will receive teaching load credit that is 1.5 times the semester credit hours of the course. Faculty will receive normal workload credits for the second and subsequent offerings of these courses.
- g. One semester credit hour of organized instruction in a Texas Higher Education Coordinating Board designated field-based course is equal to 1.5 teaching load credits.
- h. Teaching load credit for doctoral dissertation direction will be granted to graduate student committee chairpersons on the basis of .33 of the semester credit hour enrollment in their dissertation courses or, at the discretion of the unit head, on the basis of 1 credit per doctoral student. Teaching load credit for master's thesis direction will be granted to graduate student committee chairpersons on the basis of .2 of the semester hour enrollment in their thesis courses or, at the discretion of the unit head, on the basis of .6 credits per master's student. Normally, no more than six teaching load credits per semester can be counted toward the statutory teaching load through chairing dissertation or master's committees. This credit may be increased to nine hours with the approval of the line dean and the dean of the Graduate School.
- i. Teaching load credit to members of thesis and dissertation committees will be granted (in addition to any directed study credits for which the student is appropriately enrolled) on the basis of .5 credits per student to be awarded once per student after the student files the *Statement of Intent to Graduate*.
- j. Teaching load credit for individual instruction classes (e.g., individual research projects, student teaching supervision, clinical or intern supervision) will be granted on the basis of .3 of the course semester credit hour designation for individual graduate instruction and .2 of the course semester credit hour designation for individual undergraduate instruction per student enrolled. In no case will individual instruction in a single course generate more teaching load credits than if the course were taught as a regularly scheduled, organized class.
- k. Teaching load credit will be granted to a faculty member for coordinating several sections of a single course and/or supervising teaching assistants or graduate part-time instructors who are in charge of a course on the basis of .2 teaching load credits per section coordinated and/or supervised up to a maximum of **three** teaching load credits.
- l. When a faculty member is responsible for developing a new course (lecture, laboratory, studio, etc), one additional teaching load credit will be assigned in the first semester the course is taught. Additional teaching load credits, up to a total of **two**, may be granted upon approval of the unit head.
- m. When a faculty member is teaching a course (lecture, studio, etc.) that the he or she has not taught in the last five years, .5 additional teaching load credits will be assigned in the

semester that the faculty member resumes teaching the course.

- n. A new tenure track faculty member, in the first two years of teaching, will be given **three** teaching load credits per semester for faculty development.
  - o. Teaching load credit may be granted for a faculty member who is a department chairperson, area coordinator or head of a comparable unit, up to a maximum of **six** hours of teaching load credit.
  - p. Up to **three** teaching load credits per semester may be granted, with prior approval of the line dean, to faculty members for significant administrative responsibilities, for significant academic advisement, and for duties associated with appointment as an associate chairperson or other non-teaching academic service to the department.
  - q. Up to **three** teaching load credits per semester may be granted, with prior approval of the line dean, to a faculty member who is engaged in significant, peer-reviewed research or service such as development of a major research proposal (e.g., an interdisciplinary proposal or one involving several co-principal investigators) or an equivalent effort in unfunded research, leadership in a major professional organization, editorship of a professional journal, service as president of the Faculty Senate, chairing university committees, service as director of a university-sponsored center or institute, development of a significant interdisciplinary program, or a major teaching-related professional development activity.
  - r. With the approval of the president, limited teaching load credit may be granted to carry out major responsibilities, not covered above, that are performed in the best interest of the institution's instructional programs as determined by the president. Teaching load credit granted by the president of the university for such purposes is limited to one percent of the total semester credit hours taught at the university during the previous year.
-

## PROPOSED ... 4-14-10



### Angelo State University Operating Policy and Procedure

#### OP 06.02: Academic Workload [~~Policy~~] Calculation

DATE: [September 1, 2007] May 14, 2010

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish rules for calculating the statutory workload of faculty in order to comply with Sections 51.402 and 51.403 of the Texas Education Code. This OP is a mechanism for ensuring that each faculty member meets the statutory teaching load minimum.

**REVIEW:** This OP will be reviewed in April of odd-numbered years by the Associate Vice President for Academic and Student Affairs with recommended revisions presented to the Provost and Vice President for Academic and Student Affairs by May 31. This policy may be amended only by action of the Board of Regents of the Texas Tech University System.

#### POLICY/PROCEDURE

##### ~~[1. Relation of Faculty Academic Workload Requirements to the University's Role and Scope]~~

The following faculty academic workload rules and regulations at Angelo State University are designed to support the [~~role and scope~~] mission of the University. [~~Angelo State University is a coeducational institution of higher education authorized to offer work leading to associate, baccalaureate, and master's degrees. The institution functions as a regional university serving a large, sparsely populated area of West Texas, although a significant portion of the institution's student body comes from numerous counties and metropolitan areas throughout the State. The University serves primarily as an instructional institution, and the normal academic workload assignment reflects this emphasis on classroom and related instruction.~~]

1. The workload of faculty members encompasses a variety of teaching, research, and service activities. Teaching load, the number of credit hours taught or equivalent duties assigned to a faculty member, is but one aspect of faculty workload. In carrying out their responsibility to distribute workload, department heads and deans must assign teaching loads such that:
  - a. Overall workloads are distributed as equitably as possible and in a fashion that is consistent with the unit's mission;
  - b. The university meets its instructional obligations for both undergraduate and graduate programs;
  - c. Each faculty member meets statutory minimum teaching load requirements; and
  - d. Faculty participation in service and the performance of other approved major responsibilities is accommodated.

## PROPOSED ... 4-14-10

### **[2. Normal Academic Workload**

The normal academic workload for faculty members at Angelo State University who are paid full time from the appropriations item "Faculty Salaries" shall be four lecture courses or the equivalent of twelve semester credit hours of instruction in organized undergraduate classes each long term semester with variations in the twelve hour academic workload to be made at the discretion of the President of the University, dependent upon other academic responsibilities assigned to faculty members. The minimum academic workload for faculty members at Angelo State University who are paid full time from "Faculty Salaries" shall be three lecture classes or the equivalent of nine semester credit hours of instruction in organized undergraduate classes each long semester. A faculty member may be granted the minimum academic workload assignment or less under special or exceptional circumstances with prior written approval of the President of the University.]

2. In compliance with Sections 51.402 and 51.403 of the Texas Education Code, the minimum teaching load for faculty members paid 100 percent from funds appropriated for instructional purposes is equivalent to 24 semester credit hours of instruction in organized undergraduate and/or graduate classes each nine-month academic year. For purposes of this document, 24 semester credit hours of organized undergraduate and/or graduate instruction equals 24 hours of teaching load credit.
3. For faculty members with less than full-time appointments from funds appropriated for instructional purposes, the minimum teaching load is proportionally less. Normally, courses compensated outside regular faculty salary are not counted as part of a faculty member's minimum teaching load.
4. A reduced teaching load may be granted if classes do not materialize because of insufficient enrollment and when additional classes or equivalent academic work cannot be assigned to the faculty member. This exception will not be made for any particular faculty member in successive years. A faculty member granted a reduced teaching load under this provision may be assigned a corresponding increase in teaching load during the following long semester.
5. A reduced teaching load may be granted for a faculty member who has an administrative assignment such as head of a department, head of a comparable administrative unit, or coordinator of special programs or multi-section courses.
6. A reduced teaching load may be granted where a faculty member has taught a load in excess of the normal requirements during the previous long-term semester. Such reduction in teaching load shall not exceed the previous overload taught by the faculty member.
7. A reduced teaching load may be granted for significant temporary academic administrative responsibilities relating to the institution as a whole.
8. The responsibility for assigning teaching duties rests with department heads and deans. The Office of the PVPASA monitors these assignments for compliance and equity and provides appropriate reports in accordance with state requirements and the *Regents' Rules*.
9. In calculating teaching load, the equivalencies in the following section will be applied. Normally, a faculty member paid by funds appropriated for instructional purposes will comply with the statutory teaching load requirement by serving as the instructor of record for the equivalent of 24 semester credit hours in organized undergraduate and/or graduate classes in an academic year. In no case, however, will a faculty member paid full-time from funds appropriated for instructional purposes

## PROPOSED ... 4-14-10

teach fewer than the equivalent of 12 semester credit hours in organized undergraduate and/or graduate classes in an academic year without the approval of the PVPASA.

### 10. ~~[3. Adjustments to Normal Academic Workload]~~ Equivalencies

~~[Adjustments to the normal faculty academic workload may be made as follows:]~~

- a. One semester credit hour of organized graduate instruction in a class of five or more students ~~[may be]~~ is equated to ~~[one and one-half]~~ 1.5 semester credit hours of organized undergraduate instruction. ~~[This adjustment requires the prior written approval of the Dean of the College and the Provost and Vice President for Academic and Student Affairs.]~~
- b. Teaching load credit for master's thesis direction by graduate student committee chairpersons shall be granted on an accumulative basis of ~~[one-tenth]~~ .10 of the thesis research semester credit hours ~~[which]~~ that master's students have successfully completed.
- c. One semester credit hour of teaching in a large class (above 100) ~~[which]~~ that requires extensive grading and written work may be equated to ~~[one and one-half semester credit hours of organized undergraduate instruction]~~ 1.5 teaching load credits. This adjustment requires the ~~[prior]~~ written approval of the dean ~~[Dean]~~ of the college ~~[College and the Provost and Vice President for Academic and Student Affairs]~~.
- d. ~~[Three contact hours in laboratory, clinical, studio art, and studio music courses shall be equal to two semester credit hours of instruction in organized undergraduate classes. Two contact hours in physical activity classes shall be equal to one semester credit hour of instruction in organized undergraduate classes.]~~ Three contact hours in laboratory, studio art, and individual private music courses are equivalent to two teaching load credits.
- e. ~~[Practice or student teaching supervision, clinical supervision, and intern supervision shall aggregate to a minimum of 24-30 contact hours per week for a full-time load.]~~ One class contact hour of laboratory or discussion section teaching (e.g., science laboratories and classes subject to minimum student enrollment requirements) in courses scheduled to meet more hours per week than the semester credit hour designation of the course is equivalent to .67 teaching load credits. If a course is a combined lecture/laboratory class that includes a laboratory for which no separate registration is required, the load credit will be assigned in the same manner as specified in this policy for lecture classes and laboratories.
- f. ~~[The academic workload for other instructional activities defined within the faculty salary element of cost, such as independent study, self-paced instruction, and television instruction, shall be established in a manner consistent with the above adjustments to the normal academic workload on the basis of an individual review through normal University channels and approved in writing by the Provost and Vice President for Academic and Student Affairs at the time such instructional activities are scheduled.]~~ Three contact hours of teaching a major ensemble are equivalent to 3 teaching load credits. Three contact hours of teaching a minor ensemble are equivalent to 2 teaching load credits.
- g. Supervision of 18 student teachers is equivalent to 12 teaching load credits.
- h. One class contact hour of intern supervision or practica supervision in a class of 9 or more candidates is equivalent to 1.5 teaching load credits.

## **PROPOSED ... 4-14-10**

- i. One contact hour of direct or precepted clinical supervision is equivalent to .67 teaching load credits. Minimum student enrollment requirements are not applicable.
- j. Two class contact hours in physical activity classes are equal to **one** teaching load credit.
- k. Teaching load credit may be granted for a faculty member who is a department head, director or head of a comparable unit, up to a maximum of **six** hours of teaching load credit per semester.
- l. Up to three teaching load credits per semester may be granted, with prior approval of the college dean, to faculty members for significant administrative responsibilities and for other non-teaching academic service to the department.
- m. With appropriate approval, extramural funds may be used on a prorated basis of a faculty member's salary to reduce his or her teaching load.
- n. With the approval of the president, limited teaching load credit may be granted to carry out major responsibilities, not covered above, that are performed in the best interest of the institution's instructional programs as determined by the president. Teaching load credit granted by the president of the university for such purposes is limited to one percent of the total semester credit hours taught at the university during the previous year.

### **[4. ~~Exceptions to the Normal Academic Workload~~**

- a. ~~Exceptions to the normal academic workload provisions above may be made as follows with written approval through normal administrative channels:~~
  - i. ~~A reduced teaching load may be granted for a faculty member who has an administrative assignment such as head of a department, head of a comparable administrative unit, or coordinator of special programs or multi-section courses.~~
  - ii. ~~A reduced teaching load may be granted temporarily if classes do not materialize and when additional classes cannot be assigned to the faculty member. This exception may not be granted for more than two consecutive long-term semesters for any particular faculty member. A faculty member granted a reduced teaching load under this provision may be assigned a corresponding increase in teaching load during a subsequent long semester.~~
  - iii. ~~A reduced teaching load of one-third semester-hour course may be granted for directing a major musical or dramatic production.~~
  - iv. ~~A reduced teaching load may be granted where a faculty member has taught a load in excess of the normal requirements during the previous long-term semester. Such reduction in teaching load shall not exceed the previous overload taught by the faculty member.~~
  - v. ~~A reduced teaching load may be granted for substantial academic advising responsibilities or for significant temporary academic administrative responsibilities relating to the institution as a whole.~~
- b. ~~None of the above adjustments or exceptions to the normal academic workload are applicable to the minimum teaching load. Nothing in these rules and regulations shall be construed to prohibit the administration from requiring faculty academic workloads which exceed the standards set forth herein.~~

## PROPOSED ... 4-14-10

### **5. ~~Teaching Load Requirements for Administrative Officers With Part-Time Faculty Assignments~~**

- a. ~~Administrative officers who are paid partially from the line item appropriation "Faculty Salaries" may be assigned a prorated teaching load based upon the minimum load of nine semester credit hours of undergraduate instruction for a full-time teaching assignment. The salaries for such employees paid from "Faculty Salaries" shall be prorated on the basis of their teaching load.~~
- b. ~~Salaries for administrative duties performed by administrative officers above the rank of Department Head will not be paid from "Faculty Salaries" appropriations.~~

### **6. ~~Administrative Responsibility for Monitoring Compliance~~**

- a. ~~Administrative responsibility for monitoring compliance of these faculty academic workload rules and regulations is as follows:~~
  - i. ~~The primary responsibility and accountability for scheduling the academic workload for faculty members, for assuring an equitable and effective distribution of teaching assignments, and for assuring individual compliance with institutional rules at Angelo State University rest with the Department Head. The faculty assignments will be reviewed and approved by the Dean of the College at the time faculty teaching assignments are made by the Department Head. The minimum teaching load may be scheduled by the Department Head only upon the recommendation of the Dean of the College and approval of the Provost and Vice President for Academic and Student Affairs and the President of the University.~~
  - ii. ~~The Dean of the College shall be responsible for determining that the proportion of time devoted to instructional activity is the same as the proportion of salary being received from faculty salaries. This determination shall be based upon the teaching load requirements authorized under the Faculty Academic Workload Rules and Regulations.~~
  - iii. ~~The Provost and Vice President for Academic and Student Affairs is responsible for reviewing the College and departmental teaching loads and related academic assignments and for monitoring compliance.~~
  - iv. ~~The Provost and Vice President for Academic and Student Affairs will prepare each semester a report to the President of the University regarding compliance with the institutional rules and regulations which will include copies of any forms the institution may develop for reporting individual faculty academic workloads.~~
  - v. ~~The President of the University will forward such reports as may be required to the Board of Regents, the Texas Tech University System, and the Texas Higher Education Coordinating Board. These reports will provide the means for demonstration of the University's accountability in faculty academic workload assignments.]~~

TEXAS TECH UNIVERSITY SYSTEM  
OFFICE OF AUDIT SERVICES  
PRIORITIZED AUDIT PLAN  
Fiscal Year 2010

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF MAY 1	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		<b>TOTAL ENGAGEMENT HOURS AVAILABLE</b>	20,160					
		<b>REQUIRED AUDITS</b>						
Required	ALL	State Auditor's Office Miscellaneous Projects	Miscellaneous (assist)	60	(20)			40
		ASU: 2009 Statewide Financial Audit	Financial (assist)	5	Complete			5
		TTU: 2009 Statewide Financial Audit	Financial (assist)	5	Complete			5
		TTU: Veterans Services	Compliance (assist)	5	In Progress	2	3	0
		HSC: Correctional Managed Health Care	Financial (assist)	5	In Progress		5	0
Required	TTUS	Texas Tech University Foundation	Financial (assist)	120	Complete	113		7
Required	TTUS	Regents, Chancellor, & Presidents Travel and Credit Cards	Compliance (assist)	20	Complete	38		(18)
Required	TTUS	Office of Audit Services Annual Report	Compliance	30	Complete	28		2
Required	TTUS	Office of Audit Services Annual Plan	Compliance	30	In Progress	1	29	0
Required	TTUS	Office of Audit Services GAGAS Quality Assurance Activities Review	Compliance	80				80
Required	TTU	Financial Statement Review	Financial	500	250	Complete	901	(151)
Required	TTU	NCAA Compliance	Compliance	400	In Progress	42	358	0
Required	TTU	Athletics Financial Review	Financial (assist)	240	Complete	285		(45)
Required	TTU	KOHM-FM	Financial (assist)	300	Complete	331		(31)
Required	TTU	Technology Workforce Development Grants	Compliance	100	Complete	272		(172)
Required	TTU	Football Attendance Certification	Compliance	10	Complete	9		1
Required	HSC	Texas Higher Education Coordinating Board Residency Grants	Compliance	220	Complete	177		43
Required	HSC	Correctional Managed Health Care Committee Contract	Compliance	200	On Hold	7	193	0
Required	HSC	Willard Body Program	Compliance	240	Complete	331		(91)
Required	HSC	TAC 202--Texas Dept of Info Resources Security Standards	IT/Compliance	275	(275)	Cancelled		0
Required	ASU	Carr Foundation	Financial (assist)	40	Complete	12		28
Required	ASU	Investments	Compliance	60	20	Complete	115	(35)
Required	ASU	State Comptroller's Office Post-Payment Audit	Compliance		5	In Progress		5
		<b>TOTALS FOR REQUIRED AUDITS</b>	2,925	(5)		2,664	588	(332)
		<b>AUDITS IN PROGRESS AT AUGUST 1, 2009</b>						
Prior Year	TTU	Intra-Institutional Voucher Process	Controls/Operational	165	Complete	168		(3)
Prior Year	TTU	Cash Reconciliations	Financial/Controls	400	Complete	340		60
Prior Year	TTU	Cognos Reporting	Controls	150	Complete	40		110
Prior Year	TTU	Banner Human Resources	Controls/Compliance	450	Complete	705		(255)
Prior Year	TTU	Sponsored Programs Accounting and Reporting	Operational	60	Complete	54		6
Prior Year	HSC	Cognos Reporting	Controls	150	Complete	34		116
Prior Year	HSC	El Paso Pediatrics Grant Management	Operational/Controls	5	Complete	25		(20)
Prior Year	HSC	State Auditor's Office: Campus Safety & Security	Operational (assist)	2	Complete			2
Prior Year	ASU	Financial Aid Office	Operational/Compliance	210	Complete	307		(97)
Prior Year	ASU	State Auditor's Office: Student Financial Aid	Compliance (assist)	8	Complete	8		0
Prior Year	TTUS	Wrap-up on Audits Included in August BOR Report		10	Complete			10
		<b>TOTALS FOR AUDITS IN PROGRESS</b>	1,610	-		1,681	-	(71)
		<b>UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS</b>						
		<b>Total Hours Budgeted for Special Projects &amp; Investigations</b>	4,000	(2,320)				1,680
		<b>IN PROGRESS AT AUGUST 1, 2009</b>						
Special	TTU	KTXT and KOHM Grant Review	Special	194	Complete	194		0
		<b>BEGUN AFTER AUGUST 1, 2009</b>						
Special	TTU	Under Armour Contract Review	Special	221	Complete	221		0
Special	TTU	Men's Basketball Program Sales Special	Special	133	Complete	133		0
Special	TTU	Southwest Collections	Special	243	Complete	243		0
Special	TTU	Passport Office Cash Controls	Special	30	Complete	30		0
Special	TTU	University Interscholastic League (UIL) Cash Controls	Special	60	In Progress	12	48	0
Special	TTU	Child Development Research Center (CDRC) Cash Controls	Special	37	Complete	37		0
Special	TTU	School of Music Cash Controls	Special	74	In Progress	69	5	0
Special	TTU	Skyviews	Special	132	Complete	132		0
Special	TTU	Animal and Food Sciences Follow Up	Special	250	In Progress	158	92	0
Special	TTU	Effort Reporting	Special	100	In Progress	79	21	0
Special	TTU	Men's and Women's Track Special	Special	100	In Progress	1	99	0
Special	HSC	Garrison Institute on Aging	Special	100	In Progress	27	73	0
Special	HSC	Laboratory Animal Resources Center Special	Special	406	Complete	406		0
Special	HSC	Lubbock Pediatrics Cash Controls	Special	200	In Progress	5	195	0
Special	All	Miscellaneous Hotline Projects	Special	40	In Progress	39	1	0
		<b>SPECIAL PROJECTS AND INVESTIGATIONS TOTALS</b>	4,000	2,320		1,786	534	1,680
		<b>HIGHEST PRIORITY</b>						
Special	ALL	Cash Controls	Controls	850	400	Complete	1,482	(232)
Special	ALL	FTC Red Flag Rules	Compliance	900	(200)	Complete	303	397
Special	ALL	Federal American Recovery & Reinvestment Act (ARRA) Funds	Controls/Compliance	500	400	In Progress	637	263
Special	TTUS	Banner Security	IT/Controls	700				700
Special	HSC	El Paso Research Funds	Financial/Compliance	400		In Progress	81	319
Special	HSC	El Paso Pediatrics Department	Operational/Controls	350		Complete	466	(116)
Special	ASU	Cash Reconciliations	Controls	250		Complete	237	13
Special	ASU	Banner Security	IT/Controls	350	200	Complete	552	(2)
		<b>HIGHEST PRIORITY TOTALS</b>	4,300	800		3,758	582	760



TEXAS TECH UNIVERSITY SYSTEM  
OFFICE OF AUDIT SERVICES  
PRIORITIZED AUDIT PLAN  
Fiscal Year 2010

PRIORITY	ENTITY	AUDIT AREA		BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF MAY 1	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
MODERATE PRIORITY									
2	TTUS	Technology Transfer/Commercialization	Follow-Up/Compliance	350					350
2	TTU	Xtender Security	IT/Controls	300					300
2	TTU	Scholarship Office	Operational/Controls	400					400
2	TTU	Grade Reporting Process	IT/Controls	400					400
2	HSC	Banner Human Resources	Operational/Controls	350					350
2	HSC	El Paso IT General Controls Review	IT/Controls	600		On Hold	10	590	0
2	HSC	Xtender and Laserfiche Security	IT/Controls	300		On Hold	2	298	0
2	ASU	Student Billing Process	Operational/Controls	350		In Progress	317	33	0
2	ASU	Oracle Imaging System Security	IT/Controls	300					300
MODERATE PRIORITY TOTALS				3,350	-		329	921	2,100
LOWER PRIORITY									
3	ALL	Audit Report Follow-Up Procedures and Reporting	Follow-Up	250		In Progress	316	40	(106)
3	TTUS	Ethical Environment Assessment	Governance	300					300
3	TTU	Budget Office	Compliance/Controls	400					400
3	TTU	Academic Department Reconciliation Processes	Management Advisory	400					400
3	HSC	South Plains Oncology Consortium	Financial/Compliance	350					350
3	HSC	School of Pharmacy Research Funding	Financial/Compliance	400					400
3	HSC	El Paso Development Office	Operational	250		In Progress	271	20	(41)
3	ASU	Electronic Forms Implementation	IT/Controls	325					325
3	ASU	College of Fine Arts	Operational	400		In Progress	107	293	0
LOWER PRIORITY TOTALS				3,075	-		694	353	2,028
OTHER VALUE-ADDED WORK									
Total Hours Budgeted for Other Value-Added Work				900	(690)			211	
Other	TTUS	Fraud Prevention Training				Ongoing	190		
Other	TTUS	Cash Handling and Control Environment Training				Ongoing	37		
Other	TTUS	Enterprise Application Steering Committee				Ongoing			
Other	TTUS	Enterprise Application Council				Ongoing	11		
Other	TTUS	Enterprise Application Work Group				Ongoing	12		
Other	TTUS	Enterprise Risk Management				Ongoing			
Other	TTU	SACS Quality Enhancement Plan (QEP) Steering Committee				Ongoing			
Other	TTU	SACS QEP Ethical Institution Task Force				Ongoing			
Other	HSC	Institutional Compliance Working Committee				Ongoing	10		
Other	ASU	Emergency Response Team				Ongoing	4		
Other	N/A	Professional Organizations (ACUA, TACUA, IIA, TSCPA, SAIAP, ACFE)				Ongoing	210		
Other	N/A	Conference Presentations				Ongoing	12		
Other	TTUS	Other Miscellaneous Projects				Ongoing	204		
OTHER VALUE-ADDED WORK TOTALS				900	0		690	-	
TOTAL ENGAGEMENT HOURS				20,160	795		11,602	2,978	6,376
=====									
KEY									
	TTUS	Texas Tech University System and/or inclusive of multiple Texas Tech institutions							
	TTUSA	Texas Tech University System Administration							
	TTU	Texas Tech University							
	HSC	Texas Tech University Health Sciences Center							
	TTU & HSC	Areas with parallel functions or shared responsibility							
	ASU	Angelo State University							
	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.								
Special	Unplanned special projects and investigations								
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 in the official plan because of resource constraints.								
Other	Other projects, including committee service, class development and instruction, professional organizations, etc.								

**ANGELO STATE UNIVERSITY  
Effective Beginning Fall 2010 Semester  
Summary of Tuition, Fees, and Other Charges**

All tuition, fees, rentals, rates, and charges of Angelo State University are charged and collected under specific authorization of the laws of the State of Texas, including, but not limited to, the authorization in *Texas Education Code* Section 54.504, Section 54.0513, Section 55.16, and other applicable sections.

The Board of Regents has authorized the president of Angelo State University to establish waiver criteria and waiver approval procedures for the fees, rentals, rates, and charges in accordance with state laws, including, but not limited to, the Texas Education Code, Section 54.218, Section 54.5035, and Section 54.0513.

Tuition and fees for FY 2010-2011 are recommended based on enrollment of 180,000 credit hours. Enrollments exceeding 180,000 credit hours will result in additional funds that will be directed to strategic initiatives.

**(A) TUITION**

**The following tuition rates will be in effect for the academic year beginning with the fall 2010 semester:**

**1. State Tuition**

**A. Undergraduate**

1. Residents of Texas: \$50.00 per semester credit hour
2. Non-Resident Students: \$360.00 per semester credit hour
3. Bordering Counties to Texas and residents of New Mexico or Oklahoma: \$50.00 per semester credit hour

**B. Graduate**

1. Residents of Texas: \$50.00 per semester credit hour
2. Non-Resident Students: \$360.00 per semester credit hour
3. Bordering Counties to Texas and residents of New Mexico or Oklahoma: \$50.00 per semester credit hour

**2. Designated Tuition**

**A. Undergraduate**

\$101.86 per semester credit hour for all university students

**B. Graduate**

\$101.86 per semester credit hour for all university students

**3. Board Authorized Tuition**

**A. Masters**

\$45.00 per semester credit hour, in addition to state and designated tuition, for all masters courses.

## **B. Doctoral**

\$50.00 per semester credit hour, in addition to state and designated tuition, for all doctoral level courses.

## **(B) FEES**

### ***Mandatory--Statutory***

1. **International Education Fee:** In accordance with Texas Education Code, Section 54.5132, an International Education Fee will be charged and collected from students not less than \$1.00 and not more than \$4.00 for each fall/spring semester or each summer session. It is recommended to continue the International Education Fee of \$4.00 flat fee during the fall and spring semesters and \$2.00 flat fee for each summer term for all enrolled students.
2. **Medical Services Fee:** In accordance with Texas Education Code, Section 54.508, an increase from \$42.35 to \$57.35 flat fee is proposed during fall and spring semesters and an increase from \$21.15 to \$36.15 is proposed for every summer term for all enrolled students. This \$15.00 increase was passed by student referendum.
3. **Recreation Sports Fee:** In accordance with Texas Education Code, Section 54.509, an increase from \$37.00 to \$100.00 flat fee will be charged during the fall and spring semesters and \$23.00 to \$50.00 flat fee for each summer term for all enrolled students. This increase was passed by student referendum.
4. **Student Services Fee:** In accordance with Texas Education Code, Section 54.503, a \$21.75 per semester credit hour may be charged. A cap of \$235.00 will be charged during the fall and spring semesters and a cap of \$117.50 will be charged for each summer term for all enrolled students.
5. **University Center Fee:** In accordance with Texas Education Code, Section 54.5241, the University Center Fee will be \$60.50, during the fall and spring semesters and for each summer term for all enrolled students.

### ***Mandatory--Incidental***

In accordance with *Texas Education Code*, Section 54.504 and 55.16(a), the following fees are recommended by the President.

1. **Technology Service Fee:** (Per Semester) The fee will be assessed as follows: \$300.00 for students taking nine or more hours; \$125.00 for fall and spring semesters for students taking from one to eight hours. The fees for each summer term will be assessed at \$150.00 for students taking six or more hours and \$72.50 for students taking from one to five hours.
2. **Library Fee:** (Per Semester Credit Hour) This fee will be assessed at \$7.25 per semester credit hour during the fall and spring semesters and each summer term to cover the costs of extended hours and expansion for an IT Commons area within the Library.
3. **Advising Center Fee:** (Per Semester) The Academic Advising Center uses the fee to fund programs for first-time, full-time undeclared students. The fee of \$25.00 per semester is charged to students for the fall and spring semesters and \$12.50 for each summer term for all enrolled students.
4. **Athletic Fee:** (Flat Fee for Fall and Spring semesters) The Student Athletic Fee allows students entrance to all home sporting events as long as seats are available. The fee of \$25.00 per semester will

be charged to students during the fall and spring semesters. No fee will be charged for the summer terms.

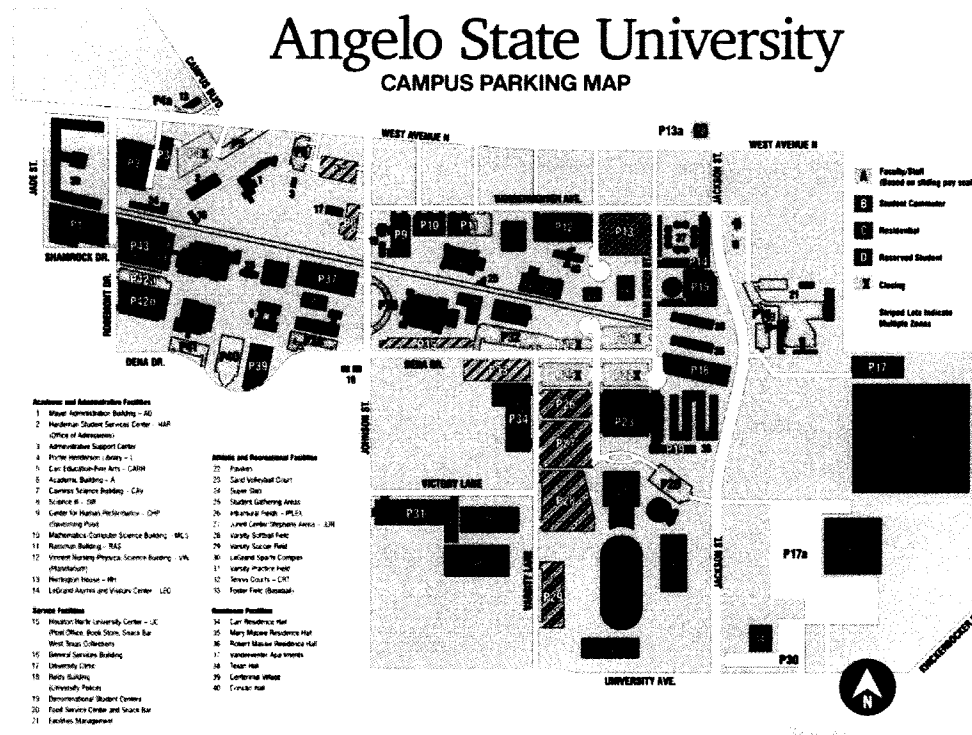
5. **Distance Learning Fee:** (Per Semester Credit Hour) The Distance Learning Fee of \$50.00 per semester credit hour is charged to partially cover the additional costs incurred by offering distance learning courses.
6. **Off-Campus Course Fee:** This fee may be charged for individual courses for expenditures directly related to the cost of the course. The Off-Campus Course Fee varies and ranges from \$10.00 to \$6,000.00 per course (study abroad programs). This fee primarily will be charged for study abroad courses and selective courses with extraordinary costs.
7. **Instructional Enhancement Fee:** ASU will charge an Instructional Enhancement Fee at a rate of \$10.00 per semester credit hour. This fee will be used to fund instructional technology expenses and direct instructional enhancement, including student success measures. The funds will be controlled at the college level by the dean who will be accountable for the use of the funds.
8. **International Student Service Fee:** This fee is charged to each non-immigrant international student. Students are charged a \$150.00 flat fee for each fall and spring semester. Students enrolled during the summer term(s) will be charged \$75.00 per term. This fee is non-waivable regardless of any agreements with sending institutions.

### **(C) MISCELLANEOUS FEES**

1. **Admission Application Fee:** will be charged for the following applications from prospective students:

• Undergraduate (United States Citizens)	\$30.00
• Graduate (United States Citizens)	\$40.00
• International Student	\$50.00
• Physical Therapy	\$25.00
(provide discretionary funds for student orientation)	
2. **Off-Campus Travel Fee:** This fee will be a flat fee and will reflect the cost of faculty members traveling off-campus to deliver a course. This fee will not exceed the actual cost of traveling off-campus.
3. **Graduate Internship Fee:** This fee will be used to support the extensive travel that university faculty have to do to supervise interns in the field making several trips to the internship site. This \$275 fee would be assessed to all graduate internship candidates.
4. **Vehicle Registration:**

Angelo State University implemented an enhanced parking program in 2009 in order to solve problems which have existed for a number of years, including, but not limited to: 1) neighborhood relations, because of students parking on public streets and/or blocking driveways, 2) blocking of major thoroughfares waiting for parking spaces to become available, 3) reducing traffic congestion on-campus, 4) equalizing the cost of parking to include faculty and staff paying the same as students, and 5) providing alternate means of moving around the campus community other than personal vehicles.



Permits are issued for a full academic year (August to August) or on a semester basis.  
Vehicle registration fees are as follows:

### Faculty/Staff Structure

#### Faculty/Staff "A" Zone

Full Year Permit (per vehicle) will be deducted over a 9-month period

#### Automobiles and/or Motorcycles

Yearly Permit (August-August)	\$90.00
-------------------------------	---------

#### Part Time/Temporary/Casual Employees "A" Zone

Monthly Permit must be paid in person at Parking Services. Non-refundable.

#### Automobiles and/or Motorcycles

Monthly Permit (Rate based on months employed)	\$5.00
--	--------

### Student Parking Fee Structure

#### Commuter Students "B" Zones

#### Automobiles and/or Motorcycles

Fall Yearly (August-August)	\$90.00
Fall Semester Only (August-December)	\$50.00
Spring/Summer (January - August)	\$80.00
Spring Semester Only (January-May)	\$50.00
Summer Semester Only (May-August)	\$50.00

**Residential Students "C" Zones**  
Restricted According to Residence Hall Assignment

Automobiles and/or Motorcycles

Fall Yearly (August-August)	\$90.00
Fall Semester Only (August-December)	\$50.00
Spring/Summer (January – August)	\$80.00
Spring Semester Only (January-May)	\$50.00
Summer Semester Only (May-August)	\$50.00

**Student Parking "D" Zones**

- Academic Upper Lot (P-39) only -
- Carr EFA Lot (P-42b) only –
- "B" Zones included

Automobiles or Motorcycles

Flat Fee (per vehicle)	\$150.00
------------------------	----------

**Students/Faculty/Staff second or replacement of lost permits are priced the same as applicable permits. Second or replacement of lost permits are NOT discounted.**

**Permit exchange service charge: \$5.00 upon surrender of old parking permit.**

5. **Parking Fines:**

Refusal to display driver's license and/or ASU I.D. card to any university police officer	\$25.00
Failure to stop or heed instructions from a university police officer	\$25.00
Fraudulent use of a parking permit	\$200.00
Parking in or blocking DISABLED space	\$150.00
Parking/Standing in Fire Lane	\$50.00
Blocking a dumpster	\$35.00
Parking with no permit/Fail to display permit	\$40.00
Parking/Standing in No Parking Zone	\$35.00
Parking/Standing in Driveway/Right of Way	\$35.00
Parking/Standing in Maintenance/Loading Zone	\$40.00
Parking/Standing in a Reserved Area	\$40.00
Parking/Standing in a Wrong Zone	\$40.00
Parking/Standing on a Sidewalk	\$25.00
Parking/Standing on the Grass/Lawn Area	\$25.00
Not in a designated space/using (2) two spaces	\$20.00
Parking/Standing in a Barricaded/Prohibited Area	\$30.00
Backing or pulling through Parking Space	\$15.00
Bicycles secured to Railing, Trees or Posts	\$20.00
Parking with improperly displayed/Obscured permit	\$20.00
Auto cuff fee	\$30.00
Providing inaccurate vehicle registration information	\$50.00
All other violations/including traffic violations	\$25.00

6. **Installment Payment of Tuition/Fees Option Fee:** Assessed upon selecting the installment pay plan when registering for classes during each long semester. \$30.00

7. **Late Charges on Installment Payment:** \$20.00

8. **Late Fee:** Assessed the first working day after the final installment due date. \$100.00

9. **Return Check Fee or e-payment fee:** \$30.00

10. **Late Registration Fee:** Assessed when late registration enrollment begins \$50.00
11. **Testing Fees:**

Correspondence examinations	\$15.00/ea
On-line examinations	\$15.00/ea
Basic Peace officer examinations	\$25.00/ea
Jailer's TCLEOSE examinations	\$25.00/ea
Residual ACT examinations	\$55.00/ea
ACCUPLACER examinations	\$20.00/ea
CLEP examinations	\$23.00/ea
Psychological Services bureau examinations	\$30.00/ea
12. **Library:**

Overdue Fines:	ranges from \$.25/day to \$1.00/day per item	
Fees:		
Processing Fee (for replacement items)		\$10.00
Replacement Fee – PBK Collection		\$10.00
Replacement Fee – all other-(if still available, otherwise, average cost of item in same subject area)		cost of item
Damage Fee		\$30.00
Interlibrary Loan Fee-(unless lending library assesses a fee; passed on to ASU requestor)		no charge
Transparencies		\$.25/ea
Microform Copiers		\$.10/page
Microform Printouts		\$.20/ea
Laminations:		
Up to 8.5 x 11		\$.70/ea
Up to 11 x 17		\$1.40/ea
Community borrower's card		\$25.00
Photos:		
Publication fee to "for profits"		\$50.00
Printed on photo paper		\$12.00
Scanned and printed on plain paper or saved on customer's CD		\$3.00
Obituaries		\$5.00/ea
Microform Copiers		\$.10/page
Custom scan & print		\$.25/ea
Thesis Binding (fee dependent on vendor charges)		\$9.50
Microfilming Fee (fee dependent on vendor charges)		\$55.00
Copyright Registration Fee (fee dependent on vendor charges)		\$65.00
13. **Extended Studies Course Fees:** \$6.00 - \$600.00
14. **Post Office Box Rental:**

Fall	\$20.00
Spring	\$20.00
Summer	\$15.00
15. **OneCard Replacement Fee** \$20.00

### (D) RESIDENCE LIFE ROOM RATES

In accordance with *Texas Education Code* (Vernon's Texas Codes Annotated, Higher Education, Title 3, April 2006), Section 51.002, Angelo State University recommends the following room rates effective fall, 2009.

Room Rates (10 Month)	Current 2009-2010	Proposed 2010-2011
Vanderventer Apartments	\$4,450	\$4,517

Concho Hall (private room)	\$4,975	\$5,298
Massie Hall	\$4,122	\$4,215
Carr Hall	\$3,703	\$4,000
Texan Hall	\$5,490	\$5,600
Centennial Village (2 persons, 2 bd, 1 bath)	\$5,350	\$5,484
Centennial Village (4 persons, 4 bd, 2 bath)	\$5,200	\$5,330

### **(E) BOARD RATES**

In accordance with Texas Education Code (Vernon's Texas Codes Annotated, Higher Education, Title 3, April 2006), Section 51.002, Angelo State University recommends the following Board rates effective fall, 2010.

#### Fall 2010 – Spring 2011

<u>Board Plans</u>	<u>Current 2009-2010</u>	<u>Proposed 2010-2011</u>
7-day (21 meals/week)		\$2,600
7-day (15 meals/week)		\$2,550
5-day (15 meals/week)		\$2,500

#### Summer 2010

<u>Board Plan</u>	<u>Current Summer 2010</u>	<u>Proposed Summer 2011</u>
7-day (15 meals/week)		\$520



**ANGELO STATE UNIVERSITY  
TUITION AND FEES  
FIVE-YEAR HISTORY  
15-SEMESTER CREDIT HOUR ENROLLMENT**

	<b>Fall, 2005</b>	<b>Fall, 2006</b>	<b>Fall, 2007</b>	<b>Fall, 2008</b>	<b>Fall, 2009</b>	<b>Fall, 2010</b>
State Tuition	750.00	750.00	750.00	750.00	750.00	750.00
Designated Tuition	840.00	900.00	1,125.00	1,233.75	1,372.50	1,527.90
Student Service	162.00	225.00	225.00	225.00	235.00	235.00
Library	30.00	45.00	45.00	52.50	67.50	108.75
Recreation Sports	24.00	26.40	29.00	32.00	37.00	100.00
University Center	35.00	35.00	50.00	55.00	60.50	60.50
Technology Services	225.00	225.00	240.00	270.75	300.00	300.00
Medical Services	35.00	38.50	42.35	42.35	42.35	57.35
Publication	5.00	5.00	5.00	0	0	0
International Education	4.00	4.00	4.00	4.00	4.00	4.00
Record Maintenance	10.00	10.00	15.00	0	0	0
Advising Center	25.00	25.00	25.00	25.00	25.00	25.00
Athletic Fee	0	0	0	15.00	25.00	25.00
Instructional Enhancement	0	0	0	0	150.00	150.00
Course	0	0	0	0	0	0
Transportation	0	0	0	0	0	0
Total	2,145.00	2,288.90	2,555.35	2,705.35	\$3,068.85	\$3,343.50

### Summary of Changes

Description	FY 10	Chg \$	FY 11
<b>Tuition</b>			
State Tuition Non-resident students	327.00	33.00	360.00
Designated Tuition per SCH	91.50	10.36	101.86
<b>Fees</b>			
Library Fee	4.50	2.75	7.25
Medical Services Fee	42.35	15.00	57.35
*Passed by student referendum			
Recreation Sports	37.00	63.00	100.00
*Passed by student referendum			

Total tuition and mandatory fees will increase \$274.65 per semester or 8.95% for a student enrolled in 15 semester credit hours (SCH).

**ANGELO STATE UNIVERSITY  
TUITION AND FEES  
FIVE-YEAR HISTORY  
15-SEMESTER CREDIT HOUR ENROLLMENT**

	Fall, 2005	Fall, 2006	Fall, 2007	Fall, 2008	Fall, 2009	Fall, 2010
State Tuition	750.00	750.00	750.00	750.00	750.00	750.00
Designated Tuition	840.00	900.00	1,125.00	1,233.75	1,372.50	1,527.90
Student Service	162.00	225.00	225.00	225.00	235.00	235.00
Library	30.00	45.00	45.00	52.50	67.50	108.75
Recreation Sports	24.00	26.40	29.00	32.00	37.00	100.00
University Center	35.00	35.00	50.00	55.00	60.50	60.50
Technology Services	225.00	225.00	240.00	270.75	300.00	300.00
Medical Services	35.00	38.50	42.35	42.35	42.35	57.35
Publication	5.00	5.00	5.00	0	0	0
International Education	4.00	4.00	4.00	4.00	4.00	4.00
Record Maintenance	10.00	10.00	15.00	0	0	0
Advising Center	25.00	25.00	25.00	25.00	25.00	25.00
Athletic Fee	0	0	0	15.00	25.00	25.00
Instructional Enhancement	0	0	0	0	150.00	150.00
Course	0	0	0	0	0	0
Transportation	0	0	0	0	0	0
Total	2,145.00	2,288.90	2,555.35	2,705.35	\$3,068.85	\$3,343.50
Percent Increase		6.7%	11.6%	5.8%	13.4%	8.95%

# Angelo State University

<p>2011-2012 Proposed Budget</p>	
<b>Increase Enrollment and Promote Student Success:</b>	
<b>Strengthen Academic Quality and Outreach</b>	
Costs Associated with Accreditations	\$100,000
Market Equity Adjustments (Faculty & Staff)	\$400,000
Salary Merit (Bonuses – non-base)	\$1,000,000
<b>Increase and Maximize Resources</b>	
Budgeted Fund Balance Correction (to be eliminated under two year plan)	\$2,000,000
<b>Strengthen Academic Quality and Reputation</b>	
Programmatic Initiatives	\$1,445,642
<b>Total</b>	<b>\$4,945,642</b>

## TTU Proposed 2010 Global Fee Document List of Recommended Changes

### Summary of Changes

Description	FY10	Chg \$	FY11
<b>Tuition</b>			
State Tuition Non-resident students	327.00	33.00	360.00
Designated Tuition per SCH	112.50	16.49	128.99
Designated Tuition Law School Additional per SCH	80.00	25.00	105.00
<b>Academic Fees</b>			
Library Fee change to flat fee	270.00	80.00	350.00
Advising	NEW	4.00	4.00
<b>Other Fees</b>			
Residence Hall IT Support flat fee	NEW	25.00	25.00
Diploma Replacement Fee	16.00	4.00	20.00
 <b>TTU ISD K-12</b>			
K-12 Correspondence and On-Line Courses	100.00	100.00	200.00
Credit by Examination	30.00	10.00	40.00
Shipping Charges	75.00	25.00	100.00
Materials Replacement Fee	15.00	5.00	20.00
TTUISD Transcript Evaluation Fee	75.00	25.00	100.00
TTUISD Transcript Re-evaluation Fee/ Re-admission Fee	NEW	50.00	50.00
Re-Exam Fee	NEW	40.00	40.00
Print Course Surcharge	NEW	50.00	50.00
 <b>Rawls College of Business</b>			
MBA Enhancement Program Fee	NEW	1,500.00	1,500.00
MS for MIS-Business Intelligence Program Fee	NEW	2,500.00	2,500.00

Total tuition and mandatory fees will increase \$387.35 per semester or 9.95% for a student enrolled in 15 semester credit hours (SCH).

## TEXAS TECH UNIVERSITY

### **Global Fee Document** **Effective Beginning Fall 2010 Semester** **Summary of Tuition, Fees, and Other Charges**

All tuition, fees, rentals, rates, and charges of Texas Tech University are charged and collected under specific authorization of the laws of the State of Texas, including, but not limited to, the authorization in *Texas Education Code* Section 54.504, Section 54.0513, Section 55.16, and other applicable sections.

The Board of Regents has delegated to the President of Texas Tech University the authority to establish waiver and exemption criteria and waiver and exemption approval procedures for the fees, rentals, rates, and charges in accordance with state laws, including but not limited to *Texas Education Code*, Section 54.218, Section 54.5035, and Section 54.0513.

### **(A) TUITION**

**The following tuition rates are in effect for the academic year beginning with the Fall 2010 semester:**

#### **1. State Tuition**

##### **A. Undergraduate**

Residents of Texas: \$50.00 per semester credit hour

Non-Resident Students: \$360.00 per semester credit hour. The President of Texas Tech University is authorized, in accordance with state statutes, to establish non-resident tuition at the rate determined by the Texas Higher Education Coordinating Board.

Bordering Counties to Texas and residents of New Mexico or Oklahoma: \$50.00 per semester credit hour

Bordering States to Texas and residents of New Mexico or Oklahoma and not eligible for the Bordering Counties:  
\$80.00 per semester credit hour

##### **B. Graduate**

1. Residents of Texas: \$50.00 per semester credit hour
2. Non-Resident Students: \$360.00 per semester credit hour. The President of Texas Tech University is authorized, in accordance with state statutes, to establish non-resident tuition at the rate determined by the Texas Higher Education Coordinating Board.
3. Bordering Counties to Texas and residents of New Mexico or Oklahoma: \$50.00 per semester credit hour
4. The President of Texas Tech University is authorized (Texas Education Code Section 54.012) to require resident graduate students exceeding the cap on

maximum doctoral hours to pay non-resident tuition regardless of residence status.

**C. Law**

1. Residents of Texas: \$80.00 per semester credit hour
2. Non-Resident Students: \$360.00 per semester credit hour. The President of Texas Tech University is authorized, in accordance with state statutes, to establish non-resident tuition at the rate determined by the Texas Higher Education Coordinating Board.

**2. Designated Tuition**

**A. Undergraduate**

1. \$128.99 per semester credit hour for all University students

For undergraduates, tuition rate alternatives reflect the University's emphasis to graduate on time by completing 30 SCH during the fall and spring semester; therefore, financial incentives are offered to stimulate participation at a minimum of 15 SCH each fall and spring semesters.

**B. Graduate**

1. \$128.99 per semester credit hour for all University students

**C. Law**

1. \$128.99 per semester credit hour for all University students
2. Plus \$105.00 per semester credit hour for all Law students

**3. Board Authorized Tuition**

**A. Graduate**

1. \$50.00 per semester credit hour, in addition to state and designated tuition, on all Graduate courses

**B. Law**

1. \$160.00 per semester credit hour, in addition to state and designated tuition, on all Law courses

## (B) ACADEMIC FEES

### ***Mandatory – Statutory***

1. **Laboratory Fee:** Per laboratory course. This fee provides funds to cover the costs of the laboratory materials and supplies used by a student. The fee shall be determined and approved under a policy established by the administration.  
Not less than \$2.00 but not more than \$30.00

***Mandatory – Incidental*** (Texas Education Code, Section 54.504 and 55.16): the rate of the incidental fee must reasonable reflect the actual cost to the university of the materials or services for which the fee is collected. Incidental fees do not include a fee for which a governing board makes a charge under the authority of any other provision of the law (statutory fees).

1. **Information Technology Fee:** (Per Semester Credit Hour). This fee provides funds for the information technology infrastructure within the university. This fee is assessed to all students. \$22.00
2. **Library Fee:** (Flat fee). This fee provides funds for the continued services and support for the acquisition and access of library materials used for teaching and research. Students enrolled in four or more semester credit hours are charged a \$350.00 flat fee for each fall and spring semester. Students enrolled in less than four semester credit hours will be charged a \$175.00 flat fee for each fall and spring semester. Students enrolled in multiple parts of a term during the summer of full summer will be charged a \$350.00 flat fee. Students enrolled in a single part of term during the summer will be charged a \$175.00 flat fee. This fee is assessed to all students.
3. **Advising and Retention Fee:** (Per Semester Credit Hour). This fee provides funds for enhanced student advising, counseling, and retention programs. (undergraduate and graduate) \$4.00
4. **Placement Fee:** (Per Semester Credit Hour). This fee provides funds for advising and placement efforts with potential employers.
  - Rawls College of Business Placement Fee (undergraduate and graduate) \$1.75
5. **Law School Academic Support Fee:** (Per Semester Credit Hour for all Law School students). This fee funds implementation of a formal academic support system to enhance student success. \$7.00
6. **Law School Student Advocacy & Competition Fee:** (Per Semester Credit Hour for all Law School students). This fee provides funds for the Law School advocacy programs, which are essential components of the Law School skills program and an important element of the curriculum required by the Law School accrediting body. \$5.50
7. **Cultural Activities Fee:** (Per Semester Credit Hour). This fee funds all aspects of the presentational elements for the College of Visual & Performing Arts and allows students to fully participate in the widely diverse presentations, performances, and events without an additional charge. This fee only applies to students taking courses at the Lubbock campus. \$1.00
8. **Course Fee:** (Per Semester Credit Hour). This fee shall not be less than \$3.00 but not more than \$45.00 per semester credit hour, except that the fee shall not exceed, in general, the cost of materials or services directly associated with the course – not including faculty salaries. The fee established shall be determined and approved under a policy established by the administration.



9. **Law School Career Services Fee:** (Per Semester Credit Hour for all Law School students). This fee funds the Law School's career services programs. \$3.00

***Discretionary – Incidental***

1. **Special Instruction Fee:** This fee is a one-time cost associated with a particular or special section of a course. This fee shall be determined and approved under a policy established by the administration.
2. **Field-Trip Fee:** This fee will be assessed to students for courses that require travel by students for field trips associated with the course. This fee will not exceed the actual cost of the related field trip. This fee shall be determined and approved under a policy established by the administration.
3. **Off-campus Travel Fee:** This fee will be a set fee and will reflect the cost of faculty members traveling off campus to deliver a course. This fee will not exceed the actual cost of traveling off-campus. This fee shall be determined and approved under a policy established by the administration.
4. **Auditing Fee:** (Per Semester Credit Hour) This fee is charged to students auditing courses for non-credit that are enrolled in 11 semester credit hours or less. \$10.00
5. **Law School Deposit:** Each accepted applicant is required to pay a deposit immediately after being accepted to hold a place in the entering class.

Applicants accepted in the Early Decision Program	\$750.00
Applicants accepted in the Regular Decision Admission	\$300.00
The School of Law requires an additional deposit in June to continue holding a place in the entering class	\$1,000.00

6. **Probation/Post Suspension Assistance Fee:** This fee provides funds for the cost of the XL – Strategies for Learning Program to offer sections of the non-credit study strategy assistance course required of freshmen on probation and first-return suspension students. The course is also available to any student who wishes to solidify or improve cognitive-based study techniques. This fee is non-refundable to students required to enroll in the course. \$200.00
7. **Library Fines:** Fines from \$1.00 to \$225.00 per occurrence. This fee provides funds to cover the actual replacement costs of lost books, including staff time.

**(C) STUDENT-RELATED FEES**

***Mandatory – Statutory***

1. **International Education Fee (Study Abroad):** (Flat Fee). This fee provides funds to assist students participating in international student exchange or study programs (study abroad). This fee is charged at a \$4.00 flat fee for each term, excluding intersession, for all enrolled students. \$4.00
2. **Medical Services Fee:** (Flat Fee). This fee provides funds for the cost to provide medical services to students enrolled at the university. This fee is charged in accordance with recommendations of the Medical Services Fee Advisory Committee and reviewed by the Sr. Vice President for Enrollment Management and Student Affairs. This fee is a \$75.00 flat fee for each fall and spring semester for all enrolled students in four or more semester credit hours. Students enrolled in less than four semester credit hours will be charged a \$37.50 flat fee for each fall and spring semester. Students enrolled in multiple

parts of a term during the summer or full summer will be charged a \$75.00 flat fee. Students enrolled in a single part of term during the summer will be charged a \$37.50 flat fee. The Medical Services Fee does not apply to intersession. This fee only applies to students taking courses at the Lubbock campus.

3. **Student Recreation Fee:** (Flat Fee). This fee provides funds for operating, maintaining, improving, and equipping student recreation facilities and programs, and/or acquiring or constructing additions to those facilities. This fee is charged in accordance with recommendations of the Student Recreation Fee Advisory Committee and reviewed by the Sr. Vice President for Enrollment Management and Student Affairs. Students enrolled in four or more semester credit hours are charged a \$75.00 flat fee for each fall and spring semester. Students enrolled in less than four semester credit hours will be charged a \$45.00 flat fee for each fall and spring semester. Students enrolled in multiple parts of term during the summer or full summer will be charged a \$75.00 flat fee. Students enrolled in a single part of term during the summer will be charged a \$45.00 flat fee. This fee only applies to students taking courses at the Lubbock campus.
4. **Student Services Fee:** (Flat Fee). This fee provides funds to cover the costs of various activities, facilities, programs, and services which are separate and apart from the regularly scheduled academic functions of the university and directly involve or benefit students. This fee is charged in accordance with recommendations of the Student Services Fee Advisory Committee and reviewed by the Sr. Vice President for Enrollment Management and Student Affairs. Students enrolled in seven or more semester credit hours are charged a \$138.00 flat fee for each fall, spring, or summer term. Students enrolled in less than seven semester credit hours will be charged a \$69.00 flat fee for each fall, spring, or summer term. Study Abroad students are assessed at 50% of the Student Services Fee for each fall, spring, or summer term (\$69.00 flat fee). Study Abroad students enrolled in less than seven semester credit hours will be charged a \$34.50 flat fee for each fall, spring, or summer term.
5. **Student Union Fee:** (Flat Fee). This fee provides funds to cover operating, maintaining, improving, and equipping student union facilities and programs, and/or acquiring or constructing additions to those facilities. This fee is charged in accordance with recommendations of the Student Union Fee Advisory Committee and reviewed by the Sr. Vice President for Enrollment Management and Student Affairs. Students enrolled in four or more semester credit hours are charged a \$98.00 flat fee for each fall and spring semester. Students enrolled in less than four semester credit hours will be charged a \$58.00 flat fee for each fall and spring semester. Students enrolled in multiple parts of term during the summer or full summer will be charged a \$98.00 flat fee. Students enrolled in a single part of term during the summer will be charged a \$58.00 flat fee. This fee only applies to students taking courses at the Lubbock campus.
6. **Non-Immigrant Health, Evacuation, and Repatriation Insurance:** All TTU non-immigrant students enrolled in one credit hour or more are required to have health insurance as a condition of enrollment. Students to which this requirement applies will purchase the TTU Student Health Insurance Plan through the university (TTU OP 34.24).

***Mandatory – Incidental*** (Texas Education Code, Section 54.504(a) and 55.16): the rate of the incidental fee must reasonably reflect the actual cost to the university of the materials or services for which the fee is collected. Incidental fees do not include a fee for which a governing board makes a charge under the authority of any other provision of the law (statutory fees).

1. **University ID Fee:** (Flat Fee). This fee provides funds to provide University identification for students. This fee is charged in accordance with recommendations of the University ID Fee Advisory Committee and reviewed by the Sr. Vice President for

Enrollment Management and Student Affairs. This fee is charged at \$5.00 flat fee for each term, excluding intersession, for all enrolled students. \$5.00

2. **Student Transportation Fee:** (Flat Fee). This fee provides funds to cover the costs of providing students with various transportation services and facilities which may include, but not be limited to bus transportation, shuttle service, and bicycle lanes. This fee is charged in accordance with the recommendations of the Student Transportation Fee Advisory Committee and reviewed by the Sr. Vice President for Enrollment Management and Student Affairs. Students enrolled in seven or more semester credit hours are charged a \$48.00 flat fee for each fall, spring or summer term. Students enrolled in less than seven semester credit hours will be charged a \$24.00 flat fee for each fall, spring, or summer term. This fee only applies to students taking courses at the Lubbock campus.

#### **(D) OTHER FEES**

##### ***Mandatory – Incidental***

1. **Student Athletic Fee:** (Flat Fee). This fee provides funds for athletic operations and allows students to access the student seating for all home sporting events on a first come basis. Pursuant to an agreement between the Student Government Association and the Athletic Department, this fee is charged to students enrolled in four (4) or more semester credit hours during each fall and spring semester. This fee only applies to students taking courses at the Lubbock campus. \$52.00
2. **Student Business Services Fee:** (Per Semester Credit Hour). This fee provides funds to support student service areas of the university including Recruitment & Admissions, Registrar, Financial Aid, Enrollment Management Technology Operations, Student Business Services, Accounts Receivable, Academic Affairs, Undergraduate Affairs, and Academic Support. This fee is assessed to all students. \$ 9.00
3. **Application Fee:** (Flat Fee). This fee provides funds to support costs associated with providing, receiving, and processing student admissions and financial aid applications:
 

• Undergraduate (United States Citizens)	\$50.00
• Graduate (United States Citizens)	\$50.00
• Law School (United States Citizens)	\$50.00
• Foreign (Undergraduate, Graduate, and Law)	\$125.00
• Honors College	\$25.00
4. **Energy Fee:** (Flat Fee). This fee provides funds to cover escalating utility costs. This fee is \$20.00 for students taking less than seven semester credit hours; \$40.00 for students taking from seven to eleven semester credit hours; and \$60.00 for students taking twelve or more semester credit hours for each fall, spring, or summer term. This fee only applies to students taking courses at the Lubbock campus.
5. **Residence Hall IT Support Fee: (Flat Fee). This fee provides funds for the additional IT support provided to students in the Residence Halls.** This fee provides funds to cover maintenance, support and life cycle replacement of the Network infrastructure within the residence halls to provide network and wireless connections in the common areas. This fee will also provide funds to cover the on-site and phone specialized desktop support. Expenditures included are labor, parts and maintenance, network equipment, vehicles and support equipment including hardware and software. Students enrolled are charged a \$25.00 flat fee for each fall and spring semester. Students enrolled during the full summer will be charged a \$25.00 flat fee. Students

enrolled in a single part of term during the summer will be charged a \$12.50 flat fee. This fee applies only to students living in the Residence Halls.

***Discretionary – Incidental***

1. **Diploma Replacement Fee:** (Flat Fee) \$20.00
2. **Diploma Insert Fee:** (Flat Fee: Re-application for graduation) \$2.00
3. **Duplicate Copy of Registration Fee Receipt:** (Flat Fee) \$0.50
4. **Thesis and Dissertation Fee:** (Flat Fee) This fee is charged to all thesis option Masters' students, doctoral students, and music performance/conducting students. \$50.00
5. **Sponsored International Student Administrative Fee:** (Flat Fee) This fee (charged to sponsored international students) provides funds to support services to non-immigrant international students. Students are charged a \$250.00 flat fee for each fall and spring semester. Students enrolled in multiple parts of term during the summer or the full summer term will be charged a \$250.00 flat fee. Students enrolled in a single term during the summer will be charged a \$125.00 flat fee.
6. **Education Abroad Fee:** (Flat Fee) This fee provides funds to support education abroad programs. This fee may be set in an amount not to exceed the cost of offering the program but not less than \$50.00 and not more than \$500.00. This fee shall be determined and approved under a policy established by the administration.
7. **International Student Fee:** This fee is charged to each non-immigrant international student. Students are charged a \$75.00 flat fee for each fall and spring semester. Students enrolled in multiple parts of term during the summer or full summer will be charged a \$75.00 flat fee. Students enrolled in a single term during the summer will be charged a \$37.50 flat fee.
8. **Installment Payment Fee:** This fee is assessed at the time of signing the installment payment plan or emergency loan promissory note. \$25.00
9. **Late Payment Fee:** This fee is assessed the first working day after each bill due date. \$50.00
10. **Late/Dropped Registration Fee:** This fee is assessed for class registrations dropped due to non-payment. \$50.00
11. **Reinstatement Fee:** This fee is assessed when a student's schedule is cancelled. \$200.00
12. **Returned Check Charge:** This fee is assessed for all returned checks. \$30.00
13. **Student Orientation Fee:** This fee provides funds to cover the costs associated with the various activities, facilities, programs, and services provided to assist all new (freshmen and transfers) students and their family members in transitioning to the university community. This fee is assessed to all students attending new student orientation.
  - One Day \$ 55.00
  - Three Day \$150.00
14. **Facilities Fee:** (Per Semester Credit Hour). This fee is for the cost of facilities maintenance and renewal at all off-campus educational sites as recognized by the Texas

Higher Education Coordinating Board for TTU. This fee applies only to those students enrolled in courses at off-campus educational sites. \$10.00

15. **Junction Medical Services Fee:** (Per Semester Credit Hour). This fee provides funds for student medical insurance for students enrolled at the TTU Center at Junction. \$3.00
16. **Transcript Processing Fee:** This fee is assessed to process transcripts printed upon request. \$5.00

#### (E) TTU Independent School District, K-12

Fees are not to exceed amounts shown below.

1. **K-12 Correspondence and On-Line Courses Tuition per .5 Credit Course:** \$200.00
2. **Credit by Examination:** (will vary depending on quantity ordered) \$40.00
3. **Transfer Fee:** \$30.00
4. **Student Course Maintenance Fee:** \$100.00
5. **Shipping Charges:** (will vary depending on Textbook cost and shipping priority) \$100.00
6. **Administrative Processing Fee:** \$30.00
7. **Materials Replacement Fee:** (will vary by material replaced) \$20.00
8. **TAKS Proctor Fee:** \$175.00
9. **TTUISD Transcript Evaluation Fee:** \$100.00
10. **TTUISD Transcript Re-evaluation Fee/Re-admission Fee** \$50.00
11. **Re-exam Fee** \$40.00
12. **Print Course Surcharge** \$50.00

#### (F) PROGRAM FEES

1. **MBA Enhancement Program fee:** This fee is for the costs of MBA orientation and program enhancements, including instruction, support, and administrative overhead, outside of the graduate curriculum. Up to one half of the total program fee may be waived for students in dual degree programs. MBA students will be charged up to \$1,500 per semester to a total of \$3,000 over the degree program.
2. **MBA Executive Format for Working Professionals Program fee:** This fee is for the costs of the program. The program consists of seven semesters, including two summer terms. Residents of Texas \$5,000 for each fall and spring semester and summer enrollment. Non-residents \$6,500 for each fall and spring semester and summer enrollment.

3. **MBA Executive Format for Physicians Program fee:** This fee is for the costs of the program. The program consists of six semesters, including two summer terms. Residents of Texas \$5,833 for each fall and spring semester and summer enrollment. Non-residents \$7,500 for each fall and spring semester and summer enrollment.
4. **Master of Science in MIS-Business Intelligence Program fee:** This fee is for the cost of cohort programs with language supplement, including instruction, support, and administrative overhead. This program fee may be waived for students with spoken English language skills that do not require the non-English speaking language cohort. \$2,500 for each fall and spring semester and \$1,000 for summer enrollment.

### **(G) UNIVERSITY STUDENT HOUSING ROOM RATES**

In accordance with Texas Education Code Section 51.002 and the recommendations of the Residence Halls Association, reviewed by the Sr. Vice President for Enrollment Management and Student Affairs proposed room rates for the 2010-2011 academic school year includes the consolidation of nine (9) room rates to three (3) room rates (e.g., traditional, suite, and apartment style) and proposed increase of room rates for only Carpenter/Wells Apartments as follows:.

<u>Room Rates (9 Month)</u>	<u>2010-2011</u>
Traditional Hall Room	\$4,096
Traditional Hall Suite (Private Bathroom)	\$4,750
Gordon Honors Suite Efficiency	\$4,750
Gordon Honors Suite Two Bedroom	\$4,750
Gordon Honors Suite One Bedroom	\$4,750
Single Room Fee	25% prorated room/suite fee
Carpenter Wells 4 Bedroom	\$5,316
Carpenter Wells 3 Bedroom	\$5,316
Carpenter Wells 2 Bedroom	\$5,316
Carpenter Wells 1 Bedroom	\$5,316
Murray Suites	\$5,316

#### Room Rates (Summer per part of term)

Carpenter Wells 4 Bedroom	\$725
Carpenter Wells 3 Bedroom	\$725
Carpenter Wells 2 Bedroom	\$725
Carpenter Wells 1 Bedroom	\$725
Murray Suites	\$725

### **(G) HOSPITALITY SERVICES BOARD RATES**

In accordance with *Texas Education Code* Section 51.002 and the recommendations of the Residence Halls Association, and Managing Director of Hospitality Services, reviewed by the Sr. Vice President for Enrollment Management and Student Affairs, proposed board of rates for the 2010-2011 academic school year includes the consolidation of five (5) board rates to three (3) board rates (e.g., Red & Black, Matador, and Double T) and no increase of board rates as follows:

#### **9 Month Dining Plan Contracts**

2010-11

Red & Black	\$3,700
Matador	\$3,250
Double T	\$2,790

#### **12 Month Dining Plan Contracts**

Red & Black	\$3,910
Matador	\$3,460
Double T	\$3,000

#### **Summer Dining Plan Contracts**

(per session)

Red & Black	\$510
Matador	\$440
Double T	\$380

### (H) THE INCENTIVE-BASED (MODIFIED FLAT RATE) TUITION MODEL

This model bases the rate on a percentage of the base tuition rate (\$178.99 per SCH) times the number of SCH. For example: a student taking 12 SCH would pay  $\$178.99 \times 12 \times 112\% = \$2,405.63$  or \$200.47 per SCH; a student taking 17 SCH would pay  $\$178.99 \times 17 \times 92\% = \$2,799.40$  or \$164.67 per SCH. The primary intent is to reflect the University's emphasis to graduate on time by completing 30 SCH during the fall and spring semester; therefore, financial incentives are offered to stimulate participation at a minimum of 15 SCH each fall and spring semesters.

#### Undergraduate Total Tuition: Fall 2010

#### Modified Flat Rates – 12 or More SCH

#SCH	Base Rate \$178.99 (1)	Applicable Percentages (2)	Total Tuition Rate (3)	Tuition Increase (Decrease)	Modified Tuition Rate
1	\$ 178.99	100.00%	\$ 178.99	12.6%	\$ 178.99
2	\$ 357.98	100.00%	\$ 357.98	12.6%	\$ 178.99
3	\$ 536.97	100.00%	\$ 536.97	12.6%	\$ 178.99
4	\$ 715.96	100.00%	\$ 715.96	12.6%	\$ 178.99
5	\$ 894.95	100.00%	\$ 894.95	12.6%	\$ 178.99
6	\$ 1,073.94	100.00%	\$ 1,073.94	12.6%	\$ 178.99
7	\$ 1,252.93	100.00%	\$ 1,252.93	12.6%	\$ 178.99
8	\$ 1,431.92	100.00%	\$ 1,431.92	12.6%	\$ 178.99
9	\$ 1,610.91	100.00%	\$ 1,610.91	12.6%	\$ 178.99
10	\$ 1,789.90	100.00%	\$ 1,789.90	12.6%	\$ 178.99
11	\$ 1,968.89	100.00%	\$ 1,968.89	12.6%	\$ 178.99
12	\$ 2,147.88	112.00%	\$ 2,405.63	12.6%	\$ 200.47
13	\$ 2,326.87	109.00%	\$ 2,536.29	12.6%	\$ 195.10
14	\$ 2,505.86	105.00%	\$ 2,631.15	12.6%	\$ 187.94
15	\$ 2,684.85	100.00%	\$ 2,684.85	12.6%	\$ 178.99
16	\$ 2,863.84	96.00%	\$ 2,749.29	12.6%	\$ 171.83
17	\$ 3,042.83	92.00%	\$ 2,799.40	12.6%	\$ 164.67
18	\$ 3,221.82	88.00%	\$ 2,835.20	12.6%	\$ 157.51
19	\$ 3,400.81	86.00%	\$ 2,924.70	12.6%	\$ 153.93

With the modified flat rate tuition model, students taking between 12 and 14 hours have a higher rate. For identified students that are required to take between 12-14 hours such as student teachers in block courses or students with identified disabilities, the 12-14 hour modified tuition surcharge is waived.



<b>TEXAS TECH UNIVERSITY</b> <b>Estimated Cost of Tuition and Fees</b> <b>Four Year Comparison - Fall Semester Estimates</b> <b>Undergraduate Resident Student Basis - 15-hour Enrollment</b>								
	2007-08 Academic Year	Percent Increase/ Decrease	2008-09 Academic Year	Percent Increase/ Decrease	2009-10 Academic Year	Percent Increase/ Decrease	2010-11 Academic Year	Percent Increase/ Decrease
Tuition (SCH)	\$2,155.05	6.4% \$130.05	\$2,155.05	No Change*	\$2,437.50	13.11% \$282.45	\$2,684.85	10.1% \$247.35
Student Services Fee (SCH)	\$138.00	9.5% \$12.00*	\$138.00	No Change*	\$138.00	No Change*	\$138.00	No Change*
Student Union Fee (Flat)	\$98.00	No Change*	\$98.00	No Change*	\$98.00	No Change*	\$98.00	No Change*
Medical Services Fee (Flat)	\$75.00	No Change*	\$75.00	No Change*	\$75.00	No Change*	\$75.00	No Change*
Recreation Sports Fee (Flat)	\$65.00	8.3% \$5.00*	\$65.00	No Change*	\$75.00	15.4% \$10.00*	\$75.00	No Change*
Student Athletics Fee (Flat)	\$52.00	No Change*	\$52.00	No Change*	\$52.00	No Change*	\$52.00	No Change*
Student Transportation Fee (SCH)	\$42.00	No Change*	\$42.00	No Change*	\$48.00	14.3% \$6.00*	\$48.00	No Change*
Cultural Activities Fee (SCH)	\$15.00	No Change*	\$15.00	No Change*	\$15.00	No Change*	\$15.00	No Change*
International Education Fee (Flat)	\$4.00	No Change	\$4.00	No Change	\$4.00	No Change	\$4.00	No Change
ID Card (Flat)	\$5.00	No Change*	\$5.00	No Change*	\$5.00	No Change*	\$5.00	No Change*
Information Technology Fee (SCH)	\$307.50	No Change*	\$307.50	No Change*	\$330.00	7.3% \$22.50*	\$330.00	No Change*
Library Fee (Flat)	\$240.00	No Change*	\$210.00	(8.75%) (\$30.00)	\$270.00	28.6% \$60.00*	\$350.00	30% \$80.00*
Student Business Services Fee (SCH)	\$135.00	12.5% \$15.00*	\$135.00	No Change*	\$135.00	No Change*	\$135.00	No Change*
Energy Fee	\$60.00	No Change	\$90.00	50% \$30	\$60.00	(50%) \$30	\$60.00	No Change
Advising & Retention Fee (SCH)							\$60.00	\$60.00
Course Fees (Estimated**)	\$150.00		\$150.00		\$150.00		\$150.00	
Total Estimate	\$3,541.55	4.8% \$162.05	\$3,541.55	No Change	\$3,892.50	9.9% \$350.95	\$4,279.85	9.95% \$387.35

\*Student Advisory Committee recommendations are noted with an asterisk.

\*\*Course Fees reported for actual charges to the Texas Higher Education Coordinating Board:  
Fall 2006 \$166.50; Fall 2007 \$171.45; Fall 2008 \$178.45; Fall 2009 \$167.50



TEXAS TECH UNIVERSITY

# **Texas Tech University**

## **Tuition and Fee Assessment**

### **2010 – 2011 Academic Year**

Board of Regents  
May 13, 2010

TTU Vice President Administration and Finance  
Page 1



TEXAS TECH UNIVERSITY

## **Three Major Changes in Tuition and Fees**

- Designated Tuition
- Library Fee
- Advising Fee

Board of Regents  
May 13, 2010

TTU Vice President Administration and Finance  
Page 2



TEXAS TECH UNIVERSITY

## Designated Tuition

- Increase of \$16.49 Per Semester Credit Hour
- Net \$9.1 Million Will be Generated
- Proceeds Will be Used to Accommodate Enrollment Growth, Strategic Faculty Hires, and Critical Research Equipment Needs



TEXAS TECH UNIVERSITY

## FY 2011 Texas Tech University Budget Strategic Initiatives

New Faculty Lines- Strategic Hires	\$2,000,000
Faculty Lines- Enrollment Growth	\$2,800,000
New Faculty Lines- STEM Demand Areas	\$800,000
Pay Adjustments	\$500,000
President's Strategic Initiatives	\$1,500,000
Strategic Investments in Research Growth	\$1,500,000
<b>Total</b>	<b>\$9,100,000</b>



TEXAS TECH UNIVERSITY

## Library Fee

- Increase of \$80 Per Semester for a Student Enrolled in 15 Hours
- Library Will Receive the Same Amount of Revenue
- Removes the Library from HEAF Funds and Enables the University to Allocate Dollars to Capital Projects

Board of Regents  
May 13, 2010

TTU Vice President Administration and Finance  
Page 5



TEXAS TECH UNIVERSITY

## Advising Fee

- \$4 Per Semester Credit Hour
- Allows for Comprehensive Advising and Retention Services Across All Colleges and Schools
- Will be Used to Fund Existing and New Advising and Retention Operations

Board of Regents  
May 13, 2010

TTU Vice President Administration and Finance  
Page 6



## TEXAS TECH UNIVERSITY

### Tuition Comparisons - State Peers Based on 30 Semester Credit Hours

Institution	Annual Tuition and Fee Cost Fall 2007	Annual Tuition and Fee Cost Fall 2008	Annual Tuition and Fee Cost Fall 2009	Annual Tuition and Fee Cost Fall 2010
The University of Texas at Dallas	\$8,554	\$9,850	\$10,314	\$10,721
The University of Texas at Austin	\$8,060	\$8,874	\$9,540	\$10,055
Texas A&M University *	\$7,326	\$8,180	\$8,744	\$9,089
The University of Texas at Arlington	\$7,040	\$8,142	\$8,544	\$8,882
University of Houston	\$7,706	\$8,168	\$8,491	\$8,826
Texas Tech University	\$7,083	\$7,083	\$7,784	\$8,560
The University of Texas at San Antonio	\$6,848	\$7,666	\$8,092	\$8,460
University of North Texas	\$6,680	\$7,120	\$7,701	\$8,005
The University of Texas at El Paso	\$5,610	\$6,068	\$6,368	\$6,691

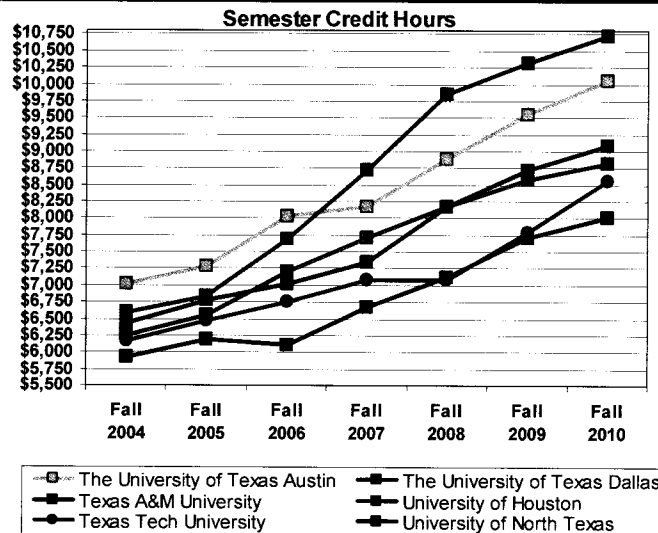
\* Estimated tuition and fees for Fall 2010

Board of Regents  
May 13, 2010

TTU Vice President Administration and Finance  
Page 7



## TEXAS TECH UNIVERSITY



Board of Regents  
May 13, 2010

TTU Vice President Administration and Finance  
Page 8



## TEXAS TECH UNIVERSITY

### Tuition Comparison - Big 12 Conference

Institution	Annual Tuition and Fee Cost Resident	Annual Tuition and Fee Cost Non-Resident
Baylor	\$ 28,070	\$ 28,070
The University of Texas at Austin	\$ 8,930	\$ 30,006
University of Missouri	\$ 8,501	\$ 19,592
University of Kansas	\$ 8,206	\$ 20,175
Texas A&M University	\$ 8,176	\$ 22,606
University of Colorado	\$ 7,932	\$ 28,186
University of Oklahoma	\$ 7,483	\$ 17,464
Kansas State University	\$ 6,870	\$ 17,577
Iowa State University	\$ 6,651	\$ 17,871
University of Nebraska	\$ 6,584	\$ 17,204
Texas Tech University	\$ 6,210	\$ 12,858
Oklahoma State University	\$ 6,202	\$ 16,556

Based on  
Fall 2009 Data

12 Hours per  
Semester  
24 Semester  
Credit Hours  
per year

Source:  
IPEDS



## TEXAS TECH UNIVERSITY

### Out-of-State Tuition Comparisons

Institution	Annual Tuition and Fee Cost Resident	Annual Tuition and Fee Cost Non-Resident
Pennsylvania State University	\$ 14,416	\$ 25,946
University of Illinois	\$ 12,528	\$ 26,670
Rutgers University	\$ 11,886	\$ 23,058
University of Michigan	\$ 11,659	\$ 34,937
University of Minnesota	\$ 11,466	\$ 15,466
Michigan State University	\$ 10,880	\$ 27,343
Ohio State University	\$ 8,679	\$ 22,251
Indiana University	\$ 8,613	\$ 26,160
Washington State University	\$ 8,489	\$ 19,565
University of California- Berkley	\$ 8,353	\$ 31,022
University of Wisconsin	\$ 8,310	\$ 23,059
University of California- Los Angeles	\$ 8,266	\$ 30,935
University of Kentucky	\$ 8,123	\$ 16,678
University of Washington	\$ 7,692	\$ 24,367
University of Alabama	\$ 7,000	\$ 19,200
University of Arizona	\$ 6,855	\$ 22,264
University of Tennessee	\$ 6,850	\$ 22,168
Arizona State University	\$ 6,844	\$ 19,629
University of Arkansas	\$ 6,459	\$ 15,336
Texas Tech University	\$ 6,210	\$ 12,858
University of North Carolina	\$ 5,626	\$ 23,513
Louisiana State University	\$ 5,233	\$ 14,383
University of New Mexico	\$ 5,101	\$ 17,254
New Mexico State University	\$ 4,998	\$ 15,150

Based on  
Fall 2009  
Data

12 Hours  
per  
Semester  
24 Semester  
Credit Hours  
per year

Source:  
IPEDS



TEXAS TECH UNIVERSITY

**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**  
FOOD AND BEVERAGE CATERING AND CONCESSIONS  
REQUEST FOR PROPOSALS



**KEY OBJECTIVES**



- **QUALITY** - Enhance quality and variety of food for athletics venues
- **SPACE UTILIZATION** - Maximize revenues for all available spaces
- **RESTAURANT/CLUB** - East side daily operation
- **SALES** – Increase sales by optimizing menus, value and pricing
- **STUDENT ATHLETES** - Maintain high quality training table
- **EDUCATION** - Enhance educational opportunities for our students.



## PROPOSALS RECEIVED



Proposals were received from four nationally-recognized food service companies for the following two distinct areas of service:

▪ **All Facilities' Concessions and Stadium/Arena Suite & Club Catering**

Sodexo, Ovations & Centerplate proposed to operate all concessions/club & suite spaces

▪ **Private Membership Club/Restaurant & Jones AT&T Suite Catering**

ClubCorp and Sodexo proposed to provide the services for the Jones AT&T Stadium suite and club level along with the operation of a private membership club on non-game days. (*Ovations & Centerplate did not submit proposal on Restaurant*)



## TOP TWO OPTIONS



**OPTION 1**

- Sodexo operating all services

**OPTION 2**

- ClubCorp serves all club/suites in Jones AT&T Stadium & operates private membership club/restaurant
- Ovations operates general concessions for all athletic facilities and suite/PSL club services at the United Spirit Arena





## FINANCIAL COMPARISON



### OPTION 1

<b>Sodexo</b>	<b>Year 1</b>	<b>5-Year Total</b>
Upfront Capital	\$ 1,500,000	\$ 1,500,000
Commissions	\$ 1,124,500	\$ 5,622,500
Upfront Signing Bonus	\$ 250,000	\$ 250,000
<b>Five Year Total</b>		<b>\$ 7,372,500</b>

### OPTION 2

<b>ClubCorp/Ovations</b>		
Upfront Capital	\$ 2,300,000	\$ 2,300,000
Commissions	\$ 1,070,000	\$ 5,350,000
Upfront Signing Bonus	\$ 75,000	\$ 75,000
<b>Five Year Total</b>		<b>\$ 7,725,000</b>



BASED ON APPLYING BID PERCENTAGES AGAINST 2008-09 ACTUAL CONCESSIONS SALES WITH NO PRICE OR SALES VOLUME INCREASES

## RECOMMENDATION



### **OPTION 2 – OVATIONS/CLUBCORP**

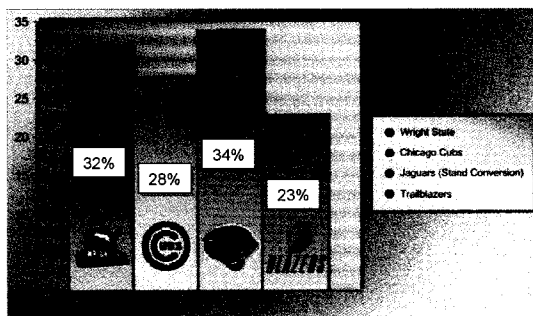
- Even though the model with Sodexo operating all concessions was a slightly better financial model for annual concessions commissions using past history of actual sales, the five year total including upfront capital and bonuses favored ClubCorp and Ovations.
- The proposal process also evaluated food quality and variety, marketing, innovation, employee training, service measurement and operational excellence – all of which favored Ovations/ClubCorp.



## Why Option 2? – Revenue Generation



**Per Cap increase** -Based on industry standards our **revenue per attendee should increase a minimum of 10-20%** as a result of upgraded quality and variety that will be offered by Ovations. This increase is projected to make up for any annual commissions revenue variance between the Sodexo and Ovations/ClubCorp models.



Jacksonville sales increase represents same stand conversion results

**ClubCorp provided higher commission percentages** for suites/club food and beverage and the upside of a new revenue stream - membership revenue sharing.



## Why Option 2? – Improved Quality



- **Ovation's Everything's Fresh approach** uses in-stand cooking to provide fresh popcorn, hotdogs right off the roller grill, bar-b-que, carved turkey sandwiches and chicken strips & fries baskets. They also place induction-cooking carts throughout the facilities to provide additional points of sale and food variety for our fans.



## Why Option 2? – Improved Quality



### What It Means

Everything's *fresh*™

- No pre-wrapped / or long held stale items
- Food is prepared “a la minute” and served open faced
- Action cooking will be added to food preparation
- Strong visual marketing program to let fans know food is fresh



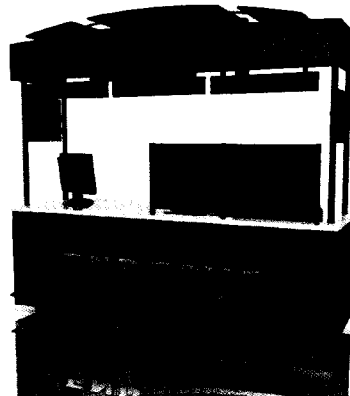
## Why Option 2? – Improved Quality



### Deployment

Everything's *fresh*™

- Hot and cold cooking equipment will be added to all stands
- New cooking portable carts
- Intensive staff training by visiting managers



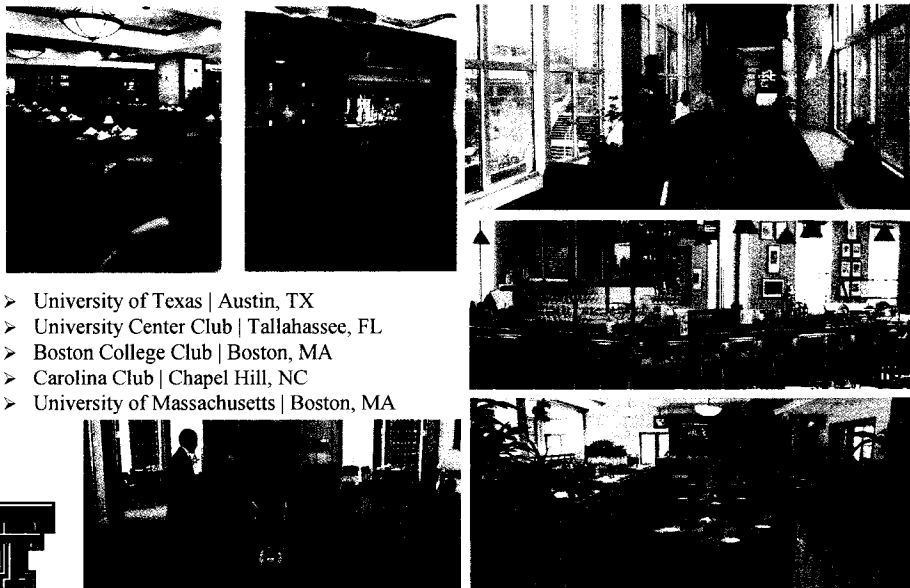
## Why Option 2? – Improved Quality



ClubCorp is proven operator of high-level private clubs, country clubs and stadium suite services.



## Why Option 2? – Improved Quality



- University of Texas | Austin, TX
- University Center Club | Tallahassee, FL
- Boston College Club | Boston, MA
- Carolina Club | Chapel Hill, NC
- University of Massachusetts | Boston, MA



## Why Option 2? – Capital Investment



- **ClubCorp \$1.3M up front capital** - will add necessary kitchen equipment and finish out the East side Club Level with upscale features typically seen in private membership clubs.



## Why Option 2? – Capital Investment

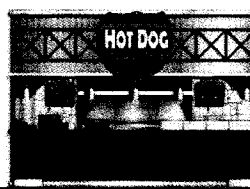
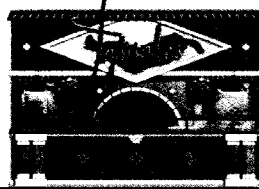
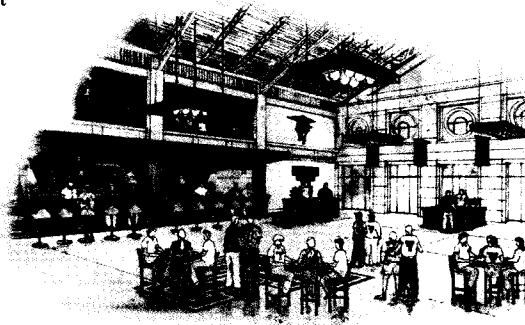


## Why Option 2? – Capital Investment



### ➤ Ovation's Up-front capital -

Ovation's will provide \$1M in upfront capital to remodel all concessions stands at the arena and stadium with new, attractive graphics design along with new in-stand cooking equipment. They will also finish out a club area at the United Spirit Arena for PSL ticket holders and top level fans. The area will serve alcohol and an upgraded food menu and will serve as a multi-purpose facility for non-game day events.

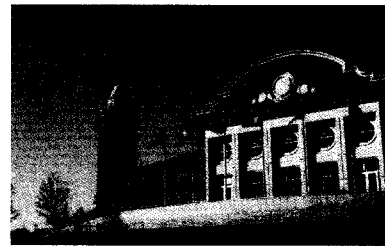


## Why Option 2? – Non-Game Day Catering



- \$50k+ annual savings of marketing/booking staff costs that will be absorbed by ClubCorp to market, schedule and manage the catering space for the East and West side of the stadium.

- Significant increase in catering revenue from aggressive marketing & sales efforts.



## Why Option 2? -Students



➤ ClubCorp will provide the highest quality food service for our student-athletes.



➤ ClubCorp, as with other schools, is committed to utilizing students in their operation and will continue to aggressively recruit our graduates for permanent placement.



# **Texas Tech University System**

## **Office of Investments**

**Endowment Report  
March 2010**

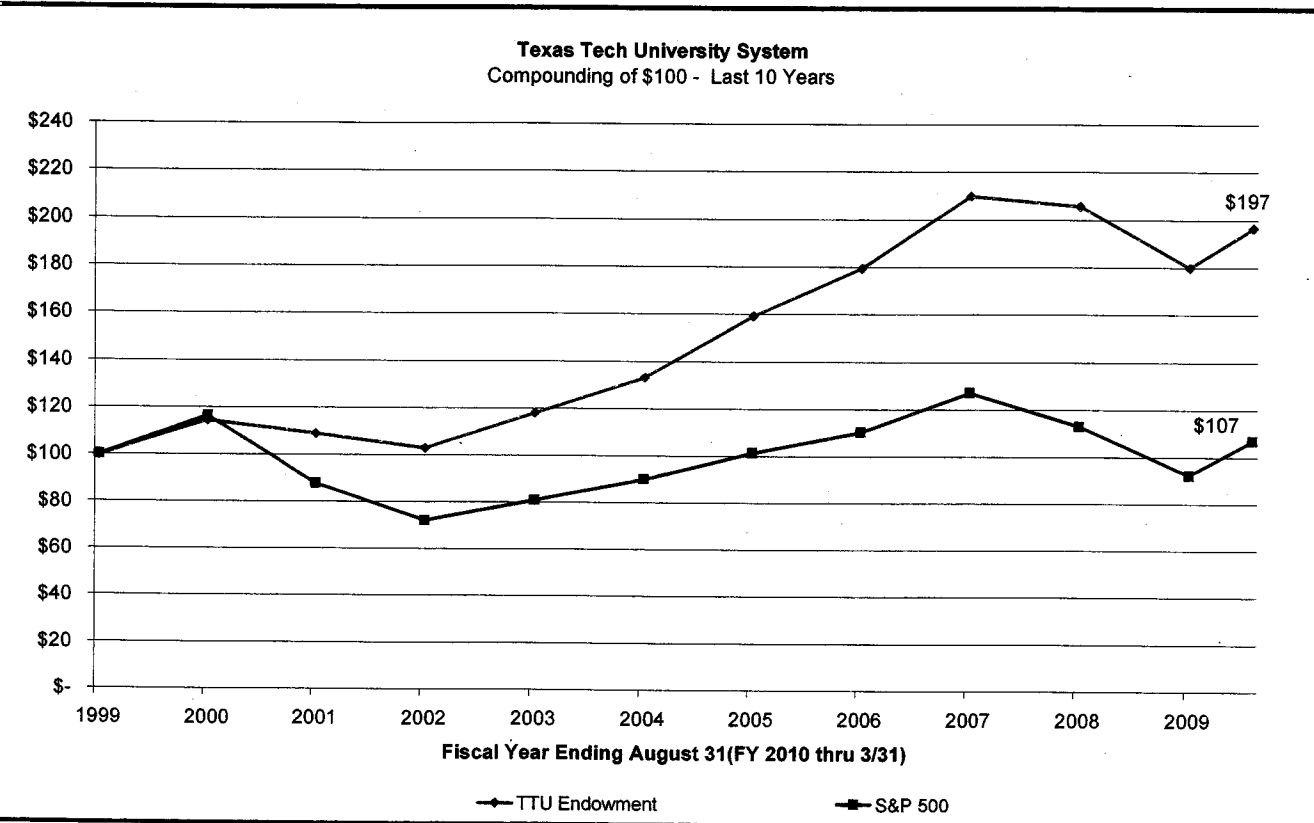
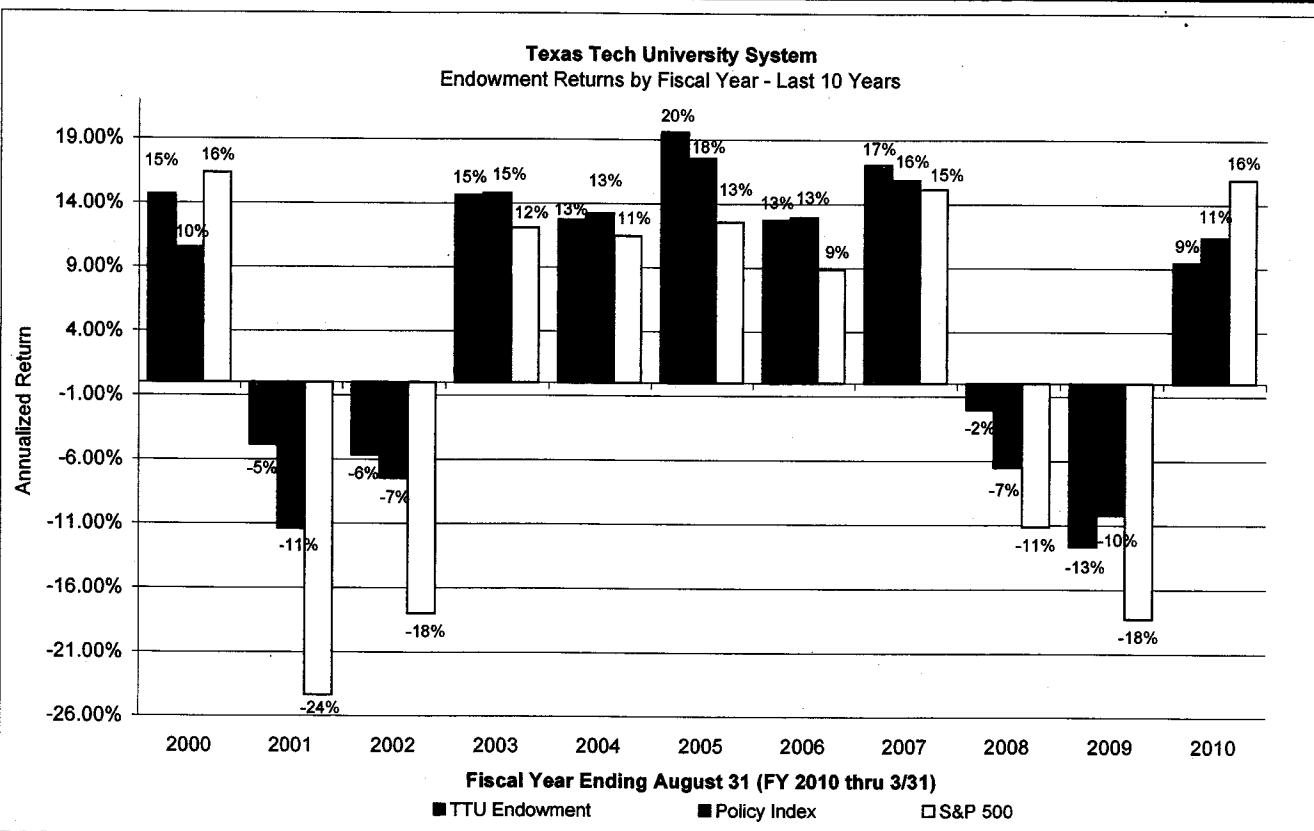


## Texas Tech University System Table of Contents

<b>A)</b>	<b>Performance</b>	<b>Page</b>
1)	Endowment Returns by Fiscal Year .....	1
2)	Performance by Asset Class (YTD, 1, 3 Years)	
	A) Calendar Year Returns .....	2
	B) Trailing Periods .....	3
	C) Risk/Return Scatter plot .....	4
3)	NACUBO Endowment Study 2009	
	A) Overall and Peer Returns and Rankings .....	5
	B) Big 12 Returns and Rankings .....	6
<b>B)</b>	<b>Manager Rankings</b>	
1)	Manager Ranking .....	7
<b>C)</b>	<b>Asset Allocation</b>	
1)	Actual v. Target .....	8
2)	Revised Asset Allocation .....	9
<b>D)</b>	<b>Liquidity Summary</b>	
1)	Investment Liquidity Summary .....	10
2)	Investment Liquidity Detail .....	11
<b>E)</b>	<b>Unfunded Commitment Schedule</b>	
1)	Commitment Detail .....	12
2)	Non-Liquid Allocations .....	13
3)	Commitment History .....	14
<b>F)</b>	<b>Leverage Report</b>	
1)	Gross and Net Exposure by Manager .....	15
<b>G)</b>	<b>Appendix I: 3-31-2010 NEPC Flash Report</b>	



## Texas Tech University System Endowment Returns by Fiscal Year 03/31/2010





# Texas Tech University System Performance by Asset Class

03/31/2010

	Calendar Year Returns - Rate of Return (Since Inception)											
	YTD	2010	2009 (A)	2008 (A)	2007 (A)	2006 (A)	2005 (A)	2004 (A)	2003 (A)	2002 (A)	2001 (A)	2000 (A)
TTU Composite	2.08%	11.54%	-20.29%	10.72%	17.03%	11.07%	12.96%	27.80%	-9.09%	-13.24%	3.74%	
TTU Policy Index	3.67%	21.28%	-28.21%	9.64%	17.70%	10.01%	14.40%	28.30%	-9.45%	-5.23%	-1.12%	
TTU Marketable	2.87%	17.26%	-26.38%	8.77%	17.46%	9.87%	13.89%	28.63%	-9.28%	-0.97%	3.74%	
TTU Domestic Equity	4.55%	27.65%	-36.22%	0.45%	15.94%	6.01%	14.03%	33.56%	-17.77%			
TTU Int'l Equity	1.78%	32.85%	-43.80%	16.93%	28.60%	23.51%	25.14%	43.55%	-11.73%			
TTU Equity	3.28%	31.40%	-37.78%	8.21%	21.17%	11.45%	18.24%	36.38%	-16.83%			
TTU Fixed Income	2.01%	1.06%	1.12%	6.14%	4.55%	2.83%	2.26%	3.39%	7.15%			
TTU Opportunistic	1.90%	14.59%	-6.58%	10.07%	11.65%	15.08%						
TTU Hedge Fund	2.82%	19.72%	-18.27%	10.15%	13.12%	11.24%	8.11%	8.51%				
Barclays Agg Bond	1.78%	5.93%	5.24%	6.96%	4.33%	2.43%	4.34%	4.11%	10.27%	8.42%	11.63%	
Wilshire 5000	6.27%	29.42%	-37.34%	5.74%	15.87%	6.32%	12.62%	31.65%	-20.86%	-10.96%	-10.89%	
HFRI FoFs	1.10%	10.11%	-21.28%	10.08%	10.13%	7.73%	6.19%	11.08%	2.15%	1.40%	0.20%	
MSCI EAFE	0.94%	32.46%	-43.06%	11.63%	26.86%	14.02%	20.70%	39.17%	-15.66%	-21.21%	-13.96%	
MSCI Emerging Mkts	2.45%	79.02%	-53.18%	39.78%	32.59%	34.54%	25.95%	56.28%	-6.00%	-2.37%	-30.61%	
Barclays Inter Treasury	1.15%	-1.41%	11.36%	8.84%	3.50%	1.56%	2.02%	2.10%	9.29%	8.16%	10.25%	



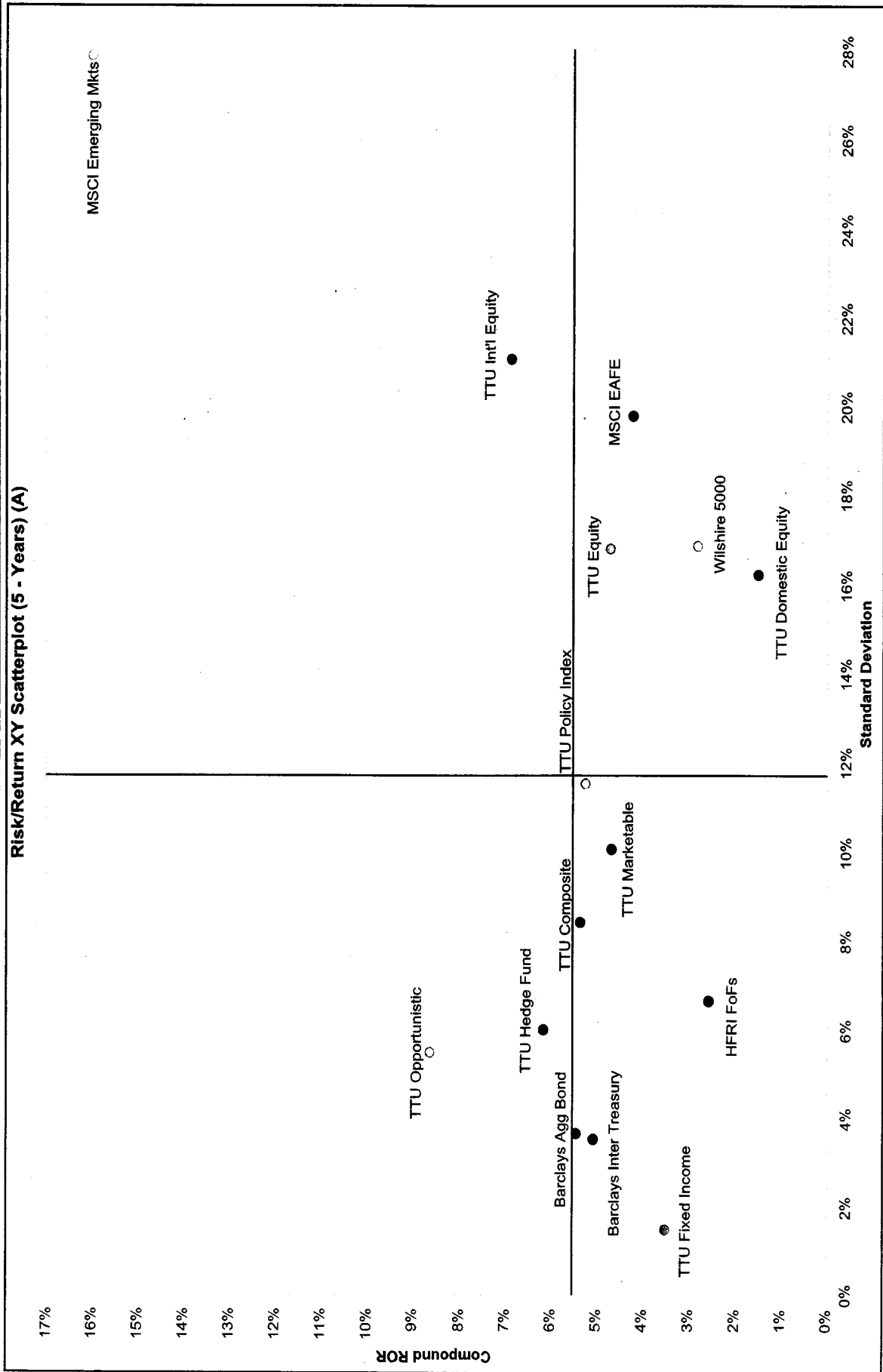
# Texas Tech University System Performance by Asset Class 03/31/2010

	End Date	Trailing Periods - Rate of Return (Since Inception)							
		Last 1 Months	Last 3 Months	Last 6 Months	Last 1 Years (A)	Last 2 Years (A)	Last 3 Years (A)	Last 5 Years (A)	Last 10 Years (A)
TTU Composite	03/31/2010	2.40%	2.08%	5.97%	22.17%	-2.23%	-0.92%	5.35%	4.08%
TTU Policy Index	03/31/2010	3.80%	3.67%	7.58%	32.47%	-1.66%	-1.15%	5.25%	4.48%
TTU Marketable	03/31/2010	3.30%	2.87%	6.44%	27.27%	-2.80%	-1.91%	4.68%	5.11%
TTU Domestic Equity	03/31/2010	4.90%	4.55%	12.26%	48.22%	-2.26%	-5.22%	1.51%	
TTU Int'l Equity	03/31/2010	6.80%	1.78%	5.25%	54.99%	-8.33%	-5.18%	6.89%	
TTU Equity	03/31/2010	5.80%	3.28%	8.94%	50.34%	-3.36%	-3.63%	4.69%	
TTU Fixed Income	03/31/2010	0.60%	2.01%	2.26%	2.76%	1.43%	2.89%	3.52%	
TTU Opportunistic	03/31/2010	1.70%	1.90%	5.62%	18.77%	5.19%	5.83%	8.66%	
TTU Hedge Fund	03/31/2010	2.00%	2.82%	6.94%	22.10%	1.70%	2.28%	6.17%	
Barclays Agg Bond	03/31/2010	-0.12%	1.78%	1.99%	7.70%	5.39%	6.14%	5.44%	6.29%
Wilshire 5000	03/31/2010	6.32%	6.27%	12.60%	53.01%	-2.36%	-3.53%	2.84%	0.07%
HFRI FoFs	03/31/2010	1.59%	1.10%	2.16%	11.24%	-4.19%	-2.18%	2.57%	2.71%
MSCI EAFE	03/31/2010	6.31%	0.94%	3.18%	55.20%	-8.62%	-6.55%	4.24%	1.68%
MSCI Emerging Mkts	03/31/2010	8.08%	2.45%	11.24%	81.55%	-1.82%	5.46%	16.00%	10.11%
Barclays Inter Treasury	03/31/2010	-0.68%	1.15%	0.54%	0.02%	3.07%	5.97%	5.06%	5.42%



# Texas Tech University System Risk/Return by Asset Class

03/31/2010





# Texas Tech University System

## NACUBO Rankings

### 2009

	Performance Summary			
	1 Yr	3 Yr	5 Yr	10 Yr
<b>NACUBO Endowment Study as of June 30, 2009</b>				
<b>All Endowments (842 Reporting)</b>				
TTU Actual Returns	-16.4%	-0.8%	5.1%	5.2%
Average Comparison Group Returns	-18.7%	-2.5%	2.7%	4.0%
Percentile Ranking Shown	23.9%	20.2%	12.8%	21.6%
<b>Peer Group \$500 million to \$1 billion Endowments (59 Reporting)</b>				
TTU Actual Returns	-16.4%	-0.8%	5.1%	5.2%
Average Comparison Group Returns	-19.8%	-2.1%	3.6%	4.3%
Percentile Ranking Shown	13.6%	32.2%	24.6%	36.0%
<b>Big 12 Endowments (12 Reporting)</b>				
TTU Actual Returns	-16.4%	-0.8%	5.1%	5.2%
Average Comparison Group Returns	-19.4%	-1.7%	3.8%	4.3%
Percentile Ranking Shown	16.7%	26.0%	33.3%	30.0%
<b>\$1 billion Plus Endowments (51 Reporting)</b>				
TTU Actual Returns	-16.4%	-0.8%	5.1%	5.2%
Average Comparison Group Returns	-20.5%	-0.8%	5.1%	6.1%
Percentile Ranking Shown	9.8%	52.9%	45.1%	56.9%

<b>NACUBO Endowment Study as of June 30, 2008</b>				
<b>All Endowments (728 Reporting)</b>				
TTU Actual Returns	-3.1%	10.0%	12.5%	8.0%
Average Comparison Group Returns	-3.0%	8.0%	9.7%	6.5%
Percentile Ranking Shown	48.8%	20.6%	14.3%	18.7%
<b>Peer Group \$500 million to \$1 billion Endowments (55 Reporting)</b>				
TTU Actual Returns	-3.1%	10.0%	12.5%	8.0%
Average Comparison Group Returns	-1.9%	9.6%	11.4%	7.4%
Percentile Ranking Shown	59.3%	30.5%	20.3%	38.9%
<b>Big 12 Endowments (12 Reporting)</b>				
TTU Actual Returns	-3.1%	10.0%	12.5%	8.0%
Average Comparison Group Returns	-1.1%	10.1%	12.1%	7.2%
Percentile Ranking Shown	66.7%	50.0%	50.0%	33.3%
<b>\$1 billion Plus Endowments (76 Reporting)</b>				
TTU Actual Returns	-3.1%	10.0%	12.5%	8.0%
Average Comparison Group Returns	0.6%	12.0%	13.3%	9.1%
Percentile Ranking Shown	80.5%	70.1%	57.1%	54.5%



# Texas Tech University System

## Big 12 Rankings

2009

Big 12 Results		1 Year			3 Year			5 Year			10 Year		
		Return	NACUBO Rank	Big 12 Rank	Return	NACUBO Rank	Big 12 Rank	Return	NACUBO Rank	Big 12 Rank	Return	NACUBO Rank	Big 12 Rank
School	2009 Endowment Funds (\$000)												
Baylor	880,256	-13.30%	90	1	3.19%	28	1	7.96%	29	1	6.28%	53	1
Texas Tech	<b>679,824</b>	<b>-16.40%</b>	<b>201</b>	<b>2</b>	<b>-0.80%</b>	<b>139</b>	<b>3</b>	<b>5.10%</b>	<b>83</b>	<b>4</b>	<b>5.20%</b>	<b>91</b>	<b>3</b>
Missouri	881,846	-17.50%	265	3	-2.60%	341	7	2.60%	275	8	2.80%	256	9
Colorado	593,304	-17.72%	284	4	0.65%	62	2	5.18%	78	3	5.56%	75	2
Oklahoma	847,897	-17.90%	299	5	-3.80%	489	12	1.50%	444	11	1.60%	362	10
Iowa State	452,209	-18.51%	356	6	-3.13%	413	10	1.41%	456	12			12
Texas A&M	5,083,754	-19.00%	392	7	-2.70%	359	8	2.50%	293	9	4.00%	153	7
Nebraska	964,928	-21.30%	572	8	-3.00%	399	9	2.00%	369	10			11
Kansas State	259,809	-21.68%	591	9	-1.76%	237	5	4.12%	125	5	4.66%	115	5
Kansas	955,376	-21.96%	611	10	-3.21%	425	11	3.20%	222	7	3.43%	197	8
Texas	12,163,049	-22.50%	646	11	-2.10%	284	6	3.73%	164	6	4.73%	109	4
Oklahoma State	454,849	-24.60%	728	12	-1.10%	174	4	6.50%	44	2	4.30%	132	6
Average return		-19.4%			-1.7%			3.8%			4.3%		



# Texas Tech University System

## Manager Rankings

03/31/2010

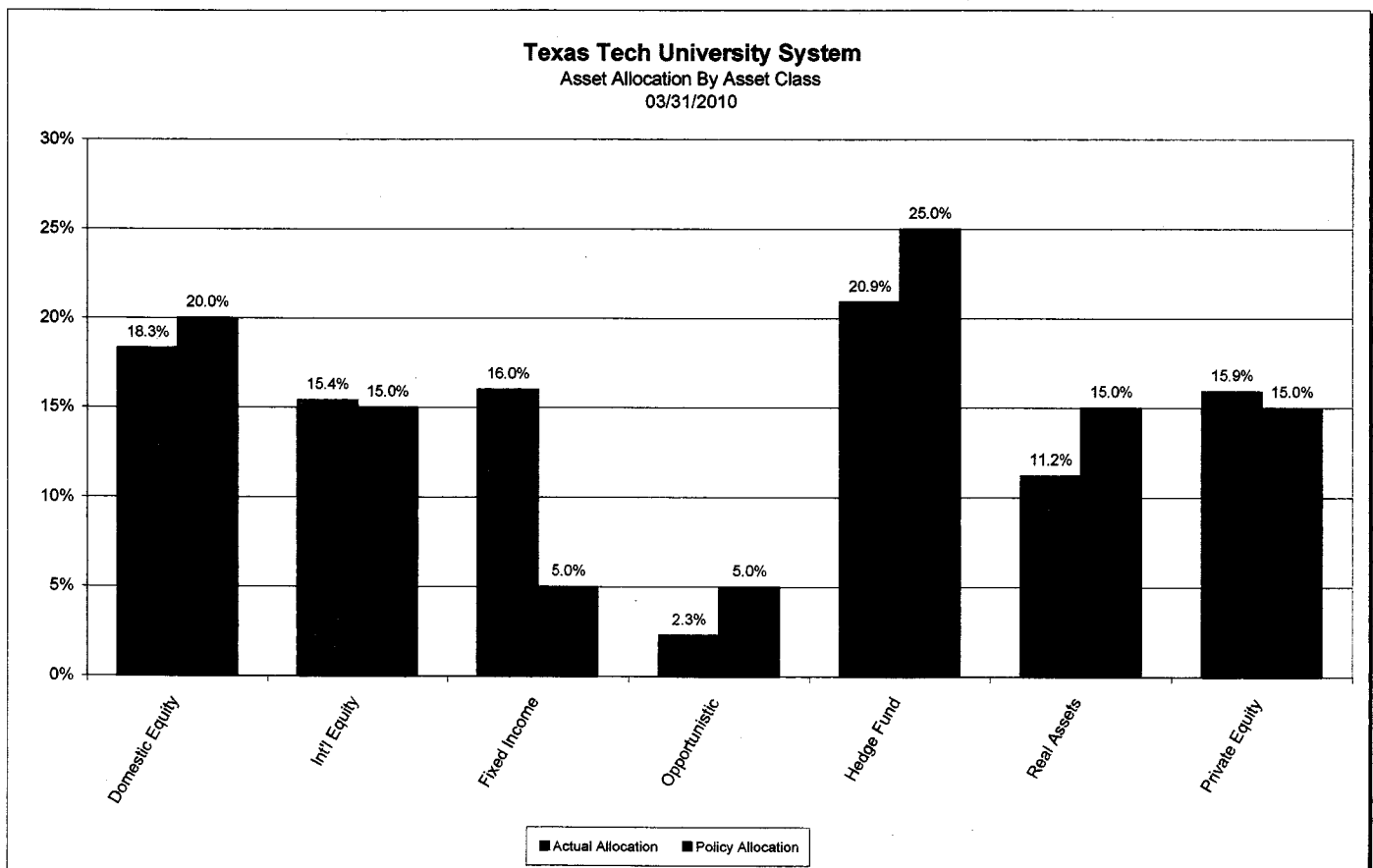
06/07/2010						
Manager	Mandate	Date Hired	Ranking		Rationale/Comments	
			Positive	Neutral		
Domestic Equity						
Atalanta Sosnoff	Large/Growth	Nov-08			Partial change of ownership	
First Eagle (Amhold & Bleichroeder)	Large/Growth	Oct-08	✓			
Jensen	Large/Growth	Nov-08			Retirement of founder	
Stralem	Large/Growth	Oct-08		✓		
Times Square	SMID/Growth	Jul-09	✓			
Westwood SMID	SMID/Value	Sep-09	✓			
Large Cap ETF (SPY)	Large/Index	Nov-08		✓	Index	
International Equity						
Axiom	EAFE+EM/Growth	Jul-08	✓			
Mondrian	Emerging	Dec-09	✓		New - great long term track record	
Silchester	EAFE+EM/Value	Jul-08	✓			
Westwood Global (WGI)	Emerging	Sep-09	✓		New - GARP and cash flow focused	
iShares MSCI EAFE (EFA)	EAFE Index	Jun-08		✓	Index	
iShares MSCI EM (EEM)	Emerging Index	Aug-09		✓	Index	
Fixed Income						
PIMCO	Fixed/Core Plus	Oct-09	✓			
Wellington	Emerging	Nov-09	✓		New - diversify to high growth strong BS EM countries, away from US \$	
SSgA Liquidating Trust	Fixed				Liquidating	
Opportunistic						
GMO Absolute Return	Tactical Asset Allocation	Apr-04	✓			
Tennenbaum	Private Credit	Nov-09	✓		New	
Hedge Funds						
Blenheim	Global Macro	Oct-09	✓			
Davidson Kempner	Multi-Strategy	Dec-06		✓		
Fir Tree	Credit	Jan-08	✓			
Glenrock	Long/Short Equity	Jan-10	✓		New - Equity low net exposure	
Hunter Global	Long/Short Equity	Aug-09	✓		New - Equity low net exposure	
Kingdon	Long/Short Equity	Mar-10	✓			
King Street Capital	Credit	Jun-03	✓			
Och Ziff Asia	Multi-Strategy	Jan-08			Strategy drift	
Silver Point	Credit	Mar-08				
Taconic	Multi-Strategy	Jun-03		✓		
Wexford	Multi-Strategy	Dec-06	✓		Good diversifier to our HF portfolio	
Ariel	Long/Short Equity	Dec-02			Liquidating	
Shepherd - Stark	Multi-Strategy	Mar-06			Liquidating	
Real Assets						
Alcion	Real Estate	Jun-06		✓		
CDK Realty	Real Estate	Oct-04			Regional malls in slow economy	
Denham	Energy	Jun-08		✓		
E2M	Real Estate	Feb-06		✓		
Encap Energy	Energy	May-02	✓		Historically top quartile performer in E&P space	
Natural Gas Partners	Energy	Mar-08	✓		Historically top quartile performer in E&P space	
Savanna	Real Estate	Nov-07		✓		
Van Eck	Commodities	Aug-09	✓			
Chilton	Natural Resources	Mar-10	✓		New	
Private Equity						
Goldman Sachs Vintage Funds	Secondaries	Aug-07	✓			
Irving Place	Middle Mkt LBO	Aug-06			9 investments, 4 marked down below cost	
Main Street Capital	SBIC	Sep-06			OK, converted to public company = liquidate	
Oaktree Capital Management	Distressed	May-02	✓		Historically top quartile performer in distressed debt space	
PEI	Secondaries	Mar-10	✓		New	
Reservoir Capital	Private Equity/Hedge Fund	Oct-05			Disappointing, but in a tough environment - keep a close eye on them	
Sterling Group	Middle Mkt LBO	May-03		✓		
Stone Point Capital	Middle Mkt LBO - financials	Nov-04	✓			





## Texas Tech University System Current Asset Allocation 03/31/2010

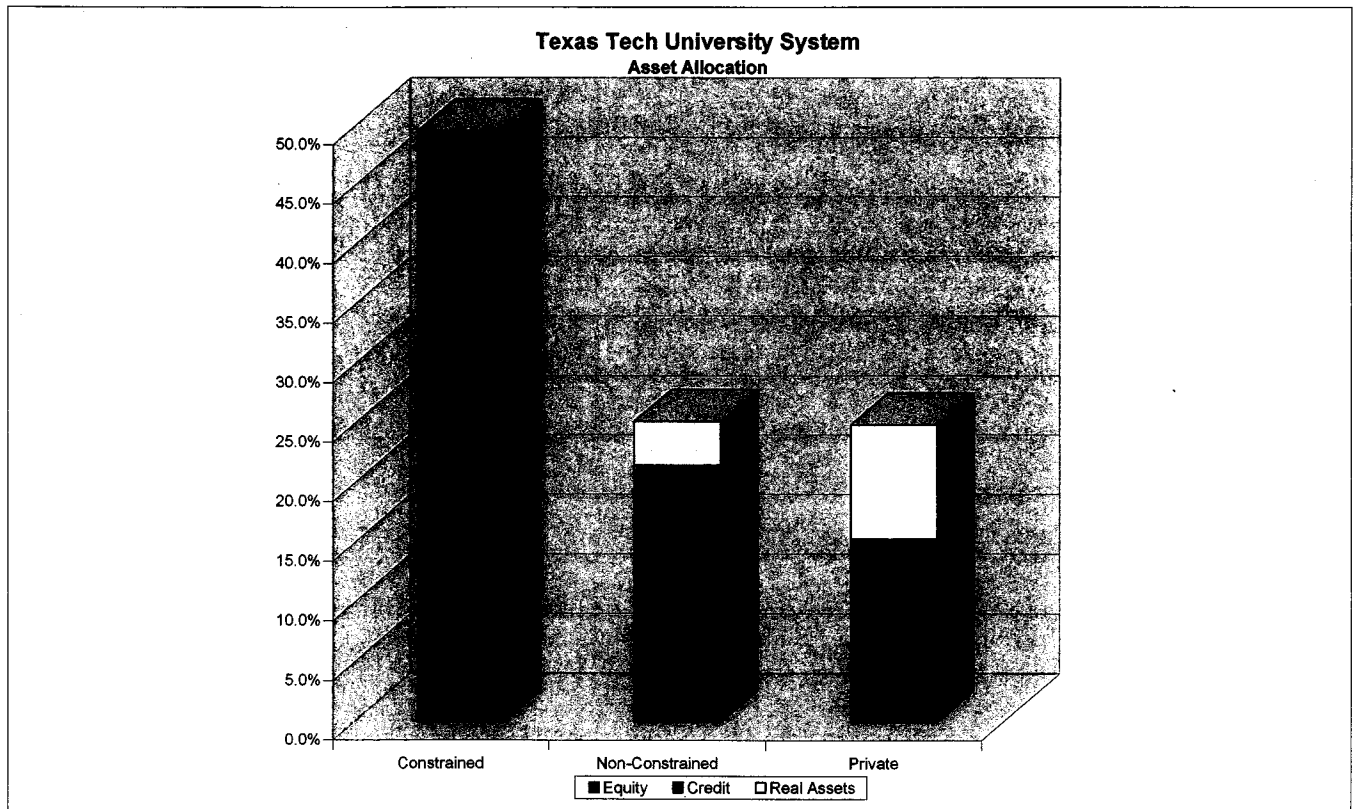
Asset Class	Actual Allocation	Target Allocation	Difference	Allowable Range
<b>Public Equities</b>	<b>33.7%</b>	<b>35.0%</b>	<b>-1.3%</b>	
Domestic Equity	18.3%	20.0%	-1.7%	0-55%
International Equity	15.4%	15.0%	0.4%	10-30%
<b>Fixed Income</b>	<b>16.0%</b>	<b>5.0%</b>	<b>11.0%</b>	<b>5-15%</b>
Cash	5.0%			0-10%
FI Total Return	11.0%			5-15%
<b>Opportunistic</b>	<b>2.3%</b>	<b>5.0%</b>	<b>-2.7%</b>	<b>0-10%</b>
<b>Hedge Fund</b>	<b>20.9%</b>	<b>25.0%</b>	<b>-4.1%</b>	<b>15-30%</b>
<b>Real Assets</b>	<b>11.2%</b>	<b>15.0%</b>	<b>-3.8%</b>	<b>5-15%</b>
Illiquid	8.8%			
liquid	2.4%			
<b>Private Equity</b>	<b>15.9%</b>	<b>15.0%</b>	<b>0.9%</b>	<b>15-30%</b>





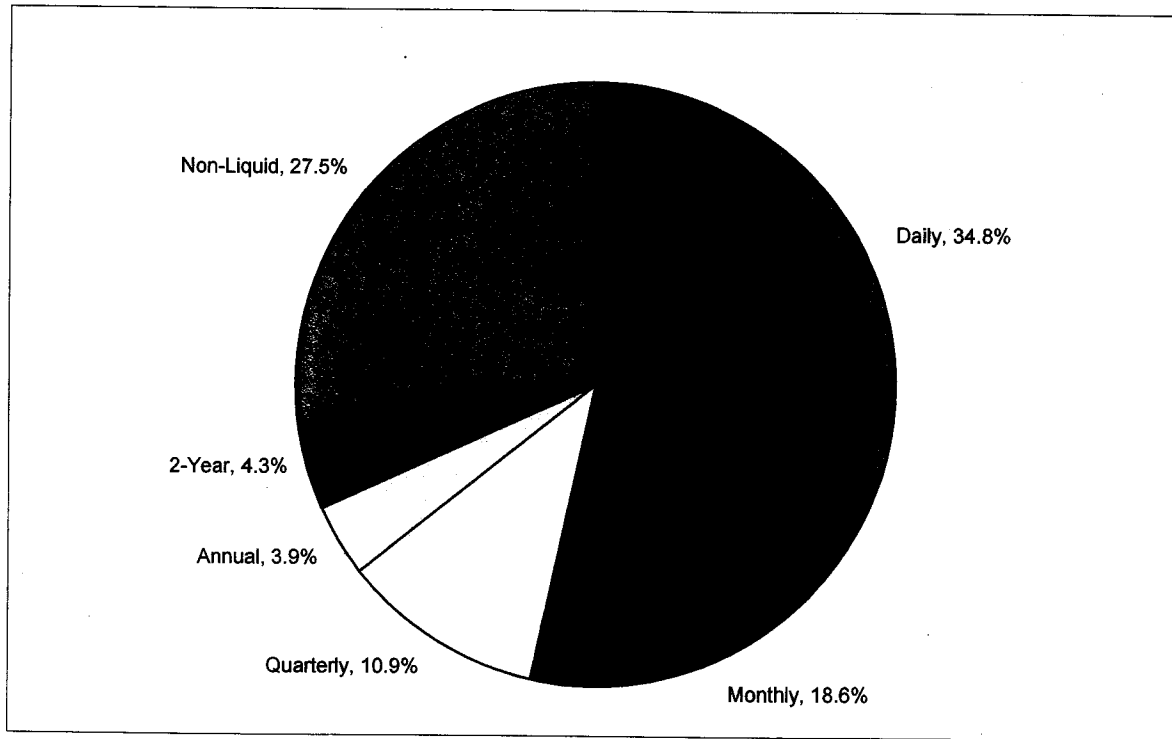
## Texas Tech University System Asset Allocation Matrix 03/31/2010

	Constrained			Non-Constrained			Private			TOTAL		
	Target	Actual	Allowable Range	Target	Actual	Allowable Range	Target	Actual	Allowable Range	Target	Actual	Allowable Range
<b>Equity</b>	20.0%	33.7%	20-40%	15.0%	7.8%	10-20%	10.0%	6.9%	5-15%	45.0%	48.4%	35-75%
Domestic		18.3%	10-20%		5.5%	5-10%		6.8%	5-10%		30.6%	20-40%
International		15.4%	10-20%		2.3%	5-10%		0.1%	0-5%		17.8%	15-35%
<b>Credit</b>	10.0%	16.0%	10-15%	10.0%	13.8%	5-15%	10.0%	8.5%	5-10%	30.0%	38.3%	5-40%
<b>Real Assets</b>	5.0%	0.0%	5-10%	10.0%	3.7%	5-15%	10.0%	9.6%	5-10%	25.0%	13.3%	10-35%
<b>TOTAL</b>	<b>35.0%</b>	<b>49.7%</b>	<b>35-65%</b>	<b>35.0%</b>	<b>25.3%</b>	<b>20-50%</b>	<b>30.0%</b>	<b>25.0%</b>	<b>15-35%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>





# Texas Tech University System Investment Liquidity Summary 03/31/2010



Endowment		Liquidity
Daily	\$252,528,967	34.8%
Monthly	\$135,268,947	18.6%
Quarterly	\$79,276,604	10.9%
Annual	\$28,281,981	3.9%
2-Year	\$31,292,170	4.3%
Non-Liquid	\$199,631,661	27.5%
<b>Total Endowment</b>	<b>\$726,280,331</b>	<b>100%</b>

	<u>Commitment</u>	<u>Capital Called</u>	<u>Distributions</u>	<u>Account Balance</u>	<u>Remaining Commitment</u>
Real Assets	\$148,377,000	\$100,620,399	\$57,302,928	\$64,253,736	\$48,813,700
Private Equity	\$196,000,000	\$126,138,494	\$53,680,569	\$117,609,133	\$65,068,815
<b>Total Illiquid Assets</b>	<b>\$344,377,000</b>	<b>\$226,758,893</b>	<b>\$110,983,497</b>	<b>\$181,862,869</b>	<b>\$113,882,515</b>

Annual Spending 33,400,000

## UnFunded Commitments - Sensitivity Analysis

	<u>25% Called</u>	<u>50% Called</u>	<u>75% Called</u>	<u>100% Called</u>
Maximum Remaining Annual Cash Needed	\$ 61,870,629	\$ 90,341,257	\$ 118,811,886	\$147,282,515
Percentage of Daily Liquidity	25%	36%	47%	58%



# Texas Tech University System

## Investment Liquidity Detail

03/31/2010

	Balance	% of LTIF	Next Liquidity Date	Notice	Subsequent Liquidity Date
<b>Equity/Fixed Income</b>					
<b>Domestic Equity</b>	<b>132,582,448</b>	<b>18.3%</b>			
Atalanta	19,535,030	2.7%	Daily		
First Eagle (ASB)	22,713,609	3.1%	Daily		
Jensen	20,715,606	2.9%	Daily		
Stralem	23,988,674	3.3%	Daily		
Times Square	13,019,486	1.8%	Daily		
Westwood SMID	11,377,351	1.6%	Daily		
SPDR S&P 500	21,232,692	2.9%	Daily		
<b>International Equity</b>	<b>112,130,433</b>	<b>15.4%</b>			
Axiom	28,051,660	3.9%	Monthly		
IShares MSCI EAFE	10,262,813	1.4%	Daily		
IShares MSCI Emerging	7,118,703	1.0%	Daily		
Silchester	34,836,025	4.8%	Monthly		
Mondrian	15,608,713	2.1%	Monthly		
Westwood Emerging	16,252,519	2.2%	Monthly		
<b>Fixed Income Fund</b>	<b>115,894,685</b>	<b>16.0%</b>			
Cash	36,018,837	5.0%	Daily		
Pimco TR	66,546,166	9.2%	Daily		
Wellington EMD	10,680,812	1.5%	Monthly		
State Street Liq Trust	2,648,870	0.4%	Non-Liquid		
<b>Opportunistic Funds</b>	<b>16,973,144</b>	<b>2.3%</b>			
GMO GAAR	15,028,298	2.1%	Monthly		
Tennenbaum Capital	1,944,846	0.3%	Non-Liquid		
<b>Total Equity/Fixed Income</b>	<b>377,580,710</b>	<b>52.0%</b>			
<b>Hedge Funds</b>	<b>151,415,991</b>	<b>20.8%</b>			
OZ Asia	9,662,385	1.3%	Jun-10	05/16/2010	Jun-11
Wexford	15,927,175	2.2%	Mar-11	12/30/2010	Sep-11
Hunter	10,322,671	1.4%	Sep-10	08/31/2010	Dec-10
Silver Point	11,421,352	1.6%	Mar-11	12/31/2010	Mar-12
Fir Tree	15,364,995	2.1%	Feb-12	11/30/2011	Feb-14
King Street	18,724,668	2.6%	Jun-10	04/26/2010	Sep-10
Kingdon	10,263,769	1.4%	Mar-12	02/29/2012	Jun-12
Davidson Kempner	15,543,567	2.1%	Jun-10	04/26/2010	Sep-10
Taconic	9,597,659	1.3%	Jun-10	05/01/2010	Sep-10
Shepherd	4,825,325	0.7%	Non-Liquid		
Ariel	10,294,598	1.4%	Non-Liquid		
Glenrock Global	12,022,514	1.7%	Sep-10	07/02/2010	Dec-10
Blenheim	7,445,312	1.0%	Jun-10	04/26/2010	Jul-10
<b>Real Assets</b>	<b>81,619,343</b>				
Real Assets - Illiquid	64,253,736	8.8%	Non-Liquid		
Chilton	10,000,000	1.4%	Sep-10	08/01/2010	Dec-10
Van Eck	7,365,607	1.0%	Jun-10	05/02/2010	Jul-10
Private Equity	115,664,287	15.9%	Non-Liquid		
<b>Total Non-Liquid Assets</b>	<b>197,283,630</b>	<b>27.2%</b>			
<b>Grand Total</b>	<b>726,280,331</b>				



# Texas Tech University System

## Real Assets & Private Equity Balances

03/31/2010

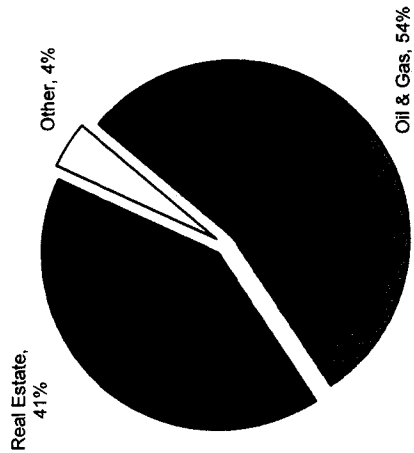
	Vintage Year	Commitment	Capital Called	Remaining	Distributions	Account Balance
<b>Non-Liquid Real Assets</b>						
Encap Energy Capital IV-B	2002	\$ 148,377,000	\$ 100,620,399	\$ 48,813,700	\$ 57,302,928	\$ 64,253,736
Encap Energy Capital V-B	2004	\$ 15,000,000	\$ 15,000,000	\$ -	\$ 24,119,924	\$ 952,959
CDK Realty	2004	\$ 20,000,000	\$ 20,000,000	\$ -	\$ 23,933,949	\$ 7,133,370
E2M Partners	2006	\$ 11,377,000	\$ 11,507,500	\$ -	\$ 1,750,800	\$ 12,891,354
Alcion Real Estate Partners Parallel Fund	2006	\$ 10,000,000	\$ 9,061,598	\$ 938,402	\$ 902,699	\$ 6,627,193
Encap Energy Capital Fund VI-B	2006	\$ 10,000,000	\$ 5,299,684	\$ 4,700,316	\$ -	\$ 1,980,971
Savanna Real Estate Fund	2007	\$ 20,000,000	\$ 15,742,291	\$ 4,257,709	\$ 4,018,607	\$ 16,186,682
Encap Investment Fund VII-B	2007	\$ 10,000,000	\$ 7,623,323	\$ 3,303,276	\$ 1,370,909	\$ 4,964,233
Natural Gas Partners IX	2007	\$ 15,000,000	\$ 6,089,953	\$ 8,910,047	\$ 185,582	\$ 5,754,868
Denham Commodity Partners V	2007	\$ 12,000,000	\$ 3,813,396	\$ 8,186,604	\$ 17,968	\$ 3,126,728
EnCap Energy Infrastructure Fund	2008	\$ 10,000,000	\$ 4,292,654	\$ 5,707,346	\$ 1,002,490	\$ 2,785,065
	2009	\$ 15,000,000	\$ 2,190,000	\$ 12,810,000	\$ -	\$ 1,850,312
<b>Non-Liquid Private Equity</b>						
OCM Opportunities IV/b	2002	\$ 196,000,000	\$ 126,138,494	\$ 65,068,815	\$ 53,680,569	\$ 117,609,133
Sterling Group Partners I	2003	\$ 5,000,000	\$ 5,000,000	\$ -	\$ 9,780,374	\$ (1,135)
OCM Principal Opportunities III	2004	\$ 6,000,000	\$ 4,395,116	\$ -	\$ 9,336,205	\$ 1,821,131
Stone Point Capital Trident III	2004	\$ 10,000,000	\$ 10,000,000	\$ -	\$ 7,324,211	\$ 7,986,150
Sterling Group Partners II	2004	\$ 15,000,000	\$ 14,330,583	\$ 669,417	\$ 12,193,197	\$ 16,420,910
Reservoir Capital Overseas Partners II	2005	\$ 6,000,000	\$ 4,744,075	\$ 1,878,688	\$ 3,621,643	\$ 3,191,177
OCM Principal Opportunities Europe	2005	\$ 25,000,000	\$ 18,000,000	\$ 7,000,000	\$ 6,402,800	\$ 13,208,370
Irving Place Capital MBP III	2006	\$ 5,000,000	\$ 4,650,000	\$ -	\$ 64,439	\$ 6,573,474
Main Street Capital II	2006	\$ 12,000,000	\$ 5,705,765	\$ 6,294,235	\$ -	\$ 4,620,596
Goldman Sachs Vintage IV	2006	\$ 5,000,000	\$ 2,500,000	\$ -	\$ 530,486	\$ 1,975,383
OCM Opportunities IV	2006	\$ 10,000,000	\$ 7,638,309	\$ 2,361,691	\$ 605,809	\$ 5,787,404
Stone Point Capital Trident IV	2006	\$ 12,000,000	\$ 11,039,430	\$ -	\$ 1,834,394	\$ 11,541,541
OCM Opportunities Fund VII	2007	\$ 15,000,000	\$ 10,907,104	\$ 4,092,896	\$ 1,764,130	\$ 10,980,229
OCM Opportunities VII-B	2007	\$ 5,000,000	\$ 5,000,000	\$ -	\$ 15,397	\$ 5,426,724
Goldman Sachs Vintage V	2007	\$ 20,000,000	\$ 17,000,000	\$ 3,000,000	\$ -	\$ 23,028,349
OCM Principal V	2008	\$ 10,000,000	\$ 2,517,817	\$ 7,482,183	\$ -	\$ 2,408,158
Tennenbaum Capital Partners	2009	\$ 5,000,000	\$ 750,000	\$ 4,250,000	\$ 168,562	\$ 695,826
PEI Secondary Fund	2009	\$ 15,000,000	\$ 1,960,295	\$ 13,039,705	\$ 38,922	\$ 1,944,846
Stone Point Capital Trident V	2010	\$ 7,500,000	\$ -	\$ 7,500,000	\$ -	\$ -
	2010	\$ 7,500,000	\$ -	\$ 7,500,000	\$ -	\$ -



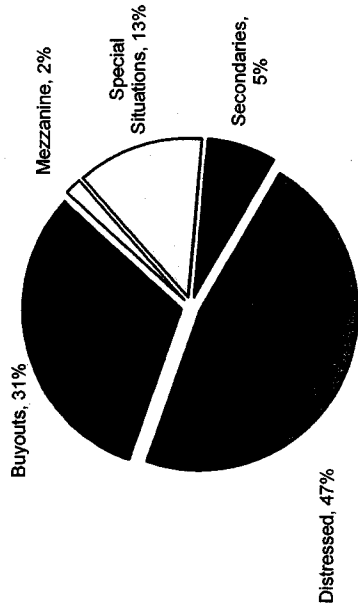
# Texas Tech University System Real Assets & Private Equity Allocations

03/31/2010

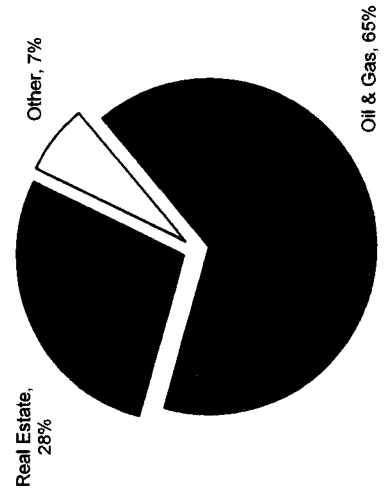
Real Assets  
Investment Strategy Diversification  
Market Value



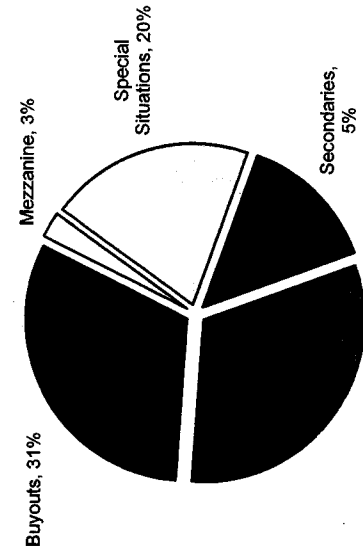
Private Equity  
Investment Strategy Diversification  
Market Value



Real Assets  
Investment Strategy Diversification  
Committed Capital

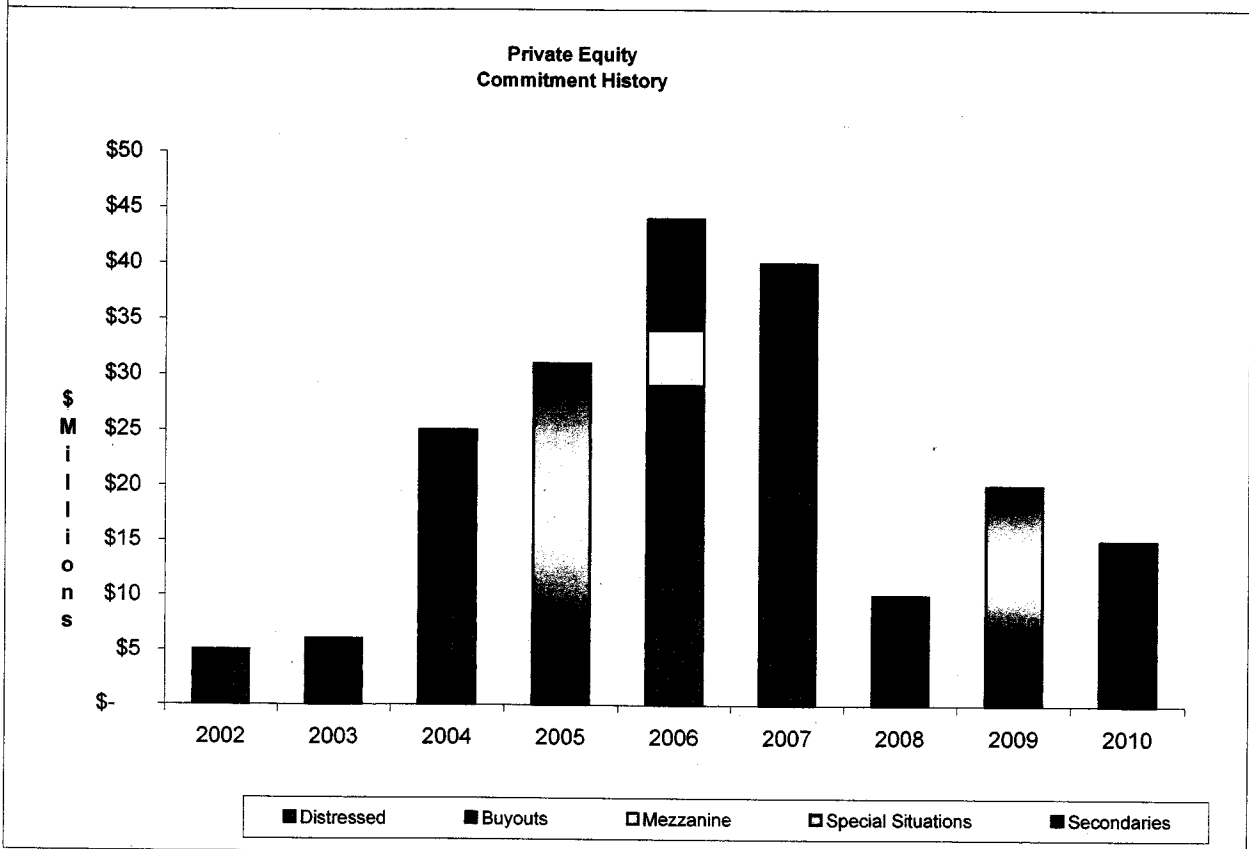
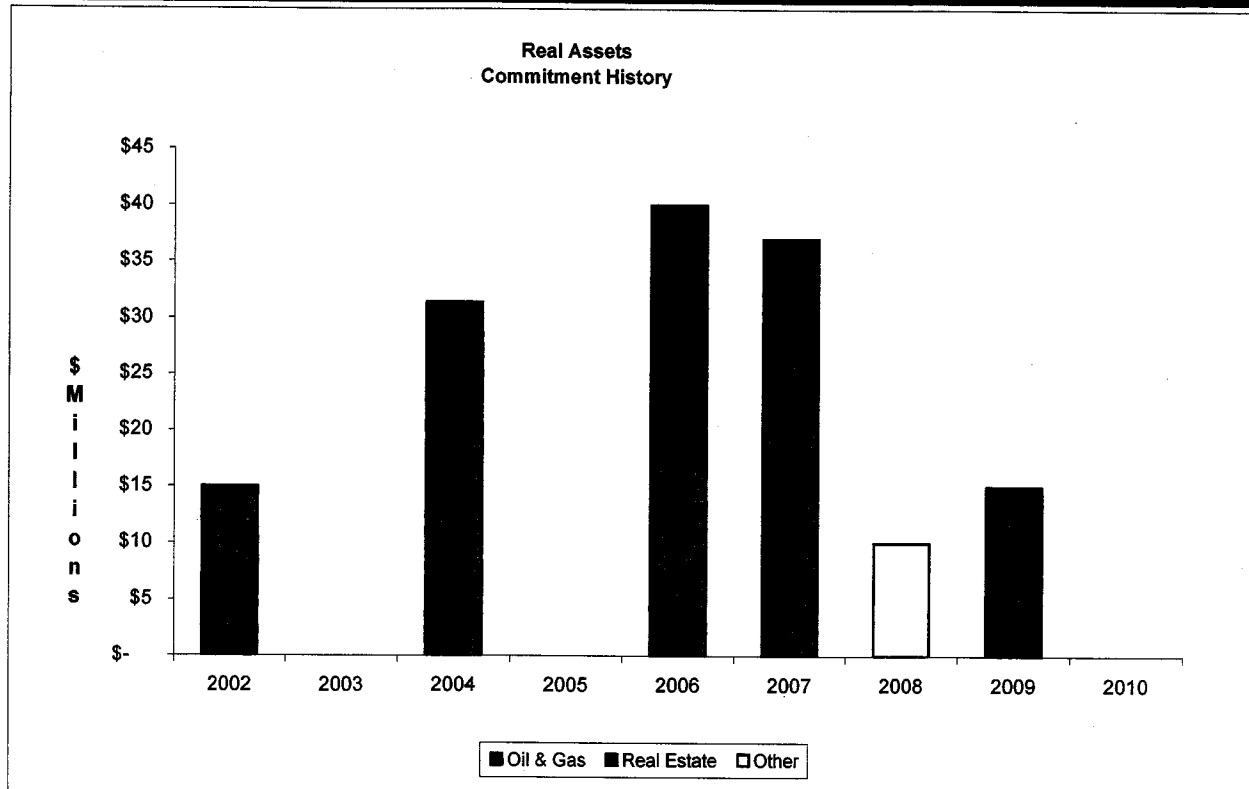


Private Equity  
Investment Strategy Diversification  
Committed Capital





# Texas Tech University System Real Assets & Private Equity History 03/31/2010





**Texas Tech University System**  
**Manager Leverage**  
**02/28/2010**

Board Minutes  
May 13-14, 2010  
Attachment 11  
Page 17 of 20

	Market Value	Portfolio Weight	Long Exposure	Short Exposure	Net Exposure	Gross Exposure	Overall Leverage History
<b>US Equity</b>							01/31/2010 1.11
Atalanta Sosnoff	18,456,375	2.55%	1.00	0.00	1.00	1.00	12/31/2009 1.03
First Eagle (ASB)	21,690,276	3.00%	1.00	0.00	1.00	1.00	11/30/2009 1.03
Stralem	23,178,819	3.21%	1.00	0.00	1.00	1.00	10/31/2009 1.06
Time Square	12,280,461	1.70%	1.00	0.00	1.00	1.00	09/30/2009 1.06
Jensen	19,764,595	2.73%	1.00	0.00	1.00	1.00	08/30/2009 1.07
Domestic ETFs	20,096,652	2.78%	1.00	0.00	1.00	1.00	07/31/2009 1.08
Westwood SMID	10,929,682	1.51%	1.00	0.00	1.00	1.00	
<b>US Equity Total</b>	<b>126,396,860</b>	<b>17.48%</b>					
<b>International Equity</b>							
Silchester	32,980,751	4.56%	1.00	0.00	1.00	1.00	
Axiom	26,151,978	3.62%	1.00	0.00	1.00	1.00	
Mondrian	14,738,210	2.04%	1.00	0.00	1.00	1.00	
Westwood Global	14,906,570	2.06%	1.00	0.00	1.00	1.00	
International ETFs	16,231,065	2.25%	1.00	0.00	1.00	1.00	
<b>International Equity Total</b>	<b>105,008,574</b>	<b>14.53%</b>					
<b>Fixed Income</b>							
Cash Account	44,305,883	6.13%	1.00	0.00	1.00	1.00	
Ssga Collateral Fund	3,251,718	0.45%	1.00	0.00	1.00	1.00	
PIMCO	66,244,780	9.16%	1.00	0.00	1.00	1.00	
Wellington EMD	10,389,773	1.44%	1.00	0.00	1.00	1.00	
<b>Fixed Income Total</b>	<b>124,192,154</b>	<b>17.18%</b>					
<b>Opportunistic</b>							
GMO Absolute Return	24,508,933	3.39%	1.00	0.00	1.00	1.00	
Loomis Sayles	11,432,532	1.58%	1.00	0.00	1.00	1.00	
Tennebaum	834,780	0.12%	1.00	0.00	1.00	1.00	
<b>Opportunistic Total</b>	<b>36,776,245</b>	<b>5.09%</b>					
<b>Real Assets</b>							
Encap Fund IVb	1,276,884	0.18%	1.00	0.00	1.00	1.00	
Encap Fund Vb	6,542,339	0.91%	1.00	0.00	1.00	1.00	
Encap Fund Vlb	13,325,248	1.84%	1.00	0.00	1.00	1.00	
Encap Fund Vllb	4,200,038	0.58%	1.00	0.00	1.00	1.00	
Encap Energy Infrastructure	1,321,906	0.18%	1.00	0.00	1.00	1.00	
Denham Capital Partners	3,251,853	0.45%	1.00	0.00	1.00	1.00	
CDK Realty	12,910,511	1.79%	1.00	0.00	1.00	1.00	
E2M	6,059,679	0.84%	1.00	0.00	1.00	1.00	
Alcion	1,806,714	0.25%	1.00	0.00	1.00	1.00	
NGP	2,825,274	0.39%	1.00	0.00	1.00	1.00	
Savanna	5,602,839	0.78%	1.00	0.00	1.00	1.00	
Van Eck	7,285,447	1.01%	0.46	0.17	0.29	0.63	
<b>Real Assets Total</b>	<b>66,408,732</b>	<b>9.20%</b>	<b>0.93</b>	<b>0.02</b>	<b>0.91</b>	<b>0.95</b>	
<b>Private Equity</b>							
Oaktree Opp Fund IVb *	(1,135)	0.00%	1.00	0.00	1.00	1.00	
Oaktree Prin Opp Fund III	7,986,150	1.10%	1.00	0.00	1.00	1.00	
Oaktree Prin Opp Fund IV	11,541,541	1.60%	1.00	0.00	1.00	1.00	
Oaktree Prin Opp Fund V	820,826	0.11%	1.00	0.00	1.00	1.00	
Oaktree European Fund	6,772,187	0.94%	1.00	0.00	1.00	1.00	
Oaktree Opp Fund VII	5,426,724	0.75%	1.00	0.00	1.00	1.00	
Oaktree Opp Fund Vllb	23,028,349	3.19%	1.00	0.00	1.00	1.00	
Irving Place Merchant Banking III	4,495,011	0.62%	1.00	0.00	1.00	1.00	
Goldman Sachs Vintage Fund IV	4,602,934	0.64%	1.00	0.00	1.00	1.00	
Goldman Sachs Vintage Fund V	2,032,472	0.28%	1.00	0.00	1.00	1.00	
Sterling Group	3,467,846	0.48%	1.00	0.00	1.00	1.00	
Reservoir Capital	16,365,470	2.26%	1.00	0.00	1.00	1.00	
Stone Point Trident III	16,210,822	2.24%	1.00	0.00	1.00	1.00	
Stone Point Trident IV	10,269,138	1.42%	1.00	0.00	1.00	1.00	
Main Street Capital	1,828,590	0.25%	1.00	0.00	1.00	1.00	
<b>Private Equity Total</b>	<b>114,846,925</b>	<b>15.88%</b>					
<b>Hedge Funds</b>							
Ariel	20,294,598	2.81%	1.00	0.00	1.00	1.00	
Glenrock	12,094,681	1.67%	0.65	0.57	0.08	1.22	
King Street Capital	18,457,042	2.55%	0.48	0.32	0.16	0.80	
Taconic	9,505,456	1.31%	1.14	0.68	0.46	1.82	
Shepherd - Stark	4,790,356	0.66%	1.00	0.75	0.25	1.75	
Davidson Kempner	15,142,534	2.09%	0.86	0.23	0.63	1.09	
Fir Tree	14,935,800	2.07%	1.01	0.51	0.50	1.52	
Oz Asia	9,599,031	1.33%	1.09	0.98	0.11	2.07	
Hunter Global	10,323,703	1.43%	0.73	0.56	0.17	1.29	
Blenheim	7,334,240	1.01%	2.30	2.91	(0.61)	5.21	
Silver Point	11,233,818	1.55%	1.18	0.37	0.81	1.56	
Wexford	15,544,774	2.15%	0.93	0.24	0.69	1.17	
<b>Hedge Funds Total</b>	<b>149,256,034</b>	<b>20.63%</b>	<b>0.96</b>	<b>0.51</b>	<b>0.45</b>	<b>1.47</b>	
<b>Total LTIF</b>	<b>722,885,522</b>	<b>100%</b>	<b>0.97</b>	<b>0.11</b>	<b>0.85</b>	<b>1.09</b>	

Note: Leverage is calculated at the fund level.

\* OCM Fund IVb's negative balance reflects one of OCM's prior custodians recapture of dividends. OCM is in negotiations to recover the amount.



# Appendix I



1. *Ergebnisse* (Results)

# Texas Tech University System

## Preliminary Investment Performance "Flash" Report

Periods Ending 3/31/2010



Target Weight	Weight in Fund	Annualized Returns										Inception Date	Since Inception	Ending Market Value	
		Last Month	Year to-Date	Fiscal YTD <sup>3</sup>	Last Year	Three Years	Five Years	Seven Years	Ten Years						
Total Assets															
Balcato Aggregate															
0.4%	SSGA Liquidating Trust	0.3%	0.9%	2.2%	n/a	n/a	n/a	n/a	n/a	4.4%	May-09		\$2,648,870		
5.0%	Cash	0.0%	0.1%	0.1%	0.3%	2.4%	3.1%	2.4%	n/a	2.3%	Mar-02		\$36,018,837		
	90 Day T-Bills	0.0%	0.0%	0.1%	0.2%	2.0%	2.9%	2.5%	2.8%	2.4%					
9.2%	Pimco TR	0.7%	3.0%	n/a	n/a	n/a	n/a	n/a	n/a	3.3%	Oct-09		\$66,546,167		
	BC Aggregate	-0.1%	1.8%	3.1%	7.7%	6.1%	5.4%	4.8%	6.3%	1.5%					
1.5%	Wellington EMD	2.8%	4.8%	n/a	n/a	n/a	n/a	n/a	n/a	5.5%	Nov-09		\$10,680,812		
	JP Morgan EMBI	2.3%	4.2%	10.9%	29.2%	7.3%	9.3%	10.6%	10.3%	4.5%					
Total Assets Fund															
21.0%	OZ Asia Overseas Fund	4.0%	5.0%	15.4%	40.6%	n/a	n/a	n/a	n/a	4.1%	Jan-08		\$9,983,952		
	Davidson Kempner Inst Ptrs	2.6%	5.1%	11.4%	24.9%	5.4%	n/a	n/a	n/a	6.1%	Dec-06		\$15,643,567		
0.6%	Shepherd Investments	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Feb-06		\$4,403,997		
1.6%	Silver Point Capital	4.3%	9.6%	30.7%	64.7%	n/a	n/a	n/a	n/a	8.2%	Mar-08		\$11,716,872		
2.1%	Fir Tree Int'l Value Fund	2.9%	5.0%	12.7%	34.1%	n/a	n/a	n/a	n/a	1.1%	Jan-08		\$15,364,995		
2.6%	King Street Capital	1.5%	3.1%	9.9%	19.5%	12.3%	13.1%	n/a	n/a	13.3%	May-03		\$18,724,669		
1.3%	Taconic Offshore Fund	1.5%	2.5%	5.9%	16.5%	3.3%	6.9%	n/a	n/a	8.2%	May-03		\$9,645,186		
2.2%	Wexford Offshore	3.3%	2.1%	10.2%	37.8%	7.1%	n/a	n/a	n/a	7.9%	Dec-06		\$16,057,752		
1.4%	Hunter Global Long/Short Equity	0.3%	-0.8%	n/a	n/a	n/a	n/a	n/a	n/a	2.1%	Sep-09		\$10,369,485		
1.0%	Blenheim Global Macro	1.5%	-2.4%	n/a	n/a	n/a	n/a	n/a	n/a	6.4%	Oct-09		\$7,445,312		
1.7%	Glenrock Global Partners	-0.6%	0.2%	n/a	n/a	n/a	n/a	n/a	n/a	0.2%	Dec-09		\$12,022,514		
1.4%	M. Kingdon Offshore	2.6%	n/a	n/a	n/a	-1.7%	2.9%	4.6%	3.4%	2.6%	Mar-10		\$10,263,769		
	HFRF Fund of Funds	1.7%	1.4%	4.7%	12.7%	6.0%	6.9%	6.5%	6.9%	n/a	Dec-02		\$10,294,598		
	90 Day T-Bills ~4%	0.3%	1.0%	2.3%	4.2%	n/a	n/a	n/a	n/a	n/a					
1.4%	Ariel Fund <sup>2</sup>	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a					
Alternatives Assets															
10.0%	Total Altern Assets	0.1%	0.4%	2.3%	0.3%	0.8%	n/a	n/a	n/a	0.3%	As of 9/30/2009 <sup>4</sup>				
	QF Assets	0.0%	1.8%	0.3%	7.8%	0.1%	0.7%	0.6%	7.5%	0.3%	Aug-09		\$71,897,373		
8.3%	Illiquid Real Assets	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Aug-06		\$59,731,466		
1.0%	Van Eck Hard Assets	1.1%	2.4%	n/a	n/a	n/a	n/a	n/a	n/a	5.2%	Sep-09		\$7,365,607		
1.4%	Chilton Global Natural Resources	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Mar-10		\$10,000,000		
15.0%	Total Private Equity	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	May-02		\$116,452,354		
	S&P 500 ~5%	5.4%	5.7%	19.2%	57.0%	0.8%	7.0%	12.4%	14.5%	2.3%					

Notes: 1. Performance is net of fee unless otherwise indicated

2. Estimated (includes pending the orderly liquidation of the fund)

3. FYTD starts September 1st

4. Reflects as of market value of liquid Real Assets and Private Markets only

Awaying for Investors



[illegible]

## Angelo State University



Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report

## Angelo State University



PROJECT NAME	AMOUNT
1. College of Nursing & Allied Health	\$ 16,200,000
2. Residence Hall Complex – Phase I & Phase II	\$ 65,000,000
3. Concho Hall Abatement/Demolition	\$ 2,500,000
4. University Place Land Lease	TBD
5. Cayness Science Building Renovation	\$ 37,858,000
6. Mayer Administration Building Renovation and Addition	\$ 30,000,000
7. Massie Residence Halls Connection	\$ 7,323,750
8. Real Property Acquisition	\$ 5,000,000
Total	\$ 147,681,750

## Recommendation



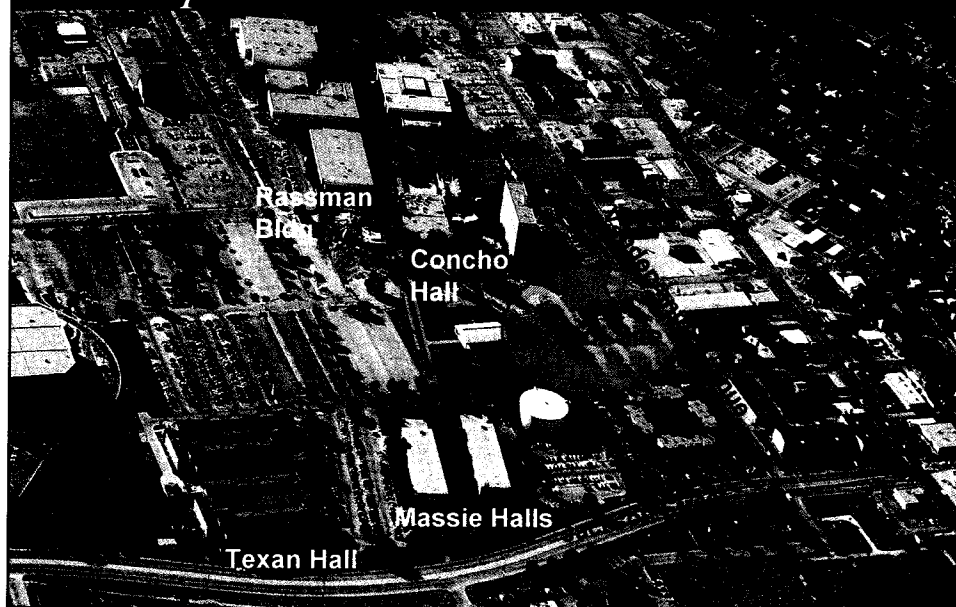
Approve Angelo State University's  
Five-Year Capital Projects Plan and Authorize  
Submission of the MP1 Report to the Texas  
Higher Education Coordinating Board

# Angelo State University



Approve a project to develop Phase I  
and Phase II of a New Residence Hall  
Complex

## Angelo State University *Campus Aerial Photo*



## Scope of Work



Develop a multi-phased new residence hall complex with a total of 900 beds on the ASU Campus

### Phase I

Plan and design 900-bed complex, including staff apartments

Phase I – 409 beds (129,821 SF)

Phase II – 491 beds (151,801 SF)

Commons building (15,489 SF)

Construct Phase I Residence Halls and Commons Building

Create Plaza Verde Campus Green

Student gathering / open recreational area

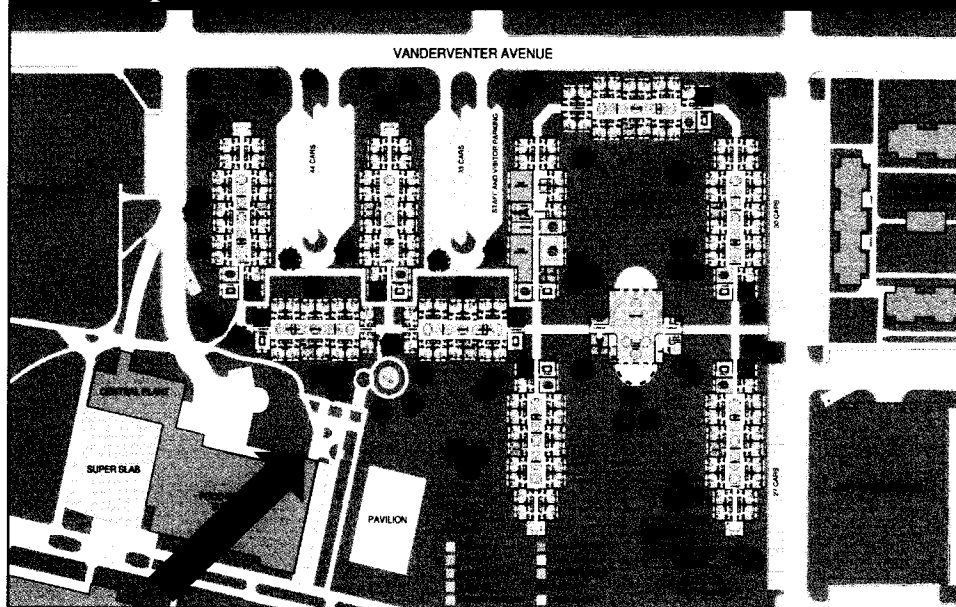
Ties residence halls together

### Phase II

Finish contract documents for Phase II residence halls

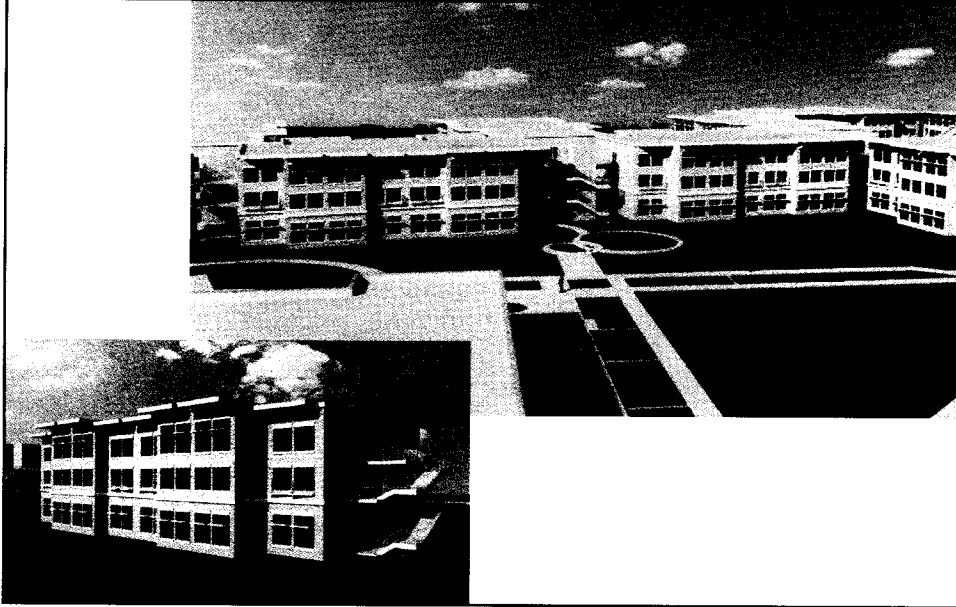
Construct balance of project

## Residence Hall Complex- Phase I & II *Proposed Site Plan*

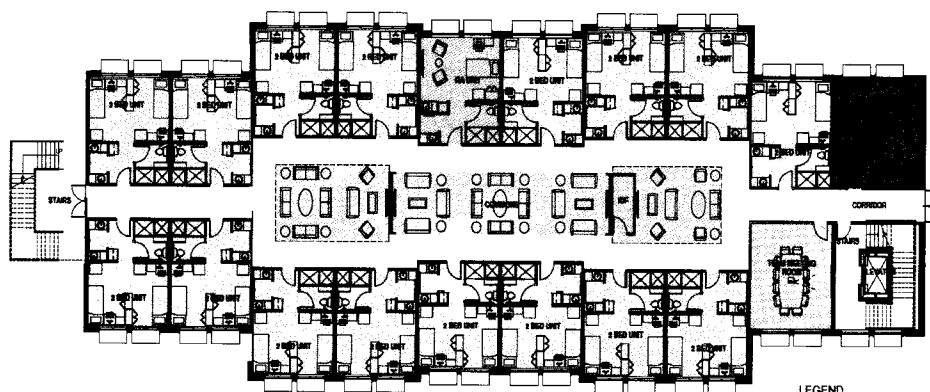




## Residence Hall Complex – Phase I & II *3D Renderings*



## Residence Hall Complex – Phase I & II *Typical Residence Hall Layout*

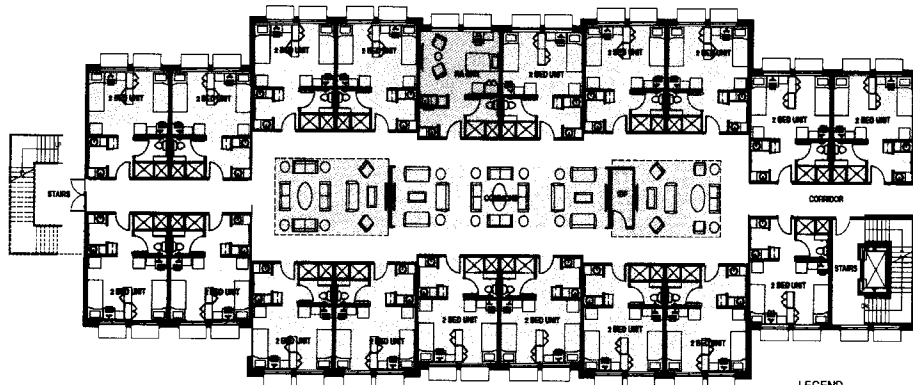


**First Floor Plan**

- LEGEND
- 2 BED UNIT
  - 1 BED UNIT
  - COMMONS
  - STUDENT AMENITIES
  - BUILDING SERVICE
  - LAUNDRY
  - CIRCULATION

## Residence Hall Complex – Phase I & II

### *Typical Residence Hall Layout*

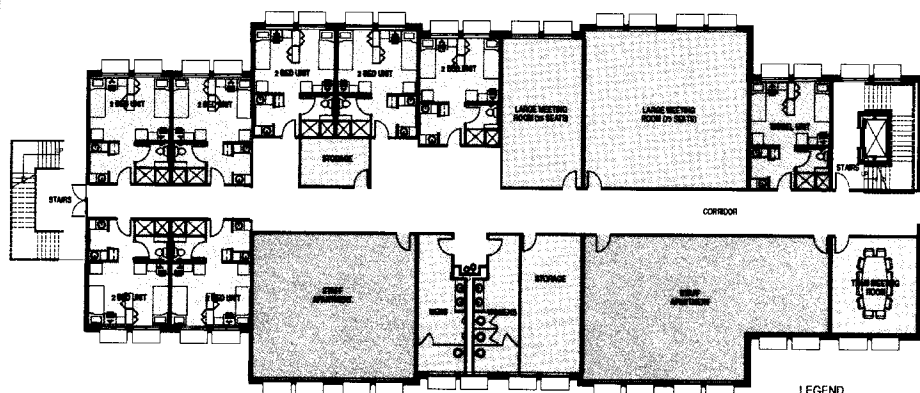


**Second & Third Floor Plans**

- LEGEND
- 2 BED UNIT
  - RA UNIT
  - COMMONS
  - STUDENT AMENITIES
  - BUILDING SERVICE
  - LAUNDRY
  - CIRCULATION

## Residence Hall Complex – Phase I & II

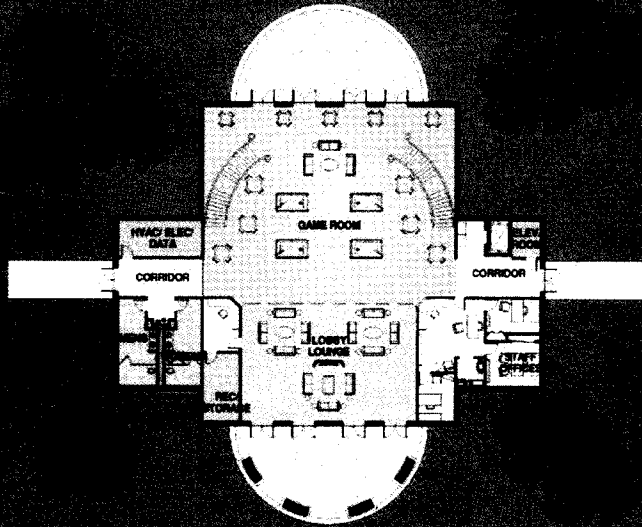
### *Residence Life Admin Floor*



**First Floor Plan**

- LEGEND
- 2 BED UNIT
  - RA UNIT
  - COMMONS
  - STUDENT AMENITIES
  - BUILDING SERVICE
  - LAUNDRY
  - CIRCULATION

## Residence Hall Complex – Phase I *Commons Building*



## Total Project Budget – Phase I *Revised*



<b>Project Budget</b>	<b>\$ 35,000,000</b>
Construction	\$ 24,564,930
Professional Services	\$ 3,221,623
Plaza Verde Residence Hall Design	\$ 1,425,500
FF&E	\$ 3,095,791
Administrative Costs	\$ 22,000
BOR Directed Fees	\$ 1,620,156
Contingency	\$ 1,050,000

## Schedule – Phase I



Start Construction	August 2010
Substantial Completion	July 2011
Complete Construction	
Phase I	August 2011
Phase II - Proposed	August 2012

## THECB Criteria



MP1 Summary Report FY 2010	2 of 15
Space Need	N/A
Cost            )	Meets
Efficiency	Meets
<hr/>	
Deferred Maintenance	Meets
Critical Deferred Maintenance	Meets
Classroom Utilization	Does Not Meet
Class Lab Utilization	Meets

*Guidelines*

## Recommendation



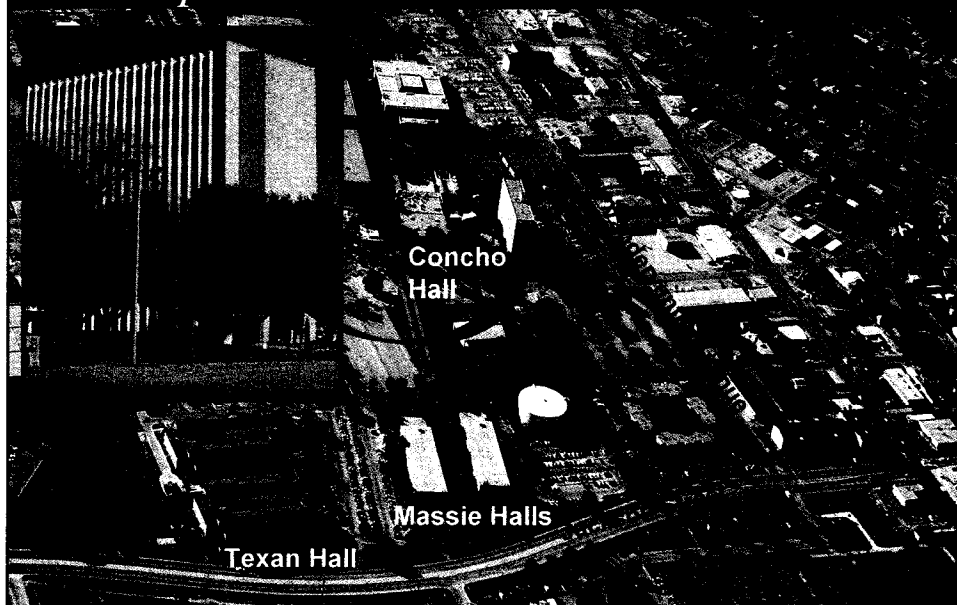
Approve a project to plan and design Phase I and Phase II of a new residence hall complex; to complete construction documents for Phase I with a project budget of \$35,000,000 funded through the Revenue Finance System repaid with Future Residence Life Revenues

# Angelo State University



Approve a project to abate and demolish  
Concho Hall

## Angelo State University *Campus Aerial Photo*



## Scope of Work



Concho Hall (1969) is a 10 story Residence Hall; currently with one floor off-line

Upon completion of Phase I of the new residence hall complex all students will be relocated to the new facilities

Then abatement of hazardous materials and demolition of Concho Hall can begin

Proposed site of the New Residence Hall Complex – Phase II (491-beds) scheduled to open Fall 2012

## Total Project Budget



<b>Project Budget</b>	<b>\$ 2,500,000</b>
Construction	\$ 1,845,000
Professional Services	\$ 278,000
FF&E	\$ 0
Administrative Costs	\$ 15,000
BOR Directed Fees	\$ 162,000
Contingency	\$ 200,000

## Schedule



Start Design	June 2010
Complete Design	October 2010
Abatement/Demolition Process	
Start Work	December 2011
Complete Work	May 2012

## Recommendation



Approve a project to abate and demolish  
Concho Hall with a project budget of  
\$2,500,000 funded through the Revenue  
Finance System repaid with Future Residence  
Life Revenues

THECB approval not required

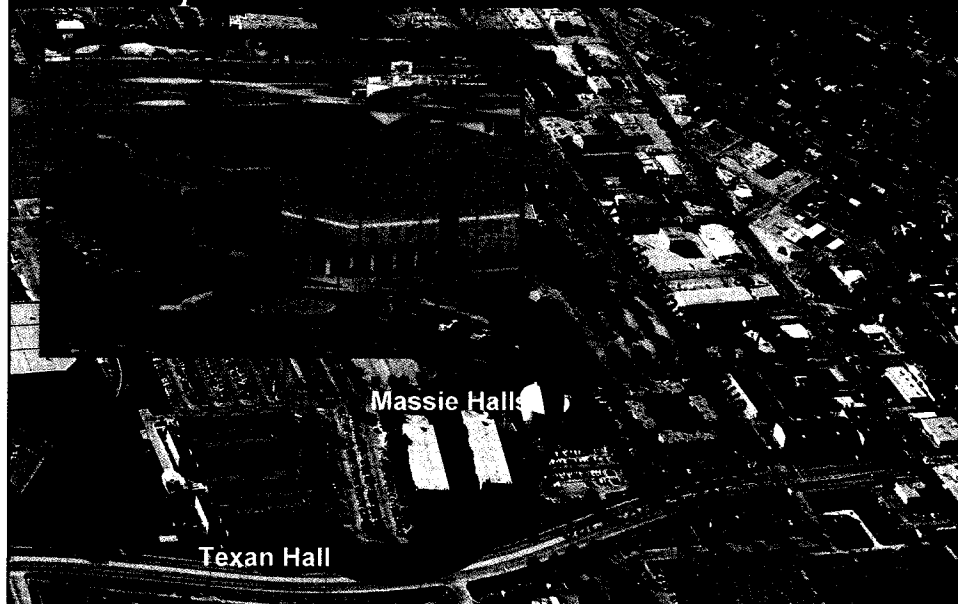


Angelo State University



Approve a project to repair the fire  
suppression system at Texan Hall

Texan Hall  
*Campus Aerial Photo*



## Scope of Work



Privatized housing project contracted under the Texas State University System (TSUS); opened in 2003 TSUS Foundation bought back the buildings 2 years later due to inadequate management and maintenance

Automatic fire suppression and fire alarm systems throughout the units with a dry pipe sprinkler system installed in the attic

Action required to correct corrosion, leaks, lack of pitch, and code compliant issues on the piping in the attic

Also, identify the source of the corrosion and then develop a treatment for the water supply

## Total Project Budget



<b>Project Budget</b>	<b>\$</b>	<b>863,150</b>
Construction	\$	740,000
Professional Services	\$	35,000
FF&E	\$	0
Administrative Costs	\$	0
BOR Directed Fees	\$	49,400
Contingency	\$	38,750

## Schedule



Start Construction	June 2010
--------------------	-----------

Complete Construction	August 2010
-----------------------	-------------

## Recommendation



Approve a project to repair the fire suppression system at Texas Hall with a project budget of \$863,150 funded initially with Housing Fund Balance

**DRAFT**  
**FIVE-YEAR CAPITAL PROJECTS PLAN**  
Texas Tech University  
May 2010

GENERAL PROJECT INFORMATION										FINANCIAL INFORMATION									
Priority	Proj. No.	Project Description	Project Type			Savings Potential			Notes	Est. Total Project Cost	Funding Source (Millions)			HEF - Bond	HEF - Cash	Other Funds	Other Revenue	Leasehold Improvements	Other
			Major Construction	Major Renovation	Minor Renovation	Landscaping	Renovation	Major Renovation			State	Local	Federal						
1	401	Experimental Science (ESB) Lab Build Out	X					24,681	24,681	\$ 15,000,000	\$ 819,900			\$ 6.00					\$ 9.00
2	NEW	Research Building (Experimental Sciences II) (ESB II)	X					150,000	97,500	\$ 87,750,000	\$ 819,900								\$ 87.75
3	206	College of Engineering Extension/Renovation (Phase II)	X					155,176	100,866	\$ 90,000,000	\$ 140,101								\$ 90.00
4	NEW	Addition between Geosciences & Chemistry (to include housing the NWS, USGS, and USF&WS)	X					40,000	30,000	\$ 30,000,000									\$ 30.00
5	322	College of Mass Communications Renovations (Research for COE)	X					73,662	46,104	\$ 15,000,000	\$ 140,101								\$ 15.00
6	242	Foreign Language Building Renovations (Classrooms)	X					63,088	33,403	\$ 16,000,000	\$ 000,000								\$ 16.00
7	NEW	Plant & Soil Sciences Building (to include Barre Crop Science incorporated within or in a separate detached building, plus BCS greenhouse)	X					30,000	18,000	\$ 25,000,000	\$ 111,010								\$ 25.00
8	272	Architecture Fire Suppression System & Life Safety Upgrades	X					147,607	91,498	\$ 7,400,000	\$ 042,201			\$ 0.25					\$ 7.15
9	271	Biology Building Life Safety & Fire Suppression Upgrade	X					145,529	96,419	\$ 5,300,000	\$ 260,101			\$ 0.25					\$ 8.05
10	1	College of Human Sciences Life Safety & Fire Suppression Upgrade	X					166,674	99,451	\$ 6,000,000	\$ 190,901								\$ 6.00
11	273	Utility Infrastructure Upgrade Phase II			X			0	0	\$ 6,000,000	\$ 831,000			\$ 6.00					
12	NEW	Academic Bldg to house Burkhardt Center for Autism Education & Research	X					30,000	18,000	\$ 14,000,000	\$ 131,013			\$ 2.00					\$ 12.00
13	NEW	Texas Tech Town Center (Triangle)	X					250,000	0	\$ 75,000,000	\$ 740,000								\$ 75.00
14	NEW	Research Park 4th & Quaker (with Incubator)	X					30,000	15,000	\$ 15,000,000									\$ 15.00
15	NEW	Renewable Energy Research Building (to include NWRC and WCOE strategic hires) in Research Park	X					120,000	76,000	\$ 45,000,000	\$ 149,999								\$ 45.00
16	NEW	Relocating TEH to Research Park	X					120,000	80,000	\$ 48,000,000	\$ 261,004								\$ 48.00
17	NEW	Animal Bioassay Level 3 Facility (BSU-III) in Research Park	X	X				7,292	5,469	\$ 7,500,000	\$ 020,201								\$ 7.50
18	NEW	New Residence Hall	X					175,149	0	\$ 30,000,000	\$ 733,000								\$ 30.00
19	NEW	Campus Chapel	X					7,500	0	\$ 3,000,000	\$ 739,999			\$ 1.50					\$ 1.50
20	NEW	Parking Facility II	X					420,000	0	\$ 20,000,000	\$ 819,900								\$ 20.00
21	NEW	New Data Center	X					24,000	17,000	\$ 20,000,000	\$ 827,100								\$ 20.00
22	NEW	North Campus Food Service & Student Union	X					60,000	0	\$ 18,000,000									\$ 18.00
23	NEW	Real Property Purchase		X				0	0	\$ 6,000,000	\$ 000,000								\$ 6.00
24	NEW	Ramirez Golf Course Club House	X					12,000	0	\$ 3,700,000	\$ 720,000			\$ 1.00					\$ 2.70
25	NEW	Research Building (Experimental Science II) in Research Park	X					150,000	97,500	\$ 75,000,000	\$ 819,900								\$ 75.00
26	223	PhyTech Renovation (Phase I)	X					31,227	29,666	\$ 5,000,000	\$ 819,900								\$ 5.00
<b>TOTALS</b>										\$ 891,660,000	\$ 8,916,600	\$ 6.00	\$ 6.00	\$ 0.50	\$ 0.50	\$ 6.00	\$ 6.00	\$ 1.00	\$ 974.85

# Texas Tech University



Approve the Five-Year Capital Projects Plan and authorize submission of the MP1 report

# Texas Tech University



PROJECT NAME	AMOUNT
1. Experimental Science Lab Build Out	\$ 15,000,000
2. Research Building (Experimental Science Bldg II)	\$ 87,750,000
3. College of Engineering Expansion Renovation (Phase II)	\$ 90,000,000
4. New Building (between Geosciences and Chemistry)	\$ 30,000,000
5. College of Mass Communications Renovation (Research)	\$ 15,000,000
6. Foreign Language Building Renovation (Classrooms)	\$ 16,000,000
7. Plant & Soil Sciences Building	\$ 25,000,000
8. Architecture Building Fire Suppression & Life Safety Upgrades	\$ 7,400,000
9. Biology Building Fire Suppression & Life Safety Upgrades	\$ 8,300,000
10. College of Human Sciences Fire Suppression & Life Safety Upgrades	\$ 6,000,000
11. Utility Infrastructure Upgrade Phase II	\$ 6,000,000
12. Academic Bldg (The Burkhart Center for Autism Education & Research)	\$ 14,000,000
13. Texas Tech Town Center	\$ 75,000,000

Continued on Next Page

## Texas Tech University



PROJECT NAME	AMOUNT
14. Research Park (4 <sup>th</sup> & Quaker)	\$ 15,000,000
15. Renewable Energy Research Building	\$ 45,000,000
16. Relocate TIEHH to Research Park	\$ 48,000,000
17. Animal BioSafety Level 3 Facility (Research Park)	\$ 7,500,000
18. New Residence Hall	\$ 30,000,000
19. Campus Chapel	\$ 3,000,000
20. Parking Facility II	\$ 20,000,000
21. New Data Center	\$ 20,000,000
22. North Campus Food Service & Student Union	\$ 18,000,000
23. Real Property Purchase	\$ 6,000,000
24. Rawls Golf Course Club House	\$ 3,700,000
25. Research Building (Research Park)	\$ 75,000,000
26. PrinTech Building Renovation	\$ 5,000,000
Total	\$ 691,650,000

## Recommendation



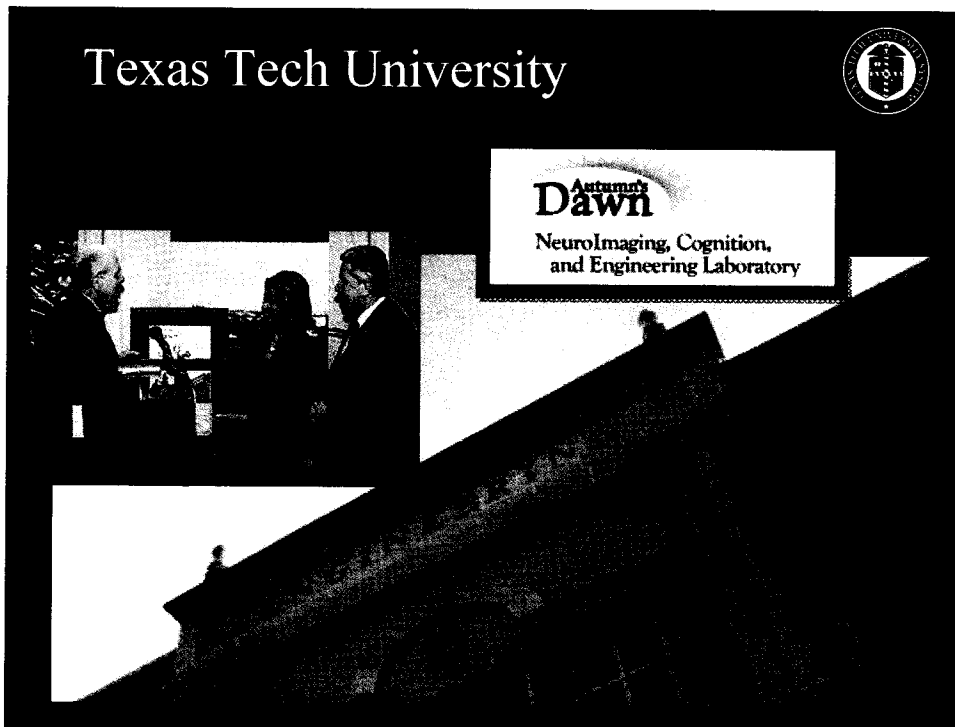
Approve Texas Tech University's  
Five-Year Capital Projects Plan and Authorize  
Submission of the MP1 Report to the Texas  
Higher Education Coordinating Board

Texas Tech University



Approve naming of laboratory in the  
Edward E. Whitacre, Jr.  
College of Engineering

Texas Tech University



## Recommendation



Approve naming the Edward E. Whitacre, Jr.  
College of Engineering's NICE Lab the  
"Autumn's Dawn Neuro-Imaging, Cognition,  
and Engineering Laboratory"



Texas Tech University



Approve Stage I design budget to  
construct a facility to house  
The Burkhart Center *for*  
Autism Education and Research

Texas Tech University  
*Campus Aerial Photo*



Site



## Scope of Work



Stage I design budget to program and design a facility to house The Burkhart Center *for* Autism Education and Research

Proposed 30,000 GSF facility to include:

- Clinical facilities – Adult Transition Academy, and Teacher Preparation Academy
- Outreach program
- Research space
- Class labs
- Lecture rooms
- Academic offices
- Support space
- Landscape enhancements
- Public art

## Proposed Academic Facility *College of Architecture Students*

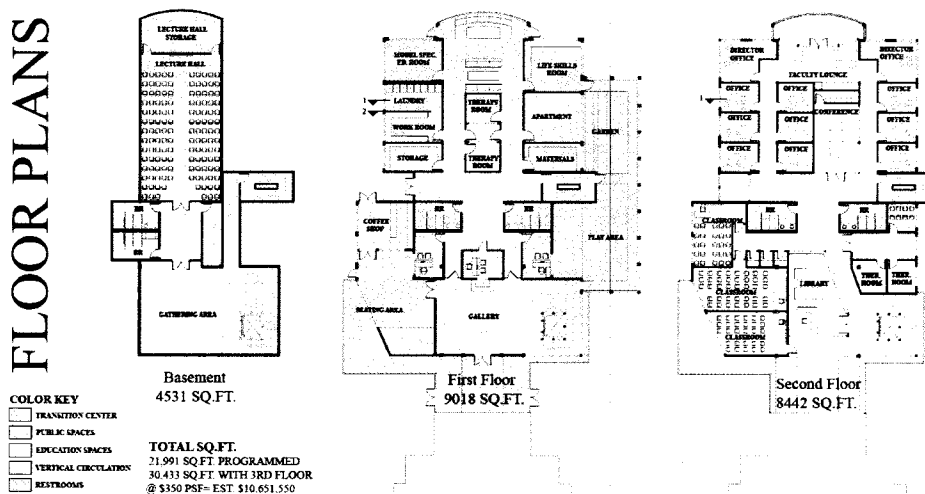


East Elevation – Facing Courtyard

# Proposed Academic Facility *College of Architecture Students*



## FLOOR PLANS



# Proposed Academic Facility *College of Architecture Students*



## Stage I Design Budget



<b>Design Budget</b>	<b>\$</b>	<b>300,000</b>
Construction	\$	0
Professional Services	\$	250,000
FF&E	\$	0
Administrative Costs	\$	5,000
BOR Directed Fees	\$	14,000
Contingency	\$	31,000

## Schedule



Start Construction	TBD
Substantial Completion	TBD
Final Completion	TBD

## Recommendation



Approve a Stage I design budget of \$300,000 in order to plan and design a facility to house The Burkhardt Center *for* Autism Education and Research; the design budget will be funded with Gifts and Donations

Texas Tech University

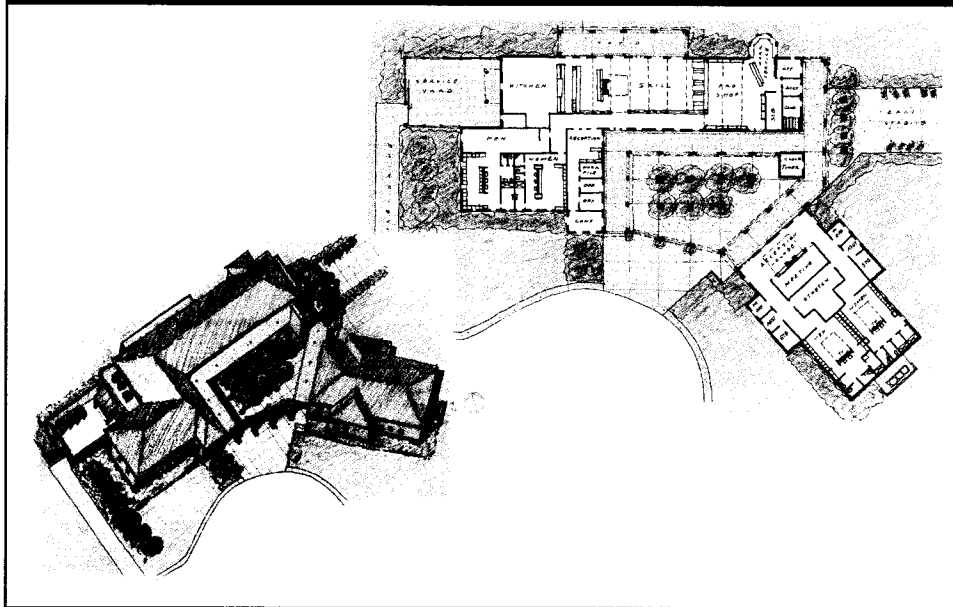


Approve a project to construct  
The Rawls Course Club House

The Rawls Course  
*Campus Aerial Photo*



## Preliminary Design Images



## Scope of Work



Construct a maximum of 10,000 GSF to create  
The Rawls Course Club House with team  
facilities

Project to include:

- Pro Shop
- Team locker rooms/offices
- Kitchen/grille/dining spaces
- Administrative area
- Support spaces
- Landscape enhancements
- Public art

## Total Project Budget



<b>Project Budget</b>	<b>\$ 3,700,000</b>
-----------------------	---------------------

Construction	\$ 2,689,850
Professional Services	\$ 466,426
FF&E	\$ 214,000
Administrative Costs	\$ 10,925
BOR Directed Fees	\$ 214,596
Contingency	\$ 104,203

## Schedule



Start Construction

Substantial Completion

Complete Construction



## Recommendation



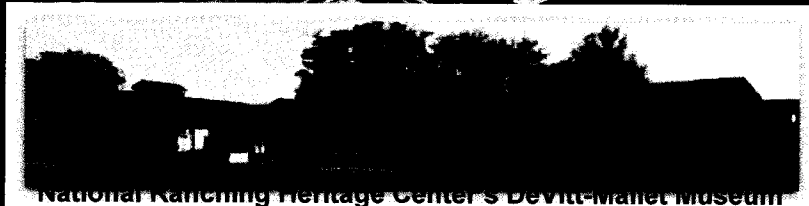
Approve a project to construct  
The Rawls Course Club House with a project  
budget of \$3,700,000 funded through the  
Revenue Finance System (RFS) repaid with  
Gifts and Donations

Texas Tech University



Approve a project to expand the  
National Ranching Heritage Center's  
DeVitt-Mallet Museum Building

Texas Tech University  
*Campus Aerial Photo*



National Ranching Heritage Center's DeVitt-Mallet Museum

## Scope of Work

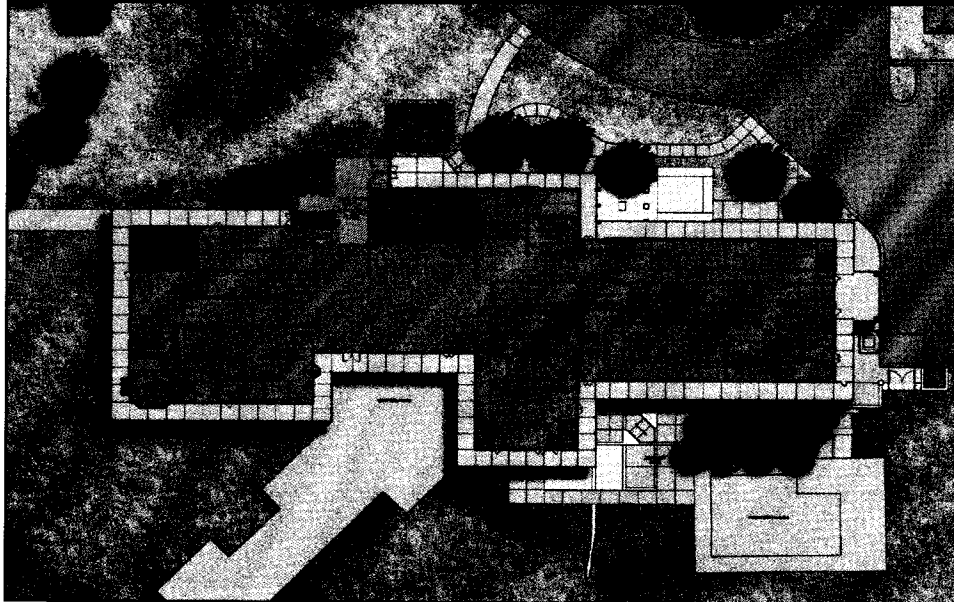


Construct a 4,700 GSF addition to the NRHC's DeVitt-Mallett Museum

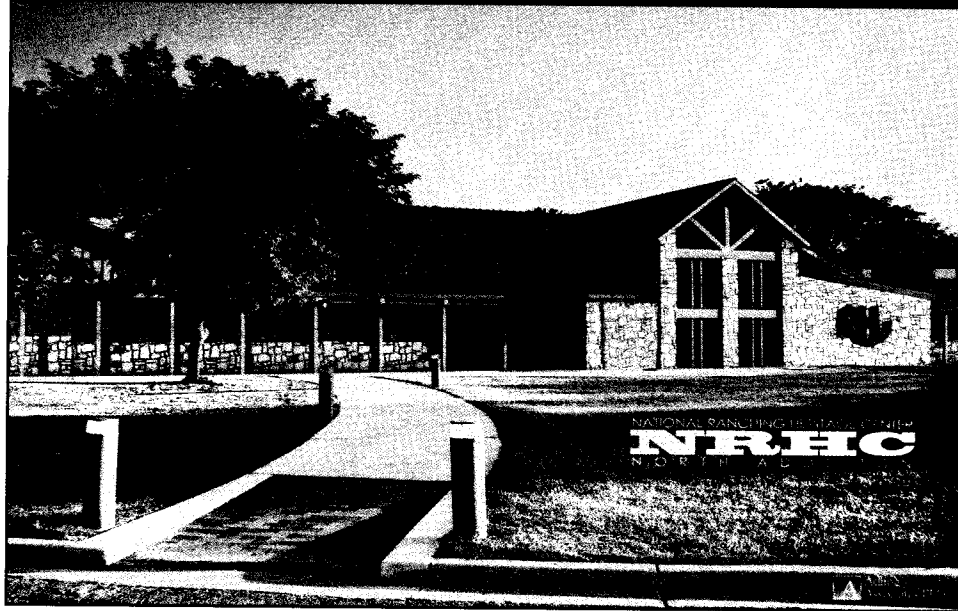
Project to include:

- Larger more visible main entrance
- Expand the main gallery
- Existing HVAC system upgrades
- Complete the fire suppression system
- Life safety components
- ADA restrooms
- Landscape enhancements
- Public art

## NRHC's DeVitt-Mallett Museum *North Addition*



## NRHC's DeVitt-Mallett Museum *North Addition*



## Total Project Budget



<b>Project Budget</b>	<b>\$ 1,833,000</b>
Construction	\$ 1,410,000
Professional Services	\$ 181,000
FF&E	\$ 38,000
Administrative Costs	\$ 4,299
BOR Directed Fees	\$ 122,701
Contingency	\$ 77,000

## Schedule



Start Construction	July 2010
Substantial Completion	January 2011
Complete Construction	February 2011

## Recommendation



Approve a project to expand the National Ranching Heritage Center's DeVitt-Mallett Museum Building with a project budget of \$1,833,000 funded with Gifts and Donations

[illegible]

## Texas Tech University Health Sciences Center



Approve the Five-Year Capital Projects  
Plan and authorize submission of the  
MP1 report

## Texas Tech University Health Sciences Center



<u>PROJECT NAME</u>	<u>AMOUNT</u>
1. Lubbock – Education, Research and Technology Building	\$ 45,000,000
2. El Paso – Medical Science Building II	\$ 65,000,000
3. El Paso – Clinical Sciences Building	\$ 30,000,000
4. Odessa – Permian Basin Academic Building	\$ 18,900,000
5. Amarillo – Panhandle Clinical Hospital Simulation Center	\$ 16,500,000
6. Abilene School of Nursing	\$ 12,000,000
7. Lubbock - Various Facility Modernization & Renewal Renovations	\$ 3,125,000
8. El Paso – Dental School Building	\$ 60,000,000
9. Lubbock - LARC Expansion and Upgrades	\$ 13,440,000
10. Lubbock – Thermal Energy Plant & Parking Garage	\$ 32,500,000
11. Lubbock - Infrastructure Improvements	\$ 5,000,000

Continued on Next Page

## Texas Tech University Health Sciences Center



<u>PROJECT NAME</u>	<u>AMOUNT</u>
12. Lubbock – Preston Smith Library Basement Build-Out	\$ 5,200,000
13. Amarillo – Renovate Women's Health and Research Institute	\$ 12,800,000
14. El Paso – Parking Structure	\$ 18,000,000
15. Lubbock - Larry Combest Health and Wellness Center Addition	\$ 4,200,000
16. Real Property Purchase	\$ 6,000,000
17. Lubbock – Institute on Aging	\$ 25,000,000
<b>Total</b>	<b>\$ 372,665,000</b>

## Recommendation



Approve Texas Tech University Health Sciences Center's Five-Year Capital Projects Plan and Authorize Submission of the MP1 Report to the Texas Higher Education Coordinating Board

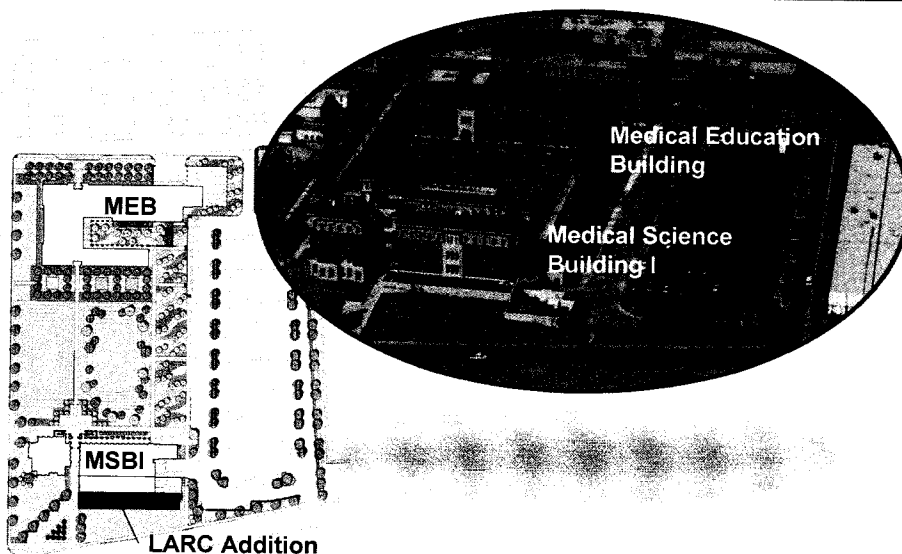


## TTU Health Sciences Center - *El Paso Campus*



Approve a project to expand the  
Laboratory Animal Resource Center  
(LARC) in the Medical Science Building I  
on the TTUHSC – El Paso Campus

## Paul L. Foster School of Medicine *TTUHSC - El Paso Campus*



## Scope of Work



Expand the Laboratory Animal Resource Center (LARC) to support current growth and research initiatives

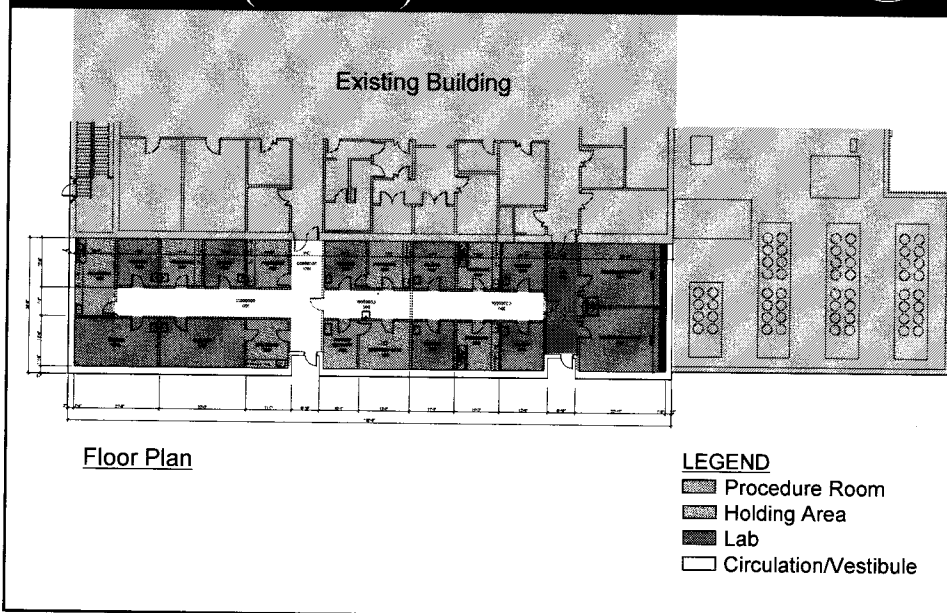
Accommodate a variety of animals, including aquatics and larger mammals

Expansion was programmed during the 2004 design of the Medical Science Building I (MSBI)

4,520 GSF addition to include:

- Procedure / Operating Rooms
- Holding Areas
- Quarantine Holding Areas
- Laboratory
- Circulation / Vestibule Space

## Laboratory Animal Resource Center (LARC)



## Total Project Budget



<b>Project Budget</b>	<b>\$ 2,900,000</b>
Construction	\$ 2,286,000
Professional Services	\$ 282,075
FF&E	\$ 87,800
Administrative Costs	\$ 56,876
BOR Directed Fees	\$ 58,000
Contingency	\$ 129,249

## Schedule



Start Construction	July 2010
Substantial Completion	October 2011
Complete Construction	November 2011

## Recommendation



Approve a project to expand the Laboratory Animal Resource Center (LARC) with a project budget of \$2,900,000 funded with Medical Practice Income Plan (MPIP) Funds

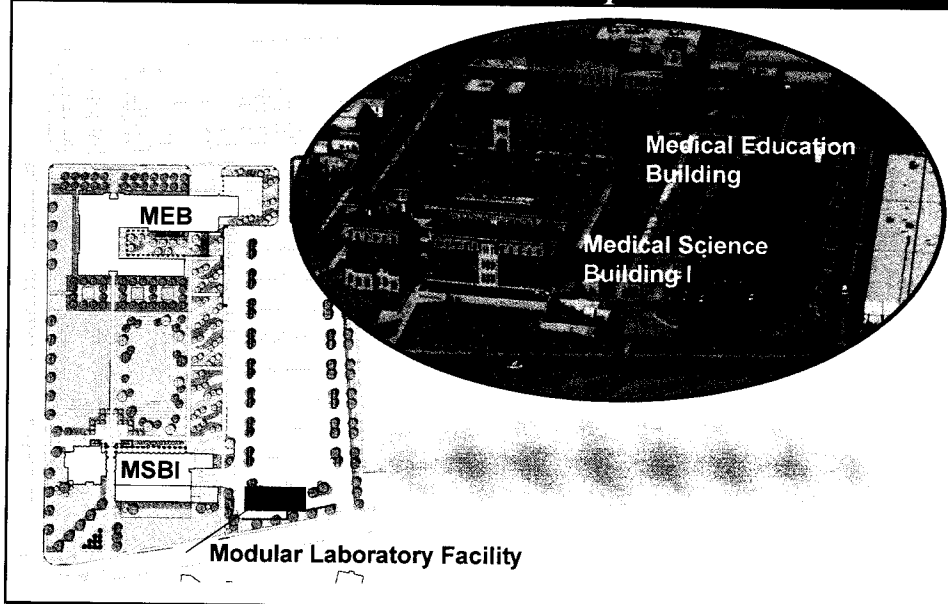
The project will be managed by the TTUHSC's Physical Plant, Office of Planning, Design and Construction

## TTU Health Sciences Center - *El Paso Campus*



Approve a project to construct a  
Modular Laboratory Facility at the  
TTUHSC – El Paso Campus

## Paul L. Foster School of Medicine *TTUHSC - El Paso Campus*





## Total Project Budget



<b>Project Budget</b>	<b>\$ 1,900,000</b>
Construction	\$ 1,605,000
Professional Services	\$ 65,000
FF&E	\$ 75,000
Administrative Costs	\$ 37,195
BOR Directed Fees	\$ 38,000
Contingency	\$ 79,805

## Schedule



Start Construction	May 2010
Substantial Completion	August 2010
Complete Construction	September 2010

## Recommendation



Approve a project to construct a Modular Laboratory Facility with a project budget of \$1,900,000 funded with Tobacco Funds

The project will be managed by the TTUHSC's Physical Plant, Office of Planning, Design and Construction



[illegible]

## Texas Tech University System Administration



Approve the Five-Year Capital Projects  
Plan and authorize submission of the  
MP1 report

## Texas Tech University System Administration

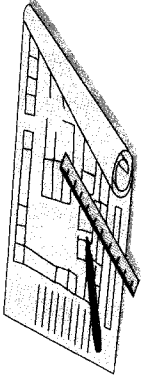


<u>PROJECT NAME</u>	<u>AMOUNT</u>
1. System Office Relocation	\$ 4,500,000
Total	\$ 4,500,000

## Recommendation



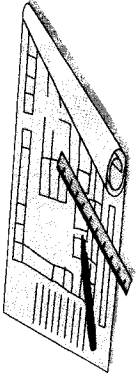
Approve Texas Tech University System  
Administration's Five-Year Capital Projects  
Plan and Authorize Submission of the MP1  
Report to the Texas Higher Education  
Coordinating Board



Project	Cost	Status	Completion Date
<b>TTU</b>			
Jones AT&T Stadium North End Zone Expansion	\$ 7,300,000	Under Construction	September 2009 / TBD
Rawls College of Business Administration	\$ 67,800,000	Under Construction	September 2011
Jones AT&T Stadium East Expansion	\$ 34,630,000	Under Construction	August 2010/December 2010
Business Administration Building Renovations	\$ 25,000,000	Under Construction	July 2012
Scholarship Donor Walk-Phase 2	\$ 50,000	Under Construction	March 2010
Marsha Sharp Freeway {TxDOT Project}	TBD	Under Construction	2010+
<b>TOTAL</b>	<b>\$ 134,780,000</b>		

Project	Cost	Status	Completion Date
<b>ASU</b>			
Library IT Commons Renovation	\$ 4,380,000	Under Construction	August 2010
Rec/Wellness/CHP Expansion	\$ 7,000,000	Under Construction	December 2010
<b>TOTAL</b>	<b>\$ 11,380,000</b>		

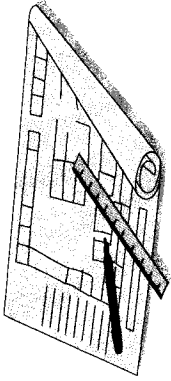
Project	Cost	Status	Completion Date
<b>HSC</b>			
Lubbock Simulation Center	\$ 6,500,000	Under Construction	July 2010
Lubbock Cancer Research Labs	\$ 3,200,000	Under Construction	October 2010
HSC Memorial Garden	\$ 181,130	Substantially Complete	January 2010
<b>Total</b>	<b>\$ 9,881,130</b>		
<b>GRAND TOTAL</b>	<b>\$ 156,041,130</b>		



Project	Cost	Status	Completion Date
<b><u>TTU</u></b>			
Architecture Building LifeSafety Upgrade	\$ 7,400,000	On Hold	TBD
Biology Building LifeSafety Upgrade	\$ 8,300,000	On Hold	TBD
Experimental Science Bldg Finish Out	\$ 15,000,000	Design In Progress	TBD
Art 3D Finish Out	\$ 3,800,000	Design In Progress	TBD
Admin Bldg Improvements	\$ 3,850,000	Design In Progress	February 2011
System Offices Relocation	\$ 6,500,000	Under Construction/Design in Progress	2nd Floor May 2010/TBD
NRHC North Entrance Addition	\$ 1,833,000	Design In Progress	TBD
Campus Chapel	\$ 3,000,000	Design In Progress	TBD
<b>TOTAL</b>	<b>\$ 49,683,000</b>		

Project	Cost	Status	Completion Date
<b><u>ASU</u></b>			
Mixed-Use Development	TBD	Pre-Development	TBD
Campus Green	\$ 1,835,000	On Hold	TBD
<b>TOTAL</b>	<b>\$ 1,835,000</b>		

Project	Cost	Status	Completion Date
<b><u>HSC</u></b>			
<b>GRAND TOTAL</b>	<b>\$ 51,518,000</b>		



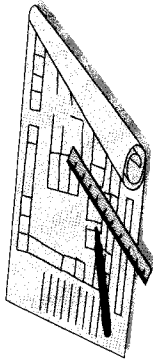
Project	Cost	Status	Completion Date
<b>TTU</b>			
Engineering Expansion/Renovation Phase II	\$ 90,000,000	On Hold	TBD
Plant & Soil Sciences Building	\$ 25,000,000	Program Complete	TBD
The Rawls Course Clubhouse	\$ 3,700,000	Proposed	TBD
Autism Center	\$ TBD	Proposed	TBD
Printech Building Renovation	\$ TBD	Proposed	TBD
Dairy Barn Renovation	\$ TBD	Proposed	TBD
Vietnam Center	\$ TBD	Proposed	TBD
<b>TOTAL</b>	<b>\$ 118,700,000</b>		

Project	Cost	Status	Completion Date
<b>ASU</b>			
The College of Nursing and Allied Health	\$ 16,200,000	Proposed	TBD
Residence Hall Complex - Phase I & II	\$ 65,000,000	Proposed	TBD
Abate/Demolish Concho Hall	\$ 2,500,000	Proposed	TBD
<b>TOTAL</b>	<b>\$ 83,700,000</b>		

Project	Cost	Status	Completion Date
<b>HSC</b>			
Lubbock Education, Research & Technology Renov	\$ 45,000,000	Proposed	TBD
El Paso Medical Science Building II	\$ 65,000,000	Proposed	TBD
El Paso Clinical Sciences Building	\$ 30,000,000	Proposed	TBD
Permian Basin Medical Education Facility	\$ 18,900,000	Proposed	TBD
Panhandle Clinical/Hospital Simulation Center	\$ 16,500,000	Proposed	TBD
Laura W. Bush Institute Renovations	\$ 12,800,000	Proposed	TBD
<b>TOTAL</b>	<b>\$ 188,200,000</b>		
<b>GRAND TOTAL</b>	<b>\$ 390,600,000</b>		

# Bricks and Mortar Report

Projects Completed  
May 2010  
www.fpc.ttu.edu



Project	Cost	Status	Completion Date
<b>TTU</b>			
Softball Team Facility	\$ 3,000,000	Substantially Complete	February 2010
Pulse Power Lab	\$ 1,500,000	Substantially Complete	October 2009/February 2010
Soccer Team Facility	\$ 4,080,000	Complete	September 2009
Rawls CoBA Tunnel Project	\$ 1,700,000	Complete	October 2009
Horn/Knapp Window Replacement	\$ 2,500,000	Complete	November 2009
Memorial Circle Utility Tunnel Replacement	\$ 3,887,819	Complete	August 2009
Student Leisure Pool	\$ 8,250,000	Complete	May 2009
SPICE Chess Garden	\$ 71,000	Complete	July 2009
Thompson Gaston Demolition	\$ 2,200,000	Abatement & Demo Complete	March 2009
Engineering Expansion/Renovation Phase I	\$ 10,000,000	Complete	March 2009
Track Renovation/Relocation	\$ 4,000,000	Complete	May 2009
Softball Field Improvements	\$ 1,000,000	Complete	March 2009
Art 3D Annex Ceramics/Kiln Yard	\$ 1,556,937	Complete	October 2008
High Performance Research Computer Facility	\$ 1,800,000	Complete	September 2008
Sneed/Bledsoe HVAC Upgrade	\$ 6,000,000	Complete	August 2008
Bledsoe Window Replacement	\$ 1,000,000	Complete	August 2008
4th Street Sewer Upgrade	\$ 560,000	Complete	October 2008
Mark & Becky Lanier Prof. Development Center	\$ 13,665,000	Complete	April 2008
NCAA Soccer Complex	\$ 1,998,000	Complete	August 2007
Art 3-D Annex	\$ 8,603,315	Complete	September 2007
Outreach & Extended Studies Building	\$ 8,000,000	Complete	October 2007
Softball Field Repairs	\$ 509,055	Complete	September 2007
Discovery Mall	\$ 1,167,698	Complete	July 2007
Student Wellness Center	\$ 9,229,767	Complete	March 2007
CDRC / CSAR	\$ 8,126,506	Complete	October 2006
Scholarship Donor Recognition Walk	\$ 225,000	Complete	November 2006
Sneed/Gordon/Bledsoe LifeSafety Upgrades	\$ 5,792,000	Complete	September 2006
Jones AT&T Stadium Field Improvements	\$ 2,860,000	Complete	August 2006
Student Union Building Phase II B	\$ 6,034,070	Complete	November 2006
Student Union Building Phase III	\$ 1,299,043	Complete	July 2006

NRHC - Christine DeVitt Wing	\$	3,278,509	Complete	June 2006
Experimental Sciences Building	\$	36,702,120	Complete	March 2006
Texas Tech Parkway	\$	9,222,073	Complete	February 2006
Grover E. Murray Residence Hall	\$	24,613,235	Complete	January 2006
Animal and Food Sciences Building	\$	16,809,505	Complete	February 2006
Wall/Gates LifeSafety Upgrade	\$	3,094,012	Complete	January 2006
Student Parking Expansion	\$	660,000	Complete	October 2005
Student Union Bldg. Expansion/Renovation	\$	37,372,009	Complete	October 2003/February 2005
Museum NSRL Addition	\$	3,555,259	Complete	August 2005
Admin Building Stone Repair	\$	2,262,839	Complete	January 2005
Jones SBC Stadium Stage IIA /IIB	\$	53,578,710	Complete	May 2004/Sept 2004
Hulen Clement Fire Protection	\$	3,234,692	Complete	August 2004
Football Training Facility	\$	10,974,030	Complete	May 2004
Marsha Sharp Center for Student Athletes	\$	3,789,332	Complete	January 2004
The Rawls Course Support Facilities	\$	1,692,000	Complete	November 2003
Admin Building Roof Repairs	\$	827,901	Complete	November 2003
The Rawls Course	\$	9,013,000	Complete	August 2003
Horn/Knapp Fire Suppression	\$	3,026,015	Complete	December 2002
Campus Conference Bonfire Circle	\$	400,000	Complete	September 2002
English-Philosophy & Education Complex	\$	44,910,950	Complete	August 2002
Flint Avenue Parking Facility	\$	10,670,916	Complete	August 2002
Dan Law Field	\$	1,612,000	Complete	June 2002
Fuller Track Field House	\$	480,000	Complete	June 2002
Pfluger Fountain	\$	826,000	Complete	April 2002
Recreation Center Expansion/Renovation	\$	12,070,277	Complete	November 2001
Jones SBC Stadium Stage I	\$	22,000,000	Complete	September 2001
Frazier Plaza & Masked Rider Statue	\$	515,000	Complete	September 2001
Tennis-Softball Complex	\$	4,059,784	Complete	September 2001
Campus Fiber Optic Connection	\$	1,667,000	Complete	September 2001
West Hall/Visitors Center	\$	5,703,441	Complete	September 2001
Broadway Gatehouses	\$	816,000	Complete	August 2001
Marquee	\$	352,000	Complete	August 2001
Stangel/Murdough Fire Suppression	\$	1,616,293	Complete	August 2001
Chitwood/Weymouth Fire Suppression	\$	2,779,706	Complete	August 2000
<b>TOTAL</b>	<b>\$</b>	<b>454,799,818</b>		



Project	Cost	Status	Completion Date
<b>ASU</b>			
Centennial Village Residence Hall	\$ 28,215,000	Complete	August 2008/March 2009
University Hall/Abatement Demolition	\$ 2,500,000	Complete	January 2010
UC Dining Services Expansion	\$ 2,500,000	Complete	January 2009
<b>TOTAL</b>	<b>\$ 33,215,000</b>		
<b>HSC</b>			
Amarillo School of Pharmacy Expansion	\$ 8,010,000	Substantially Complete	November 2009
Amarillo Family Medicine Relocation	\$ 7,026,925	Complete	July 2009
Amarillo Research Building	\$ 18,152,430	Complete	March 2009
El Paso Vivarium Upgrade	\$ 737,479	Complete	December 2008
International Pain Center	\$ 7,000,000	Complete	November 2008
El Paso Strategic Space Study	TBD	Complete	TBD
El Paso - Archer Building Renovations	\$ 1,700,000	Complete	March 2008
Texas Tech Physicians Medical Pavilion	\$ 36,462,388	Complete	June 2006/Dec 2007
El Paso Medical Education Bldg.	\$ 45,000,000	Complete	November 2007
Abilene School of Pharmacy	\$ 9,087,743	Complete	July 2007
El Paso Medical Science Bldg. I Build Out	\$ 3,564,306	Complete	July 2006
Amarillo Campus Improvements	\$ 1,424,677	Complete	September 2006
HSC Roof Replacement	\$ 1,747,867	Complete	April 2006
The Larry Combest Health & Wellness Center	\$ 1,551,549	Complete	January 2006
El Paso Medical Science Bldg. I	\$ 36,977,869	Complete	February 2006
HSC Campus Infrastructure Improvement	\$ 5,028,277	Complete	January 2006
HSC El Paso Clinic Expansion/Renovation	\$ 9,638,830	Complete	February 2005
HSC El Paso Hydronic Pipe Replacement	\$ 1,552,209	Complete	February 2005
HSC Academic Classroom Bldg.	\$ 14,963,993	Complete	October 2003
HSC Synergistic Center	\$ 1,995,105	Complete	March 2003
Amarillo Academic/Clinic Facility	\$ 23,636,894	Complete	April 2002

Midland Physicians Assistant Building			Complete	August 2001
HSC Admin Relocation	\$ 6,000,000		Complete	March 2001
Odessa Clinic Renovation	\$ 1,862,000		Complete	September 2000
Communications Disorders Renovation	\$ 1,200,000		Complete	May 2000
<b>TOTAL</b>	<b>\$ 2,161,000</b>			
	<b>\$ 246,481,541</b>			
<b>GRAND TOTAL COMPLETED</b>	<b>\$ 734,496,359</b>			
<b>PROGRAM TOTAL</b>	<b>\$ 1,332,655,489</b>			

## **2010-2011 ANGELO STATE UNIVERSITY**

### **STUDENT HANDBOOK**

This Student Handbook is a publication of Angelo State University. Its purpose is to provide students with general information regarding the policies, rules, and regulations concerning student activities, academic issues, and expected standards of student behavior. The policies, rules and regulations contained in this Student Handbook are subject to change at any time without notice. Students are expected to be familiar with the behavioral expectations contained herein and to conduct themselves in a manner consistent with them.

## **INTRODUCTION**

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

Angelo State University has a responsibility to maintain order within the university community and to discipline those who violate its standards, rules, and/or policies. By enrolling in Angelo State University, each student becomes part of that university community and is expected to share in that responsibility. Students agree to abide by the standards, rules, and/or policies set forth in this Student Handbook, the Undergraduate Catalog, the Graduate Catalog, and other official university publications, as well as the *Texas Education Code*.

### **Mission of the University**

Angelo State University, a member of the Texas Tech University System, delivers undergraduate and graduate programs in the liberal arts, sciences, and professional disciplines. In a learning-centered environment distinguished by its integration of teaching, research, creative endeavor, service, and co-curricular experiences, ASU prepares students to be responsible citizens and to have productive careers.

Adopted by the Texas Tech University System Board of Regents (March 6, 2009)  
Adopted by the Texas Higher Education Coordinating Board (April 30, 2009)

### **Disciplinary Authority**

The authority to enact and enforce regulations of Angelo State University is vested in the Board of Regents of the Texas Tech University System. The responsibility for enforcing the regulations and imposing penalties is delegated to the Chancellor of the Texas Tech University System and/or the President of Angelo State University and any university officials the President may designate. The Office of the Vice President for Student Affairs and Enrollment Management ~~Provost and Vice President for Academic and Student Affairs~~ is the principal office for the administration of student discipline, and the Office of Student Life shall implement the student discipline procedures. All references herein to the Chancellor and/or President of Angelo State University, the Vice President for Student Affairs and Enrollment Management ~~provost and vice president for academic and~~

student affairs, the Executive Director of Student Life, and the Director of Residential Programs shall be interpreted to include persons designated to act on behalf of these individuals.

## **Nondiscrimination**

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, disability and the equal opportunity and access to facilities shall be available to all. Nondiscrimination is observed in the admission, housing, and education of students and in policies governing discipline, extracurricular life, and activities.

## **Definitions**

In this Student Handbook, the following definitions will apply:

1. The term "university" means Angelo State University.
2. The term "student" includes all persons taking courses at the university, either full or part time, pursuing undergraduate or graduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered "students."
3. The term "university official" includes any person employed by Angelo State University while performing assigned administrative or professional responsibilities.
4. The term "member of the university community" includes any person who is a student, faculty or staff member, university official or any person employed by the university or campus visitors.
5. The term "university premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the university (including adjacent streets and sidewalks.)
6. The term "student organization" means any number of students who have complied with the formal requirements for university registration.
7. The term "representative" means a university official authorized on a case-by-case basis by the Executive Director of Student Life and/or the Director of Residential Programs to investigate and resolve alleged violations of the *Code of Student Conduct* and/or residential living policies.
8. The term "discipline body" means any university official or group of officials authorized by the Executive Director of Student Life to determine whether a student has violated the *Code of Student Conduct* and to recommend imposition of sanctions, conditions and/or restrictions.
9. The terms "shall" and "will" are used in the imperative sense and the term "may" is used in the permissive sense.
10. The term "policy" is defined as the written regulations, standards and/or rules of the university as found in, but not limited to, the Student Handbook, Residence Hall Handbook, the Undergraduate Catalog, and the Graduate Catalog.
11. The term "hold" refers to the indicator placed on a student's official record preventing registration and/or the issuance of a transcript until the student meets the requirements of the university office placing the indicator.

12. The term "in good standing" is defined as a student not currently on academic or disciplinary probation or any level of disciplinary suspension, dismissal, or expulsion from the university.
13. The term "sponsorship and/or co-sponsorship" is defined as minimally including, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organization(s).

## GENERAL ACADEMIC POLICIES OF THE UNIVERSITY

A complete listing of university academic policies is available on the Angelo State University Web site at [www.angelo.edu/opmanual](http://www.angelo.edu/opmanual). These policies are subject to change without notice, and students should refer to these items periodically in order to stay familiar with the most current policies.

### **Minimum Academic Requirements (Undergraduate Students)**

~~An overall 2.00 grade point average (C average) on all college-level work and a 2.00 grade point average (C average) for studies at this institution are required for graduation from Angelo State University. All degree programs require an overall 2.00 grade point average in the student's major field and a 2.00 grade point average in the major field in residence. All degree programs leading to teacher certification require a 2.50 overall grade point average. A 2.50 grade point average, with no grade lower than a C, is required in each of the following areas: teaching field (major), interdisciplinary major, and professional education. To meet certification requirements, students must also have a 2.50 grade point average in their major in residence. Official grade point averages are not rounded up.~~

### **Class Attendance**

~~Students are expected to be present for all class meetings of the courses for which they are registered. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected, and the university reserves the right to deal at any time with individual cases of non-attendance. An accurate record of attendance for each student must be maintained by the instructor.~~

In those classes where grades are affected by attendance, information to this effect must be provided in writing at the beginning of each semester. Students have a responsibility of being aware of special attendance regulations where written policies have been distributed to the class by the instructor at the beginning of the semester.

There may be a valid reason for a student's absence from class, such as illness, family emergency, or participation in an authorized university activity, and the instructor should exercise good judgment in determining if there is justification for allowing a student to make up work missed. In classes where students are absent for good cause and the instructor administers a pop test or a daily class assignment, the instructor may choose to allow the student to drop that grade(s) rather than make up the pop test or daily class assignment.

However, by written notice, instructors may place reasonable limitations upon the number and types of assignments and examinations that may be made up or dropped by students for any cause. Also, the manner in which make-up work is administered is to be determined by the instructor.

If a dispute arises between an instructor and a student over absences which cannot be resolved, the student should discuss the problem with the instructor. If the issue cannot be satisfactorily resolved, the student may appeal to the instructor's department head, academic dean, the Provost and Vice President for Academic Affairs~~academic vice president~~, and ultimately, to the President of the university.

## **Student Absence for Observance of Religious Holy Day**

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

## **Class Absences and Emergency Notification**

The Office of Student Life (Room 112 University Center, 325-942-21912) can assist in notifying the campus community of student illnesses, immediate family deaths and/or student death. Generally, in cases of student illness or immediate family deaths, the notification to the appropriate campus community members occurs when the student is absent or will be absent for three (3) or more consecutive days. It is always the student's responsibility for missed class assignments and/or course work during his/her absence. The student is encouraged to contact the faculty member immediately regarding absences and to provide verification afterwards. In regard to absences during the week of final exams, the Office of Student Life will assist with notification. However, due to the nature of schedules during final exams, the student should be aware that communication with the faculty members regarding absences may be limited.

All notification is provided as a courtesy. The notification from the Office of Student Life does not excuse a student from class, assignments, and/or any other course requirements. The faculty member has the final authority on excusing absences and/or allowing make-up work.

## **Academic Standing**

~~Grade point averages are compiled at the end of the fall and spring semesters and the summer session. The undergraduate student whose cumulative grade point average in college-level course work is less than the standard listed in Column I of the GPA Requirement Table will be suspended from the university. The student whose cumulative grade point average falls in the range defined in Column II is placed on academic probation. First semester freshmen are normally allowed two semesters (one academic year) to meet the above GPA requirement provided their GPA on all college-level work attempted does not fall below 1.00.~~

## **Academic Probation**

~~An undergraduate student is placed on academic probation at the end of either semester of the academic year or at the end of the summer session when the student's cumulative grade point average falls within the range defined in Column II in the GPA Requirement Table, and academic probation will continue as long as the student's grade point average continues within the probationary range. However, when classified as a junior or higher (sixty or more semester hours earned), the student is permitted only two consecutive registrations on probation and will be suspended if probationary status is not removed prior to the student's third registration. Registration for one or both terms of the summer session is regarded as a single registration. Academic probation will continue until the student's cumulative grade point average reaches 2.0.~~

~~A student on academic probation who withdraws from the university within the calendar deadline for dropping courses with a W is eligible for re-enrollment on academic probation. The student who withdraws after the specified deadline is subject to academic suspension.~~

## **Academic Suspension**

At the end of either semester of the academic year or at the end of the summer session, an undergraduate student whose cumulative grade point average falls below the standard defined in Column I of the GPA Requirement Table will be suspended and during the period of suspension will be ineligible to register for any course work at Angelo State University.

An undergraduate student's first academic suspension is for one semester of the academic year and any intervening summer session. The duration of a second academic suspension is one calendar year and a third academic suspension is generally considered to be permanent, but is subject to review by the appropriate academic dean.

A student who re-enters the university after a period of academic suspension will re-enter the university on academic probation. In this category, a student who has been readmitted to the university and who is classified as a junior or higher (sixty or more semester hours earned), must remove probationary status prior to a second registration or be suspended.

Exceptions to the suspension policy may be made in situations involving documented cases of serious illness or personal misfortune, when students are making discernible progress toward completion of a degree program, or in other cases at the discretion of the appropriate academic dean. Petitions for review of such cases must be made to the dean of the appropriate college prior to the first day of late registration for the fall and spring semesters and the summer session or as otherwise specified in writing by the provost and vice president for academic and student affairs.

#### Grade Point Average Requirement Table

Total Semester Hours Earned In College-Level Course Work	I	II
	Academic Suspension	Academic Probation
	GPA Less Than	GPA Less Than
0-29	1.35	2.00
30-59	1.60	2.00
60-89	1.80	2.00
90 or more	1.90	2.00

#### Bachelor's Degree Requirements

All bachelor degrees must meet general degree requirements including completion of a minimum of 120 semester credit hours, a minimum of 39 advanced (junior and senior level) semester credit hours, a minimum of 33 semester credit hours in residence (24 of which must be at the advanced level), core curriculum requirements, TSI requirements, and applicable GPA requirements.

#### Master's Degree Requirements

In partial fulfillment of the requirements for all master's degrees, the graduate student must complete the following general requirements:

1. The student must complete a minimum of 30 to 48 semester credit hours of graduate work (103 semester credit hours for the Master of Physical Therapy degree) depending upon the degree being sought. In each degree program, the student must earn a 3.00, or better, grade point average overall and in the major field and in all course work taken at ASU. In programs requiring course work outside the major field, the student must earn a 3.00, or better, grade point average in each of these areas. Grades lower than C will not apply toward any degree. The student may apply toward the degree:
  - a. A maximum of six — eight semester credit hours or two courses 5000-level work (except Physical Therapy);
  - b. A maximum of six semester credit hours of transfer work in a 30-hour program with no grade lower than a B, and a maximum of nine semester credit hours of transfer work in a program of more than 30 hours with no grade lower than a B;

- ~~c. No courses taken by correspondence or extension;~~
- ~~d. No more than nine semester credit hours taken while in non-degree status.~~

- ~~2. In addition to the general degree requirements, the graduate student must complete additional requirements for the designated degree program.~~

### **Schedule Changes**

The process of adding and dropping a course is initiated in the Registrar's Office.

1. Adding Courses  
Courses may be added during registration periods as specified in the university calendar.
2. Dropping Courses
  - a. Courses may be dropped during the registration period and no grade will be given. Such courses will not be listed on the student's permanent record.
  - b. A student withdrawing from a course after the registration period, but prior to the deadline published in the university's calendar, will receive a "W" grade in the course.
  - c. A student dropping a course after the specified deadline will receive a grade of "F." Ceasing to attend class does not constitute a formal course drop, and failure to drop a course properly will result in a failing grade in the course.

### **Withdrawal from the University**

An application for withdrawal from the university must be initiated in the Registrar's Office.

1. A student is not officially withdrawn until:
  - a. The withdrawal form has been completed,
  - b. The approval of each of the appropriate university offices has been received,
  - c. All drop slips have been received, and
  - d. The form has been returned for approval to the Registrar's Office.
2. The student who fails to withdraw officially will receive a grade of "F" in all courses in progress.

### **Grade Grievances**

The assignment of a grade in a course is the responsibility of the faculty member and is based on the professional judgment of the faculty member. Except for issues of computation, discrimination, equal treatment, or reasonable accommodation when a documented student need is present in accordance with the Americans with Disabilities Act of 1990 (ADA) guidelines, the faculty member's grade determination is final.

1. Initiating a Grievance with the Faculty Member  
Students having a grievance concerning a grade in a course of study should make every attempt to resolve the issue with the faculty member who has assigned the grade. Faculty members should listen to the concerns of the student, discuss and, if appropriate, negotiate resolution of the grade assigned to the student.
2. Appeal to the Department Head
  - a. Should a student be unable to resolve the grievance with the faculty member (either because no resolution was reached with the faculty member, or because the faculty member is on leave or not returning to the university), the student may appeal to the department head.
  - b. If the faculty member in question is the department head, the student should request that the dean of the college appoint a faculty committee to review the grievance.
  - c. If the faculty member in question is the dean of the college, the department head will still be the second level of appeal. If the dean is also the department head, the student may



- request the Provost and Vice President for Academic and ~~student~~ Affairs to appoint a faculty committee to review the grievance.
- d. The student must present a written statement and provide compelling evidence (examinations, papers, etc.) that demonstrate why the grade should be changed. If evidence is not available, the student should explain that in the written statement.
  - e. This written grievance must be presented no later than 30 days from the beginning of the next semester following the semester or term when the grade was assigned as long as the faculty member assigning the grade is on campus that semester or summer term.
  - f. If the faculty member assigning the grade is not on campus that following semester or term, but will be teaching on campus within the next three months, the complaint may wait until 30 days into the first semester the faculty member returns to campus.
  - g. The department head (or a committee appointed by the department head or dean) will review the grievance and present a written decision to the student and the faculty member within 45 days of the beginning of the semester.
  - h. Either the faculty member or the student may appeal the decision rendered at this level.
3. Appeal to the College
- a. If the student or the faculty member wishes to pursue the grievance further, the student (or faculty member) must present the written request to the dean of the college in which the course is taught within 30 days of the departmental decision. This procedure is to be followed even if the dean of the college is the faculty member in question.
  - b. The dean will appoint an ad hoc grievance committee from the college to review the case. If the dean of the college is the faculty member in question, one of the deans from the other colleges of the university will appoint a faculty committee (consisting of tenured faculty) from the college in which the course is taught to serve as the ad hoc committee. One member of the ad hoc committee will be from the department where the disputed grade originated.
  - c. The committee will be provided the student's written statement and evidence as well as the written report of the department head and faculty member.
  - d. The committee may conduct a hearing where the student and the faculty member may present information about the grievance.
  - e. The committee will issue a written decision on the grievance to the dean of the college with copies to the student and faculty member.
  - f. The decision of the committee is final, and there is no further appeal through university channels.

## **STUDENT RECORDS**

### **Notification of Rights under Federal Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (20 U.S.C.A. Section 1232g) protects certain rights of students who are enrolled in a post-secondary institution relative to their educational records. The Act grants students:

1. The right to inspect and review their education records within 45 days of the day Angelo State University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask Angelo State University to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Angelo State University decides not to

amend the record as requested by the student, Angelo State University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. 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. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Angelo State University to comply with the requirements of FERPA.

Prior to the disclosure of any personally identifiable information other than directory information, except as allowed by the regulations, the university must obtain the written consent of the student and then must maintain a record of the disclosure. The categories included as directory information at Angelo State University which routinely will be made public upon request or published in appropriate university publications are:

The student's name, local and permanent mailing address, campus e-mail address, telephone listing, date and place of birth, photograph, marital status, major and minor fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, team photographs, dates of attendance, classification, enrollment status, degree candidate, degrees, awards, and honors received and type of award/honor, most recent previous educational agency or institutions attended, hometown, and parents' names and mailing addresses.

Students who desire that their directory information not be released must submit a written request to the Registrar's Office during the first twelve class days of the fall or spring semester or the first four class days of the summer terms. Forms for submitting the written request to withhold directory information are available in the Registrar's Office.

### **Access to Student Records**

The Family Educational Rights and Privacy Act of 1974 provides that students be apprised of the location of their educational records and the administrator responsible for their maintenance. Angelo State University forwards educational records to other educational institutions in which a student seeks or intends to enroll without providing any further notice to the individual regarding the transfer of the records.

### **EDUCATIONAL RECORDS**

The university will protect the confidentiality of student records by building in faculty and administrative offices the necessary safeguards against improper disclosure. The university shall not release the educational records of a student to agencies or individuals except as authorized by state and federal statutes. The educational records of a student will be made available upon the request of authorized university personnel or the student involved.

Student records are filed in a variety of offices as indicated below. The administrative officers shown are responsible for the records under their control and for the appropriate release of

information contained in these records. Letters of inquiry regarding educational records should be addressed to the appropriate administrative officer, ASU Station, San Angelo, Texas 76909.

Angelo State University forwards educational records on request to other educational institutions in which a student seeks or intends to enroll without providing any further notice to the individual regarding the transfer of the records.

## LOCATION OF STUDENT RECORDS

### Office of Academic and Student Affairs

Provost and Vice President for Academic and Student Affairs .....AD 204107  
Vice Provost for Undergraduate EducationAcademic and Student Affairs ..AD 204107

### College of Business

Dean of the College of Business ..... RAS 262  
Department of Accounting, Economics, and Finance ..... RAS 258  
Department of Aerospace Studies..... RAS 227  
Department of Management and Marketing ..... RAS 212

### College of Liberal and Fine Arts

Dean of the College of Liberal and Fine Arts ..... CARR 146  
Department of Art and Music..... CARR 139  
Department of Communication, Mass Media, and TheatreDrama, and JournalismLIB B308  
Department of English..... A 010  
Department of Political Science and Criminal JusticeGovernment ..... RAS 213A  
Department of History ..... A 210  
Department of Modern Languages..... A 110  
Department of Psychology, Sociology and Social Work ..... A 204B

### College of Nursing and Allied Health

Dean of the College of Nursing and Allied Health..... VIN 164  
Department of Nursing ..... VIN 266  
Department of Physical Therapy ..... VIN 224

### College of Sciences

Dean of the College of Sciences ..... VIN 175  
Department of Agriculture ..... VIN 212  
Department of Biology..... CAV 102R  
Department of Chemistry and Biochemistry ..... CAV 102B  
Department of Computer Science ..... MCS 205  
Department of Mathematics ..... MCS 220 A  
Department of Physics ..... VIN 115

### College of Education

Dean of the College of Education..... CARR 104  
Department of Curriculum and Instruction ..... CARR 154145  
Department of Kinesiology ..... CHP 106  
Department of Teacher Education..... CARR 145

### College of Graduate Studies ..... AD 107HAR 100

### Admissions Office

(Admissions Files and International Student Personnel Records)..... HAR 101

### Registrar

(Permanent Academic Record Files and Veterans Administration Files)HAR 200401

### Center for Academic Excellence

(Academic and Advising Records)..... Library A312

### Extended Studies

Director, ~~GAFB "On-Base" Academic Program~~ ..... Herrington House  
~~GAFB Student Academic Records and (Faculty and Student Files for Non-Credit Continuing Education Courses)~~

#### Administrative Staff

Athletic Director ..... Junell Center 266  
 (Academic, Athletic, and Health Records of Student Athletes)  
 Chief of University Police ..... Reidy Bldg.  
 (Incident reports, police investigations)  
 Clinic Director (Medical Records) ..... University Clinic  
 Counseling Center (Counseling Records) ..... University Clinic  
 Director of Career Development (Career Files) ..... West Annex UC 114  
 Director of Financial Aid (Financial Aid and Scholarship Records) .... HAR 100AD 204  
 Director of Residential Programs (Housing Records) ..... West Annex HAR 200  
 Director of Student Involvement (Student Organization Records) ..... UC 001  
 Executive Director of Student Life ..... UC 112  
 (Discipline, Academic Integrity, and Disability Records)

### UNIVERSITY POLICIES AND REGULATIONS

University policies, rules, and regulations relating to Angelo State University students are made with the view of protecting the best interests of the individual, the general welfare of the entire student body, and the educational objectives of the university.

Specific university policies, rules, and regulations governing student conduct adopted by the Board of Regents and the administration of Angelo State University are provided below. It is the responsibility of each student to become informed regarding these policies, rules, and regulations, and to abide by them at all times.

#### Involuntary Withdrawals

Angelo State University seeks to balance the rights of individual students with the rights of the community. In order to maintain the safety of both, some behaviors require consultation among a network of campus professionals to determine the appropriate course of action to address the behavior.

##### Statement of Principle

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

##### General Procedure

- a. Notice regarding students who may be direct threats (both self-report and third-party reports) should be made to the Executive Director of Student Life or designee.

"Direct threat" means there is a high probability (not just a slightly increased, speculative, or remote risk) of substantial harm to the student and/or others based on observation of a student's conduct, actions, and statements.

- b. The Executive Director of Student Life will review the information available including what attempts, if any, have been made to reduce or eliminate the direct threat, such as the student's voluntary compliance with medical or counseling assistance.

- c. If it is determined that there is credible evidence to believe that a direct threat may exist, the Executive Director of Student Life will immediately schedule a meeting with the student to inform the student of the university's concern and to inform the student that an individualized, objective assessment will be conducted within two university business days in order to determine whether the student poses a direct threat to him/herself or others and that the results of the assessment will be used as a basis for a decision concerning the student's eligibility to continue as a student at Angelo State University. Notice of the initial meeting will be sent via appropriate communication channels including U.S. mail, telephone messages, and to the student's university e-mail account.

The meeting with the Executive Director of Student Life may include, but is not limited to, the discussion of:

- Involvement of parents or significant others;
- Academic progress;
- Living arrangements;
- Previously granted accommodations;
- Confidentiality waivers;
- Other possible accommodations, care and support resources including medical or counseling assistance;
- Withdrawal implications such as financial aid, health insurance, visas, and academic timelines; and
- The option to withdraw voluntarily from the university.

- d. Angelo State University recognizes the rights of any student engaged in this process to due process protections and to present information helpful to his/her case. However, should a student choose not to participate in the required assessment process by refusing to answer questions during the assessment interview or by failing to appear for scheduled meetings, the university has the right to continue with the process based on the information available.

#### Interim Suspensions

During the involuntary withdrawal process, if the Executive Director of Student Life –determines that there is substantial credible evidence that, even in advance of the formal psychological assessment, an immediate direct threat exists to the student or others and that the continued presence of the student poses an unreasonable risk to the safety of others on the campus, the student may be temporarily suspended from the university in accordance with established university procedures pending a final decision on the involuntary withdrawal or other disciplinary action. During an interim suspension, the student may not attend classes, use university facilities and/or resources (except those expressly permitted by the Executive Director of Student Life), and may not be on campus until the proceedings have been concluded. If the student needs to return to campus, the visit must be coordinated through the Executive Director of Student Life and the Angelo State University Police Department.

#### Involuntary Withdrawal Assessment

- a. An individualized, objective assessment will be completed to determine whether a direct threat exists, and if so, whether the student should be permitted to remain enrolled at the university.
- b. The assessment will be based on reasonable medical and psychological judgment using the best available objective information to assess the student's ability to safely participate in the

university's programs and function in a university setting. The assessment will be in the form of a written report containing the findings and recommendations of the professionals performing the assessment.

- c. Within two university business days from the initial meeting, the student will be scheduled for an assessment with a medical doctor from the University Clinic and a counselor from the Student Counseling Center.
- d. The student may provide information from other medical professionals as part of the assessment.
- e. The assessment will determine:
  - (1) The nature, duration, and severity of the risk;
  - (2) The probability that the potentially threatening injury will actually occur; and
  - (3) Whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk.

#### Processing the Assessment Report

- a. The assessment report will be forwarded to the Executive Director of Student Life who will convene a hearing with the student and the evaluators to review the report and its findings.
- b. The hearing will be scheduled by the Executive Director of Student Life Office within two university business days of the receipt of the individualized assessment. The student will be provided the information to be considered at the hearing by the Executive Director of Student Life Office in advance of the hearing. The student may elect to attend and present information on his or her behalf. The student may be accompanied by one or more advisors.
- c. Following the hearing, the Executive Director of Student Life will determine one of the following:
  - The student may remain enrolled at the university with no restrictions;
  - The student may remain enrolled at the university subject to specific conditions and/or restrictions; or
  - The student should be involuntarily withdrawn from the university upon a specific date.

#### Appeals Process

The student may appeal the decision of the Executive Director of Student Life by submitting a written appeal to the Vice President for Student Affairs and Enrollment Management within two university business days. The student will be notified in writing of the final decision within two university working days of receipt of the appeal.

#### Final Decision

Upon completion of the appeal process or with no receipt of an appeal, the student who is involuntarily withdrawn may not attend class or use university facilities, must vacate university housing within 24 hours and may not return to campus unless approved by the Executive Director of Student Life. Referrals will be made for the student upon request to appropriate

community resources; i.e., medical care and housing. The student may be entitled to refunds of tuition, fees, and room and board charges as a result of the involuntary withdrawal based on established university schedules and procedures. A registration hold will be placed on the student's record, limiting any subsequent registration until approval is given by the Executive Director of Student Life.

#### Eligibility for Readmission

Students are eligible for consideration of readmission following an involuntary withdrawal after one calendar year. At that time, the student should present documentation to the Executive Director of Student Life for review. Documentation may include, but it is not limited to, a current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon reenrollment. Documentation and a request for reenrollment must be submitted at least 30 days prior to the beginning of the desired enrollment period. Readmission will be contingent upon demonstration or documentation that the student is no longer a direct threat, and upon meeting established university admission deadlines and requirements.

### **Alcoholic Beverage Regulation**

This regulation applies to all individuals, including students, faculty, staff and visitors present on property owned, leased or otherwise under the control of Angelo State University. The possession or use of an alcoholic beverage, as that term is defined in the Texas Alcoholic Beverage Code, on property under the control of Angelo State University is prohibited except as expressly permitted by this regulation.

Areas in which the possession or use of alcoholic beverages is prohibited include but are not limited to, classrooms, laboratories, offices, lounges, stadiums and other athletic facilities, dining areas, meeting and party facilities, the Houston Harte University Center, the University Lake Facility and all residence halls and apartments except as specifically authorized in this regulation.

The possession or use of alcoholic beverages is permitted in the individual apartments of Vanderventer Apartments provided all of the student residents of the individual apartment are 21 years of age or older. The possession or use of alcoholic beverages is also permitted by individuals twenty-one years of age or older on university property leased or otherwise made available on a long-term basis to a firm or association. However, alcoholic beverages shall not be purchased for, provided or given to, or knowingly be made available to any person under 21 years of age in the facilities covered by this paragraph except as expressly authorized by the Texas Alcoholic Beverage Code. University-funded student organizations may not sponsor events and/or activities open to the general public where alcoholic beverages are consumed.

Students, faculty, and staff who violate the provisions of this regulation are subject to discipline under applicable university procedures. University officials also have the authority to remove from property under university control any individual who violates this regulation. Individuals violating this regulation may also be subject to prosecution for violation of a university regulation.

### **Hazing**

Hazing is prohibited by state law and university policy. "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, 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, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution.

Students and the organizations to which they may belong commit a criminal offense if they are involved in any form of hazing. This includes engaging in, soliciting, encouraging, directing, aiding, or attempting to aid another in engaging in hazing; intentionally, knowingly or recklessly permitting hazing to occur; and having firsthand knowledge that hazing is going to occur or has occurred and knowingly failing to report this information in writing to the Executive Director of Student Life or other appropriate university official. Hazing is punishable by fines ranging from \$1,000 to \$10,000 and confinement in jail ranging from 90 days to two years, or both a fine and confinement in jail may be assessed. Organizations involved in hazing are subject to fines of not less than \$5,000 nor more than \$10,000 except when the offense causes personal injury, property damage or other loss, and then the organization may be punished by a fine of not less than \$5,000 nor more than double the amount lost or the expenses incurred because of such injury, damage or loss. In addition, individuals and organizations involved in any form of hazing subject themselves to university discipline.

The above statement is a brief, factual summary of the Hazing Act and is not intended as a substitute for or a legal interpretation of the Act. For a complete copy of this legislation, please see the Texas Education Code, Section 37.151– 37.155 and Section 51.936.

### **Student Dress on Campus**

The university assumes that the ASU student is a professional person, cognizant of common standards of decency in the determination of acceptable wearing apparel. The student's mode of dress is considered to be a matter of personal taste as long as common standards of decency are followed.

Common standards of decency imply a recognition of the social obligation to the university community and the responsibility to dress in a manner that will not distract from the academic atmosphere of the library, classrooms, and other facilities. Dress standards require that students wear shoes and be appropriately clothed at all times in academic buildings, library, cafeterias, and all other public buildings.

Any additional ad hoc requirements for ASU functions are reserved for determination by the sponsoring organization.

### **Privacy of Student-Occupied Units**

The privacy of student residential units in university housing shall be respected, and a unit will not be entered without knocking. In the absence of occupants, units may be entered by authorized university personnel for routine inventory, maintenance or repair, and health or safety inspections. Authorized university personnel may conduct a search of a student residential unit to determine compliance with university policies, or federal, state, and local law where there is reasonable probable cause to believe that a violation has occurred or is taking place.

As routine procedure, personal belongings of students will not be searched. However, in situations where there is reasonable cause to believe that a violation of university policies, or federal, state, or local law has occurred or is taking place, the student may be asked to open all drawers, luggage, or other personal possessions during a search. In situations involving a violation of state or federal law, if the student chooses not to assist in this manner, the University Police Department may be requested to obtain a search warrant for this purpose.

In an emergency, it may be neither safe nor possible to follow the above procedures regarding search of personal belongings. These exceptions will be rare and will include only situations where, in the judgment of the Director of Residential Programs or his/her designated representative, an immediate danger to the safety of the building and/or its occupants exists.

### **Solicitation**

Solicitation of students or groups for the purpose of selling merchandise or services or obtaining



contributions on campus or off campus by registered university organizations is subject to written authorization by the Executive Director of Student Life.

All proceeds from sales must be used toward fulfilling the purposes of the soliciting organization. Requests for authorization to solicit must be made through the Executive Director of Student Life at least three days prior to the event.

### **Freedom of Expression Activities**

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

For the purposes of these regulations, the phrase "freedom of expression activities" means those activities that involve public orations, rallies, demonstrations, etc., where the speaker is seeking a public forum for the expression of opinions and ideas. These regulations are not intended to limit or govern private speech that occurs in a social setting among students in campus areas such as residence halls, food service facilities, student lounges and gathering areas, classrooms, etc. In addition, these regulations do not cover activities that are part of a university-sponsored event, such as persons brought to the campus by a university department or program for the expressed purpose of presenting their opinions and ideas.

The Angelo State University campus is an open campus for the purposes of student freedom of expression activities. Students are encouraged, and persons and groups not affiliated with the university are required, to use the free speech area(s) of the campus for such activities. Requests to use the free speech area must be submitted to the Executive Director of Student Life. Reservations are assigned on a first-come first-served basis.

The free speech area on the Angelo State University campus is the student gathering area located between the Porter Henderson Library and the Houston Harte University Center Academic Building, bounded on the west by the sidewalk and on the south by the Library parking lot. Additional free speech areas may be designated at any time by the university.

In order to maintain an orderly flow of activity on the campus, the Executive Director of Student Life, or his/her designee, is charged with the responsibility of overseeing freedom of expression activities on the campus and for monitoring compliance with university regulations. A decision by the Executive Director of Student Life to require a student or group of students to relocate, curtail, or cease their activities may be appealed to the Vice President for Student Affairs and Enrollment Management ~~provost and vice president for academic and student affairs~~.

Non-university persons or groups who violate university regulations are subject to removal from university property, as determined by the Executive Director of Student Life or his/her designee. A decision to remove a non-university person or group from university property may be appealed to the Vice President for Student Affairs and Enrollment Management ~~provost and vice president for academic and student affairs~~.

Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:

1. The location selected for the activity is inadequate for the purpose for which it will be used (either too close to buildings, not big enough for the event, etc.);
2. The activity substantially interferes with either vehicular or pedestrian traffic;
3. The activity blocks the ingress to or the egress from buildings;
4. The space is not available due to a prior reservation;
5. The activity conflicts with a previously planned university activity;

6. The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university;
7. The activity presents an unreasonable danger to the health or safety of the participant(s) or other individuals;
8. The activity is prohibited by local, state, or federal law; or
9. The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on the campus.

Students engaged in freedom of expression activities may be subject to disciplinary action under the *Code of Student Conduct* for the following actions:

1. Activities that are illegal;
2. Activities that deny the rights of other students, faculty and staff of Angelo State University;
3. Activities that substantially obstruct or restrict the free movement of persons on any part of the university campus, including the free entry or exit from university facilities;
4. Activities that deny the use of offices or other facilities by students, faculty, staff, or guests of Angelo State University;
5. Activities that threaten or endanger the health or safety of any person on the university campus;
6. Activities that include the use of obscenities, libelous statements, or "fighting words," as defined by law;
7. Activities that result in damage to or destruction of university property; and
8. Activities that attempt to prevent a university event or other lawful assembly by the threat or use of force or violence.

### **Distribution Policy**

The distribution of literature, publications, books, flyers, handouts, and other written materials on the campus of Angelo State University by a group or person, whether or not a student or an employee, is subject to reasonable time, place, and manner restrictions, and is limited to the designated Free ~~Speech~~ Expression Area between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday, and 8:00 a.m. - 12:00 noon, Saturday.

No materials that include "fighting words" expressions, obscenities, vulgarities, libel, slander, expressions that are an incitement to imminent lawlessness, or impermissible solicitation can be distributed.

### **Placing of Banners or Signs on Buildings**

No banners or signs are to be placed on vehicles or buildings or suspended between structures on the campus without the written approval of the Executive Director of Student Life (or the Director of Residential Programs for on-campus residential facilities). Nothing may be painted on the sidewalks or on the walls of university buildings.

### **Billboards**

No billboards or signs supported by posts may be erected on the campus except on occasions and in locations approved in writing by the Executive Director of Student Life (or the Director of Residential Programs for on-campus residential facilities).

### **Erection of Structures**

Structures may be erected on the campus only in areas designated for that purpose. Permission for the erection of structures in approved areas must be obtained in writing from the Executive Director of Student Life (or the Director of Residential Programs for on-campus residential facilities).

### **Use of Advertising Media**

Only official university academic and administrative departments and registered student organizations may represent themselves as associated with Angelo State University in any advertising, publicity or promotional purpose.

## **Electronic Communication Policy**

Because of the ever-increasing need for faster and more effective communication to conduct official business more efficiently with students and other members of the ASU community, certain electronic communication standards must be set by the university.

As a result, the university designates RamPort, the ASU Portal, as the primary vehicle for disseminating information internally to the campus in general and collectively to persons with common roles or groups. The primary electronic vehicle for individual communication for both official and general business will be electronic mail (e-mail), which may be accessed through RamPort or other means using a standardized e-mail address determined by the university.

### **RamPort**

RamPort is jointly managed by various departments contributing to their specific channels within the portal under the overall supervision of the Office of Communications and Marketing and the Office of Information Technology. Those offices have authority to supervise and modify all channels to ensure that they follow all applicable university policies and procedures and that they put forward a positive image of and for the university to various constituents including but not limited to students, faculty, staff, prospects, alumni and others.

Guidelines for the use, implementation and look of RamPort are maintained under the direction of the supervising departments, which can make policy recommendations for ultimate approval by the university administration.

### **Electronic Mail (e-mail)**

E-mail, like postal mail, is not a public forum but a mechanism for official university communication to students and selected ASU constituencies. An ASU e-mail address is assigned to current students as well as faculty and staff. That e-mail address is their required address for official electronic communication from the university. No other e-mail addresses may be substituted for the university's assigned e-mail address. As ASU e-mail is maintained on a state-owned network, all e-mail communications are subject to the provisions of the Texas Public Information Act. Consequently, users should not assume a right of privacy.

### **Emergency Notification System (ASUAlert)**

ASUAlert allows the university to contact students, faculty, staff and emergency staff in the community in the event of an emergency by sending messages via:

- Voice message
- E-mail
- Text message

The system will only be used for emergencies such as:

- Campus closings or delays
- Building emergencies
- Potential life-threatening situations
- Extreme weather conditions

Individuals desiring to receive **ASUAlert** messages must register for this service. There is no university-assessed fee for **ASUAlert**. Students register by submitting ASUAlert contact information in RamPort by going to the Self-Service channel in the Student Services tab and clicking "Edit ASUAlert Contacts."

## Summary

The electronic communications policy is adopted to ensure that all students and ASU constituencies have access to university-related information in a timely manner, utilizing a standardized methodology that serves the needs of both the university and its various constituencies.

## **Regulations Regarding the DistributionDistributing and Posting of Printed Material**

1. Only individuals affiliated with the university (i.e., students or student organizations) may distribute handbills, leaflets or any other type of printed materials, except as provided by law.
2. Students and registered student organizations do not need prior approval concerning the content or distribution of materials such as leaflets and handbills; however, students may be required to provide student identification upon request.
3. The distribution and posting of printed material in on-campus residential facilities is governed by policies adopted by the Department of Residential Programs.
4. Solicitation and advertising materials must conform with policies established by the university.
5. Student election campaign literature must confirm with the procedures outlined by the Student Election Committee of the Student Government Association.
6. Distribution activities that result in the need to utilize university personnel for litter collection, crowd control, repair/replacement of university property, etc., may necessitate repayment to the university by the responsible party.
7. Printed materials, such as handbills, leaflets, coupons, etc., may not be placed on vehicles parked in university parking lots or on vehicles in motion without permission of the vehicle owners.
8. Printed materials shall not violate any local, state, or federal law.
9. Printed materials shall not include the use of obscenities, libelous statements, or "fighting words" as defined by law.
10. Registered student organizations and university departments are allowed to hang banners within the Houston Harte University Center as permitted by the Executive Director of Business Services.
11. Posters, signs, and announcements may be displayed only on university announcement bulletin boards specifically designated for use by students and registered student organizations. The university announcement bulletin boards may be used only by students, registered student organizations, and university departments. Bulletin boards will be cleared periodically to remove outdated postings. A list of designated university announcement boards is maintained in the Center for Student Involvement.
  - a. Posters, signs, and announcements shall not exceed a maximum size of 18" x 24".
  - b. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs.
  - c. Posters, signs, and announcements shall not violate any local, state, or federal law.
  - d. Bulletin boards belonging to academic and administrative departments are for official university use only. Posters, signs, and announcements may not be displayed on these bulletin boards without the consent of the appropriate department.
  - e. Posters, announcements, banners, cards or other campaign material for any individuals seeking student government office may be posted in accordance with the rules and regulations of the Student Government Association.

## **UNIVERSITY HONOR CODE**

### **Student Academic Honor Code Statement**

Angelo State University students shall maintain complete honesty and integrity in their academic pursuits.

### **Academic Honor Code**

The Academic Honor Code describes expected academic behavior of both faculty and students. It consists of an agreement between the student and the academic community to foster academic integrity, to value student educational goals, and to maintain the positive academic reputation of Angelo State University. The specific goals of the code are to understand clearly regulations involving academic integrity and the disciplinary consequences of failing to adhere to the Academic Honor Code and to maintain an environment in which students and faculty are free to express concerns related to the academic integrity of their work.

### **Student Responsibility**

It is the responsibility of every student at Angelo State University to ensure that this code of conduct is adhered to, and it is the student's responsibility to report violations of academic dishonesty to the appropriate faculty member. Therefore, students are expected to familiarize themselves with the Academic Honor Code as well as the individual academic requirements and stipulations for each course. This includes carefully reading the *Angelo State University Student Handbook*, reading the syllabus of each course and asking for clarification of any ambiguous aspect of the syllabus. In the event that a student has any question concerning academic integrity or the actions of another student, it is the student's obligation to bring the matter to the attention of the appropriate faculty member. If the student cannot resolve the issue at the level of the course instructor, then the student should bring the matter to the attention of the faculty member's department head.

### **Faculty Responsibility**

The Academic Honor Code is a code of conduct for both students and faculty. Each faculty member should strive to create an environment in which academic honesty and personal ethics are held in the highest regard. In a case of suspected academic dishonesty, the faculty member must protect the student's privacy. Faculty should work to:

1. Develop a course syllabus that clearly outlines course expectations. At minimum, the syllabus should direct students to review the Academic Honor Code.
2. Clearly document any penalized violation of Academic Integrity, with the records kept at the Student Life Office separate from any other student records.

The faculty member may take any or all of the following actions in a case of academic dishonesty:

1. F on the work;
2. F in the course;
3. Report the student to the department head;
4. Refer the case to the Academic Integrity Committee.

### **Revisions to the Academic Honor Code**

Suggested changes to the Academic Honor Code shall be forwarded to the Academic Integrity Committee for review. If the committee approves these changes, they will be made according to the approved procedure for revision of university academic policy.

## Procedures

### Academic Integrity

Angelo State University "expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom." Academic integrity means the student does his or her own academic work, unless the instructor explicitly permits collaboration. Academic work that was developed through collaboration or academic references must clearly indicate the location and author of the original source, and students may not fabricate or represent academic work involving data collection and analysis as original work if obtained from a secondary source. "The university may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including, but not limited to," the information listed below.

#### 1. Plagiarism

Plagiarism means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit. Plagiarism includes, but is not limited to, the following:

- a. Failing to acknowledge properly a statement, idea, or statistic made by another individual in the body of a work;
- b. Taking a whole section of somebody else's work and placing it in the body of your own work without properly acknowledging the contributor;
- c. Representing somebody else's work as that of your own.

#### 2. Cheating

There are many different forms of cheating, but they all involve achieving an unfair advantage in academic work. Examples of cheating may include, but are not limited to, the following:

- a. Use, during an examination or quiz, of any electronic device programmed with formulas or course information the student is supposed to know;
- b. Copying answers from another individual's test, homework assignment or laboratory manual;
- c. Using notes or any other prohibited source of information not allowed to be used during an examination or quiz;
- d. Collaborating with others on an assignment that is not specified to be worked on either by collaboration or in a class group;
- e. Incorporating the ideas or criticisms of another individual into the body of a work that substantially changes the nature of the work without properly acknowledging the contributor. This may include asking somebody to help rewrite a paper that the student originally wrote;
- f. Having another individual take an examination for you;
- g. Changing an answer on a test that has already been graded and requesting a correction from the instructor;
- h. Participation in any activity or action that affords an unfair academic advantage to a student;
- i. Deliberate acts which limit the ability of a student to perform to the best of the student's ability in a course (destroying lecture notes, removing batteries from a calculator, removing an assignment that has been turned in to the instructor);
- j. Using all or part of any work developed or produced for credit in one course for credit in

- a different course without the instructor's approval;
- k. Assisting another student to be academically dishonest.

### 3. Fabrication

Fabrication involves, but is not limited to, the presentation of data that was never collected. This may also involve the manipulation of another individual's data to hide its original source.

### 4. Misrepresentation

Misrepresentation involves the deliberate act of presenting an idea with the intention of deceiving or being unfair. Examples of misrepresentation may include, but are not limited to, the following:

- a. Manipulating figures or statistics to support an idea or hypothesis with the foreknowledge that what they are representing is incorrect;
- b. Lying to an instructor in order to achieve a higher grade or special consideration. This may include lying about an illness in the family or the time that an assignment was turned in for corrections;
- c. Lying about or distorting facts when confronted with or reporting allegations of academic dishonesty or when appealing a grade in a course.

### 5. Conspiracy

In the context of academic honesty, conspiracy involves a deliberate collaborative effort to change the evaluation process in a course. Examples of academic conspiracy may include, but are not limited to, the following:

- a. Getting students to agree to not show up to a course on a particular day;
- b. Agreeing to do poorly on a test or test question in order to influence the curve distribution in a course;
- c. Limiting student access to electronic files placed in the library or on selected computers on campus through a coordinated effort;
- d. Manipulating the evaluation of an instructor or student in a course;
- e. Mutual cooperation that provides an unfair advantage or disadvantage to an individual or group;
- f. Offering bribes in exchange for a better grade in a course.

### 6. Misuse of Library Materials (in any format)

This primarily involves, but is not limited to, limiting other students' access to library material, such as deliberately misplacing library materials to prevent other students from locating them or removing materials from the library without authorization. This may also involve, but is not limited to, the destruction of library resource materials in order to make them unavailable for use by other students in a class. Students should adhere to the "Library Code of Conduct." (<http://www.angelo.edu/services/library/policies/ppm11.html>)

### 7. Misuse of Technology

Deliberate misuse of technology to gain an academic advantage. Students should adhere to OP 44.00 **Information Technology Operating and Security Policy/Procedures** found at: <http://www.angelo.edu/opmanual/index.html#44>.

## 8. Disciplinary Procedures for Academic Dishonesty

- a. All academic dishonesty cases must be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty but must notify the student of his/her right to appeal to the department head or the department head's designee; however, it is the student's ultimate responsibility to know his/her rights to appeal. The student must appeal the faculty member's decision within five business days. The department head or designee will review the appeal and make his/her ruling in writing. The department head will notify his or her academic dean and the department head will file a copy of the ruling with the Executive Director of Student Life. The student or faculty member then has the right to appeal to the Academic Integrity Committee. The appeal must be within five business days, and the appeal must be written. The Academic Integrity Committee will then have five business days to notify the student and faculty member of a hearing date. The hearing shall be conducted in accordance with the procedures adopted by the university that assure both parties the following minimal rights:

- (1) Although all involved parties should be present for the hearing to proceed, the hearing may proceed notwithstanding any party's failure to appear, provided he or she has been given proper notice of the hearing.
- (2) Each party shall have the right to present evidence and each party shall have the right to be assisted by counsel of choice; however, the parties directly involved must present the evidence and ask questions.
- (3) The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding, and both parties will be furnished a copy.

### b. Disciplinary Process

The Academic Integrity Committee shall review any allegations of academic dishonesty that cannot be resolved at the level of the appropriate department head, and the committee can make recommendations to the student, faculty, and administrators. The committee will have a standing meeting day and time. The Academic Integrity Committee shall render a decision within five business days of the hearing and shall, if necessary, make a recommendation to the Vice President for Student Affairs and Enrollment Management~~provost and vice president for academic and student affairs~~. After reviewing the available information and recommendations, the Vice President for Student Affairs and Enrollment Management~~provost and vice president for academic and student affairs~~ will notify both parties of his/her decision. The decision of the Vice President for Student Affairs and Enrollment Management~~provost and vice president for academic and student affairs~~ will be final. The recommendation from the Academic Integrity Committee can include, but is not limited to, the following:

- (1) Determine no violation occurred.
- (2) Upholding the department head's ruling.
- (3) Ineligibility for election to student office for a specified period of time.
- (4) Removal from student organization office for a specified period of time.
- (5) Loss of or ineligibility for a student grant, loan, or scholarship.
- (6) Denial or non-recognition of a degree.
- (7) Suspension from the university for a specified period of time. During suspension, a student shall not attend classes or participate in any university campus activities.
- (8) Dismissal for an indefinite period of time.
- (9) Expulsion without possibility of readmission.



(10) Additional penalties are listed in the *Code of Student Conduct*.

c. Academic Integrity Committee

The Academic Integrity Committee shall be comprised of nine members, including four members appointed by the Faculty Senate and five members appointed by the Student Senate. All appointments will be for one-year terms and each body should strive to represent each college. Each year the committee will elect a chair from the student appointees and a vice chair from the faculty appointees. During an appeal to the Academic Integrity Committee, the hearing committee will consist of five members of the Academic Integrity Committee. This committee will consist of two faculty and three student members. This hearing committee should strive for equal representation of colleges and schools. The committee will vote by anonymous, written ballot, and the chair of the committee will only vote in order to break a tie. In addition, the Executive Director of Student Life or an appointed representative will serve as an advisory, non-voting, member of the Academic Integrity Committee, providing necessary advice and ensuring that the proper procedures are followed at all times. This representative will serve as a resource for any party involved in the appeal. The Executive Director of Student Life will be charged with proper training of committee members. Responsibilities of the Academic Integrity Committee include, but are not limited to, the following:

- (1) Helping students and faculty resolve disputes or questions concerning academic integrity;
- (2) Maintaining confidentiality regarding issues discussed by the committee;
- (3) Providing information to the ASU community of the Honor Code and proper academic conduct;
- (4) Reviewing suggested changes to the Honor Code to reflect recent developments in technology or academic honesty.

## **CODE OF STUDENT CONDUCT**

### **Acquaintance with Policies, Rules, and Regulations**

Each student is expected to be fully acquainted and comply with all published policies, rules, and regulations of the university, copies of which shall be available to each student for review online and/or at various locations on the campus. Students are also expected to comply with all federal and state laws.

### **Student Misconduct**

Each student is expected to act in a manner consistent with the university's functions as an educational institution, including off campus conduct that is likely to have an adverse effect on the university or on the educational process. No person or group of persons acting in concert may willfully violate the following rules. Specific examples of misconduct or attempted misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

#### **1. Alcoholic Beverages**

Possessing and/or using, without authorization according to the university policy, intoxicating beverages in a classroom building, laboratory, auditorium, library building,

faculty or administrative office, residence hall or apartment, intercollegiate and intramural athletic facility, or any other public campus area, or being intoxicated in any public area of the campus.

2. Narcotics or Drugs

Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance.

3. Academic Dishonesty

See "University Honor Code" in this Student Handbook.

4. Firearms, Weapons, and Explosives

- a. Unauthorized use or possession of ammunition, firearms, illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on university property.
- b. Unauthorized possession, ignition, or detonation, on university property, of any explosive device, fireworks, liquid, or object that is flammable or capable of causing damage by fire or explosion to persons or property.

5. Theft, Damage, or Unauthorized Use

Stealing, destroying, defacing, damaging, or misusing university property (including misuse of fire or life-safety equipment) or property belonging to another.

6. Actions Against Members of the University Community

- a. Conduct that significantly endangers the health or safety of other persons, including members of the university community or visitors on the campus, including, by way of example, unauthorized throwing of any objects in or from university facilities.
- b. Campus disruptive activities or disorderly conduct on university-owned or controlled property or at a university-sponsored or supervised function that inhibit or interfere with the educational responsibility of the university community or the university's social-educational activities shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays that tend to incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner or committing an act that causes a person to feel threatened. Such prohibition includes classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities.
- c. Pursuant to Education Code, Subsection 51.935 (Disruptive Activities), the university shall adhere to the following rules and regulations: No person or group of persons acting in concert may intentionally engage in disruptive activity or disrupt a lawful assembly on the university campus. Disruptive activity means:
  - (1) Obstructing or restraining the passage of persons to the campus or an area of the campus or to an exit, entrance, or hallway of any building without the authorization of the administration of the university;
  - (2) Seizing control of an area of a campus or any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity; or

- (3) Disrupting and/or preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the university administration. A lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or a reasonable fear of force or violence.

Any person who is convicted the third time of violating this statute shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.

7. Gambling

Gambling in any form on university property.

8. Hazing

Engaging in hazing or voluntarily submitting to hazing including an initiation by an organization that involves any dangerous, harmful, or degrading act to a student. Violation of this policy renders the student(s) involved and the organization subject to discipline.

9. False Alarms for Terroristic Threats

- a. Making false alarms or reports where the person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that is known as false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; place a person in fear of imminent serious bodily injury; or prevent or interrupt the occupation of a building, room, aircraft, automobile, or other mode of conveyance.
- b. Harassment where the individual intentionally threatens, in person, by telephone, electronically, in writing, or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient.

10. Financial Irresponsibility

Failure to meet financial obligations to the university.

11. Unauthorized Entry, Possession or Use

Unauthorized entry into or use of university buildings, facilities, equipment, or resources, or possession or use of university keys or electronic unlocking devices for unauthorized purposes.

12. Failure to Comply

Failure to comply with the direction of a university official acting in the performance of his or her duties; or failure to heed an official summons to the office of a university official within the designated time.

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.

14. Computer Network

Violation of any policies, procedures, or regulations pertaining to the use of the electronic communication network of the university.

15. Providing False Information

Giving false testimony or other evidence at a campus disciplinary or other administrative proceeding or investigation.

## **CAMPUS DISCIPLINARY PROCEDURES**

### **Statement of Student Rights**

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).
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.

### **Initial Investigation**

The Executive Director of Student Life, hereinafter referred to as the judicial officer, shall have primary authority and responsibility for the administration of student discipline at Angelo State University and for investigating allegations that a student has violated university policies. The Executive Director of Student Life may designate other university personnel to conduct investigations and to assess sanctions in compliance with established university procedures. During the investigation of such allegations, the judicial officer or the designated representative will give the student an opportunity to explain the incident, if the student is available and chooses to participate in the investigation. If the judicial officer (or representative) concludes that the student has violated a university policy, the judicial officer (or representative) will then determine (but not yet assess) an appropriate disciplinary sanction.

1. The judicial officer will discuss his/her findings with the student and whether or not the student is found to be responsible for the violation, if the student is available, and will give the student an opportunity to either accept or reject the decision. If the student accepts the decision, the student will so indicate in writing and, thereby, waive his/her right to appeal the decision to the University Judicial Committee.
2. If the student accepts the judicial officer's decision under (1) above, the judicial officer will then inform the student of the disciplinary sanction that will be assessed. If the student

accepts the judicial officer's decision, the student will so indicate in writing and, thereby, waive his/her right to appeal the sanction decision to the University Judicial Committee.

3. If the student does not accept the judicial officer's decision concerning either the violation or the sanction assessed, the judicial officer will convene the University Judicial Committee to adjudicate the case. Any proposed sanctions are set aside pending the resolution of the case through the University Judicial Committee.

### **Student Disciplinary Hearings**

In those cases in which the student disputes the facts upon which the charges are based, the conclusion of the judicial officer concerning the responsibility of the student for the violation, or the disciplinary sanction to be assessed, such cases shall be heard and determined by a fair and impartial person or committee, hereinafter referred to as the hearing officer or hearing committee, selected in accordance with procedures adopted by the university. Except in those cases where immediate interim suspension has been taken, the student shall be given at least five (5) class days written notice by the judicial officer of the date, time, and place for the hearing and the name or names of the hearing officer or hearing committee.

Hearings held subsequent to immediate interim suspension will be held under the same procedures set forth below, but will be held as soon as practicable within twelve (12) class days after the disciplinary action has been taken unless otherwise agreed to by the student.

If the hearing officer or hearing committee determines that the accused student is responsible for the violation of university policies, the hearing officer or hearing committee will then consider what disciplinary sanction to recommend. The hearing officer or hearing committee may uphold, modify, or reject the original disciplinary sanction proposed by the judicial officer. Both parties will be permitted to make statements and introduce additional evidence in support of or opposing the sanctions.

The judicial officer or university representative has the burden of going forward with the evidence and the burden of proving the charges by the greater weight of the credible evidence and/or for presenting information in support of a recommended sanction. The hearing will be conducted in accordance with procedures adopted by the university that assure both parties (the judicial officer and the student) the following minimal rights:

1. At least five (5) days prior to the hearing, both parties will exchange lists of witnesses to be called to testify, brief summary of the expected testimony, copies of documents to be introduced, and notice of intent to use legal counsel.
2. Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The student must attend the hearing if the student desires to present evidence. The hearing may proceed notwithstanding the student's failure to appear.
3. Both parties shall have the right to question witnesses. The accused student may question witnesses with the advice of a designated representative or counsel. Such representatives or counsel are not permitted to speak or to participate directly in the hearing unless authorized by the chair of the hearing committee. All questions shall be limited to relevant evidence.
4. The hearing will be recorded. If either party desires to appeal the finding, a copy of the

recording will be produced at the expense of the party appealing the finding and both parties will be furnished a copy for appeals purposes only.

### **Student's Right to Challenge Impartiality**

The accused student may challenge the impartiality of the hearing officer or a member of the hearing committee at any time prior to the introduction of any evidence. The hearing officer or member of the hearing committee shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event the challenged hearing officer or member of the hearing committee chooses not to serve for a particular case, a substitute will be chosen in accordance with procedures adopted by the university.

### **Determination of Hearing**

The hearing officer or hearing committee shall render a decision to both parties as soon as practicable as to the responsibility of the accused student and shall, if necessary, assess a penalty or penalties including, but not necessarily limited to, the following:

1. Verbal or written warning or reprimand.
2. Requirement that the student complete a special project that may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite term.
3. Cancellation of residence hall or apartment contract.
4. Disciplinary probation imposed for a definite period of time which stipulates future violations may result in disciplinary suspension, dismissal, or expulsion.
5. Ineligibility for election to student office for a specified period of time.
6. Removal from student or organization office for a specified period of time.
7. Prohibition from representing the university in any special honorary role.
8. Withholding of official transcript or degree.
9. Bar against readmission.
10. Restitution whether monetary or by specific duties or reimbursement for damage to or misappropriation of university, student, or employee property.
11. Denial or non-recognition of a degree.
12. Suspension of rights and privileges for a specific period of time, including access to electronic network facilities and participation in athletic, extracurricular, or other student activities.
13. Withdrawing from a course with a grade of *W* or *F*.
14. Failing or reduction of a grade in test or course, and/or retaking of test or course, and/or performing additional academic work not required of other students in the course.

15. Loss of or ineligibility for student grant or loan.
16. Suspension from the university for a specified period of time. During suspension, a student shall not attend classes nor participate in any university campus activities.
17. Dismissal from the university. A student who is dismissed from the university is not eligible for readmission to the university for an indefinite period of time.
18. Expulsion from the university. A student who is expelled from the university is not eligible for readmission to the university.

### **Disciplinary Appeals Procedures**

Any student who has received any form of disciplinary sanction above the level of a written reprimand or warning may appeal the disciplinary decision made by the judicial officer or hearing committee. 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 five (5) class days from the date of the decision will render the original decision final and conclusive.

An appeal is not simply a rehearing of the original case. An appeal must be based on:

1. Issues of substantive or procedural errors which were prejudicial and which were committed during the disciplinary process, and/or
2. Newly discovered relevant information that was not available previously during the disciplinary process.

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 were 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 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?

The Vice President for Student Affairs and Enrollment Management ~~provost and vice president for academic and student affairs~~ serves as the campus Disciplinary Appeals Officer. The appeal must be made in writing in sufficient detail to inform the Disciplinary Appeals Officer of the grounds for the appeal. The appeal is not intended to afford a rehearing of the case, but serves as a format to review the written content and validity of the appeal submitted by the student, the record of the case, and the decision-making procedures.

The party desiring to appeal an administrative or committee hearing decision has five (5) class days from the date of the decision letter to prepare and submit a written appeal to the Disciplinary Appeals Officer. The Disciplinary Appeals Officer will review materials relevant to the case in the written appeal and may solicit additional information as may be deemed necessary to make a decision. The Disciplinary Appeals Officer may:

1. Find that the written appeal submitted was not sufficient to establish grounds for appeal and, thereby, affirm the previous decision.

2. Find that no substantive and/or procedural error has occurred and, thereby, affirm the decision.
3. Find that the new relevant materials and written appeal submitted were sufficient to establish that, based on the greater weight of the credible evidence, the alleged misconduct has not occurred. The decision may be amended by the Disciplinary Appeals Officer or the case may be referred for a new hearing.
4. Find that substantive and/or procedural errors effectively denied the student or student organization due process. In this event, the decision may be amended by the Disciplinary Appeals Officer or the case may be referred for a new hearing.
5. In cases where a student is seeking re-admittance or a student organization is seeking re-registration, the Disciplinary Appeals Officer may affirm the decision or recommend that the student be readmitted or the organization re-registered.

The decision of the Disciplinary Appeals Officer will be final.

### **Interim Disciplinary Action**

The Executive Director of Student Life, the Vice President for Student Affairs and Enrollment Management~~provost and vice president for academic and student affairs~~, and/or the President of the university may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule and/or regulation of the Texas Tech University System or of Angelo State University when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

### **Civil Proceedings**

Every student is expected to obey all federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, notwithstanding any action taken by civil authorities on account of the violation.

### **STUDENT ORGANIZATIONS**

As part of the educational mission of the university, students are encouraged to participate in the student organization program at Angelo State University. By participating in these organizations, students will have the opportunity to learn and practice skills that will last throughout their lifetime. Moreover, lifelong bonds of friendship may be formed and students will have the opportunity to have a more meaningful, productive, and enjoyable college experience.

### **Categories and Definitions**

#### *1. Registered Student Organizations*

A registered student organization is a group (president, treasurer and a minimum of eight members, excluding officers) comprised of at least ten students enrolled at Angelo State University who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, and regulations and standards of the university and/or federal, state, and/or local statutes. Generally, student groups fall under one of the following categories: Academic/Professional, Boards and Councils, Greek Social Organizations (IFC, NPC, NPHC, NALFO), Honor Societies, Multicultural/International, Recreation, Religious, Service, and Special Interest.



2. Club Sports Clubs

The Angelo State University ~~Sports-Club~~ Sports program is administered by the Department of University Recreation and Intramurals and is designed to provide opportunities for students to participate in a variety of sports activities. This program exists to promote and develop interest in sports. ~~Sports-Club~~ sports members learn new skills, engage in competition and enjoy the recreational and social fellowship of sport. A group seeking ~~sports-club~~ sports status must first be a registered student organization, subject to the rules and regulations of Angelo State University. Following the organization registration process, a group should meet with the Assistant Director of the Department of University Recreation and Intramurals to initiate the application for ~~sports-club~~ sports affiliation. After obtaining student organizations~~sports-club~~ status, groups must also comply with any guidelines of the Club Sports program.

3. Greek Social Organizations (IFC, NPC, NPHC, NALFO)

The Angelo State University Greek Life program is administered by the Center for Student Involvement. A group seeking fraternity or sorority status should first contact the Center for Student Involvement to discuss their interest and the specific (if any) national organization with which they wish to affiliate. Students should understand that the decision to bring a new sorority or fraternity to the campus is a joint decision made by the students, the university, and the national organization. All sides must work in concert in order for the relationship to be a successful one.

**Conditions for Registration**

1. Membership in the organization shall be open only to students enrolled at Angelo State University without regard to race, religion, sex, disability or national origin, except in cases of designated fraternal organizations that are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. All organizations registering as a fraternity or sorority must show proof of the Title IX exemption by attaching to their registration application a letter from their national affiliate with the IRS 501 (C) number.
2. Faculty and staff may hold associate membership in student organizations to the extent allowed by the organization's constitution.
3. The organization shall not duplicate the purposes and functions of a currently registered organization unless the need for duplication is substantiated with the Center for Student Involvement.
4. Monies raised by the organization through the payment of dues or through fund-raising activities should be deposited in an organizational account at a financial institution.
5. The organization shall show initiative in effectively meeting its stated goals and be lawful and peaceful in its activities. The Center for Student Involvement is available to assist in organizational guidance and leadership development.
6. The organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/associate members should not be granted voting privileges nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at Angelo State University.

7. Only organizations that are an official part of the university and receive direct funding by the university or organizations that are an extension of an academic department may use the name, logo or symbols of the university as part of its name or in its publications. Registered student organizations may use the complete statement "a registered student organization at Angelo State University." Approval for the use of logos, symbols, and names protected by Angelo State University is handled through the oversight of the Office of Communications and Marketing. In addition, the organization shall not advertise or promote events or activities in a manner that suggests sponsorship by the university, unless specifically authorized to do so.
8. Solicitation is prohibited on campus by registered student organizations that may abridge any contractual agreements of Angelo State University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials in the Center for Student Involvement. Any organization wishing to solicit on campus must follow the policies and procedures listed in the current Student Handbook.
9. All registered student organizations must keep a current copy of their constitution on file in the Center for Student Involvement.
10. All registered student organization resources must be used to advance and support the organization's purpose, identified goals, and/or mission.
11. All registered student organizations must comply with university policies and procedures and adhere to the standards expected of all students.
12. Organization registration does not imply university approval of either the organization or its activities.

### **Registration of New and Reforming Groups**

1. New and/or reforming student groups that desire to become a registered student organization should contact the Center for Student Involvement to discuss the process of forming or reforming an organization.
2. A student group seeking to form a new organization may file the "Student Organization Registration/Renewal Form" and a student organization constitution with the coordinator for student organizations. Once filed, a pending student organization is permitted to use university facilities and post notices and flyers in accordance with established university posting regulations. A proposed group may apply for registration only once per semester.
3. Following the receipt of the required information, the materials will be sent to the ASU Student Senate for their review and recommendation. After receiving the recommendation of the Student Senate, the Director of Student Involvement will make the final decision on registering the new organization.
4. A group which has been a registered student organization in the past and which became inactive may apply to reinstate the organization by submitting a Student Organization Registration/Renewal form along with a memo explaining why the organization should be reinstated. A group seeking to reinstate should carefully review the prior constitution and make any updates necessary to comply with current university policies and regulations or changes brought by the organization itself.

## Annual Registration Process

1. A complete Student Organization Registration/Renewal form must be received by the Center for Student Involvement by the deadline each April. The form will include the names and contact information for the organization officers and the president of the organization must certify that the organization still has at least ten full-time students who are in good standing with the university.
2. The organization must also submit an updated copy of the local constitution and by-laws (or certify that the constitution and by-laws on file in the Center for Student involvement is still current) and the constitution and by-laws of any other local, state or national affiliate organization, if applicable.
3. The organization shall also furnish the signature, title, campus address, telephone number, and e-mail address of a full-time Angelo State University faculty or unclassified staff member indicating the person's willingness to serve as the organization's advisor.
4. The organization must also agree to comply with all university standards, rules and/or policies as well as all federal, state, and/or local laws.

## Benefits of Registration

1. Registered Student Organizations

Benefits include: Meeting room reservations on campus, free mailbox in the Center for Student Involvement, organization information published on-line, posting on campus, leadership training, ready references and access to training materials and resources in the Center for Student Involvement, and free web link. Registered student organizations may apply for funding through the Student Organization Leadership Fund (SOLF) administered through the Center for Student Involvement.

2. Club Sports Clubs

Club sSports clubs are entitled to all of the benefits of a registered student organization. In addition, ~~each club~~ sports may receive administrative support and guidance from the Department of University Recreation and Intramurals.

## Faculty or Staff Advisor

1. Each registered student organization shall have a full-time faculty or unclassified staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to facilitate incorporating the advisor into the organization's program planning and decision-making. The advisor should certify the organization's expenditures by co-signing all checks and vouchers. Most importantly, the advisor must oversee adherence to university standards, rules and/or policies as well as the organization's constitution and by-laws.
2. Registered student organizations have ten (10) university business days to notify formally the Center for Student Involvement with the name, address, telephone number, and e-mail of any new or replacement full-time university faculty or staff member appointed as their advisor. Failure to do so may result in suspension of privileges.
3. Established full-time university faculty or staff members who reduce employment hours

below full-time status and maintain an office on campus may continue to serve as the advisor of a student organization with the approval of the Center for Student Involvement.

### **Prerequisites for Maintaining Registration**

To maintain its active status throughout the academic year, a registered student organization must meet or submit the following criteria to the Center for Student Involvement.

1. File a list of its current officers within ten (10) university business days from the day of elections and file notification of the subsequent changes when such occur.
2. File a list of its current advisor(s) within ten (10) university business days of the acceptance of the full-time faculty or staff advisor to the position. Notification of advisor changes should also be made within ten (10) university business days.
3. Submit all changes in documents on file relating to the organization (i.e., revisions to the constitution, changes in statement of purpose, procedures for handling organization funds or membership requirements). Registered student organizations shall be responsible for updates and revisions to their local and affiliate constitutions. These changes must be registered with the Center for Student Involvement within (10) business days of any changes. Should an organizational dispute occur that involves university intervention, registered student organizations are bound by their constitution and by-laws on file with the Center for Student Involvement.
4. Conduct its affairs in a lawful manner as a collaborative entity in accordance with the constitution and by-laws it has on file, and applicable policies, rules, regulations and standards of the university and/or federal, state, and/or local statutes.
5. Registered student organizations are required to meet all financial obligations incurred by the organization.
6. Ensure off-campus individuals or organizations (whose appearance on campus is sponsored by the organization) observe all applicable policies, rules, regulations and standards of the university.
7. The Center for Student Involvement and/or the Executive Director of Student Life may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the current Student Handbook.

### **Denial of Registration, Temporary Suspension, Revocation**

1. A student organization will not be officially registered with the university if it is determined that the organization's actions or activities are detrimental to the educational purposes of the university or not in accordance with university policies. The president and advisor of the proposed student organization shall be notified of a decision to deny registration in writing by the Executive Director of Student Life. The president of the applying organization may schedule a meeting with the Executive Director of Student Life to discuss the denial. If, following the meeting, the group wishes to file an appeal, the president of the proposed organization must do so in writing to the Vice President for Student Affairs and Enrollment Management ~~provost and vice president for academic and student affairs~~ within ten (10) university business days from the date of the "denial" notification letter or meeting with the Executive Director of Student Life. The decision of the Vice President for Student Affairs and Enrollment Management ~~provost and vice president for academic and student affairs~~

will be final.

2. The registration of a student organization may be temporarily suspended by the Director of Student Involvement while an investigation is pending involving an alleged violation of registered student organization policies and procedures as outlined in the current Student Handbook. The registered student organization will be afforded all due process guidelines as described in the current Student Handbook. The president of the organization may file an appeal in writing to the Executive Director of Student Life within five university business days from the date of the "temporary suspension" notification letter. If the Executive Director of Student Life upholds the decision, the president of the organization may appeal, in writing, within five (5) university business days to the Vice President for Student Affairs and Enrollment Management~~provost and vice president for academic and student affairs~~. The decision of the Vice President for Student Affairs and Enrollment Management~~provost and vice president for academic and student affairs~~ will be final.
3. A student organization may be subject to disciplinary action by the university if it is determined that the organization engaged in activity in violation of the policies of the university and/or local, state, and federal laws. Such disciplinary action could include a probationary status for a period of time during which the organization would be restricted from certain activities and/or privileges afforded other student organizations. The action could also result in the revocation of the organization's registration status and the dissolution of the group. The officers of the organization may also be individually subject to university disciplinary action for any role they may have played in the alleged violation. All parties to such action, whether the individual officers or the organization itself, will be afforded all of the due process rights specified in the current Student Handbook.

## PROCEDURES REGARDING SEXUAL OR RACIAL HARASSMENT

### Definitions

"Racial Harassment" is defined as extreme or outrageous acts or communications that are intended to harass, intimidate, or humiliate students, faculty, staff, or visitors on account of race, color, or national origin and that reasonably cause them to suffer severe emotional distress. No student, faculty, or staff employee shall engage in racial harassment of any person on the campuses of the university or in connection with a university-sponsored activity.

"Sexual Harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic career;
2. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual;
3. such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive employment or academic environment.

In determining whether alleged conduct constitutes racial or sexual harassment, the university shall construe any act or omission with the totality of the circumstances, such as the nature of the act(s) and the context in which the incidents occurred. Each determination shall be made

from the facts on a case-by-case basis. To the fullest extent practicable, the university shall keep complaints of racial or sexual harassment and the terms of their resolution confidential.

If the alleged victim is:	Then the initial contact should be to:
A member of the ASU student body at the time of the incident	Mr. Nolen Mears, Executive Director of Student Life Room 112 University Center (325) 942-2191
A member of the ASU faculty or staff at the time of the incident	Mr. Jesse Gomez, Director of Human Resources <u>East Annex</u> Room 102 Mayer Administration Bldg. (325) 942-2168
A visitor to the campus at the time of the incident	Mr. Nolen Mears, Executive Director of Student Life Room 112 University Center (325) 942-2191

### **Procedures for Conducting and Investigation**

To initiate an investigation based on alleged racial or sexual harassment, the complainant must submit a written detailed account of the alleged incident(s) to the appropriate university official. In conducting the investigation, the official may involve other university personnel as needed to assist in gathering all pertinent information in a timely manner. The official will organize and record the information in a manner so that a conclusion can be drawn and appropriate action taken. The investigation may include, but will not be limited to, the following steps:

1. Reduction of the complainant's allegations to specific and relevant issues;
2. Formation of a strategy for conducting the investigation;
3. Informing the alleged offender of the complaint and allowing him or her any applicable due process or other rights, including an opportunity for a written response to the allegations;
4. Gathering and examining relevant evidence and information, including interviews with other witnesses, if any; and
5. Preparation of a report containing the findings and the resolution.

If it is determined by the university that harassment occurred, then appropriate action will be taken. The range of possible sanctions that could be imposed include such actions as an apology, a promise to refrain from the offending behavior, a reassignment of either or both parties, a formal reprimand, termination from the university, or other appropriate sanctions as determined by the investigating official within the particular facts of the individual case. The findings of the investigation may also fully exonerate the alleged offender. If it is determined that the complainant intentionally filed a dishonest or malicious report, appropriate university disciplinary action may be taken against the complainant.

### **Protection against Retaliation**

Angelo State University will take reasonable action to assure that the complainant, the alleged offender, and those testifying on behalf of either party or supporting either party in other ways, are protected from retaliation. Persons who retaliate against anyone because of their involvement in a harassment investigation may be subject to disciplinary action in accordance with established university procedures.

### **STUDENT GRIEVANCE AND APPEAL PROCEDURES**

## **1. Policy**

- 1.1 It is the policy of Angelo State University to receive, process, and resolve student grievances, including allegations of discrimination, in a fair and prompt manner.
- 1.2 In all interpretations, constructions, and applications of the provisions of this grievance procedure, the cardinal principles shall be equity and justice for students in their association with the university.

## **2. Applicability**

This policy and these procedures are established for students in cases not otherwise covered by the published policies, rules, and regulations of the university. Applicants for admission are also covered by this grievance process.

## **3. General Provisions**

- 3.1 Grievances shall consist of matters of disagreement or dissatisfaction arising out of circumstances wherein the student believes that there has been discrimination or an infraction, breach, or misinterpretation of applicable university policies, rules, and regulations. Only one subject matter shall be covered in any one grievance.
- 3.2 All grievances not resolved at the appropriate grass roots level (admission, classroom, housing, extracurricular, etc.) shall be presented in writing and shall contain a clear and concise statement of the grievance by indicating reference to the applicable policy, rule, or regulation that is alleged to have been violated, the date the incident took place, the issue involved, and the relief sought.
- 3.3 The grievant may present his or her grievance individually or through a representative. However, representation by legal counsel shall be limited to appeals made under Section 4.5 of this document. If the student desires, he or she may be assisted by the Executive Director of Student Life where the grievance procedure will be explained.
- 3.4 No student shall be disciplined, penalized, restrained, coerced, or otherwise prejudiced for exercising the rights provided for in this grievance procedure.
- 3.5 Where discrimination is alleged, the grievant may contact the Office of the Assistant Secretary for Civil Rights, U. S. Department of Education, for advice and consultation if the matter is not satisfactorily resolved under these grievance procedures.

## **4. The Grievance Procedure**

- 4.1 **Step One:** The student shall first discuss the grievance with the university employee involved within five days from the date of the action or condition giving rise to the grievance. Within three days thereafter, the university employee shall verbally inform the student of the decision.
- 4.2 **Step Two:** Grievances not satisfactorily resolved in Step One will entitle the student to appeal by requesting a discussion with the Executive Director of Student Life or appropriate academic department head. This request must be made within three days following the date of the decision in Step One. The Executive Director of Student Life or academic department head will arrange for a discussion with the student at the earliest mutually agreeable time. If the grievance is not satisfactorily resolved at this level, the

student will be verbally notified of the decision. A written report will then be submitted by the Executive Director of Student Life or academic department head to the appropriate dean within five days on the Grievance Presentation Form, and a copy of the report will be sent to the appropriate vice president.

- 4.3 **Step Three:** Grievances not satisfactorily resolved in Step Two may be appealed by requesting, in writing, review and action by the appropriate dean. This request must be made within ten days following the written report resulting from Step Two. The dean will meet promptly with the student and the student's representative, if any, and other parties to the grievance. The purpose of this meeting will be to review the grievance with all parties in an effort to obtain all of the relevant facts on the case and arrive at a decision consistent with Section 1 of this document. A written decision will be made by the dean within five days following the final meeting with the parties involved in the grievance, and a copy of the decision will be sent to the student and the appropriate vice president.
- 4.4 **Step Four:** Grievances not satisfactorily resolved in Step Three may be appealed by requesting, in writing, review and action by the appropriate vice president. This request must be made within ten days following the decision in Step Three. The vice president will meet promptly with the student and the student's representative, if any, and the dean. The vice president may request assistance and additional information from any appropriate parties in the review of the case. A written decision will be made by the vice president within five days following the final meeting with the parties involved in the grievance, and a copy of the decision will be sent to the student.
- 4.5 **Step Five:** Grievances not satisfactorily resolved in Step Four may be appealed by requesting, in writing, final review and action by the President of the university. This request must be made within ten days following the decision in Step Four. The grievant must include a statement in the request if he or she intends to be represented by legal counsel or a representative.

If the grievant is to be represented by legal counsel or a representative, the department may be represented by the General Counsel for the Texas Tech University System, a member of the Attorney General's staff, and/or other legal counsel or representative.

The final determination by the President, in writing, will be furnished to the grievant with a copy to the appropriate vice president. The decision of the President will be provided within five days of the hearing conducted by the President except in case of extraordinary or compelling reasons.

## **5. Decision on Grievances**

- 5.1 The decision of the President on a grievance shall be final and binding on all parties.
- 5.2 Nothing in this procedure shall be construed to limit, terminate, or waive any right of a student to seek relief in a court of proper jurisdiction for any student grievance for which a remedy is provided under the laws of the State of Texas or the United States of America.

## **6. Special Provisions**

- 6.1 Time limits shall not include Saturdays, Sundays, or holidays.
- 6.2 There can be an extension of time in any step, if mutually agreeable.



- 6.3 Failure of a student to process his or her grievance to the next step within the specified time limit shall constitute abandonment of the grievance.
- 6.4 Failure of university personnel to give an answer within the prescribed time limit authorizes the student to process his or her grievance to the next step.
- 6.5 A copy of the Grievance Presentation Form for the processing of grievances shall be initiated and used by the Executive Director of Student Life or academic department head identified in Section 4.2 of this document in cases when the grievance is not satisfactorily resolved at the grass roots level. The form shall be completed to show the nature of the grievance and the response of the individual hearing the grievance. This form will be processed through the succeeding steps with the specified information being provided at each level until the grievance is satisfactorily resolved or until a final decision is made on the appeal by the President.

## **7. Student Communication**

The existence of the "Grievance and Appeal Procedures for Students at Angelo State University" will be made known through publication to establish a mutual understanding of encouragement to resolve problems with objectivity, freedom from fear or retaliatory consequences or reprisals, and within a reasonable amount of time.

Chancellor's Report  
Texas Tech University System  
Board of Regents Meeting  
May 14, 2010

Chancellor Hance stated he wanted to begin his report with an update on fundraising. "In reference to an article sent to the Board, Regent Turner pointed out that some of our competitors are having a tough time and it's not as easy out there in regards to fundraising today as it was two or three years ago. Right now, for this year, we are at \$81 million which puts us at \$9.5 million above last year. We are one of the few in the country, not just in the Big XII, that is above its fundraising totals from last year. We feel that we will finish up the fiscal year at over \$100 million. That will be four years in row that we have been above \$100 million. We are proud that once again we will be over \$100 million or at least very close to reaching that amount.

"Through the capital campaign, we have raised \$556 million. We are more than half way there. We will start our public phase sometime in the late fall or early spring—probably early spring of next year. I didn't understand all of that until I really got involved in fundraising and that is the way you run your major capital campaigns.

"In regards to wind energy, we expect to have an announcement in the next week to ten days on some type of final grant from the Emerging Technology Fund. We have worked hard on this. The Speaker's Office is still looking at it—the governor and lieutenant governor have signed off. If we get this grant by the 21<sup>st</sup> of this month, there is a possibility that we may get \$5 million in matching gifts from the private sector. We are working one step at a time in moving forward to establish a national lab. You can't create that overnight, but we feel that we are moving in the right direction.

"The commencement speakers for the spring ceremonies have been obtained. Judge Royal Furgeson will be the guest speaker at today's and tomorrow's commencement ceremonies. He is a 1964 graduate of Texas Tech. He is probably one of the most popular federal judges around. Mark Lanier, is another one of our graduates, will be the guest speaker at the Law School hooding ceremony scheduled for tomorrow afternoon. Next week, Dr. Tedd Mitchell, who will assume his position as president of the Health Sciences Center on Monday, will give the commencement address at the HSC. Congressman Randy Neugebauer who represents the 19<sup>th</sup> Congressional District, will give the commencement address at Angelo State. Even though Congressman Neugebauer does not represent San Angelo, he has about 2,000 students from his district who attend ASU. We have some great speakers lined up.

"That is all I have today."

Regent Anders commended the chancellor and his staff on the outstanding job being done through the capital campaign especially in the difficult environment we are currently in. "That is not to be taken lightly. What has been done has been absolutely phenomenal. "

Chancellor Hance responded that it has been a team effort. "Dr. Overley has done an outstanding job along with her staff and in addition to some of the regents who have assisted us. Hopefully in the next week or so we'll have some big announcements."

President's Report  
Texas Tech University  
Board of Regents Meeting  
May 14, 2010

Dr. Bailey presented his report to the Board: "There are a couple of things being handed to you. As usual you are receiving a copy of the Accomplishments Newsletter. Also there is a list of media highlights which includes quotes from our faculty in various news publications. Those are things you can read at your leisure.

"There are three things to cover in my report: one, a quick update on enrollment; two, an update on the National Research University Fund ("NRUF"); and three, an update on Tech's championships.

"I'll begin with the 2010 spring enrollment growth. Our enrollment grew this spring by 1,485 students—that is a 5.13 percent enrollment growth. This is the first spring ever that we are over 28,000 students. That is the third record enrollment that we have had—others were in the spring and fall of 2009 and the spring of 2010. Our undergraduate enrollment increased by 5.13 percent and our graduate enrollment increased by a little over 7 percent. We are on target in increasing our graduate enrollment at a faster pace. Remember that graduate students are essential for building our research enterprise. They provide more funding through the state funding formula. We don't know what our fall enrollment will be. It is always dicey to try to predict, but one of the best predictors is the spring enrollment. If you have a very strong spring, you are likely to have a very strong fall. We are optimistic about the fall.

"One difference that you should see this fall is that we will have a larger number of freshmen. If you look at orientation, the number of people who have registered for orientation is up by 12 percent among freshmen. That is 470 additional freshmen who are registered. It is up by 25 percent among transfers, which is an additional 211 who have registered. Those are very strong numbers.

"There was a difference in the weighted student credit hour ("WSCH") increase. This is what the state funds. The WSCH for fall 2009 was 49,163 and in spring 2010 is 75,898. This is an extremely strong increase in WSCH. This will help buffer us in budget reductions next spring. We are in very good shape there. Over the course of the year, our WSCH will increase over 130,000.

"The NRUF update includes some criteria that needs final approval, but we are close to the requirement. You have to be an emerging research university to even be considered and of course we are there. These criteria must be met two years in a row. You must have \$45 million in restricted research. Our current projection is for \$42 million plus. We believe we will be very close or almost on target on that criterion. Again, it is hard to know how much we'll have exactly, but we'll have significant research expenditures this summer. Most research expenditures are in the summer. We think we'll be very close to that criterion or at the \$45 million mark. We have been working very hard to get to that number. You have to meet four of the next six criteria.

You have to have an endowment of \$400 million. Our endowment stands right now at \$430 million, thanks to the chancellor. You have to be either a Phi Beta Kappa or ARL host and we have both of those. We are the only university with both. Houston has ARL status. Another criteria is that we must grant 200 Ph.D.s—and those must be Ph.D.s, not doctors of music, JDs or Ed.D.s. We asked our graduate school what the projection was for this year and they said 199. We are looking very hard to see if we can find one graduate student who can get his dissertation finished up. We are very close. High quality faculty—the Coordinating Board staff has been meeting with emerging research presidents and it looks like for the high quality faculty, we'd have to meet one of three criteria. These are "ors." You could have five national academy members or you could have seven faculty who received awards. Dr. McKenna with his Bingham award is a good example of this kind of award. We meet that criterion. We have seven this year. The other is something still being worked like a comprehensive review of five doctoral programs of our choice. That review would have to certify that they are at the same level as AAU universities. We are in pretty good shape, assuming that this criterion for high quality faculty is approved. Then, the high quality of freshmen class is still another criterion. We have to meet one of three criteria there. First of all, the 75<sup>th</sup> percentile of your SAT has to be at 1210 or higher. We are 1200 right now. Or, the 75<sup>th</sup> percentile of your ACT has to be a 26 or higher. We are at 26. So, we meet that criterion. The third criteria for the freshmen class is that 50 percent of entering freshmen have to be in the top 25 percent of their graduating class. We meet that criterion. We are at 52.86 percent. For the high quality of the freshmen class, we are in a pretty good position. The high quality of the graduate programs, which also needs final approval, is the one that is least well fleshed out by the Coordinating Board staff. You must have more than 50 graduate programs. We have 161, so we are in good shape. And, in addition, you have to meet three of the following criteria: you must have a comprehensive review of the financial support of graduate students to show that it is comparable to AAU institutions. Or, you have to show that your graduate admissions equal national standards. This is one that is not clear and not well worked out yet. Or, your master's degree completion rate has to be at 56 percent or higher and your doctoral completion rate has to be at 58 percent or higher. We meet both of those. Our master's degree graduation rate is 71 percent and our doctoral graduation rate is 60.2 percent. These are competitive figures. We are above A&M and very close to UT-Austin on those. We are competitive with AAU universities on those figures. The last thing is the median time to the doctorate needs to be eight years or less. We meet that. We are the only one who meets the last two criteria. This speaks volumes about the quality of our graduate programs. Our graduate students graduate at a much higher rate than the national averages and they graduate in a timely manner. I am very proud of this information."

Chairman Anders asked Dr. Bailey to explain the AAU standards. "You have mentioned before that some of the universities who might try to apply today might not gain admission. We have higher academic standards than some of those universities who are so recognized."

Dr. Bailey responded: "The AAU, American Association of Universities, is a very old organization that consists of 63 universities. It is a very small number. Many of the universities, like the University of Nebraska, the University of Kansas, the University of

Missouri, were admitted when this organization was first formed in the early part of the 20<sup>th</sup> century. It is very difficult to get into. Those universities do three fourths of the research that is done in the United States—funded research. They are characterized by very high levels of research and very high admission standards. The most recent university that was admitted was Georgia Tech. Georgia Tech does \$250 million in sponsored program research a year and their admission standards are high. Texas A&M was the university that was admitted before that in the early part of 2000s. It is a very difficult organization to join. We believe that our research numbers will be up there in the \$200 millions in five or six years. We believe we will be there. Our admission standards are comparable to Nebraska's and Missouri's right now. We are competitive with this group now. We believe that over the next four or five years, we will be even more competitive as we move forward. Those are usually the benchmark universities measured against."

Vice Chairman Turner asked if any of the emerging research universities were members of the AAU.

Dr. Bailey responded: "No, the only members in Texas are UT-Austin, Texas A&M and Rice."

Vice Chairman Turner asked if those were the only other schools who have a Phi Beta Kappa chapter. Is that correct?

Chancellor Hance responded: "Public-wise, Texas, A&M and Tech are the only three public universities who are. There are others Houston, Austin College, TCU."

Dr. Bailey continued: "The Southeastern Conference has two AAU members. Those are Vanderbilt and Florida. The Big 8 has more. The ones I mentioned and Iowa State. It's Iowa State, Nebraska, Kansas, Missouri, Texas, and A&M. The Oklahoma schools are not members. Colorado is a member as well.

Chairman Anders stated: "Relative to those universities, we are a very young university."

Dr. Bailey responded: "We are. In fact, remember that Nebraska and Kansas and Missouri were admitted to AAU before Tech was founded. Vanderbilt was a long time member as well. Most of those were admitted before we were even founded. We are making very good progress on these criteria. I thank all of the faculty and staff, Bob Smith and Taylor Eighmy, in particular, who have worked very hard to move this forward."

Regent Huffaker stated: "As I understand, with respect to the AAU issue, that is a convenient benchmark for the NRUF standards. It is not, I assume, as such that we must be admitted to AAU."

Dr. Bailey responded: "That is exactly right. A longer term goal may be to be admitted to the AAU group, but that is something to consider eight to ten years down the road. We are making great progress. When we meet the criteria and look like one of those

universities, it will be time to seek membership. We are moving very quickly. I feel very good about those criteria.

"Now on to our championships; we have won championships all across the spectrum. In Athletics, our spring Olympic sports are doing very well. In Music, our saxophone quartet won a championship. CASNR's Ranch Horse Team and Meat Evaluation Team could be introduced at every meeting with all of their wins. It is great for recruiting students. We have students from all over the country who come for that. Our debate squad has won a couple of national championships. We are the first school to win two championships in a three year span. We also had a top debater, Adam Testerman. At a future meeting, I will try to introduce Adam to you. Our Personal and Financial Planning Team, and you know the quality of that program, has done well. As the chancellor mentioned, the Chess Team is doing very well. Adam Doyle, is a junior in mechanical engineering; he won first place in a robot design competition from the American Society of Mechanical Engineers. Our Law School has won a number of championships and has placed very high and has done extremely well. You know about their bar exams. They have led the state in pass rates on the bar exams. From my point of view, nothing can say more about the quality of the Law School than passage rates from the bar exam, for three straight years. Professor McKenna won a Bingham medal. Dr. Shonrock was named as Distinguished Alumnus from his undergraduate university. Lastly, we had four faculty and faculty groups who were awarded patents. It is a great mark of the results of research. This kind of intellectual property over the long haul can be very beneficial to the university. It has been a remarkable spring. We appreciate all of your support.

Regent Huffaker stated: "This is a significant time for the Law School. Walt Huffman has been our dean at the Law School for a number of years. He has done a wonderful job. He has deep Texas Tech roots. He is finally going to be able to take a sabbatical this year for a much deserved rest and then come back next year as a professor and continue his teaching at the Law School. We honored him a couple of weeks ago with a banquet. The chancellor was there. It was a wonderful event. Walt and Ann have yeoman service for Texas Tech. I just want to recognize him. A lot of those achievements that you talked about at the Law School can be traced right to Walt and his efforts"

Chancellor Hance stated that he echoed Regent Huffaker's remarks regarding Walt. "We are going to miss Walt. He's done an outstanding job. We were able to raise some money for scholarships during the banquet we held in his honor.

"Another thing to mention, on technology commercialization, we had a luncheon last week. We recognized for the first time the faculty members who have had inventions that have been issued patents. It was really good. It was the first time they had ever been recognized. It went well and we are doing a good job in that area. David Miller is working with the faculty hard to make sure they realize that if they get a patent on something, it's not just going to be put in a file. We are trying to do everything possible to commercialize that. The Governor's Office has indicated to me that they feel that we have done the best job in this regard in the shortest period of time."

Chairman Anders asked how the search was going for a new dean for the Law School.

Dr. Bailey responded: "We have had a candidate in for an interview. He's terrific. This would probably be a bit of a protracted negotiation. He is a dean in an AAU law school right now. He was previously a dean at another AAU law school. More than likely we will name an interim dean shortly while we go through that search."

Chancellor Hance added that we have several outstanding candidates. "Not just that one. We have two others. We have three great candidates. We should be able to get that hire wrapped up pretty fast."

Chairman Anders asked Dr. Bailey to convey the Board's appreciation to Dr. Huffman. "He set the standard high and our Law School had made huge progress under his leadership."



SGA President's Report  
Texas Tech University  
Board of Regents Meeting  
May 14, 2010

Drew Graham presented his report to the Board: "First of all, thank you to Regent Miller for your service on the Board. We appreciate your efforts in working with the students.

"As far as the tuition and fee increases, as these increases come up, we will make sure that student's needs are always a top priority.

"We have worked the Sam's Place inside the Library for some of these students who really wanted that at TTU. We are also going to work on getting more computers and work space for students. It can get very packed in those areas of the Library during study times.

"We completed our pathway to success. It started out as a \$5 million campaign for scholarships. We ended up raising over \$10 million. That was thanks to Chancellor Hance, Dr. Kelly Overley, Institutional Advancement, Facilities Planning and Construction, Dr. Shonrock's Office of Student Affairs and Enrollment Management, the students of Texas Tech and other administrators, and the Texas Tech alumni. I believe we have proven that Texas Tech has something special that other schools don't. We were able to work together with all groups and get things done for the students.

"Each office within the SGA has a list of items it plans to work on for the upcoming year. We will send out an e-mail with a detailed list of exactly what goals we plan to pursue and how we plan to accomplish our goals. Some big things to consider: it will be a legislative year. We will be working on textbook reform; with that, we have our new rental program being initiated at Tech with Barnes & Noble. That should save students significant amounts of money on books. The textbook reform we are looking at with Senator Duncan will also help out quite a bit. Of course, tuition support and financial support is always something that is important to us. We will be lobbying in Austin.

"At our Senate retreat scheduled for September 11, we will have Regent Huffaker speaking. We are looking forward to that.

"That is what we have so far coming up for this year. Thank you."

Chairman Anders congratulated Drew on his election. "We look forward to working with you. The Board greatly values the relationship it has with the Student Government Association and I know that will continue under your watch."

President's Report  
Texas Tech University Health Sciences Center  
Board of Regents Meeting  
May 14, 2010

Mr. Cavin stated that he wanted to highlight a few of the major accomplishments occurring at the Health Sciences Center over the past several months.

"As Dr. Bailey mentioned the spring enrollment increase at TTU, the HSC has also had an increase in our spring enrollment. You may recall back in October I gave you a report of our fall enrollment being 3,250 students which is the second largest HSC student body-wise in the state of Texas. Our spring enrollment was 3,416. We are still well on our way to a goal of 5,000 students by the year 2020.

"As you are aware, the HSC received tremendous national attention recently when it announced that the Liaison Committee on Medical Education, which is the accrediting body for medical schools in the nation, approved the School of Medicine to offer a new family medicine accelerated track, making it the first of its kind in the United States. It offers the M.D. degree in family medicine with three years of undergraduate and three years of residency training. The School of Medicine will offer a scholarship for the first year of that three-year undergraduate training. And since the student will finish one year earlier, obviously it will reduce their debt in half. A typical medical student at Texas Tech graduates with about \$150,000 to \$160,000 in debt. With this program, the students who are selected would have their debt reduced to about \$75,000 upon graduation, not to mention getting doctors in the primary care area of family medicine a year earlier. We will begin accepting students this summer. About 10 of our entering students will be in this program. All eyes will be on Tech to see how successful this program will be. We did get quite a bit of media coverage about this new program. *Forbes* magazine covered this story as well as *Newsweek*, the *New York Times*, *U.S.A. Today* and *Fox Business News*—just to mention a few.

"On the research front, a couple of weeks ago a representative from CPRIT, which is the Cancer Prevention and Research Institute of Texas, visited the HSC campus and presented us with a check for about \$1.25 million. This was for two researchers, Dr. Min Kang and Dr. Guillermo Altenberg. They are both researchers in Pat Reynolds' team. As you recall, Pat Reynolds' team came to us a few years ago from the University of Southern California. Those projects will allow us to investigate the causes and potential treatments for a wide range of cancers and will obviously tremendously assist our cancer research efforts at the HSC.

"Also, earlier this year, a well known alcohol and addiction researcher, Dr. George Henderson and his team of seven researchers joined the HSC family. They are from the University of Texas Health Sciences Center at San Antonio. The group's research focus is on understanding the mechanism underlying the toxic affects of alcohol and environmental toxins on the developing brain. They do have funding from the National Institutes of Health.

"Next, I would like to congratulate our students from the Graduate School of Biomedical Sciences. They recently held their 22<sup>nd</sup> annual research poster forum. There were 105 researcher posters presented. The theme was "Demystifying the Brain." This is the largest number of research posters that were presented at this forum in its 22 year history, so I congratulate them on their success.

"As you know, outreach is really an integral part of our HSC operations. The School of Nursing recently sponsored the Stork's Nest Baby Shower. This event raised over \$75,000 to support Stork's Nest. That is a program sponsored by the March of Dimes which aims to increase early and regular prenatal care for pregnant women and teens. The Shower has raised more than a \$250,000 since 2002 when the Nursing School began sponsoring this event.

"Another example of the HSC commitment to outreach is the new Infant Risk Center in Amarillo. That center provides a national call center which will open this coming summer. It allows women to ask questions about specific drugs taken during pregnancy and while breast feeding. Dr. Thomas Hale founded the Infant Risk Center and is the executive director of Pediatrics and professor of Pediatrics in the School of Medicine in Amarillo. We are making an effect nationwide as far prevention in these areas.

"One more exciting thing, the HSC is soon to open our new F. Marie Hall SimLife Center in Lubbock. This is a 25,000 square foot facility. It is in the HSC building. You approved this project last year. It is an inter-professional clinical simulation center which will allow students, residents, and healthcare professionals to engage in simulated activities that build cooperative efforts and teamwork and effective communication in order to promote patients' safety. I really want to acknowledge at this time, Ms. F. Marie Hall. Her constant commitment to the HSC is so commendable. We appreciate her support and especially her commitment to our students.

"As you know, this is my last meeting serving as interim president. I am humbled. I feel privileged that you chose me to serve in this capacity. I thank the chancellor for the confidence he placed in me by putting me in this position. I hope I've lived up to that confidence. I do look forward to my continued role as the chief financial officer and executive vice president finance and administration. As the chancellor mentioned earlier, Dr. Tedd Mitchell will begin his role at the HSC on Monday, May 17, 2010. We are obviously very much looking forward to Dr. Mitchell's arrival.

"We are also looking forward to our commencement ceremony which is a week from tomorrow. Once again, we hope that you can all join us for that ceremony. Obviously that is the most important day in any academic institution's annual calendar.

"Thank you for your support over the past many months. Thank you for your continued support of the HSC. That concludes my report, Mr. Chairman."

Chairman Anders thanked Mr. Cavin for his service to the HSC. The HSC has been kept in good standing under your leadership and we very much appreciate that. You

are a loved member of the Texas Tech family and you have done whatever we have needed you to do over the years and you stepped up once again.”

SGA President's Report  
Texas Tech University Health Sciences Center  
Board of Regents Meeting  
May 14, 2010

Geoffrey Lowe presented his report to the Board: "Thank you very much for the introduction earlier. I am a first year medical student at the HSC. I served as a senator this year and am very excited to be the newly elected president along with my fellow officers for next year.

"I would like to highlight some of the goals that we have set for next year. In addition, a lot of our previous officers really worked hard on improving our student amenities. They worked on a bike path that will connect the HSC to the undergraduate campus and the Recreation Center in order to provide a safe avenue for our students to get between the two campuses. That work has already been started. Great thanks to Mr. Elmo Cavin in helping us get that done. We have a coffee shop, it's a Sam's Place Express, that will be going in by our Synergistic Center. We want to thank you all for your hand in that, and a special thanks to Regent Kyle Miller who worked with Dr. Shonrock on that project. The students are very excited about having the coffee shop on campus for us. That will also assist us in recruiting. It will give us a more college feel at the HSC which will allow students to grab coffee and snacks in between classes.

"One of our goals for next year is connecting our students with the alumni. One idea we have in fulfilling this goal is to hold events in our Synergistic Center along with tailgates at home football games. We want to bring alumni in so our students can connect with professionals in their fields.

"Our last goal: we really want to work on regional campus communication. We have eight different campuses across the state of Texas that are all incorporated in the HSC. We have students at all of those different campuses and we really want to make them feel like they are HSC students. We are going to doing teleconferencing and regional campus visits just to connect with them and share experiences that we have had at the HSC. Maybe that can assist us in resolving issues that they may be experiencing that we may not be aware about.

"Also, we just had a recent residency match for our fourth year medical students. That occurred in March. We are sending Texas Tech medical students to some of the best hospitals in the world. Just to highlight a few: John Hopkins; Vanderbilt; Cleveland Clinic; Kaiser Permanente; and Cornell. We are producing great physicians who are not only serving West Texas but we are also sending them across the country.

"To highlight some of our work on student scholarships, the SGA handed out scholarships totaling \$69,000. It was a total of 200 scholarships. Of that, \$59,000 came from our phone-a-thon thank-a-thon endowment and that is money that is raised from alumni in an endowment fund. The other \$10,000 of that came from our SGA fundraising from our senators. We held bake sales, and we held a spirit week with Chic-Fil-A where proceeds from that week were donated to the HSC scholarship fund.

"Recently at our SGA installation banquet, which was mentioned earlier, we were able to honor 26 outstanding faculty members from the various schools and programs. Those faculty members were elected by a student vote held by our class senators.

"Finally, we are excited for President Mitchell's arrival. He will be arriving next week. My fellow officers and I will be meeting with him next week to share our goals and offer ourselves to working with him. We are looking forward to working with him.

"Thank you."

Regent Chairman thanked Geoffrey for his report and congratulated him on his election.

President's Report  
Angelo State University  
Board of Regents Meeting  
May 14, 2010

President Rallo presented his report to the Board: "It has been a busy time at ASU. As mentioned yesterday, we have a new provost and vice president. I did want to publicly recognize and thank Dr. James Limbaugh. He stepped in last year in May and took on the interim role as well as maintaining his normal role as vice president for strategy, planning and policy. He has done an outstanding job. I know that Dr. Anthony (Tony) Blose will do a great job also, but I wanted the Board to at least recognize what Jim has done for us and I wanted to thank him for that.

"We also have a new vice president for student affairs and enrollment management. This is a new position that was created because enrollment, recruitment and retention is clearly one of our top priorities. We went to the register that Texas Tech has used and we have Dr. Vance Valerio coming to us. He has spent most of his career as the vice chancellor for student affairs and enrollment management at Nebraska-Omaha. He will join us for a period of one to two years as that new division starts its work. During our spring enrollment, as with the other two components, we have had the highest undergraduate and graduate enrollments in the history of ASU this spring. So, Dr. Valerio will be expected to continue and enhance that growth.

"The Center for Securities Studies, which is the earmark that we have received—the chancellor has been integral in gaining that for us through Senator Kay Bailey Hutchison's Office—is moving along. Our new bachelor of cultural competence and securities studies is beginning to move toward the phase of curriculum development. We have a deputy director on board. The dollars that are coming to us for that Center are going to be used in a number of ways on campus. When you do come to ASU next February perhaps you can view our planetarium which we are redoing. We have one of the largest planetariums on a college campus. It is about 25 years out of date in terms of the technology. We are going to create what is being called now a Global Immersion Center. It will be used not only for the Center for Security Studies but depending on the software you put in there, you can do virtual dissections, for example, for the nursing students. They can do sedimentary layers. It is almost going to be like an interactive experience. We are very excited about that. Again, the funding is coming to us from the Department of Defense.

"Last week, we had our first ever faculty recognition dinner. It was an awards ceremony for the newly designed president's award for excellence in teaching, research, creative endeavor, and leadership service. Each receives an honorarium as well as a signature sculpture. Thanks to Regent Long and his wife, Renee, for joining us that night. It was a great event.

"We have just started, or will start this fall, a textbook rental program for our students, again, being very mindful of the fact that textbooks are quite expensive. The faculty has worked along with the bookstore. About 25 or 30 percent of the books will be involved

with the rental program. Students can still buy their books or they can buy them used, but we think that the textbook rental program will be a benefit that they will appreciate.

"We have always had some dual-credit programs but we are enhancing those. This summer we started a program called Summer Immersion, Dual Enrollment in the Sciences, called SIDES. This is basically a new program that is going to have three components to it. We are going to take students from the high schools. They will get one month on campus. They will get seven credits—three in math and four in biology. This will allow us to start meeting some of the demand in the STEM (science, technology, engineering, management) field. The second thing is that those students will count as enrolled students as we begin to look at the count this year. We hope that many of them will enjoy their experience and come to us as full-time students after their graduation from high school. The third thing is that we are making much more strategic use of our Carr Foundation dollars. For the high end students who desire to come to this program, we will charge them nothing. The scholarship will basically pay for that entire experience. We believe we will get great students. We are reaching out to the community. There has been a lot of excitement from SAISD and others. We hope that many of these students will come to us as full-time students.

"We have also received more recognition. The *Princeton Review* for the first time ranked undergraduate game design programs. Everyone likely knows that game design these days within computer science is a hot field. They identified the top 50 undergraduate programs in that field in the country and we were named in that top 50. As an example, we have gone from zero students in that degree program in computer science to over 150 students. When you come on campus, we'd love to show you the computer lab that is purely dedicated to game design.

"Our athletics programs are doing well. Our women remain number one in Division II, nationally in track and field and they also won the Lone Star Conference for the second straight year. Our women's softball team won the Lone Star Conference for the third year in a row and they are competing today at 3:00 pm in Oklahoma for the regionals.

"Last but not least, I want to thank Jeff Harris for doing a great job as SGA president. I know he will do a similarly superb job taking Kyle's position on the Board.

"It has been an exciting couple of months."

Regent Huffaker asked about the science program. "Do I understand that would be for a high school student who has completed his/her junior year and will be a senior? They could go ahead and come to the campus and take college level courses and start getting the feel of being a college student?"

Dr. Rallo responded: "You are exactly right. We are really focused on that. We are looking at students at the end of their junior year who will become a senior. They will come to us that summer and get seven credits, then go back and finish their senior year. Ideally, they will come back for the summer after their senior year and if they are admitted to ASU, the other thing we agreed to is that we will lock in their tuition and fees



for the first year at the cost that they would have had if they had come to us right after their junior year. So they can save some additional money as well."

Regent Huffaker replied: "That does sound like a very creative program. Do you have any idea on how many students you will have this coming summer?"

Dr. Limbaugh responded: "We should have 15 to 20 this initial summer; we will expand to add visual and performing arts for summer 2011.

Chairman Anders thanked Dr. Rallo for his report and commended the women's athletic teams for their championships and the work being done on enrollment. "Our compliments go to you and your staff on what is being done at Angelo State. We are very proud of that university and are pleased that it is a part of the TTUS."

SGA President's Report  
Angelo State University  
Board of Regents Meeting  
May 14, 2010

Justin Till presented his report to the Board: "First of all, I would like to thank Dr. Rallo for the introduction. At this point it has become clear that the Governor has decided to throw a whirlwind in the direction of ASU by selecting our newly re-elected student body president as the new student regent. I am the soon-to-be new president of the student body of ASU. I would like to point out that I have already appointed my new vice president, Monique Lockwood. You will get to meet her during the next meeting. I believe that we have a good year ahead of us. Despite the radical change that we have just seen, things are going to be pretty impressive this next year.

"The first item I would like to discuss is the student discount program. You have been hearing about this all year. President Harris has done a fantastic job of initiating this program. One thing to point out, which probably has not been mentioned before, is that about a year ago today, I met with the executive director of the San Angelo Chamber of Commerce and he told us that we would probably not get more than 20 maybe 25 businesses to sign up for this program. To date we have 49, so we more than doubled that number—completely stumping a Ph.D., the executive director of the Chamber of Commerce. That program is going extremely well. Over the summer we will begin designing our actual advertising for the program. Hopefully we will be able to broadcast that to all of the incoming freshmen during our orientation sessions this summer. There will be more updates coming on that this year as well.

"Another thing that we will be doing this summer is starting our internship consortium. Jeff briefly mentioned this at the last meeting. What we will do is consolidate every internship that is available in San Angelo and Tom Green county and the Concho Valley as a whole and put it all together in one single spot so that ASU students will know exactly where to go to get real world experience in whatever field they are studying. That is going to be a great asset for our students. We are very excited about getting that program underway.

"Next, again going back to President Harris, he has actually, for the first time in the history of ASU, left a \$4,000 budget surplus in the SGA budget. We've got about a \$17,000 budget so that's like a 10 to 13 percent savings so we beat the Governor to the punch with his little 5 percent savings. That is to the great credit of President Harris. That gives you a little bit of foresight into what you'll be looking forward to once he assumes his position as student regent.

"That is all for today. My student senate is in recess right now. Once they get back into gear in August, look forward to good things."

Chairman Anders thanked Justin for his report and congratulated him on his position as president.