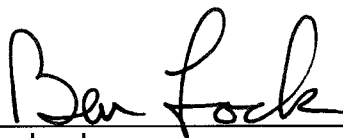


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I, Ben Lock, the duly appointed and qualified Secretary of the Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the Minutes of the Texas Tech University System Board of Regents meeting on May 12-13, 2011.

  
 Ben Lock  
 Secretary

SEAL

# **ANGELO STATE UNIVERSITY**

## **STUDENT HANDBOOK**

### **~~2010-2011~~ 2011-2012**

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# 2010-2011 2011-2012 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.

### 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 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, 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.

## **Class Attendance**

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, 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) 942-2191) 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.

### **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 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 Affairs**

Provost and Vice President for Academic Affairs .....AD 204  
Vice Provost for Undergraduate Education .....AD 204

#### **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 Education**

Dean of the College of Education..... CARR 104  
Department of Curriculum and Instruction ..... CARR 154  
Department of Kinesiology ..... CHP 106  
Department of Teacher Education..... CARR 145

**College of Graduate Studies** .....AD 107

#### **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 Theatre.....	LIB B308
Department of English.....	A 010
Department of History .....	A 210
Department of Modern Languages.....	A 110
Department of Political Science and Criminal Justice.....	RAS 213A
Department of Psychology, Sociology and Social Work .....	A 204B
Department of Security Studies.....	HAR 202

### **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

### **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
Director of Admissions .....	HAR 101
(Admissions Files and International Student Personnel Records)	
Director of Career Development (Career Files) .....	West Annex
Director of Counseling Services (Counseling Records) .....	University Clinic
Director of Extended Studies.....	Herrington House
(Faculty and Student Files for Non-Credit Continuing Education Courses)	
Director of Financial Aid (Financial Aid and Scholarship Records) .....	HAR 100
Director of Registrar Services .....	HAR 200
(Permanent Academic Record Files and Veterans Administration Files)	
Director of Residential Programs (Housing Records) .....	West Annex
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.



## **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~~ 21 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.

## **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).

## **Distributing and Posting 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 conform 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.

### **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 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.~~

The distribution of literature, publications, books, flyers, handouts, and other forms of advertising media on the campus of Angelo State University by individuals and organizations, other than students, faculty, staff and organizations consisting solely of members of one or more of these classes of individuals, is subject to the Freedom of Expression policy adopted by Angelo State University.

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.

### **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.

### **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).

### **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. 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.

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.

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.

### **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.

### **Identification Cards**

The official Angelo State University ID card, the ASU OneCard, is the key to accessing services throughout the campus and also serves as the campus meal card for students who have purchased a meal plan. The first card is issued at no charge and there is a \$20.00 fee to replace lost or stolen cards. Students should carry the ASU OneCard with them at all times in order to provide evidence of their student status.

The ASU OneCard is for the individual use of the cardholder and may not be loaned to anyone else. Persons found to have violated this policy are subject to university disciplinary action. For more information about the features of the ASU OneCard, students should visit the website at [www.angelo.edu/services/asuone](http://www.angelo.edu/services/asuone).

### **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.

### **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.

### **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.

### **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.

### **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.

## **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. After reviewing the available information and recommendations, the Vice President for Student Affairs and Enrollment Management will notify both parties of his/her decision. The decision of the Vice President for Student Affairs and Enrollment Management 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 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, 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***

The Angelo State University Club Sports program is administered by the Center for Student Involvement in conjunction with 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. Club sports members learn new skills, engage in competition and enjoy the recreational and social fellowship of sport. A group seeking 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 (or designee) to initiate the application for club sports affiliation designation. Any student organization designated as a club sport must ~~After obtaining student organization 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 and Renewal**

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 endorsement 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. The initial constitution must follow the template provided by the Center for Student Involvement. Once both forms are 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 submission and review of all required documents and verification of member eligibility, ~~Following the receipt of the required information,~~ the materials will be sent to the ASU Student Senate for their review and a recommendation on registration. 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, a proposed constitution that is in compliance with current requirements, and ~~along with~~ a letter ~~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 and Renewal 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 (if applicable) ~~(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 agreement ~~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.
5. Executive officers of registered student organizations must have at least a 2.00 cumulative grade point average at the time of election, must earn at least a 2.00 grade point average each semester during their term of office, must maintain full-time student status throughout their term of office, and must remain in good standing (academic and disciplinary) through their term of office. Student organizations may establish higher eligibility requirements for their executive officers.

### **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**

Club sports are entitled to all of the benefits of a registered student organization. In addition, 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, t~~The advisor must oversee adherence to university standards, rules and/or policies as well as the organization's constitution and by-laws. The

Center for Student Involvement sponsors various advisor training programs throughout the year to assist advisors in working with their organizations. A training program on risk management is mandated by State law and organization advisors must attend this program. Specific information on complying with this training requirement is available in the Center for Student Involvement.

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~~ Meet all financial obligations incurred by the organization.
6. Attend annual risk management training programs provided by the Center for Student Involvement. A minimum of two organization officers, the president and the vice president or chairperson in charge of risk management, is required to attend. The officers are then responsible for conveying the information to their student organization members and completing a Risk Management Compliance Form.
7. 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.

8. 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 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 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. The decision of the Vice President for Student Affairs and Enrollment Management 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.

<b>If the alleged victim is:</b>	<b>Then the initial contact should be to:</b>
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	Director of Human Resources East Annex (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.

## ANGELO STATE UNIVERSITY Holiday Schedule for 2011-2012

DATE	DAY OF WEEK	HOLIDAY
<b>2011</b>		
Sep 5	Monday	Labor Day
Nov 24	Thursday	Thanksgiving Day
Nov 25	Friday	Thanksgiving
Dec 26	Monday	Winter Holiday
Dec 27	Tuesday	Winter Holiday
Dec 28	Wednesday	Winter Holiday
Dec 29	Thursday	Winter Holiday
Dec 30	Friday	Winter Holiday
<b>2012</b>		
Jan 2	Monday	New Years
Jan 16	Monday	Martin Luther King Day
Mar 16	Friday	Spring Break
May 28	Monday	Memorial Day
July 4	Wednesday	Independence Day
<b>TOTAL ALLOWABLE HOLIDAYS</b>		<b>13</b>

NOTE: University employees who wish to observe Rash Hashanah, Yom Kippur, Cesar Chavez Day and Good Friday may do so, but must use their vacation leave.

State law provides for seventeen (17) state holidays in FY 2012. In FY 2012, four (4) holidays fall on weekends and cannot be substituted for other regular working days. The result is thirteen (13) observable holidays for FY 2012.



ANGELO STATE UNIVERSITY  
TRAFFIC AND PARKING REGULATIONS  
2010—2011 2011-2012

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The Board of Regents of the Texas Tech University System, in accordance with *V.T.C.A., Education Code*, Section 51.202, is authorized to promulgate rules and regulations for the safety and welfare of students, employees, and property, and other rules and regulations it may deem necessary to provide for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other property of Angelo State University.

In addition to these Angelo State University Traffic and Parking Regulations, *V.T.C.A., Education Code*, Section 51.201, provides that: "All of the general and criminal laws of the state are declared to be in full force and effect within the areas under the control and jurisdiction of the state institutions of higher education of this state," and all persons are responsible for compliance with these laws. Angelo State University personnel who are commissioned as peace officers by the Board of Regents of the Texas Tech University System are vested with all of the powers, privileges and immunities of peace officers in the enforcement of these regulations and the general and criminal laws of the State of Texas.

The use of a motor vehicle on the Angelo State University campus is a privilege, and the university is not obligated to furnish parking space to accommodate all vehicles. However, the university will attempt to provide a reasonable number of parking spaces in keeping with resources and available sites.

The university will make every reasonable effort to render protection to vehicles parked on campus, but cannot assume the responsibility for any damages or losses. The university recommends that you properly secure your vehicle and any valuables contained therein.

The university holds each operator responsible for the proper registration and use of his or her vehicle.

Pursuant to *V.T.C.A., Education Code*, Section 51.202, a person who violates any provision of this regulation is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$200.00.

These regulations apply to all persons who operate vehicles on university property. Repeated violations of these regulations or the failure of faculty, staff, or students to respond to a violation citation may result in appropriate disciplinary or other action in accordance with the *Regents' Rules*.

The university further reserves the right to close or re-zone lots due to construction, ~~and/or~~ traffic congestion and special events. All changes will be made available through the Parking Services Web page [http://webdev.angelo.local/services/parking\\_services/index.html](http://webdev.angelo.local/services/parking_services/index.html), ~~in the RAM PAGE~~, or can be obtained upon request from the University Police Department and/or Parking Services Office. All reasonable means shall be used to alert the campus community in advance to lot closures or re-zoning.

Parking Services is located at 1825 South Johnson in the office annex complex. For phone or e-mail inquiries, please call (325) 486-6435 or e-mail your question to [parking@angelo.edu](mailto:parking@angelo.edu).

Angelo State 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, and sex. These rules and regulations shall be reviewed annually by a Parking Advisory Committee to ensure their viability and continued adherence to the university's goals and mission.

I. **Definitions** – for the purpose of this document, the following definitions are used:

- A. **"Campus"** is all lands owned, managed, or otherwise controlled by the university, herein called "Angelo State University."
- B. **"Impoundment"** refers to the actual towing of a vehicle or immobilizing a vehicle by means of an "Auto-Boot."
- C. **"Visitor"** is an individual with no official connection with Angelo State University as a student, faculty member, or staff member.

- D. **"Valid Parking Space"** is an area designated on three sides by lines and/or posts, curbs, or other types of barriers for the explicit purpose of parking a motor vehicle.
- E. **"Vehicle"** is a device used for transporting people or goods, such as a car, truck or motorcycle but is not limited to these descriptive terms.
- F. **"Non-university Employees"** are individuals working on campus for entities with term contracts with the university (excluding construction) and are not considered university faculty or staff, (i.e., bookstore, food service, bank services).
- G: **"General Use"** parking lots marked "A/B/C" are designated as general use lots. Anyone with a valid ASU parking permit may park in these lots at any time.
- H. **"Reserved"** is any parking space or area, permanent or temporary, that either requires a special permit or is otherwise marked. Examples would include, but not be limited to, "D" zones, visitor spaces, disabled spaces, service or maintenance spaces.

## II. Angelo State University Police Department

- A. Angelo State University police officers are duly commissioned peace officers of the State of Texas. Upon request of a university police officer, any person on the campus is required to provide proper identification.
- B. All thefts, accidents, or other offenses that occur on campus should be immediately reported to the University Police Department. One-vehicle accidents and inoperable vehicles must be promptly reported. Keys or valuables should not be left in vehicles while parked on campus. ALWAYS KEEP YOUR VEHICLE LOCKED. The majority of property loss in vehicles can be traced back to an unlocked vehicle.
- C. Angelo State University is concerned about the protection of persons and property and places a high priority on Traffic and Parking Regulations in striving to maintain a safe environment for students, faculty, staff, and visitors. The university, however, cannot guarantee the absolute safety of any one individual. Personal safety must begin with individual responsibility.
- D. University Police enforce speed limits on campus and adjacent public streets using RADAR and/or LIDAR. Appropriate citations are issued to speeding violators.
- E. *V.T.C.A., Penal Code*, Section 46.03, provides that a person commits a felony offense, if the person carries a firearm, illegal knife, club, or other prohibited weapon listed in Section 46.05(a) on the physical premises of an educational institution.

## III. Vehicle Regulations

- A. In order to operate or benefit from the use of a motor vehicle on campus, each member of the Angelo State community must obtain and display, in his or her name, a vehicle registration permit. No person may register a motor vehicle in his or her name which belongs to another student, faculty, or staff member, or is not a member of that person's immediate family. Violation of the Traffic and Parking Regulations is prohibited by the *Student Handbook* and Angelo State University policy. To benefit from the use of parking spaces designed for persons with disabilities, an eligible faculty member, staff member or student MUST display a state issued placard or license plate as well as a university parking permit.
- B. Students are required to register each motor vehicle to be operated on campus at the time they register for school or at the time they commence operating a motor vehicle on campus. Valid parking permits are required regardless of the number of hours for which a student may be enrolled.
- C. Faculty and staff are required to register their motor vehicles on or before the date they commence operating a motor vehicle on campus.

- D. Faculty and staff, whose dependents are students, may allow those dependents to register a commonly operated motor vehicle for a student permit in addition to the faculty/staff permit. If the faculty or staff member has two motor vehicles registered, and if both motor vehicles are on campus at the same time, the motor vehicle with the student permit must be parked in the designated student parking area and not in a faculty/staff parking area.
- E. A faculty/staff permit is to be used by the registering faculty or staff member only, and its use is not transferrable to another person for any reason. If your vehicle is being repaired or is inoperable, you may transfer your hang tag to the vehicle you will be driving temporarily or obtain a temporary permit from the University Police Department.
- F. Any person giving false information when registering a vehicle is subject to the appropriate disciplinary action and revocation of their motor vehicle registration permit and related parking privileges.
- G. Angelo State University issues the following parking permits:
  - 1. "A" zone - All faculty and regular staff employees
  - 2. "B" zone - Commuters (all students living off campus in non-university-owned housing)
  - 3. "C" zone - Residence hall students (all students living on campus in university residence halls)
  - 4. "D" zone - Reserved parking (commuter students with special permits only) includes:
    - a. Academic Building (Upper Lot P-39), permits marked 39 only.
    - b. Carr Education-Fine Arts Building (Lot P-42b), permits marked 42 only.
    - c. "General Use" Lots (lots marked A/B/C)

Vehicles found illegally parked in a reserved parking lot shall be subject to immediate towing at the owner's expense.

  - 5. "Temporary" - Permits may be issued for:
    - a. Students enrolled in the Extended Studies Program. ("B" zone parking only)
    - b. Trailers to park in designated areas as established by the University Police Department only after obtaining permission.
    - c. Special disability situations that are limited to individuals with temporary disabilities who are not eligible to park in handicapped spaces. Special disability parking permits are valid only on university property and shall not exceed two weeks in duration. Individuals seeking a temporary disabled permit beyond two weeks must provide a written doctor's excuse.
    - d. Special circumstances as deemed necessary by the parking services manager and/or the chief of university police.
    - e. All temporary or special permits may be obtained at the Parking Services Office.
- H. All permits are for the exclusive use of the registrant. Permits may not be sold, exchanged, given away or purchased from any person or agency other than Angelo State University.
- I. Misuse of a permit could result in it being confiscated, parking privileges being revoked and appropriate fines assessed. Students suspected of misusing their permit or parking privileges, may be referred to the Student Life office for disciplinary action.

- J. Permits remain the property of Angelo State University and may be recalled at any time.
- K. Any expired Angelo State University parking permits must be removed from the motor vehicle(s) prior to use of the current year permit.
- L. Lost or stolen permits should be reported as soon as possible to the University Police Department. The recovery of a lost or stolen permit must be reported immediately to the University Police Department.
- M. The permit fee indicated in the current fee schedule will be charged for each replacement permit.
- N. Upon termination of employment, an employee's parking privileges are revoked. The faculty/staff permit must be returned to the Parking Services Office or to the Office of Human Resources at the time of his/her exit interview.
- O. With the exception of ASU maintenance and emergency vehicles, motor vehicles may only be parked in the designated parking areas and are prohibited at all times from being parked on the turf, sidewalks, pedestrian traffic zones or any other place not clearly designated for parking. Motorcycles shall park in designated motorcycle parking areas if available. If no space is available, motorcycles may park in any available space within the appropriate zone.
- P. Anyone who changes permit status or vehicles, must on the following class day, update the information at the Parking Services Office.
- Q. Scooters that are not required by state law to obtain vehicle registration and inspection stickers are not required to obtain a parking permit and are not allowed to park in motorcycle or vehicle parking spaces. Individuals operating scooters on campus must adhere to the regulations pertaining to bicycle use.
- R. Trailers must be registered with the Parking Services Office, before they may be parked on the campus. A temporary permit may be issued on a space available basis without charge for a period not to exceed two weeks. Trailer permits for periods to exceed two weeks shall be on a space available basis at the rate established for second vehicles. Trailer parking, if approved, will be limited to a specific area as designated by the University Police Department.
- S. Permits are not issued for mobile homes or for mobile units in which overnight accommodations are intended.

#### IV. Vehicle Registration

- A. Permits are issued for a full academic year (August to August) or on a semester basis.

Vehicle registration fees are as follows:

##### **Fulltime Faculty/Staff "A" Zone and Non-University Employees**

Permits must be paid in person at Parking Services and are non-refundable.

Full Year Permit (per vehicle) deducted over a 9-month period (University employees only).

For two vehicles pricing, permits must be purchased at same time.

<b><u>Automobile or Motorcycle and Combination Single or Two Vehicle(s)</u></b>	
<b><u>Single Yearly Permit (August – August)</u></b>	<b>\$90.00</b>
<b><u>Two Vehicles Automobile and Motorcycle (August-August)</u></b>	<b>\$144.00</b>

**Part Time /Temporary/Casual Employees "A" Zone and Non-University Employees**

Monthly Permit- Must be paid in person at Parking Services. Non-refundable.

Automobiles or Motorcycles	
Monthly Permit (Rate based on months employed)	\$5.00

**Commuter Students "B" Zones**

Automobiles 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 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(s) Only (May-August)	\$50.00

**Student Reserved Parking "D" Zones**

Academic Upper Lot (P-39) only -  
Carr EFA Lot (P-42b) only –  
"General Use" Zones included

Automobiles or Motorcycles	
Flat Fee (per vehicle)	150.00

**Student Combination Permits-Two Vehicles Permits**

For two vehicles pricing, permits must be purchased at same time.

**Reserved "D" Zones Not Offered in Combination**

Combination Automobile & Motorcycle Two Vehicles	
Fall Yearly (August – August)	\$150.00
Fall Semester Only (August-December)	\$80.00
Spring/Summer (January-August)	\$130.00
Spring Semester Only (January-May)	\$80.00
Summer Semester(s) Only (May-August)	\$80.00

## B. Additional Second or Replacement Permits

**Students/Faculty/Staff second additional or replacement of lost permits are priced the same as applicable permits. Second Additional or replacement of lost permits are NOT discounted.**

Permit exchange administrative charge: \$5.00 upon surrender of old parking permit.

- Faculty/Staff and Non-University Employees

Lost or stolen "A" zone permits must be reported immediately to the University Police Department. ~~upon being discovered lost or stolen.~~

- Students

Window decal parking permits are not transferable to another vehicle. Decal permit holders, wishing to transfer a permit to another vehicle or make zone changes, must scrape off the current decal and present it to the Parking Services Office at the time of the requested change. Failure to present the scraped current decal will result in a replacement fee being assessed. Hang tags, if applicable, are transferable to another vehicle operated by the student only. Lost or stolen hang tags will result in an appropriate replacement fee being assessed based on the semester of occurrence.

Anyone wishing to exchange a permit must provide surrender the old permit. A \$5.00 administrative fee will be assessed for any permits being exchanged.

## C. Refunds

1. Withdrawing students may be eligible for a refund in accordance with current academic catalog refund policies. Refunds may only be given for the semester in which the permit was purchased and if the unused permit is returned. No other refunds will be honored.
2. A request for a refund will not be honored when a person's privilege to park on campus has been suspended or other debts remain unpaid.
3. The following chart details the university refunds policy:

Refunds Fall and Spring Semester	
Prior to the first class day	100%
During the 1st, 2nd, 3rd, 4th and 5th class days	80%
During the 6th, 7th, 8th, 9th and 10th class days	70%
During the 11th, 12th, 13th, 14th and 15th class days	50%
During the 16th, 17th, 18th, 19th and 20th class days	20%
After the 20th class day	0%

Refunds Summer Semester	
Prior to the first class day	100%
During the first class day	80%
During the second class day	50%
After the third class day and thereafter	0%

## V. Permit Regulations

- A. All faculty and staff parking or standing a motor vehicle on campus shall have a valid "A" zone permit displayed at all times. A student working part time for the university is not eligible for an "A" zone

permit and shall have a valid student parking permit displayed at all times while parked on campus. Graduate students do not qualify as faculty. Teaching Assistants may be issued a temporary "A" zone permit on a semester-by-semester basis. Teaching Assistants must have their instructor submit a written request to the Parking Services Office and purchase a student permit to obtain a temporary "A" permit.

1. Hang tag parking permits may be used on any vehicle driven by the person to whom the permit is issued; however, it is a violation to loan a permit to another person to be used in any manner.
  2. A permit holder is responsible for any parking violations incurred if someone else is using their permit. It is a violation to allow someone else to use a permit not issued to him/her. Such violators may also be charged with fraudulent unauthorized use of a parking permit. Both parties involved are subject to being charged with this violation.
  3. Any and all old or invalid ASU parking permits shall be removed from vehicles being operated or parked on campus.
- B. Parking permits shall be displayed as follows:

1. **Faculty/Staff** – hang tags

- A. Hang tags shall be displayed unobstructed, on rearview mirror with front side facing windshield. Permit number and parking zone must be clearly visible from outside the front of the vehicle in order for permit to be valid.
- B. Faculty/Staff driving convertible type vehicles may obtain a motorcycle decal to place on the front windshield above the vehicle registration/ safety inspection sticker(s).

2. **Students** – window decals and/or hang tags

- A. Window decals shall be permanently affixed to the driver's side, lower left outside portion of the rear windshield. If this location is somehow obscured, the permit shall be affixed to the left rear bumper.
- B. Students driving convertible type vehicles may obtain a motorcycle decal to place on the front windshield above the vehicle registration/ safety inspection sticker(s).
- C. Hang tags, if issued, shall be displayed unobstructed, on rearview mirror with front side facing windshield. Permit number and parking zone must be clearly visible from outside the front of the vehicle in order for permit to be valid.

3. **Motorcycles** - window decals

Shall be affixed to the yoke, windshield or other conspicuous place.

All parking permits shall be visible and easily read from the front/rear of the vehicle, where applicable, to be considered valid.

## VI. Parking Zones

- A. Faculty, staff, and students **MUST** have a valid university parking permit displayed to park on campus. Failure to display a permit in accordance with these rules will result in a parking citation.
- B. Faculty and staff employees will park in areas designated as "A" zone.
- C. Commuting students will park in "B" zone.
- D. Students living in all campus housing shall park in "C" zone specific lots. ~~All "C" zone holders shall park in the "C" zone specified for their residence hall only.~~

- E. Students purchasing a "D" reserved zone permit must park in the lot number specified on the permit or in any General Use zone on campus. They may **NOT** park in the other reserved lots or "B" zones.
- F. **PARKING IN A RESERVED "D" ZONE WITHOUT THE PROPER VALID "D" ZONE PERMIT MAY RESULT IN A CITATION BEING ISSUED AND/OR A VEHICLE BEING TOWED AT THE OWNER'S EXPENSE.**
- G. "A" and "C" zones are in effect and enforced between 7:30 a.m. and 4:30 p.m., Monday through Friday. After 4:30 p.m., "A" and "C" zones are open for general use, unless otherwise specified.
- H. "B" and "D" zones are in effect and enforced from 7:30 a.m. to 1:00 p.m., Monday through Friday. After 1:00 p.m., "B" and "D" zones are open for general use with a valid parking permit.
- I. "A/B/C" zones are "general use" parking lots. Any person having a valid campus parking permit may park in general use lots. These lots are open and have no restricted times, unless otherwise specified.
- J. Faculty, staff, and students with a valid parking permit may park in any zone when the parking regulations specified above are not in effect. A valid parking permit is required whenever any vehicle is parked on campus. Students must have an appropriate, valid-parking permit anytime they are attending afternoon or evening classes or any other university function requiring parking.
- K. Disabled or handicapped individuals must display a valid approved State of Texas permit on their motor vehicle to legally park in a designated handicapped parking space. This special permit must be obtained at the County Tax Assessor's Office. This permit must be displayed in conjunction with a valid ASU parking permit. The Parking Services Office is authorized to issue temporary disabled permits, which allow for parking in disabled spaces on campus. **Such permits are only valid on the ASU campus.** Violation of this law may result in a Justice of the Peace citation or an ASU citation, at the officer's discretion.
- L. Faculty, staff, and students shall not park at any time in spaces designated for visitors.
- M. Motorcycles may be parked in designated Motorcycle Zones or in a valid parking space only within the appropriate parking lot.
- N. Vehicles must be parked, nose-first, in all parking spaces. **BACKING IN OR PULLING THROUGH A PARKING SPACE IS PROHIBITED ON CAMPUS.**
- O. All yellow curbs denote "NO PARKING ZONES."

## **VII. Parking areas for visitors**

- A. Visitors must obtain and display a proper visitor's pass when parked on campus. Visitor's parking passes are free and may be issued for up to six months. Visitor's passes may be issued and obtained at the Parking Services Office or the University Police Department.
- B. Guests of students residing in campus housing or apartments are permitted to park in "C" zones provided they have obtained a proper visitor's pass from the Parking Services Office.
- C. Visitors to the university residence halls and apartments may also be required at any time to identify themselves and specify the names and locations of students whom they are visiting.
- D. A university police officer may deny parking to any visitor and/or may require the visitor to leave the campus anytime it is believed his/her presence on campus is disruptive.

## **VIII. Towing of vehicles**

- A. Any vehicle illegally parked on university property is subject to towing at the owner's expense.



- B. The university reserves the right to impound or have impounded any vehicle that is parked in a manner dangerous to vehicular or pedestrian traffic or in flagrant violation of university parking regulations. Any person receiving four or more unresolved citations shall be considered in flagrant violation of university parking regulations, and his or her vehicle may be impounded. If the need arises to impound a vehicle, a local independent wrecker service will be utilized. Charges for this service will be at the discretion of the wrecker operator, and the vehicle owner shall bear all costs associated with the impoundment.
- C. The university reserves the right to remove and impound an abandoned or disabled vehicle or any vehicle found on its property without a valid parking permit, an expired vehicle inspection sticker, or without valid license plates.
- D. A vehicle found to be disabled or not in working order for an extended period may be subject to towing at the owner's expense.
- E. The university reserves the right to attach an "auto cuff" to any vehicle illegally parked on campus. The driver of the vehicle will be advised by a temporary adhesive sign to report to the Parking Services Office for removal of the cuff. A fine of \$30.00 will be charged in addition to the scheduled violation fee(s). The cuff will not be removed until all fines have been paid. Vehicles remaining cuffed longer than 72 hours shall be towed from the campus at the owner's expense.
- F. Any vehicle found illegally parked in a designated student "reserved" parking lot shall be subject to immediate towing at the owner's expense.

#### **IX. General requirements**

- A. Each operator must possess a valid operator's license at the time a permit is issued. If a person's driving privileges are suspended, the permit immediately becomes null and void.
- B. Every person operating a vehicle on the Angelo State University campus is responsible for obeying all university rules and regulations, the City of San Angelo traffic ordinances, and the State of Texas laws regulating traffic and parking.
- C. In all cases in which a vehicle is parked, the position shall be such that the whole vehicle is within the boundaries of the parking space. The fact that other vehicles are parked improperly will not constitute an excuse for improper parking of any vehicle.
- D. Each operator of a vehicle must, upon demand by a university police officer, display a valid operator's license. If the operator is a university student, he or she must also present an Angelo State University I.D. card to any university police officer.
- E. Car washing and car servicing or repairs are prohibited on the Angelo State University campus.
- F. The Parking Services Office will not issue any campus parking permit to individuals with outstanding fines.
- G. Non-university employees shall comply with all campus parking rules and regulations.

#### **X. Violations/Fines**

- A. An individual issued a parking permit shall be responsible for all violations of the parking rules and regulations. If a vehicle is not registered with the university, and a family member is currently enrolled, it shall be presumed that the student is the operator of the vehicle and is therefore responsible for all parking violations incurred.
- B. No person shall drive, cause or permit a vehicle to be driven on Angelo State University property at a speed greater than is reasonable and prudent under the existing circumstances. Any speed in excess of posted limits shall be prima facie evidence that the speed is not reasonable and is unlawful.

### Speed Limits

1. Campus Streets: 25mph, unless otherwise posted.
  2. Parking Lots: 10mph, unless otherwise posted.
- C. Citations may be issued for any of the following violations or for other violations of city traffic ordinances or the State of Texas laws regulating traffic and parking:

Violation Fees	
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 <del>Unauthorized</del> 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	\$35.00
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	\$30.00
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	\$40.00
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

Fines are applicable to all persons operating motor vehicles on Angelo State University property.

- D. All violations not issued through the Justice of the Peace must be cleared at the Parking Services Office. Holds are placed immediately on a student's record upon receipt of a university citation. Failure to pay the amount owed by the end of the semester may result in any or all of the following:
1. Withholding of future registration privileges
  2. Withholding the issuance of an official certified transcript
  3. Withholding the conferring of a degree
- E. Justice of the Peace citations may be issued for illegally parking in a handicap space. County citations must be paid at the Justice of the Peace Pct. 4 Building, 124 W. Beauregard. The penalty for illegally parking in a designated handicap space is a fine of not less than \$250.00 or more than

\$1,000.00. In addition to the parking citation, illegally parked vehicles may be towed at the owner's expense.

- F. The University Police Department may issue citations to appear before a Justice of the Peace for violations of the traffic code, state laws, or *Regents' Rules* as provided by the *V.T.C.A. Education Code*, Section 51.202.
- G. Stealing or defacing a parking permit may result in criminal prosecution and/or a university citation. Using a stolen or altered permit or allowing the use of such a permit may result in a university fine of \$200.00.
- H. Parking permits remain the property of Angelo State University and shall not be transferred or gifted to anyone. Valid permits must be surrendered to the University Police Department upon separation from the university either by terminating your study or employment with the university. Expired permits are not required to be returned.
- I. Using the permit of another person will result in a fine of \$200.00. The permit holder is also subject to the same fine for allowing its use.

Such violations will be referred to Student Life and Student Services Office for appropriate disciplinary action.

## **XI. Appeals**

- A. The Traffic Appeals Committee will review all appeals of traffic violations. The committee will review traffic grievances and has the authority to void citations on the basis of substantive evidence to support such action.
- B. Appeals are only accepted in cases where there is significant dispute over the facts or when there are major extenuating circumstances. Not agreeing with a valid parking regulation, being late to class, not being able to find a parking space are **NOT** grounds for an appeal.
- C. An appeal form must be completed and returned to the Parking Services Office within ten (10) days after a citation has been issued. The written appeal form will be reviewed by the chief of university police, or designee, who will make a ruling on the appeal based on the information available. If the violation is overturned on appeal, the citation will be voided. If the citation is upheld on appeal, the violator will be expected to submit appropriate payment of the fine. Individuals whose appeal is denied by the Chief of University Police or designee, may request further appeal to the university Traffic Appeals Committee. if facts support the appeal, may void the citation. If an appeal is denied by the chief of university police, the appeal is forwarded to the Traffic Appeals Committee. The chairperson of the Traffic Appeals Committee shall then contact the person making the appeal and advise him/her as to the date, time, and the place the appeal will be heard. Appeal forms may be obtained from the Parking Services Web site at:  
[http://webdev.angelo.local/services/parking\\_services/index.html](http://webdev.angelo.local/services/parking_services/index.html)

## **XII. Bicycles**

- A. Students are encouraged to use bicycles as a mode of transportation on campus. Parking racks are conveniently located around campus for bicycles. Individuals shall not chain bicycles to buildings, signs, railings, light standards, trees, or shrubs, or park bicycles in any location, area, or space not specifically designated for bicycle parking. Bicycles found secured to trees, posts, hedges, buildings, on hand rails and in buildings may be impounded by the University Police Department. Replacement locks and storage fees will be the responsibility of the owner. Any bicycle left on campus after residence halls close at the end of the spring semester will be considered abandoned, unless prior arrangements have been made with the University Police Department or the ASU Office of Residential Programs. All abandoned property is subject to impoundment.

- B. It is recommended that students take advantage of the engravers located at the University Police Department to mark their bicycles with their driver's license numbers. Operation ID is a free service provided by the University Police Department's Crime Prevention Unit.

### **XIII. Skates and Skateboards**

- A. No person may skate or use a skateboard on or in any university building, structure, stairway, elevated sidewalk, access ramp, step, retaining wall, handrail, mall, bench or other architectural element.
- B. Skates and skateboards are prohibited on streets or in parking areas.
- C. Skates and skateboards must be operated in a controlled and safe manner. Such individuals must yield the right-of-way to pedestrians, bicyclists, motor vehicles and any device designed to assist in the transportation of persons with disabilities.

### **XIV. Lost and Found**

- A. *V.T.C.A., Education Code, Section 51.213, "Abandoned Personal Property,"* states: "The governing board of each state institution of higher education, including public junior colleges, is authorized to promulgate rules and regulations providing for the disposition of abandoned and unclaimed personal property coming into the possession of the campus security personnel where the personal property is not being held as evidence to be used in any pending criminal case."
- B. All abandoned personal property should be turned-in to the University Police Department. All unclaimed or abandoned personal property of every kind, which shall remain unclaimed for a period of 30 days, shall be transferred to the university property manager, who will arrange to pick up the property and, thereafter, handle it in accordance with established procedure for the disposal of surplus property.
- C. The University Police Department offers a searchable online lost and found. This service allows individuals to search all property currently in our lost and found. To view the online lost and found, please visit our Web page at [asupd.angelo.edu](http://asupd.angelo.edu).

Anyone claiming property from lost and found must present a valid photo identification before claiming property. Individuals claiming property may also be requested to provide additional descriptions of the item being claimed.

### **XV. Money Saving Tips**

- A. Purchase/pick up your parking permit and permanently affix to your rear windshield.
- B. Plan ahead, do not wait until the last minute to arrive for class.
- C. DO NOT PARK OR STAND IN: FIRE LANES, VISITOR AREAS, DISABLED SPACES OR RESERVED PARKING AREAS.
- D. Do not back or pull through a parking space.
- E. Display a valid university parking permit anytime your vehicle is parked on campus.
- F. Respond immediately if you have been issued a citation.
- G. Notify the Parking Services Office of any changes in your permit status or vehicles.
- H. Do not hang any other items from your mirror other than your valid parking permit or handicap placard.

- I. Be sure you provide accurate information when registering your vehicle. Do not guess on any information provided. Providing incorrect information will result in a fine being assessed.
- J. Do not park in a designated "reserve" parking lot without the appropriate permit or your vehicle will be towed at the owner's expense.
- K. If you need to have a permit replaced, the old permit must be returned to the Parking Services Office. Failure to do so will require the purchase of a new permit.

**TEXAS TECH UNIVERSITY  
TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION  
Holiday Schedule for 2011 – 2012**

<b>DATE</b>	<b>DAY OF WEEK</b>	<b>HOLIDAY</b>
<b>2011</b>		
Sep 5	Monday	Labor Day
Nov 24	Thursday	Thanksgiving Day
Nov 25	Friday	Thanksgiving
Dec 26	Monday	Christmas
Dec 27	Tuesday	Christmas
Dec 28	Wednesday	Christmas
Dec 29	Thursday	Christmas
Dec 30	Friday	Christmas
<b>2012</b>		
Jan 2	Monday	New Year's Day
Jan 16	Monday	Martin Luther King Day
Mar 16	Friday	Spring Break
May 28	Monday	Memorial Day
July 4	Wednesday	Independence Day

**TOTAL ALLOWABLE HOLIDAYS**

**13**

**NOTE:** November 23, 2011 (Wednesday) Classes dismissed for Thanksgiving holidays.  
December 16 - 17, 2011 (Friday and Saturday) Commencement  
January 17, 2012 (Tuesday) Faculty on duty  
March 12 – March 16, 2012 (Monday – Friday) Spring Break  
May 18 – May 19, 2012 (Friday and Saturday) Commencement  
\*No classes are scheduled for Wednesday, July 4, 2012.

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

State law provides for seventeen (17) state holidays in FY 2012. In FY 2012 four (4) holidays fall on weekends and cannot be substituted for other regular working days. The result is thirteen (13) holidays for FY 2012.

## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

### Holiday Schedule for 2011 – 2012

DATE	DAY OF WEEK	HOLIDAY
<b>2011</b>		
Sep 5	Monday	Labor Day
Nov 24	Thursday	Thanksgiving Day
Nov 25	Friday	Thanksgiving
Dec 26	Monday	Christmas
Dec 27	Tuesday	Christmas
<b>2012</b>		
Jan 2	Monday	New Year's Day
Jan 16	Monday	Martin Luther King Day
Mar 16	Friday	Spring Break
May 28	Monday	Memorial Day
July 4	Wednesday	Independence Day
<b>TOTAL ALLOWABLE HOLIDAYS</b>		<b>10</b>

**NOTE:** State law provides for 17 state holidays. In FY 2012, four (4) holidays fall on a weekend. The appropriations bill disallows state holidays occurring on weekends. Therefore, the state will observe thirteen (13) holidays in FY 2012, which is one more than in FY 2011. TTUHSC will observe 10 holidays.

An additional 3 days of holiday entitlement will be accrued at the rate of two hours per month.

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

Amend Sections 07.12.2.e, 07.12.4, and 07.12.5, *Regents' Rules* as follows:

07.12.2 Board approval

• • •

- e. Contracts involving a sale or lease of land, a commitment of funds or other resources for more than four years, and employment agreements.
  - (1) Upon recommendation of the chancellor, board approval is required for the following contracts or agreements:
    - (a) contracts that involve: a sale of land, or a lease of land for more than four years;
    - (b) contracts that involve a commitment of funds or other resources for more than four years; and
    - (c) all employment contracts, including but not limited to letters of agreement and memoranda of understanding.
  - (2) The following are exempted from the provisions of Section 07.12.2.e(1), *Regents' Rules*:
    - (a) ~~[multi-year]~~ Multi-year employment contracts and employment contract modifications and extensions ~~[covered under]~~ that are governed by the provisions of Sections 02.03.1 ~~[,]~~ and 02.03.2, ~~[and 07.12.4.a,]~~ *Regents' Rules* ~~[, and]~~ .  
**[Drafter's Note: Sec. 02.03.1 governs contracts for certain appointees of the Chancellor, and Sec. 02.03.2 governs contracts for certain appointees of a President.]**
    - (b) Employment contracts and employment contract modifications and extensions for assistant coaches of intercollegiate athletics programs if: the total compensation (including cash and non-cash considerations) over the entire term of the contract is \$1,000,000 or less; and the term of the contract does not exceed three (3) years. Such contracts, modifications, and extensions shall have the recommendation of the director of intercollegiate athletics and receive the final approval of the president, with prior notification to the chancellor.
    - (c) TTUHSC faculty employment contracts in excess of four years. Such contracts shall receive the final approval of the president.



**[Drafter's Note: This is not a new exception. It simply is being moved here from Sec. 07.12.4.a (see below).]**

- (d) ~~[contracts]~~ Contracts other than employment contracts that may be terminated without cause with notice of 120 days or less.

• • •

07.12.4 President's approval.

- a. Approval of the president is required for [:-] all component institution contracts that involve a stated or implied consideration of \$500,000 or less per annum [; and ~~TTUHSC faculty employment contracts in excess of four years~~]. This requirement is applicable to both cash and non-cash considerations. Provisions in the Regents' Rules regarding employment contracts shall govern the approval of those employment contracts.
- b. Approval of the president is required for all component institution contract renewals or amendments. A list of those renewal contracts in excess of \$500,000 per annum, including the amount of the contract, will be provided to the board as an information item at the next board meeting.
- c. Component institution contracts may be signed by the president or by the president's designee.

07.12.5 Required approvals summary.

Contract Terms	<u>Regents' Rules Section Citation</u>	Approval Required
Contracts in excess of \$500,000 per annum	<u>07.12.2.a</u>	Board
Contracts in excess of four years (unless the contract can be terminated without cause with notice of 120 days or less)	<u>07.12.2.e</u>	Board
Consulting contracts in excess of \$25,000 per annum, and all modifications that increase such contracts	<u>07.12.2.d</u>	Board
Initial placement of vending machines	<u>07.12.2.f</u>	Board
TTUSA contracts of \$500,000 or less per annum	<u>07.12.3</u>	Chancellor
Component institution contracts of \$500,000 or less per annum	<u>07.12.4.a</u>	President
Amendment or renewal of component institution contracts	<u>07.12.4.b</u>	President
Sponsored program project contracts	<u>07.12.2.b</u>	President

<u>Multi-year employment contract, employment contract modification, or contract extension for: president; vice chancellor and general counsel; vice chancellor and chief financial officer; other vice chancellor; or other TTU system administration officer</u>	<u>02.03.1.d</u>	<u>Chancellor</u>
<u>Multi-year employment contract, employment contract modification or contract extension for: provost; vice president; vice provost; dean of a school or college; director of intercollegiate athletics; or head coach of an intercollegiate athletics program</u>	<u>02.03.2</u>	<u>President &amp; Chancellor</u>
<u>Employment contracts, modifications or extensions for an assistant coach of an intercollegiate athletics program if:</u> <u>-- total compensation over the life of the contract exceeds \$1,000,000; OR</u> <u>-- term of the contract exceeds 3 years</u>	<u>07.12.2.e(1)(c)</u> <u>and</u> <u>07.12.2.e(2)(b)</u>	<u>Board</u>
<u>Employment contracts, modifications or extensions for an assistant coach of an intercollegiate athletics program if:</u> <u>-- total compensation over the life of the contract does not exceed \$1,000,000; AND</u> <u>-- term of the contract does not exceed 3 years</u>	<u>07.12.2.e(2)(b)</u>	<u>Athletic Director &amp; President</u>
<u>TTUHSC faculty employment contracts in excess of four years</u>	<u>07.12.2.e(2)(c)</u>	<u>President of TTUHSC</u>
<u>Any employment contract or employment contract modification or extension not governed by a provision shown above</u>	<u>07.12.2.e(1)(c)</u>	<u>Board</u>



TEXAS TECH UNIVERSITY SYSTEM

## Texas Tech University 2011 Budget Overview

*Office of the Chancellor*

**Kent Hance, Chancellor**



TEXAS TECH UNIVERSITY SYSTEM

## Fund Types

### ➤ Education and General Funds

- Funds comprised of general revenue funds in the State Treasury and funds generated locally (other E&G) by the University from students and other sources (State Tuition & General Revenue)
  - Appropriated
    - General Revenue and Higher Education Assistance Funds from the State for administration, institutional expense, instruction, departmental support, research, physical plant operation, capital, and other items related to instruction
  - Other Education and General Funds
    - Funds generated locally by the University and reappropriated by the State to be used for administration, institutional expense, instruction, departmental support, research, physical plant operation, capital and other items related to instruction



TEXAS TECH UNIVERSITY SYSTEM

## Fund Types (Continued)

### ➤ Designated Funds

- Unrestricted funds that are internally allocated for specific purposes (Tuition and fees set by TTUS Board of Regents)

### ➤ Auxiliary Funds

- Funds used to provide services for students, faculty, and staff which generally charge a fee directly related to the cost of the service provided.
- No State funds can be used to support auxiliary operations

### ➤ Current Restricted Funds

- Funds available for current purposes, the use which is restricted by the donor/grantor to be utilized as stipulated by the funding source



TEXAS TECH UNIVERSITY SYSTEM

## FY 2011 Budget Summary

Educational & General Funds	\$ 210,390,420
Designated Funds	228,650,101
Auxiliary Funds	127,472,214
Restricted Funds	93,961,563
<b>Total FY 2011 Operating Budget</b>	<b>\$ 660,474,298</b>

# TEXAS TECH UNIVERSITY SYSTEM

## Texas Tech University

### AVAILABLE FUNDS FOR ALLOCATION

#### BUDGET FY 2011

Education and General Funds			\$212,635,016
Utilization of Designated Funds			3,225,404
		\$	215,860,420
Less Restricted Use	41,737,726		
Less HEAF (Capital Funds)	23,936,088		
Subtotal of Restricted Funds	65,673,814		

#### Net Available Education and General Funds

150,186,606

Institutional Tuition			91,320,824
Utilization of Fund Balance			111,681
			91,432,485
Other Fees			113,207,475
			204,639,960
Less Restricted Use Fees	113,207,475		
Less Need Based Financial aid	(8,882,704)		
Subtotal of Restricted Funds	104,324,771		

#### Net Available Institutional Tuition and Other Fees

100,315,189

#### Net Available

\$250,501,795

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# TEXAS TECH UNIVERSITY SYSTEM

## TEXAS TECH UNIVERSITY

### EDUCATIONAL AND GENERAL FUNDS INCOME BUDGET

ITEM		FY 2011
TOTAL STATE TUITION AND FEES		\$49,638,572
STATE APPROPRIATIONS		
GENERAL REVENUE	141,120,198	
STATE MANDATED 5% REDUCTION	(6,412,106)	
ARTICLE XII SPEC. PROV. ARRA SEC. 25	2,000,000	
INCENTIVE FUNDING FY 2011	1,514,264	
HIGHER EDUCATION FUND	23,936,088	
TOTAL STATE APPROPRIATIONS		162,158,444
TOTAL OTHER EDUCATIONAL & GENERAL INCOME		
INTEREST EARNINGS	750,000	
SPECIAL MINERAL FUND	54,000	
MISCELLANEOUS (PROPERTY SURPLUS)	34,000	838,000
UTILIZATION OF DESIGNATED FUNDS		3,225,404
TOTAL EDUCATION AND GENERAL FUNDS		\$215,860,420

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# TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY EDUCATIONAL AND GENERAL FUNDS EXPENSE BUDGET	
ITEM	FY 2011
<b>COLLEGE AND DEPARTMENT SUPPORT</b>	
FACULTY SALARIES	\$93,087,605
DEPARTMENTAL OPERATING EXPENSE	11,585,913
INSTRUCTIONAL ADMINISTRATION	7,423,127
<b>SUB TOTAL COLLEGE AND DEPARTMENT SUPPORT</b>	<b>112,096,645</b>
<b>ADMINISTRATION</b>	
INSTITUTIONAL SUPPORT	10,508,244
ACADEMIC OPERATIONS SUPPORT	3,925,705
TEXAS TECH UNIVERSITY SYSTEM	1,867,837
<b>SUB TOTAL ADMINISTRATION</b>	<b>16,101,786</b>
<b>OTHER ACADEMIC SUPPORT</b>	
LIBRARY	537,786
GRADUATE TUITION	5,800,200
RESEARCH DEVELOPMENT FUND	4,624,881
<b>SUBTOTAL OTHER ACADEMIC SUPPORT</b>	<b>10,962,867</b>
<b>OTHER</b>	
STUDENT SERVICES	818,721
PHYSICAL PLANT	7,867,028
MISC (CHILD DEV, GRADUATE SCHOLARSHIPS)	2,339,559
<b>SUBTOTAL OTHER</b>	<b>11,025,308</b>
<b>TOTAL E&amp;G AVAILABLE FOR ALLOCATION</b>	<b>150,186,606</b>

CONTINUED ON NEXT SLIDE

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# TEXAS TECH UNIVERSITY SYSTEM

EDUCATIONAL AND GENERAL FUNDS EXPENSE BUDGET...CONTINUED	
ITEM	FY 2011
<b>TOTAL E&amp;G AVAILABLE FOR ALLOCATION (FROM PREVIOUS SLIDE)</b>	<b>\$ 150,186,606</b>
<b>RESTRICTED USE</b>	
SPECIAL ITEMS - EXISTING	13,544,921
SCHOLARSHIPS	7,133,066
STAFF BENEFITS	10,674,045
DEBT SERVICE	10,385,694
<b>SUBTOTAL RESTRICTED USE</b>	<b>41,737,726</b>
<b>HEAF</b>	
PROJECTS	3,600,000
DEBT SERVICE	4,309,673
EQUIPMENT	7,500,000
HEAF RESERVES	8,526,415
<b>SUBTOTAL HEAF</b>	<b>23,936,088</b>
<b>TOTAL RESTRICTED USE AND HEAF</b>	<b>65,673,814</b>
<b>TOTAL EDUCATION AND GENERAL FUNDS</b>	<b>\$ 215,860,420</b>

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TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY		
INCOME BUDGET		
		FY 2011
INSTITUTIONAL TUITION		\$91,320,824
FUND BALANCE - DESIGNATED TUITION SUPPORT		
INFORMATION RES. MNGT	42,000	
TTU AT ABILENE	9,661	
UNEMPLOYMENT COMP.	50,000	
CAMPUS NETWORKING	10,000	111,661
		<u>\$ 91,432,485</u>

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TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY	
EXPENSE BUDGET	
FY 2011	
INSTITUTIONAL TUITION	
DATA PROCESSING COSTS	731,470
RETIREMENT OF INDEBTEDNESS - UNITED SPIRIT ARENA DEBT SERVICE	2,139,000
DEPARTMENTAL OPERATING EXPENSE	14,831,755
TEXAS TECH SYSTEM TRANSFER	1,898,689
PRESIDENT'S GROWTH INITIATIVES	3,000,000
PRESIDENT'S SCHOLARSHIP FUND	4,714,000
PRESIDENT'S STRATEGIC INITIATIVES	9,100,000
INTERCOLLEGIATE ATHLETICS	2,500,000
MAINTENANCE & OPERATION	1,147,456
UTILITIES SYSTEMS MAINTENANCE	1,600,000
MANUFACTURED UTILITIES	6,428,980
PURCHASED UTILITIES	6,422,046
ACADEMIC ENHANCEMENT	1,436,111
FACULTY SALARIES	6,602,671
FRINGES	811,052
UNIVERSITY POLICE	774,498
ADMINISTRATION & FINANCE SYSTEM	200,000
SCHOLARSHIPS AND AWARDS	748,008
TRANSFER TO EDUCATIONAL & GENERAL ACCOUNTS	3,225,404
OTHER INSTITUTIONAL TUITION TRANSFERS	12,722,761
SUBTOTAL	<u>\$81,033,901</u>
NEED BASED FINANCIAL AID	8,882,704
DESIGNATED TUITION-LAW DEREGULATED	1,515,880
TOTAL INSTITUTIONAL TUITION EXPENSE	<u>\$91,432,485</u>


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 <b>TEXAS TECH UNIVERSITY SYSTEM</b>	
<b>TEXAS TECH UNIVERSITY</b>	
<b>INCOME BUDGET</b>	
	<b>FY 2011</b>
<b>GENERAL FEES:</b>	
STUDENT HEALTH SERVICES	4,350,000
STUDENT RECREATION CENTER	4,700,750
COURSE FEES	11,599,674
SPECIAL INSTRUCTION FEES	6,100,159
INFORMATION TECHNOLOGY FEES	17,600,000
TEXAS PUBLIC EDUCATION GRANT	5,470,000
LIBRARY USE FEE	21,570,000
ENERGY FEE	3,300,000
TRANSPORTATION FEE	3,107,056
STUDENT BUSINESS SERVICES FEE	7,569,314
CENTER FOR PROFESSIONAL DEVELOPMENT	2,000,000
OTHER STUDENT FEES	10,105,072
ADVISING FEE	2,880,000
STUDENT SERVICE FEES	8,519,953
<b>SUBTOTAL - FEES</b>	<b>\$108,871,978</b>
<b>UTILIZATION OF FUND BALANCE &amp; TRANSFERS IN - FEES</b>	
ENERGY FEE	\$97,000
OTHER	\$1,697,049
INFORMATION TECHNOLOGY FEE	\$2,541,448
<b>TOTAL REVENUE GENERAL FEES</b>	<b>\$113,207,475</b>

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 <b>TEXAS TECH UNIVERSITY SYSTEM</b>	
<b>TEXAS TECH UNIVERSITY</b>	
<b>EXPENSE BUDGET</b>	
	<b>FY 2011</b>
<b>ACADEMIC SUPPORT</b>	
LIBRARY SUPPORT	\$21,610,000
COURSE FEES	11,834,318
SPECIAL INSTRUCTION FEE	6,401,826
INFORMATION TECHNOLOGY	20,141,448
TEXAS PUBLIC EDUCATION GRANT	5,470,000
OTHER ACADEMIC SUPPORT	11,077,012
<b>SUBTOTAL ACADEMIC SUPPORT</b>	<b>\$76,534,604</b>
<b>ALL OTHER INSTITUTIONAL SUPPORT</b>	<b>\$1,076,799</b>
<b>STUDENT SERVICE SUPPORT</b>	
STUDENT SERVICE ACTIVITIES	\$9,191,742
STUDENT RECREATIONAL CENTER	4,800,750
STUDENT HEALTH CENTER	4,650,000
ADVISING	3,009,229
OTHER STUDENT SUPPORT ACTIVITIES	13,944,351
<b>SUBTOTAL STUDENT SERVICE SUPPORT</b>	<b>\$35,596,072</b>
<b>TOTAL GENERAL FEES</b>	<b>\$113,207,475</b>

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# TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY					
INCOME BUDGET					
	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
INSTITUTIONAL TUITION	\$62,678,931	\$69,714,429	\$67,696,947	\$75,641,880	\$91,320,824
Additional Institutional Support					
Faculty (Fund balance)		\$2,000,000	\$2,000,000	\$504,000	\$0
Student Advising Support		\$203,319	\$203,319	\$0	\$0
Academic Enhancement		\$7,008	\$7,008	\$16,722	\$0
Utilization of Fund Balance-Financial Aid		\$1,510,355	\$1,293,530	\$0	\$0
President's Scholarship Fund				\$2,000,000	\$0
Misc (C/OAblene/Uharm/Comp/Campus Networking)					\$111,661
<b>TOTAL INSTITUTIONAL TUITION</b>	<b>\$62,678,931</b>	<b>\$73,435,111</b>	<b>\$71,190,804</b>	<b>\$79,162,602</b>	<b>\$91,432,485</b>
EXPENSE BUDGET					
INSTITUTIONAL TUITION SUPPORT					
DATA PROCESSING COSTS	\$731,470	\$731,470	\$731,470	\$731,470	\$731,470
RETIREMENT OF INDEBTEDNESS	2,419,648	2,139,000	2,139,000	2,139,000	2,139,000
DEPARTMENTAL OPERATING EXPENSE	6,245,368	11,712,819	12,259,406	13,171,668	14,831,755
TEXAS TECH SYSTEM TRANSFER	3,129,843	2,944,561	2,829,798	1,896,889	1,896,889
PRESIDENT'S GROWTH INITIATIVE	1,000,000	1,002,883	0	3,650,000	3,000,000
PRESIDENT'S SCHOLARSHIP FUND	4,714,000	4,714,000	4,714,000	5,714,000	4,714,000
PRESIDENT'S STRATEGIC INITIATIVES					2,100,000
INTERCOLLEGIATE ATHLETICS	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
TRANSFER TO EDUCATIONAL & GENERAL ACCTS				2,489,945	3,225,404
MAINTENANCE AND OPERATION	1,467,336	540,000	455,005	2,265,000	1,147,456
UTILITIES SYSTEMS MAINTENANCE	1,522,961	1,600,000	1,600,000	1,600,000	1,600,000
MANUFACTURED UTILITIES	8,382,266	8,100,000	8,100,000	6,425,980	6,425,980
PURCHASED UTILITIES	5,928,733	6,100,000	6,100,000	6,422,046	6,422,046
ACADEMIC ENHANCEMENT	1,420,761	1,433,774	1,451,111	2,000,000	1,436,111
FACULTY POSN, STUDENT SVCS, INSTRUCTIONAL EQPT	7,103,844	10,062,000	10,101,940	8,200,000	5,602,911
TRANSFER TO SERVICE UNITS FOR FRANGES	1,720,891	1,287,061	426,637	341,310	0
FRANGES	900,000	547,300	380,000	280,000	811,052
UNIVERSITY POLICE/TRAINING	676,386	771,417	772,222	772,222	774,498
AAU FINANCE SYSTEM	600,000	320,528	345,346	200,000	200,000
SCHOLARSHIPS AND AWARDS	900,000	900,000	300,000	141,903	745,098
OTHER INSTITUTIONAL TUITION TRANSFERS	6,090,251	8,433,063	9,654,342	9,654,342	12,722,781
INSTITUTIONAL TUITION ACTIVITIES					
SUBTOTAL	\$58,063,899	\$65,880,327	\$64,860,327	\$71,600,573	\$91,033,801
NEED BASED FINANCIAL AID	4,595,032	7,574,784	6,330,477	8,562,029	8,862,704
DESIGNATED TUITION/LAW DEREGULATED					1,515,880
<b>TOTAL INSTITUTIONAL TUITION EXPENDITURES</b>	<b>\$62,678,931</b>	<b>\$73,435,111</b>	<b>\$71,190,804</b>	<b>\$79,162,602</b>	<b>\$91,432,485</b>

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# TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY Estimated Cost of Tuition and Fees Four Year Comparison - Fall Semester Estimates Undergraduate Resident Student Basis - 16-hour Enrollment								
	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		\$2,155.05		\$2,437.50	13.11%	\$2,684.85	10.14%
Student Services Fee (SCH)	\$138.00	9.5%	\$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)	\$95.00	8.3%	\$95.00	No Change	\$75.00	15.4%	\$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%	\$48.00	No Change
Culture 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%	\$330.00	No Change
Library Fee (Flat)	\$240.00	No Change	\$210.00	(12.5%)	\$270.00	14.3%	\$350.00	30%
Student Business Services Fee (SCH)	\$135.00	12.5%	\$135.00	No Change	\$135.00	No Change	\$135.00	No Change
Energy Fee	\$60.00	No Change	\$60.00	50%	\$90.00	(50%)	\$90.00	No Change
Advising & Retention Fee (SCH)							\$60.00	\$60.00
Course Fees (Estimated*)	\$150.00		\$150.00		\$150.00		\$150.00	
<b>Total Estimate</b>	<b>\$3,541.95</b>	<b>4.9%</b>	<b>\$3,541.95</b>	<b>No Change</b>	<b>\$3,862.50</b>	<b>9.9%</b>	<b>\$4,279.85</b>	<b>9.95%</b>

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TEXAS TECH UNIVERSITY SYSTEM

## Fall 2010- Spring 2011 Tuition Comparisons

### *Texas Tech University*

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TEXAS TECH UNIVERSITY SYSTEM

## 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	Annual Tuition and Fee Cost Fall 2011
The University of Texas at Dallas	\$8,554	\$9,850	\$10,314	\$10,721	\$11,227
The University of Texas at Austin	\$8,060	\$8,874	\$9,540	\$10,055	\$10,421
The University of Texas at Arlington	\$7,040	\$8,142	\$8,544	\$8,882	\$9,292
University of Houston *	\$7,706	\$8,168	\$8,491	\$8,826	\$9,444
Texas A&M University *	\$7,326	\$8,180	\$8,744	\$9,089	
Texas Tech University	\$7,083	\$7,083	\$7,784	\$8,560	\$9,065
The University of Texas at San Antonio	\$6,848	\$7,666	\$8,092	\$8,460	\$8,844
University of North Texas	\$6,680	\$7,120	\$7,701	\$8,005	\$8,800
The University of Texas at El Paso	\$5,610	\$6,068	\$6,368	\$6,691	\$7,069

\* Estimated tuition and fees for Fall 2011

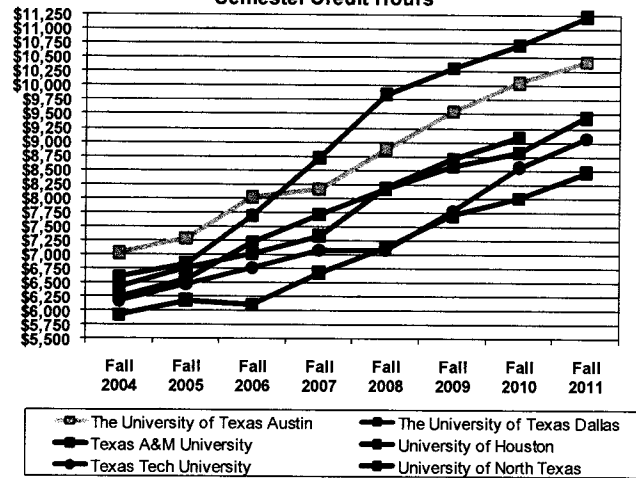
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## TEXAS TECH UNIVERSITY SYSTEM

Historic Annual Tuition and Fee Costs- Based on 30 Semester Credit Hours



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## TEXAS TECH UNIVERSITY SYSTEM

### Tuition and Fee Comparison - Big 12 Conference

Institution	Annual Tuition and Fee Cost Resident	Annual Tuition and Fee Cost Non-Resident
Baylor	\$ 29,884	\$ 29,884
The University of Texas at Austin	\$ 9,418	\$ 31,218
University of Kansas	\$ 8,733	\$ 21,538
University of Colorado	\$ 8,511	\$ 29,493
University of Missouri	\$ 8,501	\$ 20,516
Texas A&M University	\$ 8,387	\$ 22,817
University of Oklahoma	\$ 7,864	\$ 18,295
Kansas State University	\$ 7,376	\$ 18,404
University of Nebraska	\$ 7,224	\$ 18,924
Iowa State University	\$ 6,997	\$ 18,563
Texas Tech University	\$ 6,970	\$ 14,410
Oklahoma State University	\$ 6,779	\$ 17,601

Based on  
Fall 2010 data

12 Hours per  
Semester  
24 Semester  
Credit Hours  
per year

Source:  
IPEDS

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TEXAS TECH UNIVERSITY SYSTEM

**Out-of-State  
Tuition  
Comparisons**

Institution	Annual Tuition and Fee Cost Resident	Annual Tuition and Fee Cost Non-Resident
Pennsylvania State University	\$15,250	\$27,114
University of Illinois	\$13,096	\$27,238
Rutgers University	\$12,582	\$24,044
University of Michigan	\$11,837	\$36,001
University of Minnesota	\$12,288	\$16,588
Michigan State University	\$11,152	\$29,108
Ohio State University	\$9,420	\$23,604
Indiana University	\$9,028	\$27,689
Washington State University	\$9,489	\$20,531
University of California- Berkley	\$10,940	\$33,819
University of Wisconsin	\$8,983	\$24,233
University of California- Los Angeles	\$10,781	\$33,660
University of Kentucky	\$8,610	\$17,678
University of Washington	\$8,701	\$25,329
University of Alabama	\$7,900	\$20,500
University of Arizona	\$8,237	\$24,597
University of Tennessee	\$7,382	\$22,720
Arizona State University	\$8,132	\$20,596
University of Arkansas	\$6,768	\$16,000
Texas Tech University	\$6,970	\$14,410
University of North Carolina	\$6,665	\$25,280
Louisiana State University	\$5,764	\$16,549
University of New Mexico	\$5,506	\$18,691
New Mexico State University	\$5,400	\$16,680

Based on  
Fall 2010  
data

**12 Hours  
per  
Semester  
24 Semester  
Credit Hours  
per year**

Source:  
IPEDS



TEXAS TECH UNIVERSITY SYSTEM

## Angelo State University 2011 Budget Overview

*Office of the Chancellor*

**Kent Hance, Chancellor**



TEXAS TECH UNIVERSITY SYSTEM

## Fund Types

### ➤ **Education and General Funds**

- Funds comprised of general revenue funds in the State treasury and funds generated locally (other E&G) by the University from students and other sources (State Tuition & General Revenue)

### ➤ **Designated Funds**

- Unrestricted funds that are internally allocated for specific purposes (Designated Tuition and Fees set by TTUS Board of Regents)



TEXAS TECH UNIVERSITY SYSTEM

## Fund Types (Continued)

### ➤ Auxiliary Funds

- Funds used to provide services for students, faculty, and staff which generally charge a fee directly related to the cost of the service provided.
- No state funds can be used to support auxiliary operations

### ➤ Current Restricted Funds


- Funds available for current purposes, the use which is restricted by the donor/grantor to be utilized as stipulated by the funding source




TEXAS TECH UNIVERSITY SYSTEM

## FY 2011 Budget Summary

Educational & General Funds	\$ 43,346,097
Designated Funds	33,763,992
Auxiliary Funds	26,426,225
Restricted Funds	1,513,419
<b>Total FY 2011 Operating Budget</b>	<b>\$ 105,049,733</b>

 <b>TEXAS TECH UNIVERSITY SYSTEM</b>	
<b>ANGELO STATE UNIVERSITY</b>	
<b>AVAILABLE FUNDS FOR ALLOCATION</b>	
Education and General Funds	\$43,346,097
Utilization of Fund Balance	0
	\$43,346,097
Less Restricted Use	18,168,781
Less HEAF (Capital Funds)	3,743,027
Subtotal of Restricted Funds	21,911,808
<b>Net Available Education and General Funds</b>	<b>21,434,289</b>
Institutional Tuition	18,243,126
Transfer from Auxiliaries for Indirect Costs	1,081,977
Utilization of Fund Balance	2,280,079
	21,605,182
Other Fees	10,635,337
Other Designated Sources	1,054,052
Utilization of Fund Balance from other Designated Funds	469,421
	12,158,810
	33,763,992
Less Restricted Use Fees	10,635,337
Less Need Based Financial Aid	1,766,014
	12,401,351
<b>Net Available Institutional Tuition and Other Fees</b>	<b>21,362,641</b>
<b>Net Available</b>	<b>\$42,796,930</b>
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 <b>TEXAS TECH UNIVERSITY SYSTEM</b>	
<b>ANGELO STATE UNIVERSITY</b>	
<b>COMPARISON OF EDUCATIONAL AND GENERAL FUNDS INCOME BUDGET</b>	
<b>ITEM</b>	<b>FY 2011</b>
<b>TOTAL STATE TUITION</b>	<b>\$9,432,073</b>
<b>STATE APPROPRIATIONS</b>	
GENERAL REVENUE	29,755,886
STATE MANDATED 5% GR REDUCTION	(1,070,326)
SPECIAL PROVISIONS - ARRA	1,000,000
INCENTIVE PERFORMANCE FUND	294,437
HIGHER EDUCATION FUND	3,743,027
<b>TOTAL STATE APPROPRIATIONS</b>	<b>\$33,723,024</b>
<b>TOTAL OTHER EDUCATIONAL &amp; GENERAL INCOME</b>	<b>\$191,000</b>
<b>FUND BALANCE</b>	<b>\$0</b>
<b>TOTAL EDUCATION AND GENERAL FUNDS</b>	<b>\$43,346,097</b>
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TEXAS TECH UNIVERSITY SYSTEM

ANGELO STATE UNIVERSITY EDUCATIONAL AND GENERAL FUNDS EXPENSE BUDGET	
ITEM	FY 2011
<b>COLLEGE AND DEPARTMENT SUPPORT</b>	
FACULTY SALARIES	\$ 15,177,881
DEPARTMENTAL OPERATING EXPENSE	987,761
INSTRUCTIONAL ADMINISTRATION	945,440
<b>SUBTOTAL COLLEGE AND DEPARTMENT SUPPORT</b>	<b>17,111,082</b>
<b>ADMINISTRATION</b>	
INSTITUTIONAL SUPPORT	631,008
ACADEMIC OPERATIONS SUPPORT	546,382
<b>SUBTOTAL ADMINISTRATION</b>	<b>1,177,390</b>
<b>OTHER ACADEMIC SUPPORT</b>	
LIBRARY	495,498
GRADUATE TUITION	601,773
<b>SUBTOTAL OTHER ACADEMIC SUPPORT</b>	<b>1,097,271</b>
<b>OTHER</b>	
PHYSICAL PLANT	2,048,546
<b>SUB-TOTAL OTHER</b>	<b>2,048,546</b>
<b>TOTAL E&amp;G AVAILABLE FOR ALLOCATION</b>	<b>\$ 21,434,289</b>
CONTINUED ON NEXT SLIDE	

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TEXAS TECH UNIVERSITY SYSTEM


ANGELO STATE UNIVERSITY EDUCATIONAL AND GENERAL FUNDS EXPENSE BUDGET	
ITEM	FY 2011
<b>TOTAL E&amp;G AVAILABLE FOR ALLOCATION (FROM PREVIOUS SLIDE)</b>	<b>\$ 21,434,289</b>
<b>RESTRICTED USE</b>	
SPECIAL ITEMS - EXISTING	7,704,620
RESEARCH DEVELOPMENT FUND	41,632
STAFF BENEFITS	5,133,378
SCHOLARSHIPS	1,262,655
DEBT SERVICE	4,026,496
<b>SUB TOTAL RESTRICTED USE</b>	<b>18,168,781</b>
<b>HEAF</b>	
PROJECTS	1,592,002
LIBRARIES	692,350
EQUIPMENT	1,458,675
<b>SUB TOTAL HEAF</b>	<b>3,743,027</b>
<b>TOTAL RESTRICTED USE AND HEAF</b>	<b>21,911,808</b>
<b>TOTAL EDUCATION AND GENERAL FUNDS</b>	<b>\$ 43,346,097</b>


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 <b>TEXAS TECH UNIVERSITY SYSTEM</b>	
<b>ANGELO STATE UNIVERSITY</b> <b>DESIGNATED FUNDS - INSTITUTIONAL TUITION</b> <b>INCOME BUDGET</b>	
	<b>FY 2011</b>
INSTITUTIONAL TUITION	\$18,243,126
TRANSFER FROM AUXILIARIES FOR INDIRECT COSTS	1,081,977
FUND BALANCE	2,280,079
<b>TOTAL INSTITUTIONAL TUITION</b>	<b>\$21,605,182</b>
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 <b>TEXAS TECH UNIVERSITY SYSTEM</b>	
<b>ANGELO STATE UNIVERSITY</b> <b>DESIGNATED FUNDS - INSTITUTIONAL TUITION</b> <b>EXPENSE BUDGET</b>	
	<b>FY 2011</b>
<b>INSTITUTIONAL TUITION</b>	
INSTITUTIONAL SUPPORT	\$8,524,993
STUDENT SERVICES	\$2,096,628
DEPARTMENTAL OPERATING EXPENSE	1,423,536
ACADEMIC ADMINISTRATION	203,946
PLANT OPERATION AND MAINTENANCE	4,312,941
LIBRARY	477,859
RESEARCH	31,220
RETIREMENT OF DEBT SERVICE	755,836
STAFF BENEFITS	1,239,009
SCHOLARSHIPS AND AWARDS	773,200
<b>SUBTOTAL</b>	<b>\$19,839,168</b>
NEED BASED FINANCIAL AID	1,766,014
<b>TOTAL INSTITUTIONAL TUITION EXPENSE</b>	<b>\$21,605,182</b>
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 <b>TEXAS TECH UNIVERSITY SYSTEM</b>	
<b>ANGELO STATE UNIVERSITY</b> <b>DESIGNATED FUNDS - GENERAL FEES</b> <b>INCOME BUDGET</b>	
	<b>FY 2011</b>
<b>GENERAL FEES:</b>	
DISTANCE EDUCATION FEE	775,000
INSTRUCTIONAL ENHANCEMENT FEE	1,791,000
ADVISING CENTER FEE	327,728
LIBRARY FEES	1,311,476
TECHNOLOGY SERVICES FEE	3,930,686
TEXAS PUBLIC EDUCATION GRANT	1,253,700
OTHER FEES	1,245,747
<b>SUBTOTAL - FEES</b>	<b>\$10,635,337</b>
<b>OTHER SOURCES:</b>	
INVESTMENT INCOME	\$138,035
INTEREST INCOME	20,000
OTHER MISCELLANEOUS INCOME	896,017
BUDGETED FUND BALANCE	469,421
<b>SUBTOTAL - OTHER SOURCES</b>	<b>\$1,523,473</b>
<b>TOTAL REVENUE GENERAL FEES</b>	<b>\$12,158,810</b>

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 <b>TEXAS TECH UNIVERSITY SYSTEM</b>	
<b>ANGELO STATE UNIVERSITY</b> <b>DESIGNATED FUNDS - GENERAL FEES</b> <b>EXPENSE BUDGET</b>	
	<b>FY 2011</b>
<b>ACADEMIC SUPPORT</b>	
LIBRARY SUPPORT	\$1,311,476
INFORMATION TECHNOLOGY	3,930,686
TEXAS PUBLIC EDUCATION GRANT	1,253,700
OTHER ACADEMIC SUPPORT	3,539,705
<b>SUBTOTAL ACADEMIC SUPPORT</b>	<b>\$10,035,567</b>
<b>ALL OTHER INSTITUTIONAL SUPPORT</b>	<b>\$973,706</b>
<b>STUDENT SERVICE SUPPORT</b>	
OTHER STUDENT SUPPORT ACTIVITIES	1,149,537
<b>SUBTOTAL STUDENT SERVICE SUPPORT</b>	<b>\$1,149,537</b>
<b>TOTAL GENERAL FEES</b>	<b>\$12,168,810</b>

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TEXAS TECH UNIVERSITY SYSTEM

ANGELO STATE UNIVERSITY					
INCOME BUDGET					
	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
TUITION & FEES	\$9,791,348	\$12,564,995	\$13,368,360	\$14,566,800	\$18,243,126
OTHER SOURCES	879,237	711,999	1,040,191	696,842	1,081,977
UTILIZATION OF FUND BALANCES	6,558,117	3,617,774	3,332,252	2,759,792	2,280,079
<b>TOTAL INSTITUTIONAL TUITION</b>	<b>\$17,228,702</b>	<b>\$16,894,768</b>	<b>\$17,740,803</b>	<b>\$18,023,434</b>	<b>\$21,605,182</b>
EXPENSE BUDGET					
INSTITUTIONAL TUITION & SUPPORT					
INSTITUTIONAL SUPPORT	\$3,801,337	\$4,294,703	\$4,343,123	\$5,295,882	\$7,725,979
STUDENT SERVICES	610,842	1,133,256	1,251,418	1,395,680	2,096,628
STAFF BENEFITS	924,933	927,205	1,177,441	1,187,367	1,239,009
RESIDENT INST. & ACAD. ADMIN.	979,650	1,415,157	1,487,737	2,000,644	1,627,482
LIBRARY	53,405	548,316	572,902	484,699	477,859
RESEARCH	21,220	19,600	31,220	31,220	31,220
PUBLIC SERVICES	14,000	14,000	0	0	0
PLANT SUPPORT	8,153,759	5,148,245	5,113,940	4,358,136	5,111,955
DEBT SERVICE	700,000	700,000	796,303	796,323	755,836
SCHOLARSHIPS	1,155,950	1,825,835	1,717,294	1,035,000	750,000
Subtotal	16,415,096	16,026,317	16,491,378	16,584,951	19,815,968
Need Based Financial Aid	813,606	868,451	1,249,425	1,438,483	1,789,214
<b>TOTAL</b>	<b>\$17,228,702</b>	<b>\$16,894,768</b>	<b>\$17,740,803</b>	<b>\$18,023,434</b>	<b>\$21,605,182</b>

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TEXAS TECH UNIVERSITY SYSTEM

## Fall 2010- Spring 2011 Tuition Comparisons

### *Angelo State University*

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TEXAS TECH UNIVERSITY SYSTEM

Tuition Comparisons - State Peers

Based on 30 Semester Credit Hours

With 9.90% increase

Institution	Annual Tuition and Fee Cost Fall 2008	Annual Tuition and Fee Cost Fall 2009	Annual Tuition and Fee Cost Fall 2010	Annual Tuition and Fee Cost Fall 2011	Percent Change Fall 2010 to Fall 2011	Percent Change Fall 2008 to Fall 2011
Texas State University	\$6,990	\$7,482	\$7,852	\$8,245	5.01%	17.95%
Lamar University	\$6,014	\$6,627	\$6,909	\$7,588	9.83%	26.17%
Midwestern State University	\$6,237	\$6,626	\$7,153	\$7,510	4.99%	20.41%
Angelo State University	\$5,411	\$6,138	\$6,687	\$7,349	9.90%	35.82%
Sam Houston State University	\$5,910	\$6,515	\$7,000	\$7,276	3.94%	23.11%
University of Texas at Tyler	\$5,988	\$6,514	\$6,794	\$7,074	4.12%	18.14%
Texas A&M Corpus Christi*	\$5,850	\$6,084	\$6,514	\$6,840	5.00%	16.92%
Texas A&M Kingsville*	\$5,450	\$5,668	\$6,346	\$6,663	5.00%	22.26%
Tarleton State University*	\$5,642	\$5,868	\$6,274	\$6,588	5.00%	16.77%
The University of Texas Permian Basin	\$5,428	\$5,750	\$6,172	\$6,452	4.54%	18.87%
West Texas A&M*	\$5,384	\$5,600	\$5,821	\$6,112	5.00%	13.52%
The University of Texas Pan American	\$5,224	\$5,522	\$5,802	\$6,086	4.89%	16.50%
Texas A&M Commerce*	\$5,170	\$5,377	\$5,589	\$5,868	4.99%	13.50%

• Estimated tuition and fees for Fall 2011

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TEXAS TECH UNIVERSITY SYSTEM

Tuition Comparisons - State Peers

Based on 30 Semester Credit Hours

With 5.90% increase

Institution	Annual Tuition and Fee Cost Fall 2008	Annual Tuition and Fee Cost Fall 2009	Annual Tuition and Fee Cost Fall 2010	Annual Tuition and Fee Cost Fall 2011	Percent Change Fall 2010 to Fall 2011	Percent Change Fall 2008 to Fall 2011
Texas State University	\$6,990	\$7,482	\$7,852	\$8,245	5.01%	17.95%
Lamar University	\$6,014	\$6,627	\$6,909	\$7,588	9.83%	26.17%
Midwestern State University	\$6,237	\$6,626	\$7,153	\$7,510	4.99%	20.41%
Sam Houston State University	\$5,910	\$6,515	\$7,000	\$7,276	3.94%	23.11%
Angelo State University	\$5,411	\$6,138	\$6,687	\$7,031	5.00%	30.87%
University of Texas at Tyler	\$5,988	\$6,514	\$6,794	\$7,074	4.12%	18.14%
Texas A&M Corpus Christi*	\$5,850	\$6,084	\$6,514	\$6,840	5.00%	16.92%
Texas A&M Kingsville*	\$5,450	\$5,668	\$6,346	\$6,663	5.00%	22.26%
Tarleton State University*	\$5,642	\$5,868	\$6,274	\$6,588	5.00%	16.77%
The University of Texas Permian Basin	\$5,428	\$5,750	\$6,172	\$6,452	4.54%	18.87%
West Texas A&M*	\$5,384	\$5,600	\$5,821	\$6,112	5.00%	13.52%
The University of Texas Pan American	\$5,224	\$5,522	\$5,802	\$6,086	4.89%	16.50%
Texas A&M Commerce*	\$5,170	\$5,377	\$5,589	\$5,868	4.99%	13.50%

\*Estimated tuition and fees for Fall 2011

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TEXAS TECH UNIVERSITY SYSTEM

Tuition Comparisons - State Peers

Based on 30 Semester Credit Hours

With 5.50% increase

Institution	Annual Tuition and Fee Cost Fall 2008	Annual Tuition and Fee Cost Fall 2009	Annual Tuition and Fee Cost Fall 2010	Annual Tuition and Fee Cost Fall 2011	Percent Change Fall 2010 to Fall 2011	Percent Change Fall 2008 to Fall 2011
Texas State University	\$6,990	\$7,482	\$7,852	\$8,245	5.01%	17.95%
Lamar University	\$6,014	\$6,627	\$6,909	\$7,588	9.83%	26.17%
Midwestern State University	\$6,237	\$6,626	\$7,153	\$7,510	4.99%	20.41%
Sam Houston State University	\$5,910	\$6,515	\$7,000	\$7,276	3.94%	23.11%
University of Texas at Tyler	\$5,988	\$6,514	\$6,794	\$7,074	4.12%	18.14%
Angelo State University	\$5,411	\$6,138	\$6,687	\$7,055	5.50%	30.38%
Texas A&M Corpus Christi*	\$5,850	\$6,084	\$6,514	\$6,840	5.00%	16.92%
Texas A&M Kingsville*	\$5,450	\$5,668	\$6,346	\$6,663	5.00%	22.26%
Tarleton State University*	\$5,642	\$5,868	\$6,274	\$6,588	5.00%	16.77%
The University of Texas Permian Basin	\$5,428	\$5,750	\$6,172	\$6,452	4.54%	18.87%
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The University of Texas Pan American	\$5,224	\$5,522	\$5,802	\$6,086	4.89%	16.50%
Texas A&M Commerce*	\$5,170	\$5,377	\$5,589	\$5,868	4.99%	13.50%

\* Estimated tuition and fees for Fall 2011

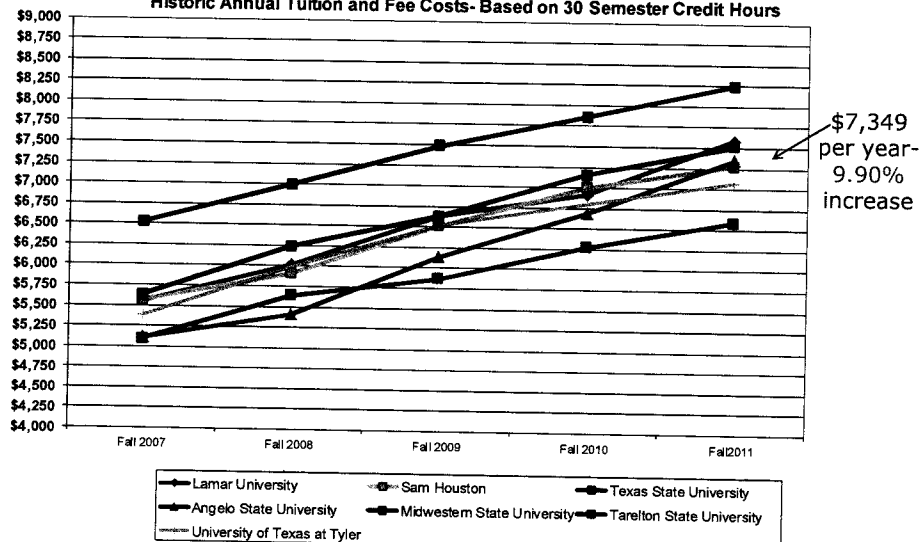
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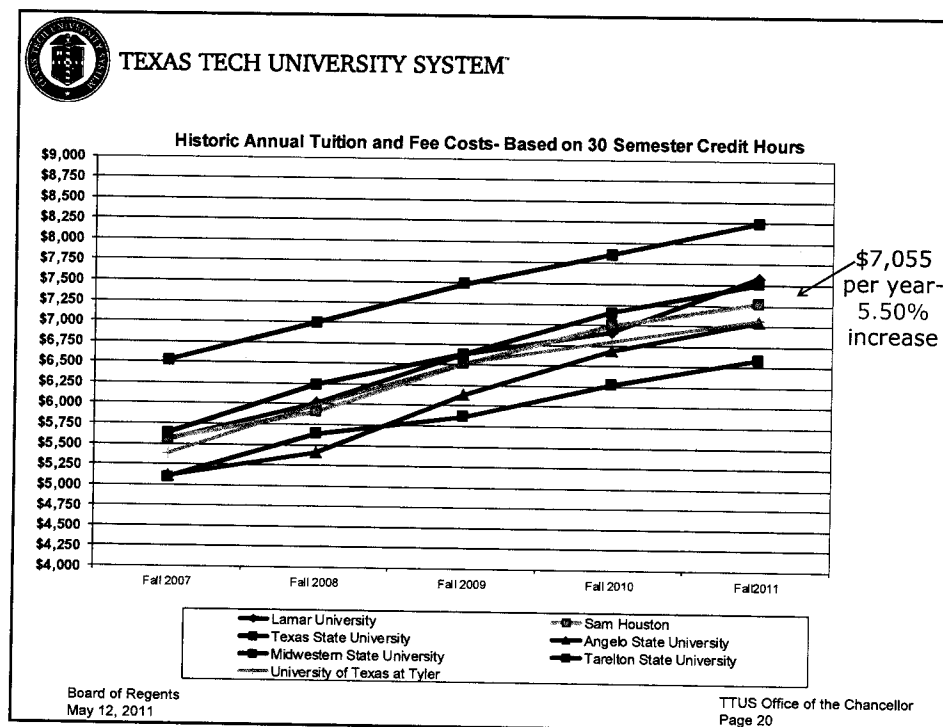
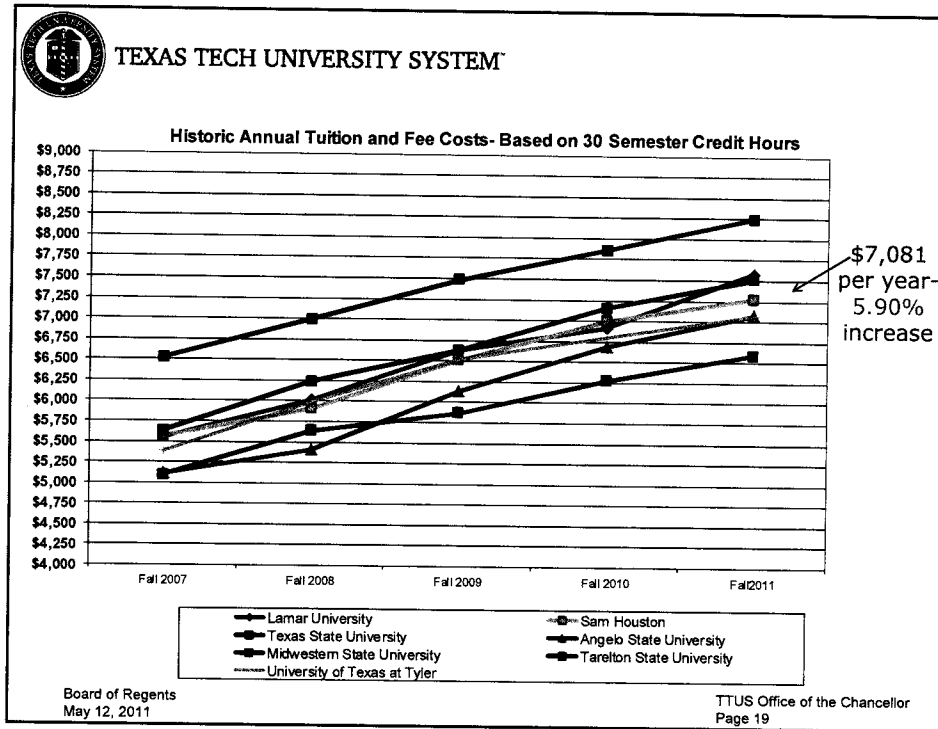
TEXAS TECH UNIVERSITY SYSTEM

Historic Annual Tuition and Fee Costs- Based on 30 Semester Credit Hours



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TEXAS TECH UNIVERSITY SYSTEM

Tuition Comparisons - Lone Star Conference

Institution	Annual Tuition and Fee Cost Resident	Annual Tuition and Fee Cost Non- Resident
Texas A&M Commerce	\$ 5,598	\$ 15,298
Texas A&M Kingsville	\$ 6,346	\$ 13,426
West Texas A&M	\$ 5,834	\$ 13,274
Angelo State University	\$ 5,672	\$ 13,112
Tarleton State University	\$ 5,195	\$ 12,635
Southeastern Oklahoma State	\$ 4,652	\$ 11,379
University of Central Oklahoma	\$ 4,456	\$ 11,242
East Central University	\$ 4,482	\$ 10,798
Northeastern State University	\$ 4,385	\$ 10,722
Cameron University	\$ 4,336	\$ 10,553
Southwestern Oklahoma State	\$ 4,335	\$ 10,050
Eastern New Mexico University	\$ 3,900	\$ 9,432
Midwestern State University	\$ 5,470	\$ 6,190
Abilene Christian University	\$ 22,760	\$ 22,760

Based on  
Fall 2010 Data

12 Hours per  
Semester

24 Semester  
Credit Hours  
per year

Source:  
IPEDS

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TEXAS TECH UNIVERSITY SYSTEM

Tuition Comparisons – Out of State

Institution	Annual Tuition and Fee Cost Resident	Annual Tuition and Fee Cost Non Resident
University of Wisconsin - La Crosse	\$ 7,911	\$ 15,484
Indiana State University	\$ 7,714	\$ 16,626
Northern Arizona University	\$ 7,672	\$ 20,072
University of Central Arkansas	\$ 6,908	\$ 12,143
University of Wisconsin - Stevens Point	\$ 6,845	\$ 14,418
University of Wisconsin - Whitewater	\$ 6,836	\$ 14,409
University Central Missouri	\$ 6,585	\$ 12,444
Missouri State University	\$ 6,276	\$ 11,856
Southeast Missouri State	\$ 6,255	\$ 11,190
Wichita State University	\$ 5,890	\$ 13,924
Angelo State University	\$ 5,672	\$ 13,112
Louisiana Tech University	\$ 5,545	\$ 12,805
Valdosta State University	\$ 5,406	\$ 14,982
Southeastern Louisiana University	\$ 4,000	\$ 12,469
North Central Missouri College	\$ 3,510	\$ 4,650

Based on  
Fall 2010  
Data

12 Hours per  
Semester

24 Semester  
Credit Hours  
per Year

Source:  
IPEDS

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TEXAS TECH UNIVERSITY SYSTEM

## Texas Tech University Health Sciences Center 2011 Budget Overview

**Elmo Cavin, Executive Vice President for  
Finance and Administration**



TEXAS TECH UNIVERSITY SYSTEM

## Fund Types

### ➤ Educational and General Funds

- Funds comprised of general revenue funds in the State Treasury and funds generated locally (other E&G) by TTUHSC from students and other sources
  - General Revenue
    - General Revenue and Higher Education Assistance Funds from the State for administration, institutional expense, instruction, departmental support, research, physical plant operation, capital, and other activities related to instruction
  - Other Educational and General Funds
    - Funds generated locally by TTUHSC and reappropriated by the State. The primary source of other Educational and General Funds is tuition and student fees mandated by the State of Texas





TEXAS TECH UNIVERSITY SYSTEM

## Fund Types (Continued)

- **Designated Funds**
  - Unrestricted funds that are internally allocated for specific purposes. These funds provide support for current operations and complement state appropriations in fulfilling the mission of the institution
- **Auxiliary Funds**
  - Funds used to provide services for students, faculty, and staff which generally charge a fee directly related to the cost of the service provided.
  - No state funds can be used to support auxiliary operations
- **Current Restricted Funds**
  - Funds provided by external entities for current operations. The use of these funds is restricted by the external entity



TEXAS TECH UNIVERSITY SYSTEM

## FY 2011 Budget Summary

Educational & General Funds	\$ 191,610,007
Designated Funds	284,050,516
Auxiliary Funds	526,811
Restricted Funds	208,000,000
<b>Total FY 2011 Operating Budget</b>	<b>\$ 684,187,334</b>



TEXAS TECH UNIVERSITY SYSTEM

## Educational and General Funds

FY 2011 Sources

<b>GENERAL REVENUE</b>	
General Appropriations Act	\$ 169,246,157
State Mandated 5% General Revenue Reduction	(7,678,658)
Higher Education Assistance Funds (HEAF)	16,973,569
<b>TOTAL GENERAL REVENUE</b>	<b>178,541,068</b>
<b>LOCAL EDUCATIONAL AND GENERAL INCOME</b>	<b>13,068,939</b>
<b>TOTAL EDUCATIONAL AND GENERAL FUNDS</b>	<b>\$ 191,610,007</b>



TEXAS TECH UNIVERSITY SYSTEM

## Educational and General Funds

FY 2011 Expense Budget – Restricted Use

<b>Restricted Use</b>	
Special Items	54,858,176
Staff Benefits	2,271,934
Debt Service	13,183,318
HEAF	16,973,569
<b>Total Restricted Use</b>	<b>87,286,997</b>



TEXAS TECH UNIVERSITY SYSTEM

## Educational and General Funds

FY 2011 Expense Budget – Unrestricted Use

<b>Academic Programs</b>	
Medical Education	\$ 32,872,408
Graduate Medical Education	3,402,444
Nursing Education	8,758,332
Allied Health Education	8,953,122
Graduate School for Biomedical Education	1,871,882
Pharmacy Education	13,570,543
Presidential Initiatives	2,021,076
<b>Total Academic Programs</b>	<b>71,449,807</b>



TEXAS TECH UNIVERSITY SYSTEM

## Educational and General Funds

FY 2011 Expense Budget – Unrestricted Use (continued)

<b>Academic and Institutional Administration</b>	
Texas Tech University System Administrative Support	1,667,837
Institutional Support	11,476,495
Information Technology	3,562,862
Student Services	881,218
Library	2,148,619
<b>Total Academic and Institutional Administration</b>	<b>19,737,031</b>
<b>Other</b>	
Infrastructure Support	10,851,778
Research	1,724,572
Institutes	559,822
<b>Total Other</b>	<b>13,136,172</b>
<b>Total E &amp; G Funds - Unrestricted</b>	<b>104,323,010</b>
<b>Total Educational and General Funds</b>	<b>\$ 191,610,007</b>



TEXAS TECH UNIVERSITY SYSTEM

## FY 2011 Designated Funds

Medical Practice Income Plan	\$ 219,413,981
Use of Fund Balance	7,053,919
Total Medical Practice Income Plan	226,467,900
Nursing Income Plan	1,305,197
Use of Fund Balance	81,840
Total Nursing Income Plan	1,387,037
Allied Health Income Plan	419,182
Pharmacy Income Plan	2,958,897
General Designated Funds	40,074,771
Use of Fund Balance	11,308,227
Total General Designated Funds	51,382,998
Self Insurance Fund Support	1,434,502



TEXAS TECH UNIVERSITY SYSTEM

## FY 2011 Auxiliary Funds

Auxiliary Funds	
Estimated Income	\$ 515,086
Use of Fund Balance	11,725



TEXAS TECH UNIVERSITY SYSTEM

## FY 2011 Current Restricted Funds

Federal	\$ 23,000,000
State	123,100,000
Local	39,000,000
Private	22,900,000



TEXAS TECH UNIVERSITY SYSTEM

## Operating Budget Comparison

	2010	2011	Percent Change
Total Operating Budget	\$ 676,167,142	\$ 684,187,334	1.19%



TEXAS TECH UNIVERSITY SYSTEM

## Texas Tech University Health Sciences Center Tuition and Fees

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TEXAS TECH UNIVERSITY SYSTEM

## FY 2011 Tuition and Fees Summary

Educational and General Funds	\$	12,913,939
Institutional Tuition		13,111,363
General Fees		7,116,254
<b>Total Tuition and Fees</b>	<b>\$</b>	<b>33,141,556</b>
<b>% of Total Budget</b>		<b>4.84%</b>

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TEXAS TECH UNIVERSITY SYSTEM

## FY 2011 General Designated Funds Institutional Tuition

Scholarships	\$ 75,000
Instruction and Academic Support	2,449,671
Information Technology	1,743,626
Operation and Maintenance of Plant	5,194,581
Other Expenses	2,401,391
Student Financial Aid Set Asides	1,247,094
<b>TOTAL INSTITUTIONAL TUITION</b>	<b>\$ 13,111,363</b>



TEXAS TECH UNIVERSITY SYSTEM

## FY 2011 General Designated Funds General Fees

School of Medicine	\$ 774,788
Paul L. Foster School of Medicine	225,400
School of Nursing	3,173,157
School of Allied Health Sciences	885,945
School of Pharmacy	683,235
Graduate School of Biomedical Sciences	6,450
Information Technology Fee	955,000
Other Fees	412,279
<b>TOTAL GENERAL FEES</b>	<b>\$ 7,116,254</b>



TEXAS TECH UNIVERSITY SYSTEM

## Institutional Tuition History

	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Scholarships		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	75,000	75,000	75,000
Instruction and Academic Support	646,608	740,875	794,488	2,115,959	1,036,952	850,713	1,141,560	2,449,671
Information Technology	1,415,813	1,415,813	1,785,804	1,719,133	1,677,986	1,636,757	1,743,626	1,743,626
Operation and Maintenance of Plant	248,892	265,730	851,060	768,046	4,003,599	5,589,223	5,062,814	5,194,581
Other Expenses	238,687	862,712	1,145,944	950,461	314,329	274,820	1,779,109	2,401,391
Student Financial Aid Set Asides		147,176	197,766	338,570	570,534	799,000	974,035	1,247,094
Total	\$2,550,000	\$3,582,306	\$4,925,062	\$6,042,169	\$7,753,400	\$9,225,513	\$10,776,144	\$13,111,363



TEXAS TECH UNIVERSITY SYSTEM

## Tuition and Fee Comparisons – State Peers 2011 - 2012

	Allied Health Sciences Graduate (15 SCH)	Biomedical Sciences (8 SCH)	Medicine Annual	Nursing Undergraduate (16 SCH)	Pharmacy (19 SCH)
Texas Tech University Health Sciences Center	4,042.50	1,883.00	15,501.50	3,620.00	7,003.00
Paul Foster School of Medicine			15,500.00		
UT Medical Branch - Galveston	4,519.35	1,978.91	15,805.00	3,579.85	
UT Southwestern - Dallas	3,866.16	2,413.86	16,840.00		
UT - San Antonio	4,314.50	1,790.00	16,855.00	3,679.50	
UT - Houston		1,458.84	14,509.16	3,231.34	
Texas A&M (proposed)		2,807.46	16,077.56	4,657.64	7,337.43
University of North Texas		1,569.00	16,300.00		
UT - Austin					7,640.00
University of Houston					9,458.47





TEXAS TECH UNIVERSITY SYSTEM

## Texas Tech University System Administration 2011 Budget Overview

*Office of the Chancellor*

**Kent Hance, Chancellor**

Board of Regents  
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TEXAS TECH UNIVERSITY SYSTEM

## FY 2011 Budget Summary

Educational & General Funds	\$ 5,356,302
Designated Funds	11,415,629
Auxiliary Funds	0
Restricted Funds	0
<b>Total FY 2011 Operating Budget</b>	<b>\$ 16,771,931</b>

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TEXAS TECH UNIVERSITY SYSTEM

AVAILABLE FUNDS FOR ALLOCATION


ITEM	FY 2011
EDUCATION AND GENERAL FUNDS	\$ 5,356,302
<b>NET AVAILABLE EDUCATION AND GENERAL FUNDS</b>	<b>\$ 5,356,302</b>
DESIGNATED	\$ 11,415,629
LESS RESTRICTED (FP&C)	\$ (2,598,306)
<b>TOTAL ADDITIONAL REVENUE</b>	<b>\$ 8,817,323</b>




TEXAS TECH UNIVERSITY SYSTEM

EDUCATION AND GENERAL REVENUES  
INCOME BUDGET

ITEM	FY 2011
<b>TRANSFERS</b>	
TEXAS TECH UNIVERSITY	\$1,667,837
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER	\$1,667,837
ANGELO STATE UNIVERSITY	\$ 120,628
<b>TOTAL TRANSFERS</b>	<b>\$ 3,456,302</b>
<b>STATE APPROPRIATIONS</b>	
GENERAL REVENUE	\$2,000,000
STATE MANDATED 5% GENERAL REV. REDUCTION	\$ (100,000)
<b>TOTAL ADDITIONAL REVENUE</b>	<b>\$ 1,900,000</b>
<b>TOTAL EDUCATIONAL AND GENERAL FUNDS</b>	<b>\$ 5,356,302</b>

 <b>TEXAS TECH UNIVERSITY SYSTEM</b>	
<b>EDUCATIONAL AND GENERAL FUNDS EXPENSE BUDGET</b>	
<b>ITEM</b>	<b>FY 2011</b>
GENERAL ADMINISTRATION	\$4,327,158
INSTITUTIONAL ADVANCEMENT	\$1,029,144
<b>TOTAL EDUCATIONAL &amp; GENERAL FUND EXPENSE</b>	<b>\$ 5,356,302</b>
<div> <div>Board of Regents May 12, 2011</div> <div>TTUS Office of the Chancellor Page 5</div> </div>	

 <b>TEXAS TECH UNIVERSITY SYSTEM</b>	
<b>DESIGNATED REVENUES INCOME BUDGET</b>	
<b>ITEM</b>	<b>FY 2011</b>
<b>TRANSFERS</b>	
TEXAS TECH UNIVERSITY	\$1,898,689
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER	\$1,838,140
ANGELO STATE UNIVERSITY	\$ 255,931
<b>TOTAL TRANSFERS</b>	<b>\$ 3,992,760</b>
<b>ADDITIONAL REVENUES</b>	
INTEREST AND INVESTMENT INCOME	\$4,550,000
FACILITIES PLANNING & CONSTRUCTION FEES	\$2,598,306
FUND BALANCES	\$ 274,563
<b>TOTAL ADDITIONAL REVENUE</b>	<b>\$ 7,422,869</b>
<b>TOTAL DESIGNATED FUNDS</b>	<b>\$ 11,415,629</b>
<div> <div>Board of Regents May 12, 2011</div> <div>TTUS Office of the Chancellor Page 6</div> </div>	



TEXAS TECH UNIVERSITY SYSTEM

DESIGNATED FUNDS  
EXPENSE BUDGET

ITEM	FY 2011
GENERAL ADMINISTRATION	\$5,294,191
INSTITUTIONAL ADVANCEMENT	\$3,523,132
FACILITIES PLANNING AND CONSTRUCTION	\$2,598,306
<b>TOTAL DESIGNATED FUND EXPENSE</b>	<b>\$11,415,629</b>



TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION EXPENSE BUDGET

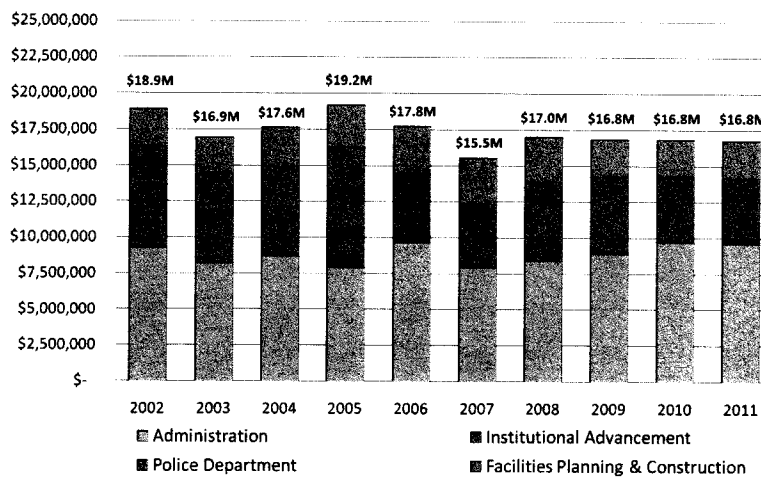
	2006	2007	2008	2009	2010	2011
Administration (GA)	\$ 5,602,054	\$ 5,414,622	\$ 6,812,122	\$ 6,355,051	\$ 6,464,653	\$ 6,233,258
Investments (GA)	\$ 1,406,941	\$ 1,650,000	\$ 1,150,000	\$ 1,408,264	\$ 1,658,264	\$ 1,790,540
System Marketing (GA)	\$ 1,914,385	\$ -	\$ -	\$ 261,208	\$ 342,853	\$ 435,500
Institutional Advancement	\$ 4,708,517	\$ 4,434,799	\$ 5,488,533	\$ 5,329,053	\$ 4,515,623	\$ 4,552,276
Internal Audit (GA)	\$ 769,382	\$ 853,021	\$ 879,172	\$ 897,298	\$ 1,264,873	\$ 1,162,051
Facilities Planning & Construction	\$ 3,350,000	\$ 3,178,118	\$ 3,115,754	\$ 2,598,306	\$ 2,598,306	\$ 2,598,306
<b>Total</b>	<b>\$ 17,751,279</b>	<b>\$ 15,530,560</b>	<b>\$ 17,015,560</b>	<b>\$ 16,849,180</b>	<b>\$ 16,844,572</b>	<b>\$ 16,771,931</b>

GA= General Administration



# TEXAS TECH UNIVERSITY SYSTEM

## Texas Tech University System Administration Budgeted Expenses



# Texas Tech University System



## Legislative Update

Kent Hance  
Chancellor  
Texas Tech University System

May 12, 2011

## Proposed Senate Finance Committee and House Appropriation Committee Bill



	FY 2010-2011 Appropriated	FY 2012 - 2013 Senate Finance Committee Bill		
		Proposed	Change (+/-)	% Change
Texas Tech University System Administration	4,000,000	3,800,000	(200,000)	-5.0%
Texas Tech University	380,633,635	356,370,593	(24,263,042)	-6.4%
Texas Tech University Health Sciences Center	351,781,496	304,459,456	(47,322,040)	-13.5%
Angelo State University	69,928,539	63,485,733	(6,442,806)	-9.2%
Total: System Combined	\$806,343,670	\$728,115,782	(\$78,227,888)	-9.7%

	FY 2010-2011 Appropriated	FY 2012 - 2013 House Appropriations Committee Bill		
		Proposed	Change (+/-)	% Change
Texas Tech University System Administration	4,000,000	-	(4,000,000)	-100.0%
Texas Tech University	380,633,635	348,361,696	(32,271,939)	-8.5%
Texas Tech University Health Sciences Center	351,781,496	296,037,891	(55,743,605)	-15.8%
Angelo State University	69,928,539	61,729,604	(8,198,935)	-11.7%
Total: System Combined	\$806,343,670	\$706,129,191	(\$100,214,479)	-12.4%

## Additional Reductions – HEGI and Payroll Tax



	HEGI Reduction	Total Reductions	
		House App. Committee	Senate Finance Committee
Texas Tech University System Administration	(222,581)	(4,222,581)	(422,581)
Texas Tech University	(2,536,526)	(34,808,465)	(26,799,568)
Texas Tech University Health Sciences Center	(3,160,751)	(58,904,356)	(50,482,791)
Angelo State University	(674,381)	(8,873,316)	(7,117,187)
<b>Total: System Combined</b>	<b>(\$6,594,239)</b>	<b>(\$106,808,718)</b>	<b>(\$84,822,127)</b>

Est. FY 2012 Reductions		
	House App. Committee	Senate Finance Committee
TTUSA	(2,111,291)	(211,291)
TTU	(17,404,233)	(13,399,784)
TTUHSC	(29,452,178)	(25,241,396)
ASU	(4,436,658)	(3,558,594)
SYSTEM TOTAL	(\$53,404,359)	(\$42,411,064)

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## Summary of Proposed FY2012 Operating Budget Reductions Texas Tech University System Administration



Division/Area	Proposed Reduction	FTE
<b><u>FY 2011 Reductions</u></b>		
Reduction targets assigned to all vice presidents. Departments required to delay non-essential procurement expenditures. Vacant positions evaluated on a case-by-case basis.	\$200,000	4.00
<b><u>Chancellor's Office,</u></b>	\$457,483	3.50
<b><u>Communications &amp; Marketing</u></b>		
<b><u>&amp; General Counsel</u></b>		
<b><u>Vice Chancellor &amp; CFO</u></b>	\$185,393	3.00
<b><u>Institutional Advancement</u></b>	\$709,244	17.00
<b><u>Audit</u></b>	\$60,120	1.00
<b>TOTAL SAVINGS</b>	<b>\$1,612,240</b>	<b>28.50</b>

House Bill Est. Reductions	\$2,111,291	37.32
Senate Bill Est. Reductions	\$ 211,291	3.74

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## Summary of Proposed FY2012 Operating Budget Reductions Texas Tech University



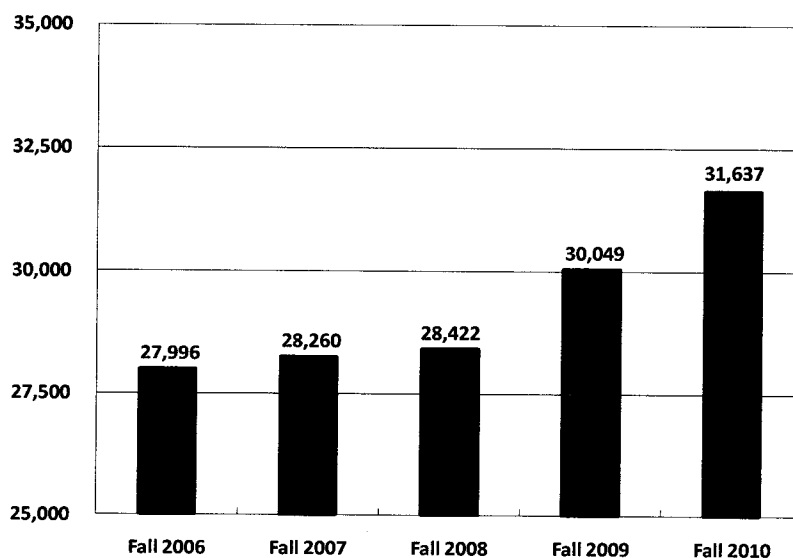
Division/Area	Proposed Reduction	FTE
<b>FY 2011 Reductions</b> Reduction targets assigned to all vice presidents. All departments required to delay non-essential procurement expenditures. Vacant positions evaluated on a case-by-case basis.	\$9,680,469	105.00
<b>Academic Reductions</b> Reductions of faculty & staff positions, salaries, academic courses & programs, technology & equipment acquisitions, and start-up support for traditional strategic hires.	\$5,618,590	97.00
<b>Administrative Reductions</b> Reductions of staff positions and operating costs	\$2,105,174	41.00
<b>TOTAL SAVINGS – House Bill Est. Reduction</b>	<b>\$17,404,233</b>	<b>243.00</b>
<b>Senate Bill Est. Reduction</b>	<b>\$13,399,784</b>	<b>187.09</b>

\*These reductions do not include the following:

Performance Incentive Funds	3,643,541
TEXAS Grants-Discontinue New Awards	6,610,125
<b>TOTAL</b>	<b>\$10,253,666</b>

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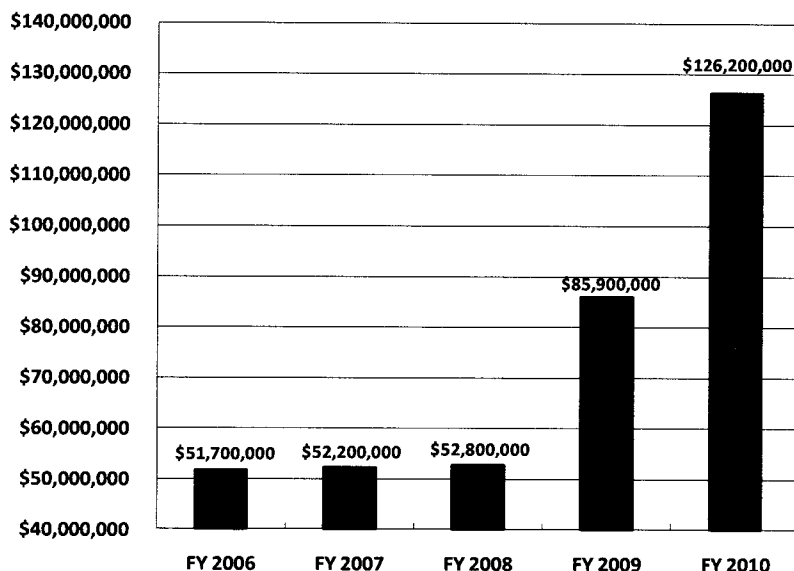
## Texas Tech University – Fall Enrollment Comparison



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## Texas Tech University – Research Expenditure Comparison



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## Summary of Proposed FY2012 Operating Budget Reductions Texas Tech University Health Science Center



Division/Area	Proposed Reduction	FTE
<b><u>FY 2011 Reductions</u></b>	<b>\$11,098,043</b>	<b>200.00</b>
<b><u>Academic Reductions</u></b> Reductions of faculty & staff positions, academic courses & residency programs.	\$5,673,509	84.58
<b><u>Clinical Service Reductions</u></b> Reductions of clinical services in Lubbock, Midland, and Odessa.	\$2,059,699	18.00
<b><u>Research Reductions</u></b> Reductions in research programs related to cancer, aging, women's health, and border health issues.	\$3,333,824	70.70
<b><u>Administrative Reductions</u></b> Reductions of academic, clinical, institutional and physical plant support staff and operating costs.	\$5,287,103	113.46
<b><u>Area Health Education Center (AHEC)</u></b> Closure of the West Texas AHEC Center in Abilene, Canyon, El Paso, Midland, and Plainview.	\$2,000,000	22.05
<b>TOTAL SAVINGS – House Bill Est. Reduction</b>	<b>\$29,452,178</b>	<b>508.79</b>
<b>Senate Bill Est. Reduction</b>	<b>\$25,241,396</b>	<b>436.05</b>

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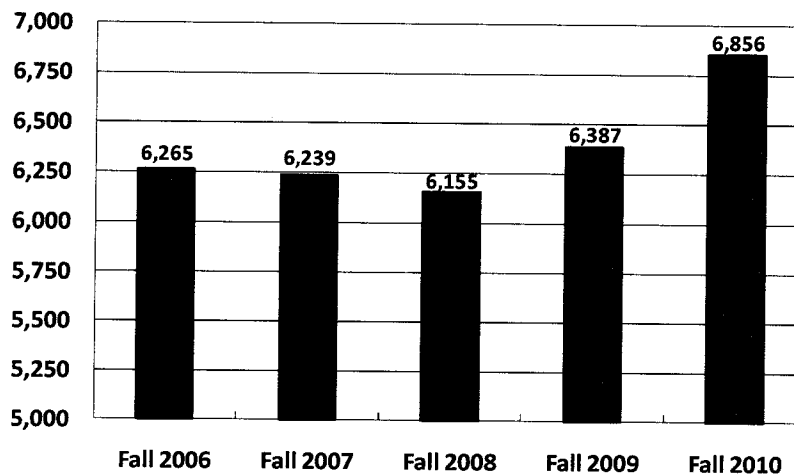
## Summary of Proposed FY2012 Operating Budget Reductions Angelo State University



Division/Area	Proposed Reduction	FTE
<b><u>FY 2011 Reductions</u></b> Reduction targets assigned to all vice presidents. All departments required to delay non-essential procurement expenditures. Vacant positions evaluated on a case-by-case basis.	\$2,150,375	0.00
<b><u>Academic Reductions</u></b> Reductions of faculty & staff positions, salaries, and academic courses & programs.	\$335,276	6.00
<b><u>Academic Support Reductions</u></b> Reductions of staff positions, technology & equipment acquisitions, and start-up support for traditional strategic hires.	\$503,649	9.00
<b><u>Administrative Reductions</u></b> Reductions of staff positions and operating costs	\$1,447,358	13.00
<b>TOTAL SAVINGS – House Bill Est. Reduction</b>	<b>\$4,436,658</b>	<b>28.00</b>
<b>Senate Bill Est. Reduction</b>	<b>\$3,558,594</b>	<b>22.46</b>

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## Angelo State University – Fall Enrollment Comparison



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TEXAS TECH UNIVERSITY  
TRAFFIC AND PARKING REGULATIONS  
2010—2011 – 2012

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## I. Introduction

These regulations are established by Texas Tech University in order to facilitate the safe and orderly conduct of business and to provide registered vehicles parking space as conveniently as possible within the limits of space available. Operating a motor vehicle on campus is a privilege and is conditioned, in part, on complying with these rules and regulations.

## II. Applicability of State General and Criminal Laws

Article 51.201 of the Texas Education Code provides that: "All the general and criminal laws of the state are declared to be in full force and effect within the areas under the control and jurisdiction of the state institutions of higher education of this state."

## III. Authority of Board of Regents to Make Rules and Regulations

Article 51.202 of the Texas Education Code provides as follows:

"Rules and Regulations: Penalty—

- A. The governing board or each state institution of higher education, including public junior colleges, may promulgate rules and regulations for the safety and welfare of students, employees, and property, and other rules and regulations it may deem necessary to carry out the provisions of this subchapter and the governance of the institution, providing for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control including, but not limited to, the following:
  1. limiting the rate of speed;
  2. assigning parking spaces and designated parking areas and their use and assessing a charge for parking;
  3. prohibiting parking as it deems necessary;
  4. removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator; and,
  5. instituting a system of registration for vehicle identification, including a reasonable charge.
- B. A person who violates any provision of this subchapter or any rule or regulation promulgated under the authority of this subchapter is guilty of a misdemeanor and on conviction is punishable by a fine of not more than \$200."

## IV. Effective Dates

The following are the regulations that apply to the University, including fee and refund schedules, and are effective ~~May 17, 2010~~ May 16, 2011, through the end of the week following Graduation in the following Spring Semester.

## V. General Regulations for Traffic and Parking

- A. Texas Tech is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all.
- B. Due to the diverse nature of operations between the University and the Health Sciences Center campuses, it is necessary to have certain regulations that pertain to the specific institution; these are submitted separately by each institution. Following are the regulations

that apply to Texas Tech University as defined in C.1 below.

C. Definitions

1. The campus is defined as all lands owned, managed, or otherwise controlled by the University, herein called "Texas Tech".
2. Impoundment refers to the actual towing of a vehicle or immobilizing a vehicle by means of an "Auto-Boot".
3. A visitor is an individual with no official connection with Texas Tech as a student, faculty member, or staff member.
4. A valid parking space is defined as an area designated on three sides by lines and/or posts, curbs, or other types of barriers for the explicit purpose of parking a motor vehicle.
5. A shared-use path is a pathway created and signed for the simultaneous use of pedestrians and bicycle traffic.
6. A decal is a physical permit issued for display on the vehicle. This can include stickers, hang tags, passes and receipts.
7. ~~A parking permission~~ An ePermit is an authorization given to an individual at the time of vehicle registration allowing them to park the registered vehicle in a designated lot, zone or space.

D. Texas Tech makes every effort to provide protection for vehicles parking on campus, but cannot assume responsibility for any loss.

E. The person to whom a vehicle is registered with Texas Tech is responsible for all violations of the parking rules and regulations. If a vehicle is not registered with Texas Tech, and a family member is a currently enrolled student, it shall be presumed that the student is the operator of the vehicle and is responsible for all violations of the parking rules and therefore subject to all Texas Tech traffic rules, policies, and penalties associated with monetary obligations owing Texas Tech.

F. Pedestrians in crosswalks will be given the right-of-way at all times.

G. Speed limits on campus are RADAR and/or LIDAR enforced.

H. No person shall drive, cause or permit a vehicle to be driven on Texas Tech property at a speed greater than is reasonable and prudent under the circumstances then existing, but any speed in excess of the posted limits shall be prima facie evidence that the speed is not reasonable and prudent and that it is unlawful:

Speed Limits

1. Campus Streets: Twenty miles per hour, unless otherwise posted.
2. Parking Lots: Ten miles per hour, unless otherwise posted.
3. Parking Garages: Five miles per hour, unless otherwise posted.

I. Texas Tech Police Officers are duly commissioned peace officers of the state of Texas. Upon request of a police officer of Texas Tech, any person on the campus is required to identify himself with proper identification.

J. All thefts, accidents, or other offenses that occur on campus should be reported to the Texas Tech Police Department immediately. Accidents should be reported immediately. In accordance with State Law, vehicles involved in an accident should be moved prior to reporting the accident if they are moveable. One-vehicle accidents and inoperable vehicles must also be promptly reported. Keys or valuables should not be left in a motor vehicle.  
KEEP YOUR VEHICLE LOCKED AT ALL TIMES.

- K. Texas Tech is concerned about the protection of persons and property and places a high priority on striving to maintain a safe environment for students, faculty, staff, and visitors. The University cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with individual responsibility. With that thought in mind, a Personal Safety brochure has been prepared which contains personal safety recommendations, crime statistics, safety services and programs, as well as a list of telephone numbers to contact for help. All visitors and members of the campus community are encouraged to make themselves familiar with this information. The Personal Safety brochure is available at various locations on campus including the Personnel Office, the Texas Tech Police Department, the Center for Campus Life, and the residence halls.
  - L. Chapter 46, Section 46.03, Texas Penal Code, provides that a person commits a felony offense if the person carries a firearm, illegal knife, club, or other prohibited weapon listed in Section 46.05(a) on the physical premises of an educational institution.
  - M. Inoperable, damaged, or dismantled vehicles are to be reported to the University Parking Services office as soon as possible. Operators should identify their problem immediately and follow the instructions given by University Parking Services personnel.
  - N. The campus is restricted for use as described in these regulations. Any vehicle in violation of the regulations or not having a valid Texas Tech parking decal properly displayed or a valid ePermit registration as directed herein may be issued a campus citation.
  - O. Skates and Skateboards  
On the campus of Texas Tech (as defined in Section V.C.1 of these regulations):
    - 1. No person may skate or use a skateboard
      - a. on or in any University building, structure, stairway, elevated sidewalk, access ramp, step, retaining wall, handrail, mall, bench, fountain area or other architectural element;
      - b. on or in planting areas, grass areas or seeded areas;
      - c. on streets open for vehicular traffic;
      - d. where prohibited by sign, by police officer, or where otherwise prohibited by law; or,
      - e. in a manner that is incompatible with the flow of vehicular or pedestrian traffic.
    - 2. No person may use a skateboard in such a way that it is:
      - a. not under the control of the user, or
      - b. operated in an unsafe manner.
    - 3. No person who is skating or using a skateboard may fail to yield the right-of-way to
      - a. a pedestrian;
      - b. a bicyclist;
      - c. a motor vehicle; or
      - d. a wheelchair or other device designed for the transport of persons with disabilities.
- Pursuant to Section 51.202, Texas Education Code, a person who violates any provision of this regulation is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$200.
- P. These regulations apply to all persons who operate vehicles on Texas Tech property.
  - Q. The Chief of the Texas Tech Police Department, the Director of Accounting Services at the Health Sciences Centers (responsible for managing the parking function on that campus), and the Managing Director of University Parking Services on the University campus are responsible for the implementation and the just and proper enforcement of these regulations.

- R. The parking wheel stops and curbs located all over campus are six inches tall. Many newer and some older model vehicles have special ground effects attachments, air dams, fog/driving lights, or other attachments that reduce ground clearance under the vehicle. Driving such vehicles over the parking wheel stop or curb may cause damage to these vehicles. Drivers are urged to use caution when parking vehicles to avoid damage. Texas Tech University System assumes no responsibility in such cases.

VI. Vehicle Registration and Parking Decals/ePermits ~~Permissions~~

- A. In order to operate or benefit from the use of a motor vehicle on campus, each member of the Texas Tech community must obtain, in his or her name, a vehicle parking ~~permission~~ decal or ePermit. That ~~permission~~ decal or ePermit must be displayed or registered as directed below. No person may register a motor vehicle in his or her name which belongs to another student, faculty, or staff member. Violation of the Traffic and Parking Regulations is prohibited by the Student Affairs Handbook and Texas Tech policy. To benefit from the use of parking spaces designed for persons with disabilities, an eligible faculty/staff member or student **MUST** display a state issued placard or license plate **as well as a Texas Tech disability parking permission decal**.
- B. Any person giving false information when registering a vehicle is subject to appropriate disciplinary action and revocation of their motor vehicle parking decal/ePermit ~~permissions~~ and related parking privileges.
- C. Student Vehicle Registration
1. Students are required to register each motor vehicle to be operated on campus at the time they register for school or at the time they commence operating a motor vehicle on campus.
  2. Due to the demand for parking on campus, students are limited to one vehicle and/or one motorcycle parking ePermit ~~permission~~.
- D. Faculty and Staff Vehicle Registration
1. Faculty and staff are required to register their motor vehicles on or before the date they commence operating a motor vehicle on campus. Faculty and staff who share a motor vehicle where one is employed at the University and the other at the Health Sciences Center, must register at each campus if they intend to park at both campuses.
  2. Faculty and staff, whose dependents are students, may allow those dependents to register a commonly operated motor vehicle for a student parking ePermit ~~permission~~ in addition to the employee's parking ePermit ~~permission~~. If the faculty or staff member has two motor vehicles registered, and if both motor vehicles are on campus at the same time, the motor vehicle with the student ePermit ~~permission~~ must be parked in the designated student parking area and not in either the faculty or staff member's reserved space, zone or lot or in the time limit areas on campus.
  3. Upon termination of employment with Texas Tech, an employee's parking privileges are revoked. If the ePermit ~~registration permission~~ is cancelled and decal (if any) is returned to University Parking Services, the refund in effect at the time it is returned will be issued.
- E. Types of Parking Permissions
1. Traffic and parking control on the Texas Tech campus is accomplished by issuing parking ~~permissions~~ ePermits or decals for specific lots, zones or spaces. Parking ~~permissions~~ privileges are associated with decals (~~employee reserved and area~~

~~reserved, contractor/vendor, visitor, disability and some metered parking~~) or license plates (employee reserved and area reserved, contractor/vendor, visitor, commuter, residence hall, and metered parking). Parking permissions privileges are issued at the discretion of Texas Tech University and may be recalled at any time.

a. Decals

i. Types of Decals

(a) Non-transferable Decals

Non-transferable decals must be permanently affixed to the front windshield in the lower corner of the driver's side. All such decals are self-adhering and application in any other manner may subject the motor vehicle to ticketing. Vehicle registration is not complete until the decal is properly and completely affixed to the motor vehicle of record.

(b) Transferable Decals

~~Transferable decals are designed and intended to be hung from the rearview mirror. The purpose of these decals is to allow the owner to move them from vehicle to vehicle; the decal MUST be displayed on the motor vehicle parked on campus. Be sure to contact University Parking Services personnel if you have any problems with your transferable decal. The Texas Tech Police Department recommends you properly secure your vehicle and any valuables contained therein.~~

(c) Visitor Passes

~~Visitor passes are provided to individuals who qualify as a visitor as previously defined in these regulations. Vehicles with visitor passes may utilize any visitor space on campus for the date(s) specified on the pass. In lots where multi-space meters are present, the meter fee must also be paid.~~

(b) Pay and Display Metered Parking

In those lots controlled by meter, individuals must pay the adjacent meter. If payment is made with bills or coins, the receipt must be displayed on the dash of the vehicle with the expiration date or time visible. If payment is made with credit card by phone, the vehicle license plate number will be required during the registration process and will be used for monitoring the lot.

ii. All ePermits and decals are for the exclusive use of the registrant. ePermits and decals may not be sold, exchanged, given away or purchased from any person or agency other than Texas Tech University.

iii. All outdated Texas Tech registration decals must be removed from the motor vehicle(s) prior to installation of the current decal.

iv. Lost or stolen decals should be reported as soon as possible to the Texas Tech Police Department or University Parking Services. The recovery of a lost or stolen decal must be reported immediately to the Texas Tech Police Department or University Parking Services.

v. Replacement Decals

(b) Replacement for a non-transferable decal will be issued when identifiable remnants or proof of loss or destruction of the permit are provided. The replacement fee indicated in the current fee schedule will be charged for each replacement decal.

(c) ~~Replacement for a transferable decal which is reported lost or stolen will be issued the first and second time for the replacement fee indicated in the current fee schedule; thereafter, the cost will be the full price of the permission.~~

~~vi. Persons who hold non-transferable reserved registration permits and are assigned reserved spaces may obtain one duplicate permit at no additional charge. A third permit may be purchased for the replacement fee indicated in the current fee schedule. Duplicate permits do not allow for more than one motor~~



~~vehicle to be on campus during the reserved period.~~

b. ePermits License Plates

Certain parking permissions do not require that a decal be displayed. In those instances, the permission ePermit is associated with the license plate registered.

- i. Vehicles must be parked so that the license plate is visible from the driving aisle.
- ii. Removable tow hitches must be removed and stored when not in use.
- iii. No covers may be placed over the license plate that would inhibit the reflectivity of the plate.
- iv. The alphanumeric characters of the license plate must be visible and unobstructed by license plate frames or other accessories.
- v. Persons with parking ePermits ~~permissions in this category~~ must ensure their current vehicle is registered and associated with their ePermit ~~permissions~~. This process can be accomplished at the University Parking Services website or office.

- vi. Persons who hold reserved space or area reserved registration ePermits may register up to three vehicles on their ePermit. Multiple vehicles on the same ePermit do not allow for more than one motor vehicle to be on campus during the reserved period.

vii. Visitor ePermits

Visitor ePermits are provided to individuals who qualify as a visitor as previously defined in these regulations. Vehicles with visitor ePermits may utilize any visitor space on campus for the date(s) specified. In lots where multi-space meters are present, the meter fee must also be paid.

c. Temporary ePermits and Decals Permissions

Temporary parking permissions will be issued for the fee indicated in the current fee schedule. Temporary permissions are not refundable. ~~Certain daily temporary decals, which may be purchased in advance, are available for the fee indicated in the current fee schedule.~~

2. Residence Hall Parking

Residence hall lots are reserved for respective residence hall parking permission ePermit holders ~~from 7:30am Monday through 5:30pm Friday 24 hours daily when school is in session~~, unless otherwise posted. From 5:30pm Friday until 7:30am Monday, parking in any residence hall zone requires a valid TTU residence hall ePermit (or commuter ePermit if the holder lives in the residence halls).

- a. Decals will not be issued for residence halls parking lots. Parking permissions ePermits for residence hall parking will be associated with the registered vehicle's license plate.
- b. The holder of a residence hall parking permission ePermit should use the commuter lots when space is not available in the residence hall parking lot.
- c. Motor vehicles which cannot be accommodated in the residence halls lot will be assigned to the commuter lots until the residence hall lot has available space. Oversized vehicles which cannot park in residence hall lots without impeding the flow of traffic or affecting the ability of vehicles to park near them will be assigned to the commuter lots as determined by the Managing Director of University Parking Services.
- d. A student changing residence halls or moving off campus must change his parking ePermit ~~permissions~~ at the University Parking Services website or office.
- e. Residence hall parking ePermits ~~permissions~~ are issued to individuals and OWNERSHIP is not transferable. Use of a residence hall ePermit ~~permission~~ by anyone other than the individual to whom it was issued is not permitted. Violation of this regulation may result in ticketing, impoundment, and loss of all vehicle registration privileges on campus, including parking, for the academic year for all parties involved.

3. Commuter Parking

Commuter parking ~~permissions~~ ePermits will be issued for motor vehicles belonging to students residing off campus or to employees who desire a less expensive alternative to reserved parking.

- a. Decals will not be issued for commuter parking lots. Parking ~~permissions~~ ePermits for commuter parking will be associated with the registered vehicle's license plate.
- b. Commuter parking ~~permissions~~ ePermits are issued to individuals and OWNERSHIP is not transferable. Use of a commuter parking ePermit permission by anyone other than the individual to whom it was issued is not permitted. Violation of this regulation may result in ticketing, impoundment, and loss of all vehicle registration privileges on campus, including parking, for the academic year for all parties involved.

c. There are three classes of commuter parking:

- i. Commuter North (Red Lot) includes the C1, C2 and C4 lots and a portion of the C3 lot.
  - (b) In addition to these lots, this ~~permission~~ ePermit is also honored in satellite parking and certain designated commuter areas at the Health Sciences Center.
  - (c) Red Lot ePermits ~~permissions~~ may also park in any west commuter lot after 2:30P.M.
  - (d) When not in use for programs and events, the C1 lot, which is leased from the City of Lubbock, will be available with the exception of the area directly south of the Auditorium and north of the Coliseum which is marked as reserved for the Auditorium/Coliseum.
  - (e) Commuter parking east of Jones Stadium in the C2 lot excludes areas marked as reserved or visitor parking ~~that area marked as reserved~~. The use of the 24-hour reserved area requires a valid permission and an "A" decal which can only be authorized by the Athletics Department.
  - (f) On days of home football games, parking lots in the vicinity of Jones SBC Stadium are reserved for game day football parking decal holders. **VEHICLES PARKED IN THESE LOTS NOT DISPLAYING A VALID GAMEDAY FOOTBALL PARKING DECAL MAY BE TOWED AT THE VIOLATOR'S EXPENSE.**
  - (g) On days of home baseball games, the C3 lot west of Dan Law Field is reserved for game day baseball parking decal holders. **VEHICLES PARKED IN THESE LOTS NOT DISPLAYING A VALID GAMEDAY BASEBALL PARKING DECAL MAY BE TOWED AT THE VIOLATOR'S EXPENSE.**
- ii. Commuter West (Blue Lot) includes the C10, C11, C12, C13, C14, C15, C16 and C17 lots located north and west of the United Spirit Arena, as well as certain spaces in the R18 lot.
  - (b) In addition to these lots, this ePermit permission is also honored in satellite parking and certain designated commuter areas at the Health Sciences Center.
  - (c) Blue Lot ePermits ~~permissions~~ may park in any north commuter lot after 2:30P.M.
  - (d) Parking in certain commuter lots adjacent to the United Spirit Arena is prohibited on days of home basketball games beginning four hours prior to game time (this includes lots west of Indiana Avenue) as indicated by signage. This area is reserved for holders of special Athletics basketball parking decals. **VEHICLES PARKED IN THESE LOTS NOT DISPLAYING A SPECIAL ATHLETICS BASKETBALL PARKING DECAL MAY BE TOWED AT THE VIOLATOR'S EXPENSE.**
  - (e) Certain lots designated by signage must be vacated by 5:30P.M. on Fridays before home football games. Typically, this includes the C13, C15 and a

portion of the C16 lots. These areas are reserved for football game tailgate permit holders. **VEHICLES PARKED IN THESE LOTS NOT DISPLAYING A SPECIAL ATHLETICS FOOTBALL PARKING DECAL MAY BE TOWED AT THE VIOLATOR'S EXPENSE.**

- (f) Overnight parking in the C11 lot near the United Spirit Arena service ramp is not permitted. Individuals should carefully observe signage in the lot if parking overnight.
  - iii. Commuter Satellite (Green Lot) includes the S1 and S2 lots located at 10<sup>th</sup> Street and Texas Tech Parkway and at the International Cultural Center.
  - (b) Off-campus students who cannot be accommodated in the north or west commuter parking lots will be assigned to the satellite lots until the commuter lots have available space. Satellite permissions ePermits will be honored in the other commuter lots after 2:30P.M.
  - d. Only HSC commuter students may register their vehicles at the HSC Traffic and Parking Office. Those students who have a TTU parking ePermit and need to park at TTUHSC may obtain a designator tab at the University Parking Services office. The designator will alert TTUHSC parking personnel that the individual has a parking ePermit.
4. Reserved Space Parking
- a. Reserved parking spaces are assigned to faculty and staff as space is available. Any space remaining after the needs of the faculty and staff are met will be available for assignment to part-time instructors, graduate teaching assistants, and graduate research assistants who hold contracts for one-half time or more. Such assignments may be revoked as necessary to accommodate regular faculty and staff requirements. Reserved spaces are only available on a twelve-month basis.
  - b. ~~Non-transferable Decals will not be issued for reserved spaces. The decal will contain the lot and space number assigned to the registrant.~~ Parking ePermits for reserved space parking will be associated with the registered vehicle's license plate(s). The space is reserved from 7:30 A.M. to 5:30 P.M., Monday through Friday, unless otherwise indicated. Additionally, in certain designated faculty/staff reserved lots, a limited number of parking spaces are reserved after these hours until 11:00 P.M. for use by any reserved space or area reserved ~~permission ePermit~~ holder.
  - c. Access to the interior portion of the campus during the hours that parking spaces are reserved is restricted to motor vehicles with reserved space, area reserved, and visitor ~~ePermits permissions~~. The interior portion of the campus is that area controlled by entry stations.
  - d. Certain residence hall staff living in the residence halls may be assigned spaces that are reserved 24 hours daily.
  - e. If it is necessary to displace the registrant of a reserved space to an area reserved space for two weeks or more, a partial refund may be issued. (The refund will be equal to the difference between a reserved space and an area reserved space for the affected time period.)
5. Area Reserved Parking
- Area reserved parking spaces are available to qualified faculty and staff, as set forth above, in certain designated parking lots. ~~Transferable Decals will not be issued for all area reserved lots. However, a non-transferable decal may be issued at the registrant's request. In either case, only one area reserved decal will be issued per registrant.~~ Parking ePermits for area reserved parking will be associated with the registered vehicle's license plate(s). Motorcycle areas will not be provided in all area reserved lots; however, motorcycles will be allowed to park in these lots with the proper ~~decal ePermit~~. Area reserved ~~permission ePermit~~ holders should overflow to ~~designated overflow commuter lots or as instructed by entry station personnel~~ if all available area reserved spaces in their assigned lot are taken. Area reserved parking is reserved from 7:30 A.M.

to 5:30 P.M., Monday through Friday, unless otherwise indicated. Faculty and staff with reserved permissions may park in commuter lots but not residence hall lots, including summer sessions.

6. Garage Parking

Spaces are provided in the Flint Ave. Parking Facility for faculty, staff and students. Both reserved and area reserved permissions ePermits are provided for faculty and staff on a limited basis. A limited number of student ePermits permissions are available on a first-come first-served basis. All ePermits permissions will be issued according to the guidelines set forth above. Garage reserved and area reserved parking is reserved from ~~7:30 A.M. Monday to 5:30 P.M. Friday~~ 24 hours daily when class is in session, unless otherwise indicated. Oversized vehicles which cannot park in the garage without impeding the flow of traffic or affecting the ability of vehicles to park near them will be assigned to other lots as determined by the Managing Director of University Parking Services.

7. Disability Parking

Persons with disabilities may be issued disability access parking permissions designed to assist them in campus mobility. Parking in spaces reserved for persons with disabilities requires the correct TTU decal and the appropriate state-issued placard or license plate. General rules for vehicle registration still apply; refer to Section VI.E.1 in the main section of the Regulations. Vehicles displaying valid TTU disability decals must park in designated disability spaces. If all disability spaces in a lot are taken, the vehicle may be parked only in the following areas, which are listed in priority order:

- a. Visitor space
- b. Time limit space
- c. Area Reserved space

8. Motorcycle Parking

- a. Motorcycle ~~permissions~~ ePermits allow parking of motorcycles or mopeds in designated two-wheel areas. ~~Decals must be permanently affixed to the top of the front headlight, front fender, or shock absorbers. Decals will not be issued for motorcycle parking areas. Parking permissions for motorcycle parking will be associated with the registered vehicle's license plate.~~ Motorcycles are not permitted on the interior of the campus unless registered by a faculty or staff member who parks in a reserved or area reserved parking space. Mopeds and motorcycles may not park in bicycle racks.
- b. Motorcycles and mopeds must be parked in areas designated for parking of such vehicles. Motorcycles and mopeds are not permitted to park in time limit areas unless they display have a current reserved or area reserved ~~permission~~ ePermit.
- c. Scooters that are not required by state law to obtain vehicle registration and inspection are not required to obtain a parking ~~permission~~ ePermit and are not allowed to park in motorcycle or vehicle parking spaces. Individuals operating such scooters on campus must adhere to the regulations pertaining to bicycles.

9. Summer School Parking

- a. Summer school ~~permissions~~ ePermits are issued following the same guidelines previously defined for commuter parking.
- b. ~~Students attending summer school~~ Drivers who have a valid summer school parking ~~permission~~ ePermit may utilize residence hall and commuter parking lots.

F. Texas Tech University Health Sciences Center Permits

1. Persons who hold Health Sciences Center registration decals and are assigned to that campus' Reserved or Area Reserved spaces may also park on the University campus in Visitor, Time Limit and Park and Pay spaces. TTUHSC employees must ensure their current vehicle registration information is on file with the TTUHSC Parking Services office. Enforcement of TTUHSC parking on campus will be done by license plate and a

citation may be issued if the vehicle is not properly registered. University Reserved and Area Reserved ~~ePermits~~ permissions will be honored in Health Sciences Center Patient and Visitor parking spaces. Parking is restricted to use in the individual's capacity as an employee which does not include attending class as a student. Use of Health Sciences Center decals by University employees is not allowed.

2. Persons who hold Health Sciences Center registration decals and are assigned to that campus' student parking may also park on the University campus in any commuter lot. TTUHSC students must ensure their current vehicle registration information is on file with the TTUHSC Parking Services office. Enforcement of TTUHSC parking on campus will be done by license plate and a citation may be issued if the vehicle is not properly registered.
3. Persons who hold University commuter and residence hall ~~ePermits~~ permissions may also park in Health Sciences Center student parking. The TTUHSC student parking is controlled with a decal rather than license plate. A decal is available in the University Parking Services office for University parking ~~ePermit~~ permissions holders who also need to park at the TTUHSC. This decal is available at no additional cost.

G. Metered Parking

Certain lots are controlled by parking permissions until 8:00 P.M.; for those who don't already have a parking permission, an hourly decal is available at an adjacent pay station. Other TTU parking permissions are not honored in these areas prior to 5:30 P.M. Signage should be carefully observed, as some spaces remain reserved after 5:30 P.M. Park and Pay spaces will be managed according to TTU OP78.06.

H. Visitor and Time Limit Parking

1. Visitors are welcome to the campus and special parking areas are set aside for them. Visitor ~~permissions~~ ~~ePermits~~ are required throughout the University campus during the hours of 7:30 A.M. to 8:00P.M., Monday through Friday, excluding University holidays. Visitor permissions may be obtained at any entry station.
  - a. Visitors' motor vehicles parked in areas not designated for visitor parking are subject to receiving a campus citation and being impounded at the owner's expense.
  - b. Use of outdated or altered visitor ~~permission~~ ~~ePermit~~ is prohibited.
  - c. There are charges for parking in visitor areas. Notification will be posted at the entrances to these lots. The fee for parking in these lots can be found in the current *Parking Fees and Refunds Schedule*.
  - d. Departments wishing to purchase parking for visitors to campus may do so by contacting the Manager of Event and Guest Relations at University Parking Services to obtain a pre-paid parking ~~permissions~~ decals or ePermits.
2. Designated time limit parking areas are enforced from 7:30 A.M. to 5:30 P.M., Monday through Friday, unless otherwise posted.

I. Service and Vendor Vehicle Parking

It is recognized that university and contractor/vendor vehicles are required to transport personnel and materials to work sites on the campus. While it is not the intent of these regulations to hinder workers in the performance of their duties, property damage and unsafe conditions frequently occur on campus as a result of drivers ignoring parking regulations. Service and contractor/vendor motor vehicles found to be blocking a street or creating a hazard may be cited and impounded.

1. Service Vehicle Parking
  - a. Small utility vehicles operated on campus must comply with University OP 80.07 "Vehicle Fleet Management Program". Designated service vehicle parking areas are enforced 24 hours, daily, unless otherwise posted.
  - b. Movement of heavy equipment and supplies to buildings will be accomplished from

the street or service drive, if possible. If not possible, the individual responsible for moving, loading, hauling, etc., will contact the Grounds Maintenance Department to obtain routing information to ensure protection of lawns, sidewalks, bricked areas, ramps, sprinkler systems, etc.

- c. Parking partially in the street and partially on a walk/curb is prohibited. Vehicles will be parked parallel and adjacent to the curb if street parking is necessary.
  - d. Damage resulting from vehicles traversing lawns, sidewalks, bricked areas, etc., will be repaired by Grounds Maintenance. All repair costs will be charged to the university department or vendor/ contractor responsible for such damage if circumstances warrant.
  - e. Blocking doorways, sidewalks, disability access, and fire lanes is prohibited.
  - f. University service vehicles may be parked only in the following areas, which are listed in priority order:
    - i. Service area/drive (must be used if the building has one)
    - ii. Time limit space
    - iii. Visitor space
    - iv. On-street where not bicycle lane is present (coordination with parking enforcement required)
2. Vendor Parking
- Vendor vehicles and delivery vehicles will be directed to the appropriate service area or drive by entry station or parking enforcement personnel. Vendor vehicles may be parked only in the following areas which are listed in priority order (depending on the access granted by the parking permission ePermit):
- a. Service area or service drive MUST be used if the building has one.
  - b. Time limit space
  - c. Visitor space
  - d. On-street parking where no bicycle lane is present.
3. Construction Contractor Parking
- a. Parking space for construction contractor vehicles will be designated by the Managing Director of University Parking Services or by the contracting department (i.e., Building Maintenance, Grounds Maintenance, etc.) on the University campus.
  - b. Construction contractor vehicles will be registered and obtain an ePermit display a decal, issued by University Parking Services, on each vehicle which is parked on University property.

## VII. Bus Service

The University provides a bus service to assist persons with their on-campus transportation needs. Bus service is provided Monday through Friday when school is in session. Limited service is available on the weekends. Buses are kneeling and lift-equipped to accommodate persons with disabilities. Additional information about hours of operation and routes is available in the Student Government Association office or website at [www.sga.ttu.edu](http://www.sga.ttu.edu).

## VIII. Bicycles

- A. Bicycles should must be parked in racks at all times. Use of shrubs, trees, or any architectural structures to secure bicycles is prohibited. Bicycles are not permitted in Texas Tech academic or administrative buildings. Any bicycle found in violation of this subsection may be impounded. The normal impoundment fee is \$40.00. THE IMPOUNDMENT FEE DOES NOT INCLUDE THE COST OF THE CITATION OR ANY APPLICABLE STORAGE FEES. (See Section IX)

- B. No person shall operate a bicycle or any other vehicle upon a sidewalk or sidewalk area except those vehicles expressly designed for the transport of persons with disabilities and bicycles operated by officers of the Texas Tech Police Department when necessary to fulfill their lawful duties. Bicycles operating on a shared-use pathway must yield right of way to pedestrians and operate at a speed and in a manner consistent with public safety.
- C. Bicycle registration is encouraged and conducted free of charge at the University Parking Services website or office.
- D. Any bicycle or locking device not removed from campus at the end of the Spring Semester may be considered abandoned and may be properly disposed of through Property Inventory. A bicycle is considered abandoned when it has not been operated for 30 days. Abandonment impounds are conducted once a year 30-45 days after the end of the spring semester.

#### IX. Enforcement, Violations, and Sanctions

- A. Parking is governed by markers and traffic signs. Parking is permitted only in areas clearly identified for parking.
- B. The absence of "No Parking" signs does not imply that parking is allowed. Street parking is prohibited except where signs indicate parking is permitted.
- C. All curb ramps on campus are part of accessible routes for disabled persons. Blocking of any ramp is not permitted.
- D. The following illegal parking acts may result in a citation being issued:

	Violation	Fine
**1.	Parking in non-designated areas.	\$25.00
2.	Decal not properly installed / License plate not visible	10.00
**3.	Parking in a fire lane.	50.00
4.	Failure to remove expired decal(s).	20.00
**5.	Parking in a no parking or tow away zone.	25.00
**6.	Parking in service vehicle spaces, service drives, or access drives.	20.00
**7.	Unauthorized parking in reserved parking spaces.	50.00
**8.	Obstructing traffic, street, sidewalk, crosswalk, driveway, trash container, building entrance or exit.	25.00
**9.	Parking overtime in a time limit zone.	20.00
**10.	Parking a bicycle in violation of these regulations.	10.00
11.	Parking a motor vehicle beyond the lines of a parking space.	20.00
13.	Parking on wrong side of street facing oncoming traffic.	20.00
**14.	Parking without a valid permission.	25.00
**15.	Parking a motor vehicle upon any unmarked (including turf) or unimproved ground which has not been designated for parking.	75.00
**16.	Parking in a space or area designated for persons with disabilities without the proper insignia.	200.00
**17.	Blocking an access ramp or curb cut designed to aid persons with disabilities.	200.00
**18.	Display or use of a lost, stolen, forged, revoked, or altered decal or license plate. Such violation may result in the responsible party/parties being referred to the appropriate office for disciplinary action which may	Up to 200.00

- include loss of parking privileges for the remainder of the academic year.
- |   |       |
|---|-------|
| **19. Other parking violations as defined on the face of the citation.                                      | 20.00 |
| 20. Failure to <del>display transferable decal</del> / <u>update license plate / transfer permission(s)</u> | 10.00 |
| 21. Failure to pay Pay Station.   | 20.00 |
- \*\*Impoundable Offenses

E. In the state of Texas, motorcycles, mopeds, and bicycles are subject to the same rules and regulations as automobiles. Operators are subject to a moving violation, to be adjudicated in a court of competent jurisdiction as provided in the Texas Education Code, Article 51.208, for failing to comply with Texas Motor Vehicle Laws and these Regulations. Examples of the most common bicycle violations are:

1. Riding on sidewalks or other prohibited areas
2. Failing to stop at stop signs and red lights
3. Failing to yield right-of-way to pedestrians in crosswalks
4. Operating bicycle without proper lights and reflectors when required
5. Failing to drive on the right side of the roadway

**The maximum fine for violation of these STATE LAWS is \$200.00.**

F. Moving Violations

1. All the general and criminal laws of the state are declared to be in full force and effect within the areas under the control and jurisdiction of the state institutions of higher education of this state, Article 51.201, Texas Education Code. All violations as set forth above may be adjudicated in a court of competent jurisdiction as provided in the Texas Education Code, Article 51.208.
2. It shall be unlawful for any person to drive, operate, push, park, or leave standing a motor vehicle on any area of the campus not designated for driving such a motor vehicle.
3. It shall be unlawful for any person to drive by, through or beyond a barricade or roadblock that is lawfully erected.
4. No person shall willfully fail or refuse to comply with any lawful order or direction of any police officer vested by law with authority to direct, control, or regulate traffic.

G. Resolving Citations

Citations for parking violations may be resolved in one of the following ways:

1. Pay the stated fee for each citation. If payment is not received within ten (10) calendar days, an additional \$5.00 charge will be assessed. Citation payment information can be found on the University Parking Services website at [www.parking.ttu.edu](http://www.parking.ttu.edu).
2. Appeal the citation in writing, within ten (10) calendar days of the alleged violation, through the individual designated as the supervisor of parking appeals for University violations. Citation appeals must be submitted on line. Appeal information can be found at [www.parking.ttu.edu](http://www.parking.ttu.edu). For those who do not have access to the internet, appeals terminals are available at University Parking Services.
3. The President shall provide equitable and efficient appeals processes through the establishment of Parking Violation Appeals Committees. Written appeals will be provided to the appropriate Appeals Committee when there is a significant dispute over facts or major extenuating circumstances. A final appeals hearing may be provided should an individual wish to contest the findings of the Parking Violation Appeals Committee. The Hearings Officer will be appointed each year by the Law School Student Bar Association. Individuals appearing before the Hearings Officer must bring any supporting documentation and a copy of the current rules and regulations. The decision of the Hearings Officer is final and no further appeals will be provided.



4. After a period of ten (10) days from the date of issuance of the citation or from the date of final determination of an appealed citation, citations not resolved through University Parking Services will be overdue. Overdue citations may subject the permit holder's motor vehicle(s) to impoundment and removal of the parking permit(s). Overdue citations may be applied to a student's tuition statement if they remain unresolved or may result in restriction of subsequent academic registration and withholding of a student's transcript until such time as the obligation is satisfied. Parking and these restricted services may be restored when all overdue citations have been resolved. At the discretion of Texas Tech, overdue citations may be adjudicated in a court of competent jurisdiction in accordance with Article 51.208 of the Texas Education Code.
- H. Notice of violation for motor vehicles without permits and returned notices of violation will be sent to the address on file with the Texas Department of Transportation, Division of Motor Vehicles.
- I. Six valid violations of the Traffic and Parking Regulations within the academic year or summer term may result in vehicle impoundment and/or revocation of the individual's parking privileges for a period of 90 days. If, at the end of the 90 days the individual's parking privileges are restored, a single violation of the Regulations may result in permanent revocation for the academic year or summer term.
  1. All citations must be resolved before any parking privileges are restored.
  2. The revocation period shall commence with the return of the registration decal(s) to University Parking Services and/or cancellation of the parking permission.
- J. Impounding Vehicles
  1. Vehicles belonging to individuals with ten or more valid violations of the Traffic and Parking Regulations are subject to impoundment on each subsequent violation, regardless of the type of violation.
  2. Impoundment may be accomplished either by towing or through immobilization by use of an auto boot.
  3. When a vehicle has been impounded it will be necessary for the operator of the vehicle to contact the Texas Tech parking dispatcher for release. Prior to the release of the impounded vehicle, satisfactory arrangements for payment shall be made.
    - a. The impoundment fee for towed vehicles will be a \$15 administrative fee plus the amount charged by the towing company. This amount may vary depending on the vehicle impounded and the current wrecker service contract. Current impoundment charges can be found at the University Parking Services office or web site.
    - b. The impoundment fee for booted vehicles will be \$40.
    - c. **THE IMPOUNDMENT FEE DOES NOT INCLUDE THE COST OF THE CITATION.**
    - d. Vehicles impounded will be charged storage at the rate of \$6.00 per day, including tax, commencing 72 hours after impoundment.
    - e. The maximum storage fee to be charged is \$130.00 per month, including tax.
  4. If the owner or driver of a motor vehicle to be impounded arrives before impoundment has begun, the vehicle will not be impounded. If the owner or driver arrives after impoundment has begun, the vehicle will not be impounded if the driver opts to pay the tow truck driver the impoundment fee less the \$15 administrative fee (payable in a manner acceptable to the towing company) in lieu of impoundment.
  5. If a motor vehicle or bicycle is parked on Texas Tech property and is not moved for a period of 30 days, Texas Tech may deem the same to be abandoned. Abandoned motor vehicles or bicycles may be impounded and disposed of in the manner prescribed by law. This includes those motor vehicles which have a valid registration permit.
  6. No personal property or vehicles (including boats, trailers, motor homes, etc.) shall be permitted to be stored or parked on the campus without permission from University

Parking Services. Such property or vehicles are subject to impoundment.

7. A motor vehicle parked on Texas Tech property will be subject to impoundment if any of the following apply:
  - a. It does not have attached to it an unexpired license plate and a valid vehicle inspection certificate as required by state in which it is registered.
  - b. It is inoperable and has remained inoperable for more than 14 (fourteen) consecutive days.

Texas Tech University Parking Fees FY 2010 - FY 2012				
	Current Number of Spaces	FY 2010	FY 2011	FY 2012
<b>SURFACE PARKING</b>				
Visitor Space	1,181	FREE	FREE	FREE
Visitor/Metered Space	395	1.25	\$1.25	\$1.50
Faculty/Staff – Surface Space Res.	277	\$744	\$744	\$779
Faculty/Staff – Surface Area Res.	4,175	\$216	\$216	\$229
Student – Surface Commuter North	1,463	\$108	\$108	\$142
Student – Surface Commuter West	3,029	\$108	\$108	\$124
Student – Surface Commuter Satellite	1,703	\$39	\$39	\$39
Student – Surface Residence Hall	4,211	\$195	\$195	\$230
Summer Student - Surface	5,000	\$65	\$65	\$76.50
Two-Wheel	100	\$72	\$72	\$76
<b>GARAGE PARKING</b>				
Visitor/Metered Space	212	\$1.25	\$1.25	\$1.50
Faculty/Staff – Garage Space Res.	35	\$960	\$960	\$1,134
Faculty/Staff – Garage Area Res.	141	\$432	\$432	\$584
Student - Garage Area Res.	385	\$390	\$390	\$585
Summer Student - Garage	385	\$130	\$130	\$195
Potential Leased Garage	1,000			\$124

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER – STUDENT FEES  
Effective Beginning Fall Semester, 2011  
**Summary of Changes**

(A) School of Allied Health Sciences, Graduate School of Biomedical Sciences, School of Nursing, and School of Pharmacy – Non-Resident Students

The tuition rate for non-resident students, including United State Citizens and Foreign students, will increase from \$360 per semester credit hour to \$363 per semester credit hour with no maximum as determined by the Texas Higher Education Coordinating Board.

(B) Institutional Tuition

In accordance with Texas Education Code, Section 54.0513, the Office of Student Business Services via the Executive Vice President for Finance and Administration recommends that Institutional Tuition (Designated Tuition) be increased from \$105 per semester credit hour to \$120 per semester credit hour for students enrolled in the School of Allied Health Sciences and the School of Nursing, an increase from \$63 per semester credit hour to \$75 per semester credit hour for students enrolled in the Graduate School of Biomedical Sciences, an increase from \$135 per semester credit hour to \$160 per semester credit hour for students enrolled in the School of Pharmacy, and from \$6,000 annual rate to \$7,000 annual rate for students enrolled in the Schools of Medicine. The revenue generated from this increase will be used for need-based student financial aid, to recruit and retain qualified faculty and staff, and for general operating expenses.

(C) Record Processing Fee

The Office of the Registrar via the Senior Vice President for Academic Affairs recommends that the Record Processing Fee be increased from \$5 flat fee per semester to \$10 flat fee per semester. The annual rate for students enrolled in the Schools of Medicine will increase from \$12.50 to \$25.00. The increase is necessary to cover increased maintenance and operation costs including postage and staff processing costs due to increased enrollment.

The fee was established in Fall 2002 and has not increased since the inception date.

(D) Screening and Immunization Fee

The Council of Deans via the Senior Vice President for Academic Affairs recommends the establishment of a Screening and Immunization Fee of \$50 to be assessed to all TTUHSC students during the Fall semester of enrollment. This fee is necessary to cover the costs of TB screens and any necessary follow-ups, annual flu vaccine administration cost, needle stick screening, and various other related costs.

(E) Graduation Fee

The Office of Student Services via the Senior Vice President for Academic Affairs recommends that the Graduation Fee be increased from \$35 to \$50 for undergraduate students, from \$50 to \$65 for graduate students, and from \$50 to \$75 for doctoral students. The increase is necessary to cover increased costs of commencement, including regalia. The graduation fee has not been increased since Fall 1997.

(F) School of Pharmacy

1. Application Fee – School of Pharmacy

The School of Pharmacy recommends the establishment of an application fee of \$175 for students applying to the joint Pharm.D./MBA Program.

2. Clinical Simulation Center – School of Pharmacy

The School of Pharmacy recommends an increase in the Clinical Simulation Center from \$75 assessed to 1<sup>st</sup> year students in the spring semester and to 2<sup>nd</sup> year students in both the fall and spring semesters to \$100 per applicable course. The increase is necessary to cover the costs of supplies, equipment, staff, information technology, maintenance and other operational expenses related to simulation education.

3. Drug Information Center

The School of Pharmacy recommends an increase in the Drug Information Center Fee from \$155 to \$160. This fee is only assessed in the Fall semester.

4. Outcomes Assessment Fee

The School of Pharmacy recommends an increase in the Outcomes Assessment Fee from \$60 to \$175. This fee is only assessed in the Spring semester. This increase is necessary to cover increased costs of national tests.

5. Orientation Fee

The School of Pharmacy recommends the establishment of an Orientation Fee of \$50 to be assessed during the fall semester to incoming 1<sup>st</sup> year students. This fee is necessary to cover costs necessary for new student orientation including maintenance and operations and food and entertainment.

6. Transportation Fee

The School of Pharmacy recommends the elimination of the Transportation Fee of \$122 assessed to students during the Fall semester of enrollment.

(1) TUITION

Statutory Tuition:

Residents of Texas (all schools except Medicine): \$50.00 per semester credit hour

Non-Resident Students, United States Citizens and Foreign Students (all schools except Medicine): \$363.00 per semester credit hour

The President of Texas Tech University Health Sciences Center is authorized, in accordance with state statutes, to establish non-resident tuition at the rate determined by the Texas Higher Education Coordinating Board.

Residents of Texas-School of Medicine: \$6,550.00 annual rate

Non-Resident Students, United States Citizens and Foreign Students-School of Medicine: \$19,650.00 annual rate

Board Authorized Tuition:

School of Allied Health Sciences: \$50.00 per semester credit hour

School of Nursing: \$50.00 per semester credit hour

School of Pharmacy: \$100.00 per semester credit hour

Institutional Tuition (Designated):

School of Allied Health Sciences: \$120.00 per semester credit hour

Graduate School of Biomedical Sciences: \$75.00 per semester credit hour

Schools of Medicine: \$7,000.00 annual rate

School of Nursing: \$120.00 per semester credit hour

School of Pharmacy: \$160.00 per semester credit hour

(2) OTHER FEES, CHARGES, RATES OR RENTALS

Application Fee	- Allied Health Sciences	35.00
	- Graduate School of Biomedical Sciences	45.00
	- Medicine	50.00
	- Nursing (including Special Students)	40.00
	Late Application Fee	25.00
(F)	- Pharmacy (Pharm.D.)	100.00
	- Pharmacy (Pharm.D./MBA Program)	175.00
Auditing (per class)	Students enrolled in 11 semester credit hours or less	
	- Allied Health Sciences, Graduate School of Biomedical Sciences, and Nursing	10.00
Clinical Simulation Center	- Nursing – (per clinical course)	125.00
	- Medicine (Annual)	500.00
(F)	- Pharmacy - 1 <sup>st</sup> year spring only (per applicable course)	100.00
Computer Usage Fee	- Paul L Foster School of Medicine (Annual)	250.00
Course Fees (per course)	Not less than \$3 per course, but not more than \$45, except that the fee shall not exceed, in general, the cost of the materials or services directly associated	
***		

	with the course – not including the faculty salaries. The fee established for individual courses shall be determined by the Administration.	
	- Allied Health Sciences, Graduate School of Biomedical Sciences, Nursing, Medicine and Pharmacy	Min. 3.00 Max. 45.00
Drug Information Center (F)	- Pharmacy (fall semester)	160.00
ETD Processing Fee	- Masters and Doctoral	50.00
Graduation Fee (E)	- Undergraduate	50.00
	- Graduate	65.00
	- Doctoral	75.00
I.D. Card Maintenance Fee	- Allied Health Sciences, Graduate School of Biomedical Sciences, Nursing and Pharmacy (per semester)	5.00
	- Medicine (Annual)	12.50
I.D. Card Replacement Fee (per occurrence)	- All Schools	10.00
Information Technology Fee ***	- Allied Health Sciences, Graduate School of Biomedical Sciences, Nursing and Pharmacy (Per credit hour)	10.00
	- Medicine (Annual)	240.00
(2)	<u>OTHER FEES, CHARGES, RATES OR RENTAL</u>	
Installment Option Fee	- Allied Health Sciences, Nursing, Graduate School of Biomedical Sciences, Medicine, and Pharmacy	\$25/Student/Semester
International Education Fee	- Allied Health Sciences, Graduate School of Biomedical Sciences, Nursing and Pharmacy (per semester)	4.00
	- Medicine (Annual)	10.00
International Student Fee (non-immigrant international students only)	- Allied Health Sciences, Graduate School of Biomedical Sciences, Nursing, and Pharmacy (per semester, per summer session \$25)	50.00
	- Medicine (Annual)	100.00
Laboratory Fees	- Per laboratory section; not less than \$2 per section, but not more than \$30, except that the fee shall not exceed, in general, the cost of operating the laboratory not including personnel and equipment costs. The fee established for individual laboratory courses shall be determined and approved under a policy by the Administration.	
	- Allied Health Sciences, Graduate School of Biomedical Sciences, and Pharmacy	30.00
	- Medicine (per year) first and second year Students	32.00

Late Charges on Loans	- All Schools	25.00
Late Payment Fee	- All Schools	50.00/billing
Late Registration Fee	- All Schools	50.00
Library Charges	- Overdue Items	.50/day; maximum of 50.00
	- Lost Items	25.00 processing fee, plus actual cost of material
	- Interlibrary Loan	
	Per item borrowed (book, photocopy or AV)	4.00
	Per item – Rush	10.00
	Per item – Overnight Delivery	15.00
	- Intralibrary Loan	
	Books	No Charge
	Photocopies	.10-.25/page; maximum of 4.00
	Audiovisuals	2.00/item
	(Some ILL items may be subject to additional royalty fees as assessed by Copyright Compliance Center.)	
	- Laser Print	.10/page
	Color Laser Print	.25/page
Long Term Disability Insurance *	- Medicine (Annual)	40.00
(2) <u>OTHER FEES, CHARGES, RATES, OR RENTALS</u>		
Malpractice Insurance *	- Allied Health Sciences	14.50
	Physician Assistant Program	61.00
	- Nursing	17.00
	Nurse Practitioner Students	61.00
	- Pharmacy	17.00
	- Medicine	25.00
Medical Services Fee ****	- Allied Health Sciences, Graduate School of Biomedical Sciences, Nursing and Pharmacy (fall and spring, four or more semester credit hours)	70.00
	(summer terms)	35.00
	- Medicine (Annual)	175.00
Microscope and Educational Materials Fee	- Allied Health Sciences (CLS Juniors and Seniors)	50.00
	- Medicine (first and second year students)	60.00
	- Paul L Foster School of Medicine (1 <sup>st</sup> and 2 <sup>nd</sup> year)	100.00
NBME Testing Program Support Fee	- Medicine (first and second year students)	180.00
	- Medicine (third year students)	90.00
Orientation Fee (F)	- All Schools	50.00
Outcomes Assessment Fee (F)	- School of Pharmacy (spring semester)	175.00
Placement Guarantee Fee	Collected upon acceptance of admission	
	- Allied Health Sciences, Graduate School of Biomedical Sciences, and Nursing	50.00
	- Medicine and Pharmacy	100.00



Post Census Day Matriculation Fee	- Allied Health Sciences, Graduate School of Biomedical Sciences, Nursing, Pharmacy, and Medicine	200.00
Progressions Fee	- Nursing	40.00
Record Processing Fee (C)	- Allied Health Sciences, Nursing, Pharmacy, and Graduate School of Biomedical Sciences (Per semester)	10.00
	- Medicine (Annual)	25.00
Recreation Center Fee ***	- Allied Health Sciences, Graduate School of Biomedical Sciences, Nursing, and Pharmacy (fall and spring, four or more semester credit hours)	75.00
	(fall and spring, less than four semester credit hours)	40.00
	(summer terms)	37.50
	- Medicine (Annual)	187.50
Returned Check Charges	- All Schools	30.00
(2) <u>OTHER FEES, CHARGES, RATES, OR RENTALS</u>		
Screening and Immunization Fee (D)	- All Schools (Fall Semester)	50.00
Special Course Fees **	- All Schools	Variable; based on costs to provide instruction
Standardized Patient Fee	- Nursing (per applicable course)	150.00
Standardized Testing Fee	- Nursing (per applicable course)	Min. 19.00 Max. 35.00
Student Athletic Fee	- Allied Health Sciences, Graduate School of Biomedical Sciences, Nursing and Pharmacy (fall and spring)	52.00
	- Medicine (Annual)	104.00
Student Services Fee *****	- Allied Health Sciences, Graduate School of Biomedical Sciences, Nursing and Pharmacy (7 or more semester credit hours)	132.00
	(6 or less semester credit hours)	66.00
	- Medicine (Annual)	330.00
Student Union Fee	- Allied Health Sciences, Nursing, Pharmacy, and Graduate School of Biomedical Sciences (Per semester)	5.00
	- Medicine (Annual)	12.50
Validation Fee	- Nursing (Charged on all graduate Assessment courses)	100.00

\* The Board of Regents has previously authorized the President of TTUHSC to increase or decrease Malpractice Insurance Fees for students in each of the schools and the School of Medicine Long Term Disability Insurance Fee as necessary to respond to changes in the cost of providing the insurance coverage. The schools seek only to recoup the cost of providing the coverage.

\*\* The Board of Regents has previously authorized the President and the Executive Vice President of TTUHSC to fix special course fees for credit courses and fees for non-credit courses, workshops, seminars and other meetings.

\*\*\* Waivers for Teaching Assistants, Research Assistants, Graduate Assistants, and Graduate Part-Time Instructors per Board of Regents' approval December 15, 2000. Fees included in the waiver are Course Fees, Student Union Fee, Recreation Center Fee, Student Services Fee, Student Athletic Fee, and Information Technology Fee.

\*\*\*\* On August 11, 2000, the Board of Regents approved waivers of the Medical Services fee for Texas Tech University System benefits eligible employees enrolled as students.

\*\*\*\*\* The Board of Regents authorizes the waiver of fees providing the same service or facility access for students concurrently enrolled at TTU and TTUHSC. Fees included in the waiver are Recreation Center Fee, Student Athletic Fee, Student Services Fee, Medical Services Fee, and ID Card Maintenance Fee.

\*\*\*\*\* The Board of Regents previously authorized the President of TTUHSC to approve the assessment of additional tuition at a rate not to exceed the maximum allowed by law, Texas Education Code, Section 54.008, per semester credit hour for students enrolled in graduate and professional program courses in the Schools of Allied Health Sciences, Graduate School of Biomedical Sciences, Nursing, and Pharmacy.

TTUHSC  
Schedule of Typical Tuition and Fees

	Allied Health (Graduate) (15 Hours)		Graduate (9 Hours)		Medicine 1st Year		Paul Foster School of Medicine 1st Year		Nursing (Undergraduate) (15 Hours)		Pharmacy (19 Hours)	
	FY 11	Proposed FY 12	FY 11	Proposed FY 12	FY 11	Proposed FY 12	FY 11	Proposed FY 12	FY 11	Proposed FY 12	FY 11	Proposed FY 12
Tuition	750.00	750.00	450.00	450.00	6,550.00	6,550.00	6,550.00	6,550.00	750.00	750.00	950.00	950.00
Graduate Tuition	750.00	750.00									1,900.00	1,900.00
Institutional Tuition	1,575.00	1,800.00	567.00	675.00	6,000.00	7,000.00	6,000.00	7,000.00	1,575.00	1,800.00	2,565.00	3,040.00
Total Tuition	3,075.00	3,300.00	1,017.00	1,125.00	12,550.00	13,550.00	12,550.00	13,550.00	2,325.00	2,550.00	5,415.00	5,890.00
Student Services Fee	132.00	132.00	132.00	132.00	330.00	330.00	330.00	330.00	132.00	132.00	132.00	132.00
Medical Services Fee	70.00	70.00	70.00	70.00	175.00	175.00	175.00	175.00	70.00	70.00	70.00	70.00
Student Athletic Fee	52.00	52.00	52.00	52.00	104.00	104.00			52.00	52.00		
Recreation Center Fee	75.00	75.00	75.00	75.00	187.50	187.50			75.00	75.00		
Identification Card Fee	5.00	5.00	5.00	5.00	12.50	12.50	12.50	12.50	5.00	5.00	5.00	5.00
Information Technology Fee	150.00	150.00	90.00	90.00	240.00	240.00	240.00	240.00	150.00	150.00	190.00	190.00
Student Union Fee	5.00	5.00	5.00	5.00	12.50	12.50	12.50	12.50	5.00	5.00		
Record Processing Fee	5.00	10.00	5.00	10.00	25.00	25.00	25.00	25.00	5.00	10.00	5.00	10.00
Student Malpractice Insurance	14.50	14.50			40.00	40.00	40.00	40.00	17.00	17.00	17.00	17.00
Long-Term Disability Insurance					32.00	32.00						
Laboratory Fee					60.00	60.00	100.00	100.00				
Microscope and Educational Materials Fee	50.00	50.00			180.00	180.00	180.00	180.00				
NBME Testing Program Support Fee												
Course Fees	125.00	125.00	65.00	65.00					125.00	125.00	375.00	375.00
Drug Information Fee											155.00	160.00
International Education Fee	4.00	4.00	4.00	4.00	10.00	10.00	10.00	10.00	4.00	4.00	4.00	4.00
Clinical Simulation Center Fee					500.00	500.00	500.00	500.00	375.00	375.00	75.00	100.00
Computer Usage Fee (previously Laptop Fee)							250.00	250.00				
Transportation Fee												
Screening and Immunization Fee		50.00		50.00		50.00		50.00		50.00	122.00	50.00
Total Fees	687.50	742.50	503.00	558.00	1,921.00	1,951.50	1,919.50	1,950.00	1,015.00	1,070.00	1,150.00	1,113.00
Total Tuition and Fees	3,762.50	4,042.50	1,520.00	1,683.00	14,471.00	15,501.50	14,469.50	15,500.00	3,340.00	3,620.00	6,565.00	7,003.00
Percentage Increase												
Tuition	****	7.32%	****	10.62%	****	7.97%	****	7.97%	****	9.68%	****	8.77%
Fees	****	8.00%	****	10.93%	****	1.59%	****	1.59%	****	5.42%	****	-3.22%
Totals	****	7.44%	****	10.72%	****	7.12%	****	7.12%	****	8.38%	****	6.67%

TTUHSC  
Schedule of Typical Tuition and Fees

	FY 11	Proposed FY 2012	% Increase
School of Allied Health Sciences	3,762.50	4,042.50	7.44%
Graduate School of Biomedical Sciences	1,520.00	1,683.00	10.72%
School of Medicine - Annual Billing	14,471.00	15,501.50	7.12%
Paul Foster School of Medicine - Annual Billing	14,469.50	15,500.00	7.12%
School of Nursing	3,340.00	3,620.00	8.38%
School of Pharmacy	6,565.00	7,003.00	6.67%

Typical Tuition and Fees  
2011-2012

	Allied Health Sciences Graduate (15 SCH)	Biomedical Sciences (9 SCH)	Medicine Annual	Nursing Undergraduate (15 SCH)	Pharmacy (19 SCH)
Texas Tech University Health Sciences Center	4,042.50	1,683.00	15,501.50	3,620.00	7,003.00
Paul Foster School of Medicine			15,500.00		
UT Medical Branch - Galveston	4,519.35	1,978.91	15,805.00	3,579.85	
UT Southwestern - Dallas	3,866.16	2,413.66	16,640.00		
UT - San Antonio	4,314.50	1,790.00	16,855.00	3,679.50	
UT - Houston		1,458.84	14,509.16	3,231.34	
Texas A&M		2,807.46	16,077.56	4,657.64	7,337.43
University of North Texas		1,569.00	16,300.00		
UT - Austin					
University of Houston					7,640.00
					9,458.47

**XVII. Parking Fees and Refunds - Texas Tech University Health Sciences Center**

2011-2012 Rates Through	Faculty/Staff Reserved Space		Faculty/Staff Area Reserved		Two-Wheeler	
	12 months		12 months		12 months	
	Cost	Refund	Cost	Refund	Cost	Refund
Sep. 30	\$504.00 <del>\$264.00</del>	\$457.00 <del>\$237.00</del>	\$144.00 <del>\$132.00</del>	\$127.00 <del>\$116.00</del>	\$36.00 <del>\$32.40</del>	\$28.00 <del>\$24.70</del>
Oct. 31	462.00 <del>242.00</del>	415.00 <del>230.00</del>	132.00 <del>121.00</del>	115.00 <del>105.00</del>	33.00 <del>29.70</del>	25.00 <del>22.00</del>
Nov. 30	420.00 <del>220.00</del>	373.00 <del>193.00</del>	120.00 <del>110.00</del>	103.00 <del>94.00</del>	30.00 <del>27.00</del>	22.00 <del>19.30</del>
Dec. 31	378.00 <del>198.00</del>	331.00 <del>171.00</del>	108.00 <del>99.00</del>	91.00 <del>83.00</del>	27.00 <del>24.30</del>	19.00 <del>16.60</del>
Jan. 31	336.00 <del>176.00</del>	289.00 <del>149.00</del>	96.00 <del>88.00</del>	79.00 <del>72.00</del>	24.00 <del>21.60</del>	16.00 <del>13.90</del>
Feb. 28	294.00 <del>154.00</del>	247.00 <del>127.00</del>	84.00 <del>77.00</del>	67.00 <del>61.00</del>	21.00 <del>18.90</del>	13.00 <del>11.20</del>
Mar. 31	252.00 <del>132.00</del>	205.00 <del>105.00</del>	72.00 <del>66.00</del>	55.00 <del>50.00</del>	18.00 <del>16.20</del>	10.00 <del>8.50</del>
Apr. 30	210.00 <del>110.00</del>	163.00 <del>83.00</del>	60.00 <del>55.00</del>	43.00 <del>39.00</del>	15.00 <del>13.50</del>	7.00 <del>5.80</del>
May. 31	168.00 <del>88.00</del>	121.00 <del>61.00</del>	48.00 <del>44.00</del>	31.00 <del>28.00</del>	12.00 <del>10.80</del>	4.00 <del>3.40</del>
Jun. 30	126.00 <del>66.00</del>	79.00 <del>39.00</del>	36.00 <del>33.00</del>	19.00 <del>17.00</del>	9.00 <del>8.10</del>	0.00 <del>0.00</del>
Jul. 31	84.00 <del>44.00</del>	37.00 <del>17.00</del>	24.00 <del>22.00</del>	7.00 <del>6.00</del>	6.00 <del>5.40</del>	0.00 <del>0.00</del>
Aug. 31	42.00 <del>22.00</del>	0.00 <del>0.00</del>	12.00 <del>11.00</del>	0.00 <del>0.00</del>	3.00 <del>2.70</del>	0.00 <del>0.00</del>

2011-2012 Rates Through	Commuter		Commuter		Extended Commuter	
	12 months		9 months		14 months	
	Cost	Refund	Cost	Refund	Cost	Refund
Jul. 31					\$112.00 <del>\$105.00</del>	\$99.00 <del>\$92.50</del>
Aug. 31					104.00 <del>97.50</del>	91.00 <del>86.00</del>
Sep. 30	\$96.00 <del>\$90.00</del>	\$83.00 <del>\$77.50</del>	\$72.00 <del>\$67.50</del>	\$59.00 <del>\$55.00</del>	96.00 <del>90.00</del>	83.00 <del>77.50</del>
Oct. 31	88.00 <del>82.50</del>	75.00 <del>70.00</del>	64.00 <del>60.00</del>	51.00 <del>47.50</del>	88.00 <del>82.50</del>	75.00 <del>70.00</del>
Nov. 30	80.00 <del>75.00</del>	67.00 <del>62.50</del>	56.00 <del>52.50</del>	43.00 <del>40.00</del>	80.00 <del>75.00</del>	67.00 <del>62.50</del>
Dec. 31	72.00 <del>67.50</del>	59.00 <del>55.00</del>	48.00 <del>45.00</del>	35.00 <del>32.50</del>	72.00 <del>67.50</del>	59.00 <del>55.00</del>
Jan. 31	64.00 <del>60.00</del>	51.00 <del>47.50</del>	40.00 <del>37.50</del>	27.00 <del>25.00</del>	64.00 <del>60.00</del>	51.00 <del>47.50</del>
Feb. 28	56.00 <del>52.50</del>	43.00 <del>40.00</del>	32.00 <del>30.00</del>	19.00 <del>17.50</del>	56.00 <del>52.50</del>	43.00 <del>40.00</del>
Mar. 31	48.00 <del>45.00</del>	35.00 <del>32.50</del>	24.00 <del>22.50</del>	11.00 <del>10.00</del>	48.00 <del>45.00</del>	35.00 <del>32.50</del>
Apr. 30	40.00 <del>37.50</del>	27.00 <del>25.00</del>	16.00 <del>15.00</del>	3.00 <del>2.50</del>	40.00 <del>37.50</del>	27.00 <del>25.00</del>
May. 31	32.00 <del>30.00</del>	19.00 <del>17.50</del>	8.00 <del>7.50</del>	0.00 <del>0.00</del>	32.00 <del>30.00</del>	19.00 <del>17.50</del>
Jun. 30	24.00 <del>22.50</del>	11.00 <del>10.00</del>			24.00 <del>22.50</del>	11.00 <del>10.00</del>
Jul. 31	16.00 <del>15.00</del>	3.00 <del>2.50</del>			16.00 <del>15.00</del>	3.00 <del>2.50</del>
Aug. 31	8.00 <del>7.50</del>	0.00 <del>0.00</del>			8.00 <del>7.50</del>	0.00 <del>0.00</del>

Refunds are based on the schedule.

Refunds will not be given unless identifiable remnants of the permit (s) are presented at the time of the refund request.

Additional Permits (after two) \$2.00

Replacement Permits w/identifiable remnants

Non-transferable permit (w/identifiable remnants) \$2.00

Transferable permit – 1 <sup>st</sup> Replacement	\$5.00
Transferable permit – 2 <sup>nd</sup> Replacement	\$10.00
Temporary Permits (Non-Refundable)	
Commuter Area Parking per Week	\$2.00
Faculty/Staff Area Parking per Week	\$3.00
Reserved Space per Week	\$6.00

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER  
TRAFFIC AND PARKING REGULATIONS  
2010-2011-2012

I. Introduction

These regulations are established by Texas Tech University Health Sciences Center in order to facilitate the safe and orderly conduct of business and to provide registered vehicles parking space as conveniently as possible within the limits of space available. Operating a motor vehicle on campus is a privilege and is conditioned, in part, on complying with these rules and regulations.

II. Applicability of State General and Criminal Laws

Section 51.201 of the Texas Education Code provides that: "All the general and criminal laws of the state are declared to be in full force and effect within the areas under the control and jurisdiction of the state institutions of higher education of this state."

III. Authority of Board of Regents to Make Rules and Regulations

Section 51.202 of the Texas Education Code provides as follows: "Rules and Regulations: Penalty—

- A. The governing board or each state institution of higher education, including public junior colleges, may promulgate rules and regulations for the safety and welfare of students, employees, and property, and other rules and regulations it may deem necessary to carry out the provisions of this subchapter and the governance of the institution, providing for the operation and parking of vehicles on the grounds, streets, drives, alleys, and any other institutional property under its control including, but not limited to, the following:
  - 1. limiting the rate of speed;
  - 2. assigning parking spaces and designated parking areas and their use and assessing a charge for parking;
  - 3. prohibiting parking as it deems necessary;
  - 4. removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator; and,
  - 5. instituting a system of registration for vehicle identification, including a reasonable charge.
- B. A person who violates any provision of this subchapter or any rule or regulation promulgated under the authority of this subchapter is guilty of a misdemeanor and on conviction is punishable by a fine of not more than \$200."

IV. The following are the rules and regulations that apply to all of the Health Sciences Center campuses, where applicable, including fee and refund schedules, to be effective for the academic year for students and the entire fiscal year for faculty/staff.

V. General Regulations for Traffic and Parking

- A. Texas Tech is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex, or disability, and that equal opportunity and access to facilities shall be available to all.
- B. Due to the diverse nature of operations between the University and the Health Sciences Center campuses, it is necessary to have certain regulations that pertain to the specific institution; these are submitted separately by each institution. Following are the regulations that apply to Texas Tech as defined in C.1 below.
- C. Definitions
  - 1. The campus is defined as all lands owned, managed, or otherwise controlled by the various Health Sciences Center campuses, herein called "Texas Tech".
  - 2. Impoundment refers to the actual towing of a vehicle or immobilizing a vehicle by means of an "Auto-Boot".



3. A visitor is an individual with no official connection with Texas Tech as a student, faculty, or staff member.
  4. A valid parking space is defined as an area designated on three sides by lines and/or posts, curbs, or other types of barriers for the explicit purpose of parking a motor vehicle.
  5. A shared-use path is a pathway created and signed for the simultaneous use of pedestrians and bicycle traffic.
- D. Texas Tech makes every effort to provide protection for vehicles parking on campus, but cannot assume responsibility for any loss.
- E. The person to whom a vehicle is registered with Texas Tech is responsible for all violations of the parking rules and regulations. If a vehicle is not registered with Texas Tech, and a family member is a currently enrolled student, it shall be presumed that the student is the operator of the vehicle and is responsible for all violations of the parking rules and therefore subject to all Texas Tech traffic rules, policies, and penalties associated with monetary obligations owing Texas Tech.
- F. Pedestrians in crosswalks will be given the right-of-way at all times.
- G. Speed limits on campus are radar and/or lidar enforced.
- H. No person shall drive, cause or permit a vehicle to be driven on Texas Tech property at a speed greater than is reasonable and prudent under the circumstances then existing, but any speed in excess of the posted limits shall be prima facie evidence that the speed is not reasonable and prudent and that it is unlawful:

Speed Limits

1. Campus Streets: Twenty miles per hour, unless otherwise posted.
  2. Parking Lots: Ten miles per hour, unless otherwise posted.
  3. Parking Garages: Five miles per hour, unless otherwise posted.
- I. Inoperable, damaged, or dismantled vehicles are to be reported to the appropriate Parking Services Office as soon as possible. Operators should identify their problem immediately and follow the instructions given.
- J. The campus is restricted for use as described in these regulations. Any vehicle in violation of the regulations or not having a valid Texas Tech registration permit properly displayed may be issued a campus citation.
- K. Skates and Skateboards
- On the campus of Texas Tech (as defined in Section IV.c.(1) of these regulations):
1. No person may skate or use a skateboard
    - a. on or in any University buildings, structures, stairways, elevated sidewalks, access ramps, steps, retaining walls, handrails, malls, benches, fountain areas or other architectural elements;
    - b. on or in planting areas, grass areas or seeded areas;
    - c. on streets open for vehicular traffic;
    - d. where prohibited by sign, by police officer, or where otherwise prohibited by law; or,
    - e. in a manner that is incompatible with the flow of vehicular or pedestrian traffic.
  2. No person may use a skateboard in such a way that it is
    - a. not under the control of the user; or
    - b. operated in an unsafe manner.
  3. No person who is skating or using a skateboard may fail to yield the right-of-way to
    - a. a pedestrian;
    - b. a bicyclist;
    - c. a motor vehicle; or
    - d. a wheelchair or other device designed for the transport of persons with disabilities.

Pursuant to Section 51.202, Texas Education Code, a person who violates any provision of this regulation is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$200.

- L. These regulations apply to all persons who operate vehicles on Texas Tech property.
- M. The Chief of the Texas Tech Police Department, the Director of Student Business Services at the Health Sciences Centers (responsible for managing the parking function on that campus), and the Managing Director of University Parking Services on the University campus are responsible for the implementation and the just and proper enforcement of these regulations.
- N. The parking wheel stops and curbs located all over campus are six inches tall. Many newer and some older model vehicles have special ground effects, attachments, air dams, fog/driving lights, or other attachments that reduce ground clearance under the vehicle. Driving such vehicles over the parking wheel stop or curb may cause damage to these vehicles. Drivers are urged to use caution when parking vehicles to avoid damage. Texas Tech University System assumes no responsibility in such cases.

#### VI. Vehicle Registration

- A. In order to operate or benefit from the use of a motor vehicle on campus, each member of the Texas Tech community must obtain and display, in his or her name, a vehicle registration permit. No person may register a motor vehicle in his or her name which belongs to another student, faculty, or staff member. Violation of the Traffic and Parking Regulations is prohibited by the Student Affairs Handbook and Texas Tech policy. To benefit from the use of parking spaces designed for persons with disabilities, an eligible faculty/staff member or student **MUST** display a state issued placard or license plate **as well as a Texas Tech disability permit**.
- B. Students are required to register each motor vehicle to be operated on campus at the time they register for school or at the time they commence operating a motor vehicle on campus.
- C. Faculty and staff are required to register their motor vehicles on or before the date they commence operating a motor vehicle on campus. Faculty and staff who share a motor vehicle where one is employed at the University and the other at the Health Sciences Center, must register at each campus if they intend to park at both campuses.
- D. Faculty and staff, whose dependents are students, may allow those dependents to register a commonly operated motor vehicle for a student permit in addition to the reserved permit. If the faculty or staff member has two motor vehicles registered, and if both motor vehicles are on campus at the same time, the motor vehicle with the student permit must be parked in the designated student parking area and not in either the faculty or staff member's reserved space or in the time limit areas on campus.
- E. Any person giving false information when registering a vehicle is subject to appropriate disciplinary action and revocation of their motor vehicle registration permit and related parking privileges.
- F. Texas Tech issues two types of registration permits, non-transferable and transferable.
  - 1. Non-transferable Permits  
Non-transferable permits must be permanently affixed to the front windshield in the lower corner of the driver's side. All such permits are self-adhering and application in any other manner may subject the motor vehicle to ticketing. Vehicle registration is not complete until the permit is properly and completely affixed to the motor vehicle of record.
  - 2. Transferable Permits  
Transferable permits are designed and intended to be hung from the rearview mirror. The purpose of these permits is to allow the owner to move them from vehicle to vehicle; the permit **MUST** be displayed on the motor vehicle parked on campus. Be sure to contact Parking Services personnel if you have any problems with your transferable permit. The Texas Tech Police Department recommends you properly secure your vehicle and any valuables contained therein.

3. All permits are for the exclusive use of the registrant. Permits may not be sold, exchanged, given away, or purchased from any person or agency other than Texas Tech.
  4. Permits remain the property of Texas Tech and may be recalled at any time.
  5. All outdated Texas Tech registration permits must be removed from the motor vehicle(s) prior to installation of the current year permit.
- G. Lost or stolen permits should be reported as soon as possible to the Texas Tech Police Department and the appropriate Parking Services Office. The recovery of a lost or stolen permit must be reported immediately to the Texas Tech Police Department and the appropriate Parking Services Office.
- H. Replacement Permits
1. Replacement for a non-transferable permit will be issued when identifiable remnants or proof of loss or destruction of the permit are provided. The replacement fee indicated in the current fee schedule will be charged for each replacement permit.
  2. Replacement for a transferable permit which is reported lost or stolen will be issued the first and second time for the replacement fee indicated in the current fee schedule; thereafter, the cost will be the full price of the permit.
- I. Persons who hold non-transferable reserved registration permits and are assigned reserved spaces may obtain one duplicate permit at no additional charge. One additional permit may be purchased for the replacement fee indicated in the current fee schedule. Duplicate permits do not allow for more than one motor vehicle to be on campus during the reserved period.
- J. Persons who hold Health Sciences Center registration permits and are assigned to Reserved or Area Reserved spaces may also park on the University campus in Visitor, Time Limit, and Park and Pay spaces. University Reserved and Area Reserved permits will be honored in Health Sciences Center Patient and Visitor parking spaces. Parking is restricted to use in the individual's capacity as an employee which does not include attending class as a student.
- K. Upon termination of employment with Texas Tech, an employee's parking privileges are revoked. If the registration permit(s) is returned to the appropriate Parking Services Office, the refund in effect at the time it is returned will be issued.

## VII. Parking Enforcement, Parking Violations, and Sanctions

- A. Parking is governed by markers and traffic signs. Parking is permitted only in areas clearly identified for parking.
- B. The absence of "No Parking" signs does not imply that parking is allowed. Street parking is prohibited except where signs indicate parking is permitted.
- C. The following illegal parking acts may result in a citation being issued:

	<u>Violation</u>	<u>Fine</u>
**1.	Parking in non-designated areas.	\$25.00
2.	Permit not properly installed.	10.00
**3.	Parking in a fire lane.	50.00
4.	Failure to remove expired permit(s).	20.00
**5.	Parking in a no parking or tow away zone.	25.00
**6.	Parking in service vehicle spaces, service drives, or access drives.	20.00
**7.	Unauthorized parking in reserved parking spaces.	25.00
**8.	Obstructing traffic, street, sidewalk, crosswalk, driveway, trash container, building entrance or exit.	25.00
**9.	Parking overtime in a time limit zone.	20.00
**10.	Parking a bicycle in violation of these regulations.	10.00
11.	Parking a motor vehicle beyond the lines of a parking space.	20.00
**12.	Parking in reserved zones without proper permit.	25.00
13.	Parking on wrong side of street facing oncoming traffic.	20.00

**14.	Parking without a valid permit.	25.00
**15.	Parking a motor vehicle upon any unmarked (including turf) or unimproved ground which has not been designated for parking.	75.00
**16.	Parking in a space or area designated for persons with disabilities without the proper insignia.	200.00
**17.	Blocking an access ramp or curb cut designed to aid persons with disabilities.	200.00
**18.	Display or use of a lost, stolen, forged, revoked, or altered permit. Such violation may result in the responsible party/parties being referred to the appropriate office for disciplinary action which may include loss of parking privileges for the remainder of the academic year.	Up to 200.00
**19.	Other parking violations as defined on the face of the citation.	20.00
20.	Failure to display transferable permit.	10.00
21.	Failure to pay at Pay Station.	20.00

**\*\*Impoundable Offenses**

- D. In the State of Texas, motorcycles, mopeds, and bicycles are subject to the same rules and regulations as automobiles. Operators are subject to a moving violation, to be adjudicated in a court of competent jurisdiction as provided in the Texas Education Code, Section 51.208, for failing to comply with the Official Texas Motor Vehicle Laws and these Regulations. Examples of the most common bicycle violations are:
1. Riding on sidewalks or other prohibited areas
  2. Failing to stop at stop signs and red lights
  3. Failing to yield right-of-way to pedestrians in crosswalks
  4. Operating bicycle without proper lights and reflectors when required
  5. Failing to drive on the right side of the roadway

**The maximum fine for violation of these STATE LAWS is \$200.00.**

- E. Motorcycles and mopeds must be parked in areas designated for parking of such vehicles. Motorcycles and mopeds are not permitted to park in time limit areas unless registered to a vehicle that displays a reserved or area reserved permit.
- F. All motorcycle registration permits are issued for the academic year for students and the fiscal year for faculty and staff. They may be purchased at any time during the year at a rate that is prorated monthly.
- G. Bicycles should be parked in racks whenever available. Use of shrubs, trees, or any architectural structures to secure bicycles is prohibited. Bicycles are not permitted in Texas Tech academic or administrative buildings. Any bicycle found in violation of this subsection may be impounded. The normal impoundment fee is \$40.00. **THE IMPOUNDMENT FEE DOES NOT INCLUDE THE COST OF THE CITATION OR ANY APPLICABLE STORAGE FEES.** (See Section IX.A. 1 and 2)
- H. No person shall operate a bicycle or any other vehicle upon a sidewalk or sidewalk area except those vehicles expressly designed for the transport of persons with disabilities and bicycles operated by officers of the Texas Tech Police Department when necessary to fulfill their lawful duties. Bicycles operating on a shared-use pathway must yield right-of-way to pedestrians and operate at a speed and in a manner consistent with public safety.
- I. Bicycle registration is encouraged and conducted free of charge, 24 hours a day, at the Texas Tech Police Department.
- J. Any bicycle or locking device not removed from campus at the end of the Spring Semester may be considered abandoned and may be properly disposed of through Property Inventory.
- K. Scooters that are not required by State Law to obtain vehicle registration and inspection are not required to obtain a parking permit, and are not allowed to park in motorcycle or vehicle parking spaces. Individuals operating scooters on campus must adhere to the regulations pertaining to bicycles.

L. Moving Violations

1. All the general and criminal laws of the state are declared to be in full force and effect within the areas under the control and jurisdiction of the state institutions of higher education of this state, Section 51.201, Texas Education Code. All violations as set forth above may be adjudicated in a court of competent jurisdiction as provided in the Texas Education Code, Section 51.208.
2. It shall be unlawful for any person to drive, operate, push, park, or leave standing a motor vehicle on any area of the campus not designated for driving such a motor vehicle.
3. It shall be unlawful for any person to drive by, through, or beyond a barricade or roadblock that is lawfully erected.
4. No person shall willfully fail or refuse to comply with any lawful order or direction of any police officer vested by law with authority to direct, control, or regulate traffic.

VIII. Resolving Citations

Citations for parking violations may be resolved in one of the following ways:

- A. Pay the stated fee for each citation. If payment is not received within ten (10) calendar days, an additional \$5.00 charge will be assessed. Citation payment information for the TTUHSC Lubbock campus can be found online at [www.fiscal.ttuhsu.edu/parking/](http://www.fiscal.ttuhsu.edu/parking/).
- B. Appeal the citation in writing, within ten (10) calendar days of the alleged violation, through the appropriate Parking Services Office. Citation appeals must be submitted online for the TTUHSC Lubbock campus. Appeal information can be found online at [www.fiscal.ttuhsu.edu/parking/](http://www.fiscal.ttuhsu.edu/parking/). For those who do not have access to the internet, a terminal is available for use in the Parking Services Office, Room BB097.
- C. The Presidents shall provide equitable and efficient appeals processes through the establishment of a Parking Violation Appeals Advisory Committee. Written appeals will be provided to the Parking Violation Appeals Committee when there is a significant dispute over facts or major extenuating circumstances. The appeal must be submitted within ten (10) days from the date of the decision denying the first appeal. A final appeals hearing may be provided should an individual wish to contest the findings of the Parking Violation Appeals Committee. The Hearings Officer will be appointed each year by the Law School Student Bar Association. The final appeal must be submitted within ten (10) days from the date of the decision denying the second appeal. Individuals appearing before the Hearings Officer must bring any supporting documentation. The decision of the Hearings Officer is final and no further appeals will be provided. Individuals who fail to appear at three scheduled hearings before the Law School Hearings Officer will have their citation(s) ruled valid and no further appeals will be provided.
- D. After a period of ten (10) days from the date of issuance of the citation or from the date of final determination of an appealed citation, citations not resolved through the appropriate Parking Services Office will be overdue. Overdue citations may subject the permit holder's motor vehicle(s) to impoundment and removal of the parking permit(s). Overdue citations may be applied to a student's tuition statement if they remain unresolved or may result in restriction of subsequent academic registration and withholding of a student's transcript until such time as the obligation is satisfied. Parking and these restricted services may be restored when all overdue citations have been resolved. At the discretion of Texas Tech, overdue citations may be adjudicated in a court of competent jurisdiction in accordance with Section 51.208 of the Texas Education Code.
- E. Notice of violation for motor vehicles without permits and returned notices of violation will be sent to the address on file with the Texas Department of Transportation, Division of Motor Vehicles.
- F. Four valid violations of the Traffic and Parking Regulations within the academic year may result in the revocation of the individual's parking privileges for a period of 90 days. If, at the end of the 90 days the individual's parking privileges are restored, a single violation of the Regulations may result in permanent revocation for the academic year.
  1. All citations must be resolved before any parking privileges are restored.
  2. The revocation period shall commence with the return of the registration permit(s) to the appropriate Traffic and Parking Office.

- G. Individuals with at least three unpaid parking citations from the TTUHSC Parking Services Office that are found parking in violation of the rules and regulations on HSC or UMC grounds, may be issued a county citation.

IX. Impounding Vehicles

- A. Vehicles belonging to individuals with ten or more valid violations of the Traffic and Parking Regulations are subject to impoundment on each subsequent violation, regardless of the type of violation.
- B. Impoundment may be accomplished either by towing or through immobilization by use of an auto boot.
- C. When a vehicle has been impounded it will be necessary for the operator of the vehicle to contact the appropriate Texas Tech parking dispatcher for release. Prior to the release of the impounded vehicle, satisfactory arrangements for payment shall be made.
  - 1. The impoundment fee for towed vehicles will be a \$15 administrative fee plus the amount charged by the towing company. This amount may vary depending on the vehicle impounded and the current wrecker service contract. Current impoundment charges can be found at the TTU University Parking Services Office or website.
  - 2. The impoundment fee for booted vehicles will be \$40.
  - 3. Vehicles impounded will be charged storage at the rate of \$6.00 per day, including tax, commencing 72 hours after impoundment.
  - 4. The maximum storage fee to be charged is \$130.00 per month, including tax.
- D. If the owner or driver of a motor vehicle to be impounded arrives before impoundment has begun, the vehicle will not be impounded. If the owner or driver arrives after impoundment has begun, the vehicle will not be impounded if the driver opts to pay the tow truck driver the impoundment fee (see Section IX.C.1) less the \$15 administrative fee (payable in a manner acceptable to the towing company) in lieu of impoundment.
- E. If a motor vehicle or bicycle is parked on Texas Tech property and is not moved for a period of 30 days, Texas Tech may deem the same to be abandoned. Abandoned motor vehicles or bicycles may be impounded and disposed of in the manner prescribed by law. This includes those motor vehicles which have a valid registration permit.
- F. No personal property or vehicles (including boats, trailers, motor homes, etc.) shall be permitted to be stored or parked on the campus without permission from the appropriate Parking Services Office. Such property or vehicles are subject to impoundment.
- G. A motor vehicle parked on Texas Tech property will be subject to impoundment if any of the following apply:
  - 1. It does not have attached to it an unexpired license plate and a valid vehicle inspection certificate as required by the State in which it is registered.
  - 2. It is inoperable and has remained inoperable for more than 14 (fourteen) consecutive days.

X. Texas Tech Police

- A. Texas Tech Police Officers are duly commissioned peace officers of the State of Texas. Upon request of a police officer of Texas Tech, any person on the campus is required to identify himself with proper identification.
- B. All thefts, accidents, or other offenses that occur on campus should be reported to the Texas Tech Police Department immediately. Accidents should be reported immediately. In accordance with State law, vehicles involved in an accident should be moved prior to reporting the accident if they are moveable. One-vehicle accidents and inoperable vehicles must also be promptly reported. Keys or valuables should not be left in a motor vehicle. ALWAYS KEEP YOUR VEHICLE LOCKED.
- C. Texas Tech is concerned about the protection of persons and property and places a high priority on striving to maintain a safe environment for students, faculty, staff, and visitors. The University cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin

with individual responsibility. With that thought in mind, a Personal Safety brochure has been prepared which contains personal safety recommendations, crime statistics, safety services and programs, as well as a list of telephone numbers to contact for help. All visitors and members of the campus community are encouraged to make themselves familiar with this information. The Personal Safety brochure is available at various locations on campus including the Personnel Office, the Texas Tech Police Department, the Center for Campus Life, and the residence halls.

- D. Chapter 46, Section 46.03, Texas Penal Code, provides that a person commits a felony offense if the person carries a firearm, illegal knife, club, or other prohibited weapon listed in Section 46.05(a) on the physical premises of an educational institution.

#### XI. Types of Motor Vehicle Registration Permits

- A. Reserved parking spaces are assigned to full-time faculty and staff and part-time faculty and staff not enrolled as students as space is available. Any space remaining after the needs of the faculty and staff are met will be available for assignment to part-time instructors, graduate teaching assistants, and graduate research assistants who hold contracts for one-half time or more. Such assignments may be revoked as necessary to accommodate regular faculty and staff requirements.
1. Non-transferable permits will be issued for reserved spaces. The permit will contain the lot and space number assigned to the registrant. The space is reserved from 6:30 a.m. to 5:30 p.m., Monday through Friday, year-round, excluding holidays.
- B. Reserved Area parking spaces are available to qualified faculty and staff in certain designated parking lots. Non-transferable permits will be issued for all area reserved lots. Area reserved permit holders should overflow to other designated area reserve parking lots if all available area reserved spaces in the lot are occupied.
- C. Reserved Area parking spaces may be purchased by part-time employees (less than 20 hours a week) at half the specified cost. An approved PAF form must accompany the vehicle registration form. At the Lubbock campus, part-time employees must complete their vehicle registration online at [www.fiscal.ttuhsu.edu/parking/](http://www.fiscal.ttuhsu.edu/parking/). The employee must then contact the Parking Services Office to receive the rate reduction.
- D. Renewal notices for persons assigned reserved and area reserved spaces are sent out no later than July 1 of each year. Employees must renew their vehicle registration by the date stated in the renewal notice. Payment may be made by credit card (Visa, MasterCard, and Discover [Discover is not accepted at the Lubbock Parking Services Office]), cash, personal check, or payroll deduction. (Payroll deduction is available at the Abilene, Amarillo, El Paso, Lubbock, and Odessa campuses.) At the Lubbock campus, vehicle registration must be completed online at [www.fiscal.ttuhsu.edu/parking/](http://www.fiscal.ttuhsu.edu/parking/). Credit card information (Visa and MasterCard) may be entered directly into this site and personal checks can be mailed through campus mail to Mail Stop 6290. This site is "secure" and all data entered will be protected.
- E. Commuter permits will be issued for motor vehicles belonging to students.
1. Commuter permits will be of the non-transferable type.
  2. Commuter permits are issued to the individual vehicle and ownership is not transferable. Use of a commuter permit by anyone other than the individual to whom it was issued is not permitted. Violation of this regulation may result in ticketing, impoundment, and loss of all parking privileges on campus, including parking for the academic year for all parties involved.
  3. Parking is available in certain designated lots.
  4. Health Sciences Center commuter permits will be allowed in commuter lots around the periphery of the Texas Tech University campus. Health Sciences Center commuter permits will be honored in designated commuter parking areas at all TTUHSC campus locations (Abilene, Amarillo, El Paso, Lubbock, and Odessa).
  5. Texas Tech University commuter, park and ride, garage, law school, and residence hall permits will be honored in the TTUHSC designated commuter parking lots. TTU students are not authorized to park in the TTUHSC parking lots to attend classes at the TTU campus.
  6. At the Lubbock campus, students must complete their vehicle registration on-line at [www.fiscal.ttuhsu.edu/parking/](http://www.fiscal.ttuhsu.edu/parking/).

- F. Persons with disabilities may be issued disability access motor vehicle registration permits designed to assist them in campus mobility.
  - 1. Parking in spaces reserved for persons with disabilities requires the correct motor vehicle registration permit and the appropriate state issued placard or license plate.
  - 2. State placards or license plates must be displayed at all times when a vehicle is parked in these areas.
  - 3. The designated disability parking areas are reserved 24 hours daily.
- G. Motorcycle registration permits will allow parking of motorcycles or mopeds in designated two-wheel areas. Motorcycle registration permits must be permanently affixed to the top of the front headlight, front fender or shock absorbers. Mopeds and motorcycles may not park in bicycle racks. All motorcycle registration permits expire in August.
- H. Temporary registration permits will be issued for the fee indicated in the current fee schedule. Temporary permits are not refundable.

## XII. General Regulations

- A. Persons who hold a Texas Tech Medical Center – Southwest vehicle registration permit (S1) should park in patient/visitor lots if space is available when parking at the Lubbock campus. If space is not available, they should park in the designated area reserved parking lots (A1, A2, B3, C3, D3, or F1).
- B. Persons who hold a motor vehicle registration permit for reserved or area reserved parking from any Health Sciences Center campus may park in a designated visitor's area when visiting another campus.

## XIII. Visitor and Patient Parking

Visitors and patients are welcome on the campus. Special parking areas are designated for patients and visitors. Visitors' motor vehicles parked in areas not designated for visitor parking are subject to receiving a campus citation.

## XIV. Time Limit

Designated time limit parking areas are enforced from 7:30 a.m. to 4:00 p.m., Monday through Friday, unless otherwise posted.

## XV. Loading Dock

Parking at the loading dock is enforced 24 hours daily.

## XVI. Service and Vendor Vehicle Parking

It is recognized that service vehicles are required to transport personnel and materials to work sites on the campus. It is not the intent of these regulations to hinder or handicap workers in the performance of their duties. Property damage and unsafe conditions, however, frequently occur on campus as a result of drivers ignoring parking regulations.

Service and vendor motor vehicles found to be blocking a street or creating a hazard may be ticketed and impounded.

### A. University Service Vehicle Parking

Faculty, staff, and students who operate Texas Tech service vehicles on campus should become familiar with the contents of HSC OP 76.37.



1. Movement of heavy equipment and supplies to the buildings will be accomplished from the loading dock, or the designated delivery area, if possible. If not possible, the individual or contractor responsible for moving, loading, hauling, etc., should make prior arrangements with the designated project manager who will contact the Parking Services Office or the corresponding office at Abilene, Amarillo, El Paso, and Odessa to obtain alternate delivery, parking and routing information to ensure protection of lawns, sidewalks, brick areas, ramps, lawn sprinkler systems, designated fire lanes, etc.
2. Parking partially in the street and partially on a walk/curb is prohibited. Vehicles must park in designated areas only.
3. Damage resulting from vehicles traversing lawns, sidewalks, bricked areas, etc., will be repaired by Grounds Maintenance, TTUHSC Plant Operations, or Regional Facilities Operations and Maintenance. All repair costs will be charged to the department or vendor/contractor responsible for such damage as determined by TTUHSC and in the context of circumstances.
4. Blocking of doorways, sidewalks, handicap access, and fire lanes is prohibited.
5. Texas Tech service vehicles may be parked only in the following areas which are listed in priority order:
  - a. In designated service vehicle parking at the loading dock or designated service vehicle parking location
  - b. F-1 Parking (Lubbock)
  - c. Time limited parking
  - d. On-street parking (Lubbock)

B. Vendor Parking

For external vendor and delivery vehicles, parking spaces are available at the loading dock.

Vendor and delivery vehicles found to be blocking a street, sidewalk or designated parking space will be ticketed and towed by the Parking Services Office or the Police.

Vehicles belonging to vendors may be parked only in the following areas which are listed in priority order:

1. In designated service vehicle parking at the loading dock
2. Visitor parking

C. Contractor Parking

1. Contractors may obtain, at no charge, a construction permit for their trucks or cars from the TTUHSC Parking Services Office, Room BB097, or the corresponding office at Amarillo, El Paso, or Odessa, by prior arrangement through the designated project manager.
2. Contractors must display parking permit on the rear view mirror or lower left-hand drivers' side of windshield at all times while parked on TTUHSC property. Vehicles with the contractor logo clearly shown will be permitted to park in the designated contractors' parking lot/area without a TTUHSC parking permit.
3. Parking for contractors is limited to the following area:
  - a. Contractor's parking lots or specifically designated locations on each campus.
  - b. Parking outside the designated Contractor's lot is a violation of the parking regulations and does subject the vehicle to a citation and/or impoundment.

# Coca-Cola Contract Summary

## Extension and Amendment

Current proposal (1) extends and amends Texas Tech University's (TTU) Coke contract (also referred to as "sponsorship agreement" on expiration of the current contract on August 31, 2011; (2) changes party from "TTU" to "Texas Tech University System" (TTUS); and (3) includes Angelo State University (ASU) as a party to the new contract on expiration of ASU's Coke contract on June 30, 2012.

## Extended Term

Begins September 9, 2011 (except ASU which begins July 1, 2012)  
Ends August 31, 2021

## Consideration

Sponsorship & Suite Fees - \$11,789,000 for the 10-year term paid in the annual installment amounts as detailed on **Attachment A**.

Scholarships - \$1,500,000 for the 10-year term paid in the annual installment amounts as detailed on **Attachment A**.

Commissions - \$3,650,000 in projected commission on beverage vending sales based on the rates and vending prices detailed on **Attachment B**.

Product Credit - \$754,705 in credit for beverage products as detailed on **Attachment A**.

## Marketing Rights

Product - Coke products will be sold exclusively with narrow permitted exceptions (i) freshly brewed coffee on the campus; (ii) freshly brewed tea on the campus; (iii) hot chocolate on the campus; (iv) proprietary non-carbonated beverages from nationally branded food service companies on the campus (e.g. Chick-fil-A lemonade); (v) unbranded juice freshly squeezed on the campus; and (vi) flavored and unflavored 100% milk.

TTUS grants Coke certain promotional rights, which are exclusive as to non-alcoholic beverages, to market and promote beverages in connection with the university, campus and teams, including the right to recognition of its sponsorship as detailed on **Attachment C**.

## Market Analysis and Comparative Data

West Texas Market Unit Market Share – Nielsen Data Year-to-Date April 2011  
Coke 61.8%    Pepsi 14.4%    Dr. Pepper 9.3%    Private Label 9.9%

Comparative Contract Analysis - **Attachment D** compares TTUS's Coke deal with (1) Pepsi contracts with Texas A&M University and University of New Mexico; and (2) Coke deals with two high-profile Big 12 Conference universities.

## Value Analysis

Considering all elements of Coke's proposal (including price, sponsorship value and other financial support; Coke's reputation, market preference and the quality of its goods; the extent to which Coke's products meet the institution's needs; the past relationship between TTUS and Coke; and other relevant factors), and comparing Coke's proposal with similar sponsorship arrangements involving institutions of higher education, the proposed extension and amendment of the Coke contract provides the best value to TTUS.

# Attachment A

## Current Coke Contract Values vs. New Coke Contract Values

### EXISTING CONTRACT

TTU & ASU Contracts	Original TTU	Current TTU	TTU Add-On	TTU	TTU Free	TTU	ASU	ASU Free	TTU/ASU
Year (Note 1)	Sponsor Payout	Sponsor Payout	Sponsorship	Scholarship	Product	TOTAL	Sponsorship	Product	TOTAL
Year One	280,000	666,000	37,770	30,000	10,000	743,770	32,000	2,500	778,270
Year Two	280,000	566,000	37,770	30,000	10,000	643,770	32,000	2,500	678,270
Year Three	280,000	516,000	37,770	30,000	10,000	593,770	32,000	2,500	628,270
Year Four	280,000	466,000	37,770	30,000	10,000	543,770	32,000	2,500	578,270
Year Five	280,000	466,000	37,770	30,000	10,000	543,770	32,000	2,500	578,270
Year Six (2)	386,000	0	37,770	30,000	10,000	77,770	32,000	2,500	112,270
Year Seven (2)	286,000	0	37,770	30,000	10,000	77,770	32,000	2,500	112,270
Year Eight (2)	236,000	0	37,770	30,000	10,000	77,770	32,000	2,500	112,270
Year Nine (2)	186,000	0	37,770	30,000	10,000	77,770	32,000	2,500	112,270
Year Ten (2)	186,000	0	37,770	30,000	10,000	77,770	32,000	2,500	112,270
<b>Total (3)</b>	<b>2,680,000</b>	<b>2,680,000</b>	<b>377,700</b>	<b>300,000</b>	<b>100,000</b>	<b>3,457,700</b>	<b>320,000</b>	<b>25,000</b>	<b>3,802,700</b>

### PROPOSED EXTENSION

TTUS	TTU	TTU	TTUS	ASU	ASU Free	TTUHSC (4)	TTUS	Contract
	Sponsorship	Free Product	Scholarship	Sponsorship	Product	Share	TOTAL	Increase
Year One	1,441,612	60,000	150,000	0	0	90,388	1,742,000	963,730
Year Two	1,176,250	60,000	150,000	32,000	3,000	73,750	1,495,000	816,730
Year Three	988,050	63,000	150,000	75,000	3,150	61,950	1,341,150	712,880
Year Four	988,050	66,200	150,000	75,000	3,300	61,950	1,344,500	766,230
Year Five	988,050	69,535	150,000	75,000	3,465	61,950	1,348,000	769,730
Year Six	964,525	72,860	150,000	100,000	3,640	60,475	1,351,500	1,239,230
Year Seven	964,525	76,575	150,000	100,000	3,825	60,475	1,355,400	1,243,130
Year Eight	964,525	80,405	150,000	100,000	4,020	60,475	1,359,425	1,247,155
Year Nine	964,525	84,430	150,000	100,000	4,220	60,475	1,363,650	1,251,380
Year Ten	941,000	88,650	150,000	100,000	4,430	59,000	1,343,080	1,230,810
<b>Total (3)</b>	<b>10,381,112</b>	<b>721,655</b>	<b>1,500,000</b>	<b>757,000</b>	<b>33,050</b>	<b>650,888</b>	<b>14,043,705</b>	<b>10,241,005</b>

### Notes:

- (1) Current Coke contracts: TTU's contract year ends August 31 and ASU's contract year ends June 30.
  - (2) Years 6 through 10 sponsorship payments were prepaid in years 1 through 5 of the current Coke contract.
  - (3) Totals include sponsorship dollars, scholarship dollars and free product.
  - (4) Share calculated by applying volume of beverages sold on TTUHSC campuses as a percentage of total TTU/TTUHSC sales and applying to total sponsorship payments.
- \*Vending Commissions averaged \$257,126 per year from 2008-2010 vs. projected \$365,000 per year in new agreement
- \*Overall percentage increase of total value is 276%

# Attachment B

## Full-Service Beverage Vending Machine Pricing & Commissions

<u>Package</u>	<u>Commission</u>	<u>Vend Pricing</u>		
		<u>Yrs 1-4</u>	<u>Yrs 5-8</u>	<u>Yrs 9-10</u>
20 ounce bottles – carbonated	37%	\$1.35	\$1.50	\$1.75
20 ounce bottles – DASANI (regular)	37%	\$1.35	\$1.50	\$1.75
20 ounce bottles – Minute Maid Refreshment	37%	\$1.35	\$1.50	\$1.75
20 ounce bottles – glaceau® smartwater	10%	\$2.00	\$2.00	\$2.25
20 ounce bottles – DASANI Plus	10%	\$2.00	\$2.00	\$2.25
20 ounce bottles – DASANI Flavors	37%	\$1.35	\$1.50	\$1.75
20 ounce bottles – POWERADE	10%	\$2.00	\$2.00	\$2.25
20 ounce bottles – glaceau® vitaminwater	10%	\$2.50	\$2.50	\$2.50
16 ounce cans – Full Throttle	10%	\$2.50	\$2.50	\$2.50
16 ounce cans – NOS Energy Drink	10%	\$2.50	\$2.50	\$2.50
300 ml bottles – DASANI (regular)	25%	\$0.75	\$1.00	\$1.00
18 ounce bottles – FUZE	10%	\$2.50	\$2.50	\$2.50
15.2 ounce bottles – Minute Maid Juices to Go	10%	\$1.75	\$2.00	\$2.25
16 ounce bottles – V8 Splash	10%	\$1.50	\$1.75	\$2.00

# Attachment C

## Sponsorship Rights

### SIGNAGE AND VIDEO BOARD

DAN LAW FIELD (Baseball)  
JONES AT&T STADIUM (Football)  
UNITED SPIRIT ARENA (Men's & Women's Basketball, Volleyball)  
JOHN WALKER SOCCER COMPLEX (Men's & Women's Soccer)

### PRINT SPONSORSHIP

Game Program Ads - Football, Men's Basketball, Baseball

### TELEVISION SPONSORSHIP (Live Game Produced by Texas Tech/Red Raider Sports Properties)

Men's Basketball, Women's Basketball, Baseball

### FOOTBALL GAME CO-SPONSORSHIP

### SEASON TICKETS

Jones AT&T Stadium	50 Preferred Season Tickets, 8 Box Season Tickets
United Spirit Arena	24 Men's Basketball Preferred Season Tickets
	24 Women's Basketball Preferred Season Tickets
Dan Law Field	8 Season Tickets and Parking

### SUITES

Jones AT&T Stadium	Suite – Including tickets and parking
United Spirit Arena	Suite – Including tickets and parking

### RAWLS GOLF COURSE

200 rounds of golf with limitation of two tee times on weekends

### RIGHTS TO USE OF MARK

Use of TTU mark joint TTU/Coke Promotional Activity  
Use of mark on bottles and cans  
Third-party pass-through rights with TTU/Coke promotional activity (permission in writing from TTU)

# Attachment D

## Comparative Contract Data

	Texas A&M		Texas A&M		University A		University B		New Mexico	
	New Pepsi Deal	TTUS Coke New Deal	Pepsi New Deal	Coke Deal	Coke Deal	Coke Deal*	Coke Deal*	Pepsi New Deal **		
Term	10	10	10	7	10	10	8			
"Apples to Apples" Value Comparison	\$21,500,000	\$17,693,705	\$12,350,000	\$9,135,000	\$10,793,300	\$7,464,000				
Student Enrollment (TAMU/TTU)	49,425	31,637	49,425							
Student Enrollment (TTUHSC)		3,727								
Student Enrollment (TAMU Galv./ASU)	1,900	6,856	1,900							
TOTAL STUDENT ENROLLMENT	51,325	42,220	51,325	51,195	29,931	34,674				
Average per enrolled student	\$41.89	\$41.91	\$24.06	\$25.49	\$36.06	\$26.91				
Signing Bonus	\$2,000,000	0	\$2,000,000	0	0	\$1,000,000				
Sponsorship	\$10,000,000	\$11,789,000	\$10,000,000	\$8,981,000	\$12,800,800	\$8,000,000				
Scholarships	\$350,000	\$1,500,000	\$350,000	\$154,000	\$0	\$64,000				
Sponsorship Annual Average	\$1,000,000	\$1,178,900	\$1,000,000	\$1,283,000	\$1,280,080	\$1,000,000				
Scholarships Annual Average	\$35,000	\$150,000	\$35,000	\$22,000	\$0	\$8,000				
Sustainability Funding	Yes	No	Yes	Yes	No	No				
Marketing Support	Yes	Yes	Yes	Yes	Yes	Yes				
Free Product	Yes	\$754,705	Yes	Yes	Yes	Yes				
Vending Sales Commission	Yes	\$3,650,000	Yes	Yes	\$2,007,500	1,600,000				
Annual Sales Growth Incentives	Yes	No	Yes	No	No	Yes				
Big 12	Yes	Yes	Yes	Yes	Yes	No				

### "Apples to Apples" Notes:

Red Box compares all elements of TTUS vs. TAMU and includes sponsorships, scholarships, vending machine commissions and free product.

Black Box provides a more accurate look at sponsorship and scholarship guaranteed income and does not include free product or vending commissions. The University B and New Mexico deals were both structured with schools getting significantly less or no vending commissions but having those moneys reflected in elevated sponsorship revenue.

\* Commission payments equate to about 55% of what TTUS annual commission earnings are projected (\$2,007,500)- less commissions/more in sponsorship

\*\* No Commission payments - all in sponsorship (Previous contract paid average of \$200,000 annually which equates to \$1,600,000 over 8 yr deal)

## **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. The Student Handbook is available electronically at <http://www.ttu.edu/studenthandbook>.

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

### **Part III: Housing**

Editorial changes to reflect current practice and contract terms.

### **Part IV: Student Records**

Addition of an emergency contact provision for students hospitalized or transported by emergency personnel.

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

Editorial changes to reflect procedural changes for student organizations and current practice.

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

Editorial changes to the definitions of sexual misconduct, potential information technology violations. Addition of an administrative fee for processing disciplinary cases. Editorial changes to reflect shared responsibility between Student Judicial Programs and University Student Housing for adjudicating disciplinary matters. Editorial changes to reflect the adoption of the University's official student communication mechanism (officially assigned Texas Tech University email address) for disciplinary notifications. Editorial changes to the description of the pre-hearing process wherein students are notified of their rights and responsibilities in the judicial process.

### **Part X: Resources**

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

**TEXAS TECH UNIVERSITY**  
**STUDENT HANDBOOK 2010-20112011-2012**

**Inside Front Cover:**

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

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

#### **C. Policy on Nondiscrimination**

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

#### **D. University Name, Document and Records**

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

prohibited. Pertinent links: <http://www.depts.ttu.edu/opmanual/OP01.06.pdf>,  
<http://www.depts.ttu.edu/opmanual/OP72.23.pdf>, and  
<http://www.depts.ttu.edu/opmanual/OP68.03.pdf>

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

1. Students enrolled in, and student organizations registered with, the Texas Tech University School of Law are subject to the university *Code of Student Conduct*, in all matters not covered in the Honor Code of the School of Law (<http://www.law.ttu.edu/studentlife/support/>). Questions concerning the respective jurisdiction of the *Code of Student Conduct* and the Honor Code of the School of Law will be resolved by the Vice Provost, Undergraduate Education and the Dean of the School of Law.
2. Students enrolled in the Schools of Medicine, Allied Health Sciences, Nursing, Pharmacy, Graduate School of Biomedical Sciences, and organizations registered with the Texas Tech University Health Sciences Center are subject to the TTUHSC Student Handbook/Code of Professional and Academic Conduct, [www.ttuhsc.edu/student-services](http://www.ttuhsc.edu/student-services).

#### **F. Definitions**

1. The term "administrative hold" refers to the indicator placed on a student's official record preventing registration and/or the issuance of a transcript until the student meets the requirements of the university office placing the indicator as described in the Undergraduate/Graduate Catalogs. See <http://www.depts.ttu.edu/officialpublications/catalog/AcademicsRegulations.php> for more information.
2. The term "disciplinary good standing" is defined as a student not currently on disciplinary probation or any level of disciplinary suspension/expulsion that has fulfilled in a timely manner, if any, sanctions, conditions, and/or restrictions imposed.
3. The term "discipline body" means any university official or group of officials authorized by the Director of Student Judicial Programs to determine whether a student has violated the *Code of Student Conduct* and to recommend imposition of sanctions, conditions and/or restrictions.
4. The term "judicial hearing officer" means a university designee authorized by the Director of Student Judicial Programs and/or the Director of University Student Housing pursuant to the *Code of Student Conduct* to adjudicate alleged violations of the *Code of Student Conduct*.
5. The term "member of the university community" includes any person who is a student, faculty or staff member, university official or any person employed by the university or campus visitors.
6. The term "policy" is defined as the written regulations, standards and/or rules of the university as found in, but not limited to, the Student Handbook, F.Y.R.E. Calendar and Handbook, Honor Code of the School of Law, School of Nursing Student Handbook, School of Medicine Student Handbook, School of Allied Health Handbooks and the Graduate/Undergraduate Catalogs.
7. The term "preponderance of evidence" is the standard of proof used by Judicial Hearing Officers, Student Judicial Programs and University Student Housing. It is defined as a circumstance in which the evidence as a whole shows that the fact(s) for which proof is being sought are more probable than not. Preponderance is superiority in weight, power, importance or strength; majority (as in Merriam-Webster's Collegiate Dictionary, 11<sup>th</sup> Ed., 2003).
8. The term "religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Texas Tax Code § 11.20, Vernon's Texas Codes Annotated, Tax Code. See <http://www.depts.ttu.edu/opmanual/OP34.19.pdf>.
9. The term "representative" means a university official authorized on a case-by-case basis by the Director of the Student Judicial Programs and/or the Director of University Student

Housing to investigate and resolve alleged violations of the *Code of Student Conduct* and the ~~Residence Halls Standards of Student Behavior~~.

10. The terms "shall" and "will" are used in the imperative sense and the term "may" is used in the permissive sense.
11. The term "sponsorship and/or co-sponsorship" is defined as minimally including, but not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.
12. The term "student" includes all persons taking courses at the university, Either full time or part time, pursuing undergraduate, graduate or professional studies and/or those who attend postsecondary educational institutions other than Texas Tech University and who reside in university residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the university are considered "students".
13. The term "student organization" means any number of students who have complied with the formal requirements for university registration.
14. The term "university" means Texas Tech University and Texas Tech University Health Sciences Center.
15. The term "university official" includes any person employed by Texas Tech University or Texas Tech University Health Sciences Center while performing assigned administrative or professional responsibilities.
16. The term "university premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the university (including adjacent streets and sidewalks).

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

### **A. Citizenship**

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

### **B. Academic Integrity**

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

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

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

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

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

3. *Repeated Academic Misconduct*

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

4. *Referrals to Student Judicial Programs*

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

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

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

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

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

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

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

**D. Affiliation**

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

**E. Student Media**

*The Daily 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 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 Accountthe MyTech (for Students) tab.

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

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

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. See <http://www.depts.ttu.edu/officialpublications/catalog/AcademicsRegulations.php> and <http://www.depts.ttu.edu/opmanual/OP34.19.pdf>

#### **J. Class Attendance**

OP 34.04, Academic Regulations Concerning Student Performance, and the University Catalog provide complete information regarding class attendance and reporting student illness and emergencies. 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. See~~  
<http://www.depts.ttu.edu/officialpublications/catalog/AcademicsRegulations.php> and  
<http://www.depts.ttu.edu/opmanual/OP34.04.pdf>.

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

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

According to OP 34.06 (<http://www.depts.ttu.edu/opmanual/OP34.06.pdf>), students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip.

#### L. Withdrawals from the University

##### 1. Voluntary Withdrawal from the University

According to the Undergraduate and Graduate Catalog and OP 34.05 (<http://www.depts.ttu.edu/opmanual/OP34.05.pdf>), students who find it necessary to withdraw from the University before the end of a semester or summer term must apply to the Office of the Registrar. ~~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 if a student withdraws on the 21<sup>st</sup> class day or after, a W will be recorded for all classes that semester or term, and these W's will not be counted as one toward the six state-defined permitted drops. International students must receive clearance from the director of Office Of International Programs Affairs as a part of the withdrawal procedure. Withdrawal and reenrollment procedures vary for School of Law students. Students enrolled in the School of Law and seeking withdrawal information should contact the Associate Dean for Student Affairs at the School of Law for assistance.~~

Students considering withdrawal for medical reasons may contact Student Affairs to discuss additional university resources and services.

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

##### 2. Refunds

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

##### 3. Returning to the University after a Voluntary Withdrawal

Application materials and deadlines for former Texas Tech students are available at [www.gototexastech.com](http://www.gototexastech.com). Official transcripts from all institutions attended subsequent to Texas Tech enrollment must be submitted by the application deadline. Students who left in good standing must have a 2.0 GPA on work taken since leaving Texas Tech. Please visit the following for more information: <http://www.depts.ttu.edu/formertech/>

4. Involuntary Withdrawals

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

a. *General Procedure*

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

b. *Notice*

Notice regarding students who may be direct threats (both self-reports and third-party reports) should be made to the Vice Provost, Undergraduate Education or designee.

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.

c. The Vice Provost, Undergraduate Education or designee will review the information presented in the notice, including what attempts, if any, have been made to reduce or eliminate the direct threat, such as the student's voluntary compliance with medical or counseling assistance.

1. The Vice Provost, Undergraduate Education or designee will notify the student of the concern.
2. The Vice Provost, Undergraduate Education or designee will request a meeting with the student to inform the student that an individualized, objective assessment will be scheduled within five business days in order to determine whether the student poses a direct threat to him/herself or others. The meeting may include, but is not limited to discussion of:
  - 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.
3. If the student does not respond to the request for a meeting or does not attend the meeting, written notice of the pending assessment will be sent via certified mail to the student's last known official, local address as provided by the student to the Registrar's Office and/or electronically to the student's University email account.

d. *Temporary Suspensions*



During the involuntary withdrawal process, if the Vice Provost, Undergraduate Education or designee determines that an immediate direct threat exists to the student or others, the student may be temporarily suspended pending a final decision on the involuntary withdrawal as long as the student has received notice of the concern, and had an opportunity to address the concern, and the student is afforded a hearing and right to appeal the final decision. During a temporary suspension, the student may not attend classes, use University services and/or resources (except those expressly permitted by the Vice Provost, Undergraduate Education or designee), and may not be on campus until the proceedings have been resolved. If the student needs to return to campus, the visit must be coordinated through the Vice Provost, Undergraduate Education or designee and the Texas Tech Police Department.

*e. Involuntary Withdrawal Assessment*

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

*f. Involuntary Withdrawal Committee*

1. The assessment report will be forwarded to the Involuntary Withdrawal Committee for review.
2. The Involuntary Withdrawal Committee is comprised of the following voting members: the student's Associate Academic Dean, Director of the Student Counseling Center, Medical Director of Student Health Services, Director of Student Disability Services, and an Associate Vice Provost for Student Affairs. If the student resides in campus housing, the Director of Student Housing will also serve as a voting member of the committee. The Associate Vice Provost for Student Affairs will chair the committee. A non-voting resource person will be assigned from the Associate Vice Provost for Student Affairs Office to present information and assist

the committee. If one of the committee members is unable to attend either in person or via telephone, the member may assign a designee. The Vice Provost, Undergraduate Education does not attend the committee proceedings. The Involuntary University Withdrawal Committee will meet with the student in an informal, non-adversarial hearing to review the information collected throughout the process, and discuss the assessment with the student. The student will be permitted an opportunity to address the evidence being considered by the Involuntary Withdrawal Committee.

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

j. *Eligibility for Readmission*

Students are eligible for consideration of readmission following an involuntary withdrawal after one calendar year. At that time, the student should present documentation to the ~~Dean of Students~~Vice Provost, Undergraduate Education for review. Documentation may include, but it is not limited to, current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon reenrollment. The documentation shall be presented to the Involuntary Withdrawal Committee for recommendation to the ~~Dean of Students~~Vice Provost, Undergraduate Education. Readmission requests and documentation must be presented by February 1 for summer enrollment, May 1 for fall enrollment, and October 1 for spring enrollment. Readmission will be contingent upon demonstration or documentation that the student is no longer a direct threat, and upon meeting admission deadlines and requirements.

**PART III: Housing Requirements**

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

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

**A. Residency Policy**

In support of the Strategic Plan of Texas Tech University, the University requires all students ~~having fewer than~~with less than 30 post high school college hours of academic credit (not including credit by exam or dual credit) prior to the semester of enrollment, to live in the university residence ~~Residence halls~~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. ~~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 *Undergraduate and Graduate 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. See OP 30.25 (<http://www.depts.ttu.edu/opmanual/OP30.25.pdf>) for complete information.~~

## **B. Residency Exemption**

Requests for exemptions from the on-campus housing requirement must be submitted to University Student Housing no later than August 1 for fall enrollment, January 1 for spring enrollment, and June 1 for summer enrollment (summer I and/or summer II). Because of unforeseen changes in a student's circumstances such as illness or other personal reasons, some petitions are considered after the above dates. Unless it is clearly established that illness or personal reasons were not known prior to the above dates and necessitate a student's living off campus, students should not expect to be relieved of their residence hall contract. Students are encouraged to discuss such developments with the office of University Student Housing in 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 is not considered.
6. A student is awarded a university scholarship/sponsorship that is managed by a university department or college and includes the equivalence of the current academic school year's room, dining plan, tuition, fees, and textbooks (as estimated by the Student Financial Aid Office). Upon prior approval from the managing department or college, the student may request to be exempted from living on campus. The managing department or college must provide verification in writing to University Student Housing prior to the student's enrollment and/or re-enrollment to the university.
7. A student is enrolled in the Graduate School or Law School.
8. A student has served in active military service, as verified by a discharge certificate (DD214).

A student presents sufficient 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. See <http://www.housing.ttu.edu/exemptions.php> for complete information and relevant forms.

In conjunction with the university's support of academic integrity, evidence of deliberate falsification of information, data, or any materials submitted, or providing false or erroneous information in connection with an application for exemption from the on-campus housing requirement will be grounds for disciplinary action. Such action may include, but is not limited to, revocation of a previously approved exemption, restitution of up to a semester's room and

dining plan fees, or probation, as determined by Student Judicial Programs and in accordance with the Code of Student Conduct at Texas Tech University.

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

Students sign a Residence Hall Contract for the summer session, ~~or the academic year (fall and spring semesters), 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 ~~residency-on-campus housing~~ requirement does not relieve the student of contractual obligations that may have been assumed with the University for housing in the residence halls. You may access the current residence hall contract here: <http://www.housing.ttu.edu/assets/resources/Fall2011.pdf>

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

## **PART IV: Student Records**

### **A. General Policy**

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

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

Students must maintain an accurate permanent address with the Office of the Registrar. The address is used for official notifications including billing and notification of official university requirements. Students should maintain a current local address and telephone number that is used by university officials, and/or student organizations and the campus community. Students may update their contact information at [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) via the MyTech (for Students) tab.

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

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

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

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

The following are records not accessible to students:

1. Instructional, supervisory and administrative personnel records and the student's educational personnel records in the sole possession of the author and not revealed to any

person other than a substitute (i.e. grade books, notes of observation and notes for recollection purposes).

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

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

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

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

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

Students have the right to challenge records and information directly relating to them. This section does not include procedures for students challenging individual grades. Grade appeal

procedures are described in the Student Handbook, Part V, Section A. The challenge is limited to inaccurate, misleading or otherwise inappropriate records and information. The procedures set forth below shall be followed for an appropriate challenge.

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

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

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

- 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. Height/weight of members of Athletic Teams
- l. Previous Institution(s) Attended

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

The publication known as the Texas Tech Campus Directory is one type of printed periodical containing data classified as "directory information." To restrict directory information from appearing in the printed directory, students must go to Raiderlink and restrict directory

information **prior** to the 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.

#### **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 (<http://www.depts.ttu.edu/ombuds/>). Students will find that most situations can be effectively addressed in this manner. In general, students wishing to review the action of an individual or department should direct their questions to the persons responsible for the individual or department. Procedures for handling specific concerns are outlined below.

##### **1. *Personal Records***

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

##### **2. *Disciplinary Action***

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

##### **3. *Employment***



A student wishing to pursue a grievance concerning employment with the university and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Office of Equal Employment Opportunity in accordance with the grievance procedures outlined in the university Operating Policy 70.10 (<http://www.depts.ttu.edu/opmanual/OP70.10.pdf>). The procedures manual may be reviewed in the Office of Equal Employment Opportunity.

4. *Grades*

The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance. A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. The complete student grade appeal policy and procedure is listed in Texas Tech University Operating Policy 34.03 (<http://www.depts.ttu.edu/opmanual/OP34.03.pdf>). A copy of the grade appeal procedures may be obtained from any academic college dean's office or from the Office of the Provost. Also, refer to the Student Handbook Part II, Section B, Academic Integrity.

5. *Students with Disabilities*

Students with grievances related to discrimination on the basis of a disability may contact the Vice Provost, Undergraduate Education. Students with concerns which arise out of their employment with the university should refer to No. 3 above on Employment. Any student seeking remedy on the basis of disability must register as a disabled student with Student Disability Services and must provide all required documentation of disability.

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

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

7. *Sex Discrimination*

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

8. *Sexual Harassment*

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

9. *Traffic and Parking Citations*

Students may appeal a campus parking citation in writing either online at [www.parking.ttu.edu](http://www.parking.ttu.edu), by email at [parking@ttu.edu](mailto:parking@ttu.edu) or by U.S. Mail to 2903 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 at <http://www.parking.ttu.edu/resources/pdf/rulesregulations.pdf> or in person from the Texas Tech Police Department or at University Parking Services.

10. *Graduate School Requirements*

Graduate students may address specific grievances arising from matters affecting academic standing and performance, other than admission to the Graduate School (see <http://www.depts.ttu.edu/opmanual/OP64.01.pdf>) and allegations of academic dishonesty (see the *Code of Student Conduct*). Such matters include, but are not limited to, disputes concerning comprehensive and qualifying examinations, these and dissertations, academic probation and suspension, and graduate assistantships. See OP 64.07 <http://www.depts.ttu.edu/opmanual/OP64.07.pdf> for more information. Appeals of course grades are made through the dean of the college in which the course is offered and are, therefore, excluded from consideration under OP 64.07; see OP 34.03 <http://www.depts.ttu.edu/opmanual/OP34.03.pdf>.

## **B. General Grievance Procedures**

A general procedure for a grievance filed with the Vice Provost, Undergraduate Education 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 Vice Provost, Undergraduate Education 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 Vice Provost, Undergraduate Education's area follows the requirements of due process consistent with these procedures. In any complaint proceeding, all parties shall have the right to:
  - a. Be notified of the alleged discrimination, specific acts involved and remedy sought.
  - b. Know the source of the complaint.
  - c. Be accompanied by an advisor for advisory purposes only at any proceeding.
3. An investigation, as may be appropriate, shall follow the filing of a grievance. In most instances, the investigation shall be conducted by a staff member in the Vice Provost, Undergraduate Education's area in conjunction with other appropriate administrators as outlined above. These rules contemplate informal but thorough investigations, affording all involved parties an opportunity to submit evidence relevant to the grievance. The investigation process generally is completed within thirty (30) university working days from when the written allegation is filed.
4. A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the investigator and a copy forwarded to the complainant.
5. The investigator shall maintain all files and records relating to the grievances filed for one calendar year.
6. The complainant may, in writing, request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within five (5) university working days to the Vice Provost, Undergraduate Education.
7. The Vice Provost, Undergraduate Education will review the grievance resolution and notify the complainant of the resulting determination in writing within fifteen (15) university working days.
8. Final determination rests with the Vice Provost, Undergraduate Education unless specifically noted elsewhere.

9. The right of a student to a prompt and equitable resolution of the complaint so filed shall not be impaired by the student's pursuit of other remedies, such as the filing of a complaint with the responsible federal department or agency.

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

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

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

A registered student organization is a group (president, treasurer and a minimum of three members, excluding officers) comprised of at least five students enrolled at Texas Tech University who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations and standards of the university and/or federal, state and/or local statutes.

Generally, student groups broadly fall under one of the following categories:

Academic/Professional, Honorary, International, Social Fraternities/Sororities, Graduate, Multicultural, Religious, Residence Hall, Service, Spirit, Recreational, Law School and Special Interest. All student organization registration is administered by Center for Campus Life.

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

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

#### **3. *Social Fraternities/Sororities***

The Center for Campus Life is responsible for the oversight of Texas Tech Social Fraternities and Sororities. A group seeking social fraternity or sorority status must first be recognized by one of the four governing councils for social fraternities and sororities: Interfraternity Council, InterGreek-Multicultural Greek 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. All student organizations registering as a social~~ fraternity or social sorority must show proof of their Title IX exemption by attaching to their registration application a letter from their national affiliate with their IRS 501(c) number.

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

1. Membership in a student organization shall be open only to students enrolled at Texas Tech University without regard to race, religion, sex, disability or national origin; except in cases of designated fraternal organizations which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. ~~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 the Center for Campus Life.
4. All funds allocated to a registered student organization from university-controlled sources must be maintained in a university account. Additional resources acquired by fundraising may be kept in an off-campus organizational account.
5. The student organization shall show initiative in effectively meeting its stated goals and be lawful and peaceful in its activities. ~~Student Union & Activities~~ The Center for Campus Life is available to assist in organizational development.
6. The student organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/ associate members should not be granted voting privileges nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at Texas Tech University.
7. Registered student organizations shall not use the name, logo or symbols of the university as part of its name or in its publications. In addition, the organization shall not advertise or promote functions or activities in a manner that suggest sponsorship by the university. Registered student organizations are permitted to use the word "Tech" as a part of their names or to use the complete statement "a registered student organization at Texas Tech University." Approval of the use of logos or symbols protected by Texas Tech University is under the discretion of the Athletic Department External Operations, Texas Tech University.
8. Solicitation is prohibited on campus by registered student organizations that may abridge any contractual agreements of Texas Tech University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials in the ~~Student Union & Activities~~ Center for Campus Life. Any student organization wishing to solicit on campus must follow the policies and procedures listed in the current Student Handbook, Part VIII.
9. All registered student organization resources must be used to advance and support the organization's purpose, identified goals, and/or mission.
10. Must comply with university rules, standards, and policies.
11. Student organization registration does not imply university approval of either the organization or its functions or activities.
12. In accordance with Texas Education Code, Section 51.9361, all registered student organizations are required to attend training sessions on the topic of risk management as it relates to individuals, organization functions, and/or activities. Social fraternities and sororities and Sports Clubs are required to attend the Clay R. Warren Memorial Risk Management Retreat annually. The Center for Campus Life and/or other designated departments may require other student organizations to attend the Clay R. Warren Memorial Risk Management Retreat in order to fulfill this requirement. Student organizations not required to attend will participate in an alternative risk management training opportunity identified by the Center for Campus Life.

### **C. Registration of New and Reforming ~~Re-Registering~~ Student Organization**

1. New and/or ~~reforming~~ re-registering student organizations that desire the benefits of a registered student organization must attend a Student Organization Registration Seminar or complete online orientation review examination with at least the designated minimum score (the seminars are scheduled weekly throughout the spring re-registration period) and/or make an individual appointment with the ~~Student Union & Activities~~ Center for Campus Life staff to discuss the policy regulating the registration of student organizations.
2. After attending the seminar or completing the online process or attending the individual appointment and reviewing the policy regulating student organization registration, students who are still interested in ~~reorganizing~~ re-registering or forming an organization and are in a

position to meet the requirements of registered student organizations, should must complete an the online registration packetprocess.

Please go to the Student Organization page website on the Student Union & Activities website at [www.sync.studentorgs.ttu.edu](http://www.sync.studentorgs.ttu.edu) and login to OrgSync and you will be guided through completing the registration process online. You will be prompted to create an individual profile if you have not already created one.

- a. Click on "Register New Organization" and complete the profile in order to start the process to establish a new organization on campus (see requirements below).
- a.b. Student organizations will need to assign a representative from their organization to use their eRaider user account to access the databaseupdate the organization's portal by accessing "Org Profile" and inputting required information, including officer and organization contact information. Also, when those responsibilities positions change, organizations need to be sure to change the user access from the existing to the newly designated representativeupdate the "Org Profile". If, for any reason, this transition becomes difficult, please discuss it with the Student Union & ActivitiesCenter for Campus Life staff.
- b.c. To validate the online process, student organizations must provide:
  1. List of Officers (must have president and treasurer).
  2. List of membership, must have a minimum of three members (signatures requiredall members must create an individual profile on OrgSync to be recognized) in addition to a president and treasurer (total minimum organization size of five).
  3. List a member of the organization as the Student Organization Representative Council (SORC) representative (either an officer or a general member may be listed.).
  4. Submit updated copy of local new 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 constitutionsConstitutions must be submitted electronically.
  5. New student organizations registering as a single-sex, social fraternity or social sorority must show proof of their Title IX exemption. Upon filing their registration application, groups must attach a letter from their national affiliate with their IRS 501(c) (Internal Revenue Code) tax exemption number from the Internal Revenue Service. This is the mechanism the government uses to verify eligibility for single-sex exemption.
  6. Provide a signature, the title, campus address, telephone number and e-mail address of a full-time Texas Tech University faculty or staff member indicating their willingness to serve as the organization's advisor.
  7. Officers, advisor(s) and three (3) members must Sign-sign an-a "University Policy Agreement" (found in the OrgSync "forms" folder) agreement-stating they intend to comply with all university standards, rules and/or policies as well as all federal, state, and/or local laws.
  8. Submit the signed signature-UPA page(s) electronically to complete the registration process. These forms can also be faxed, mailed, or delivered to Student Union & Activitiesthe Center for Campus Life.
3. A student organization may file the "intent to form" a registered student organization application with Student Union & ActivitiesCenter for Campus Life staff administering student organizations. This is a temporary status, which lasts for 90-30 days and allows the non-registered group the privileges of university facilities and publicity venues common to registered student organizations. The 9030-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 Center for Campus Life staff to discuss finalizing their status as a registered student organization. Extensions of the "intent" status are possible under extenuating circumstances and requests should be addressed to the Student Union & Activities Center for Campus Life. Although re-registration of current groups occurs during the spring, this does not mean that new or reforming groups have to wait until the spring to complete the process.
5. The completed registration application process must be received by Student Union & Activities completed annually by mid-April (date to be announced annually) to maintain registration status.

#### **D. Benefits**

1. *Registered Student Organizations*

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

2. *Sports Clubs*

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

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

1. Each registered student organization shall have a full-time university faculty or staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to facilitate incorporating the advisor into the organization's program planning and decision-making. The advisor should certify the organization's expenditures by co-signing all checks or vouchers. 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 update their Org Profile at <http://www.sync.studentorgs.ttu.edu> with the name, address, telephone number and email of any new or replacement full-time university faculty or staff member appointed as their advisor. Failure to do so may result in suspended privileges.

5. Certain student organizations do not choose their advisor(s); rather, they are assigned a full-time faculty or staff person by the department to oversee the administration of those areas, groups and resources.
6. Established full-time university faculty or staff members, who reduce employment hours below full-time status and maintain an office on-campus, may continue to function as the "Primary" advisor of a student organization with the approval of ~~Student Union & Activities~~ the Center for Campus Life.

#### F. Prerequisites for Maintaining Registration

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

1. ~~File a list of its current officers and 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.~~
1. ~~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. Organizations must update the "Org Profile" on OrgSync at <http://www.sync.studentorgs.ttu.edu> within ten (10) university business days of any of the following:~~
  - a. Election of or change in officers and/or SORC representatives;
  - b. Change of full-time faculty or staff advisor;
  - a-c. Changes in organization documents (i.e. constitution, membership requirements);
- 3-2. Conduct its affairs in a lawful manner as a collaborative entity, in accordance with the constitution and by-laws it has on file, and applicable policies, rules, regulations and standards of the university and/or federal, state, and/or local statutes.
- 4-3. Solicitation on campus by registered student organizations may not abridge any contractual agreements of Texas Tech University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials with the ~~Student Union & Activities~~ Center for Campus Life staff.
- 5-4. Ensure off-campus individuals or organizations whose appearance on campus is sponsored by the organization observe all applicable policies, rules, regulations and standards of the university.
- 6-5. In accordance with Texas Education Code, Section 51.9361, all registered student organizations are required to attend training sessions on the topic of risk management as it relates to individuals, organization functions, and/or activities. Social fraternities and sororities and Sports Clubs are required to attend the Clay R. Warren Memorial Risk Management Retreat annually. ~~Student Union & Activities~~ The Center for Campus Life and/or other designated departments may require other student organizations to attend the Clay R. Warren Memorial Risk Management Retreat in order to fulfill this requirement. Student organizations not required to attend will participate in an alternative risk management training opportunity identified by ~~Student Union & Activities~~ the Center for Campus Life.
- 7-6. ~~Student Union & Activities~~ Center for Campus Life and/or Student Judicial Programs may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the Student Handbook. Anonymous reporting limits the University's ability to respond to alleged individual and/or organizational noncompliance.

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

1. A student organization will not be officially registered with the ~~Student Union & Activities~~Center for Campus Life if it is determined that the organization's actions or activities are detrimental to the educational purposes of the university or not in accordance to the Student Handbook. The registration of a student organization may be temporarily suspended while an investigation is pending involving an alleged violation of registered student organization policies and procedures as outlined in the Student Handbook. The registered student organization will be afforded all due process guidelines as described in the Student Handbook. The president of the student organization may file an appeal in writing to the Managing Director of ~~Student Union & Activities~~the Center for Campus Life within five (5) university business days from the date of the "temporary suspension" notification letter. If the director upholds the decision, the president of the student organization may appeal in writing within five (5) university business days to the Associate Vice Provost for Student Affairs~~Associate Vice President for Student Affairs & Dean of Students~~. The decision of the Associate Vice Provost for Student Affairs~~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 Center for Campus Life. The president of the applying organization may wish to schedule a meeting with the Associate/Assistant Director of Student Union & Activities~~the Center for Campus Life~~ to discuss the denial. If, following the meeting, the group wishes to file an appeal, the president must do so in writing to ~~Student Union & Activities~~the Center for Campus Life within five (5) university business days from the date of the "denial" notification letter. If the Director upholds the decision to deny registration, the president of the applying organization may appeal in writing within five (5) university business days to the Associate Vice Provost~~Associate Vice President for Student Affairs & Dean of Students~~. The decision of the Associate Vice Provost~~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~~ the Center for Campus Life for registration status may hold up to three meetings in the Student Union pending action on the petition. These meetings must be held within a 25 calendar-day time period from the date the petitioning organization filed its intent to register. Other campus facilities or space may be reserved by "petitioning" student organizations for one meeting only, if their full-time faculty or staff advisor agrees to be present at their event. Additional reservations will not be approved until the student organization is registered.

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

1. *Student Union*  
Priority for use of space in the Student Union is given to programs and activities which are conducted by the various departments within 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. The intended use is in keeping with the educational purposes of the university.
    2. The intended use does not conflict with the use by academic programs or academic organizations.
    3. The intended use does not conflict with normal security and maintenance schedules.
3. *Residence Halls*  
Regularly enrolled students who live in the residence halls and participate in the residence hall governments have first priority for all residence hall facilities. Facilities may also be provided for individuals or groups whose activities are sponsored by, or affiliated with, University Student Housing. University departments or registered student organizations may use residence hall facilities during the summer, or at times when space is available, for workshops, institutes, short courses and conferences. However, space availability is limited, and requests for the use of residence hall space must be made to the Managing Director of University Student Housing.

4. *Intercollegiate Athletic Facilities*

The Jones/AT&T Stadium Athletic Complex, R.P. Fuller Track Stadium, Dan Law Field, McLeod Tennis Center, Rocky Johnson Field, John Walker Soccer and other athletic fields are owned and maintained by the university for the primary use and benefit of the intercollegiate and intramural (as space is available) athletic programs of the university, of allied non-university athletic activities consistent with such programs and of official academic events of the university. The use of these facilities shall be limited to these purposes unless otherwise authorized by the Intercollegiate Athletics Office. Requests for use of all intercollegiate athletic facilities must be made to the Intercollegiate Athletics Office.

5. *Recreational Facilities*

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

6. *United Spirit Arena*

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

**E. Use of Campus Grounds**

1. Selected grounds area (other than those described above) are available for activities that are sponsored and approved by university departments, registered student organizations or individual faculty, students and employees. Academic use by departments and colleges has priority and assignments may be changed or canceled if conflicts with regular academic programs develop.
2. Students or registered student organizations desiring to use campus grounds must register for grounds use in ~~Student Union & Activities~~ the Center for Campus Life (Student Union Room 203201). Faculty, staff, or departments of the university desiring to use campus grounds must register for grounds use in ~~Student Union & Activities~~ the Center for Campus Life (Student Union Room 203201) 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~~ The Center for Campus Life will coordinate all grounds use applications and shall grant only grounds use requests that are consistent with applicable university regulations and local, state and federal law.
4. A permit granting grounds use shall specify the boundaries of the area to be used, the date for which the use is approved, the time at which the proposed activity may begin, the time at which the reservation for the use expires and any special provisions concerning the use of the space. No request will be approved for activities occurring during individual study days and/or final examination period.
5. Students or registered organizations using a designated area are subject to the following requirements:
  - a. Use of amplification equipment must comply with Section H of these regulations.

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

**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 ~~the Center for Campus Life~~ as follows:

1. A written appeal describing the objections to the denial presented to the Managing Director of Student Union & Activities ~~the Center for Campus Life~~ must be filed no later than five (5) university working days after the receipt of notice of the denial from the Outdoor Events Coordinating Committee.
2. The Managing Director of Student Union & Activities ~~the Center for Campus Life~~ will convey the appeal decision, in writing, to the student or registered student organization and to the Outdoor Events Coordinating Committee within a reasonable time from the receipt of the written appeal.

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

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

- a. Use of Amplification Equipment in Forum Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities within the designated Forum Areas from 8:00 am to 5:00 pm Monday through Friday.
  - b. Use of Amplification Equipment in All Other Outdoor Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities in all other outdoor areas of the campus from 2:00pm 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~~ the Center for Campus Life.
  - b. Applications must be submitted at least six (6) university working days before the intended use.
  - c. The Outdoor Events Coordinating Committee and the Director of Academic Support & Facilities Resources may prescribe rules concerning scheduling, maximum sound levels, location and direction of speakers, and other rules to facilitate the use of amplified sound to mediate any conflict with university functions, classes in session, examinations, other nearby activities, and the campus environment.
  - d. The use of amplification equipment for solicitation purposes must conform to all campus grounds use provisions, as well as policies governing solicitation and commercial activities.
  - e. The use of such equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours without written permission from Academic Support and Facilities Resources.
  - f. Sound equipment must not be disruptive, and the volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
  - g. Special events such as dances, pep rallies, ceremonies, or recreational activities that include the use of bands or amplification equipment may be held in approved locations only with prior approval of ~~Student Union & Activities~~ the Center for Campus Life.
  - h. Outdoor dances utilizing sound amplification devices may be held only on Friday and Saturday nights, and must terminate by 1:00 a.m. Bands may use their own equipment on such dates.
3. *Academic Use*
- a. The appropriate use of loudspeakers for official university activities inside academic buildings, or on the campus as a part of the academic instructional program, is determined and approved by the Office of the Provost.

- b. Permission for use of the victory bells or carillon bells in the towers of the Administration Building must be requested through the Office of the Provost at least one university working day before time of intended use. Use of the bells must not interfere with the normal functions and programs of the university. See OP 30.21.

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

### **A. General Policy**

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

### **B. Definitions**

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

### **C. Solicitations**

1. Jurisdiction:
  - a. All solicitation requests should be directed to the Outdoor Events Coordinating Committee for review. Complete the Grounds Use/Solicitation Request form at [www.sub.ttu.edu/www.depts.ttu.edu/centerforcampuslife/](http://www.sub.ttu.edu/www.depts.ttu.edu/centerforcampuslife/) and return to Student Union & Activities ~~the Center for Campus Life~~. Requests must be submitted at least six (6) university working days before intended use.
  - b. All regulations pertaining to on-campus solicitations by students and registered organizations shall be administered by the Managing Director of Student Union & Activities ~~the Center for Campus Life~~.
  - c. All regulations pertaining to on-campus solicitations by university departments and staff shall be administered by the Senior Vice President of Administration and Finance.
  - d. All regulations pertaining to on-campus solicitations by academic departments and faculty shall be administered by the Provost and Senior Vice President of Academic Affairs.
  - e. Solicitation of all gifts, donations, and non-contractual grants from private philanthropic sources (e.g., individuals, foundations, and corporations) are administered by the Vice Chancellor of Institutional Advancement and in accordance with OP 02.02.
2. Solicitations by registered student organizations and students are prohibited on Texas Tech University grounds and facilities except for:
  - a. Activities supporting the educational mission of the institution;
  - b. Promotion of organizational activities consistent with organization mission;
  - c. Recruitment of members or membership drives;
  - d. Accepting donations on behalf of altruistic or charitable projects;
  - e. Scholarship and/or fundraising projects in support of organization mission.
3. The regulating offices may grant special permission for solicitation purposes or places not listed above in exceptional circumstances. Permission will not be granted for any activity which promotes the use of alcoholic beverages, infers sponsorship by Texas Tech University or violates any federal, state and/or local laws and/or University policies.

4. In order to solicit in University buildings, authorization is required via the Outdoor Events Coordinating Committee and appropriate building manager.
5. Registered student organizations may use the university's registered marks when used in connection with a student organization activity, provided items are acquired from a licensed vendor. A sample or drawing needs to be provided showing how the university's registered marks are to be used before production of the merchandise can proceed. This sample will be submitted by the licensed vendor selected by the registered student organization. For additional information on licensing and use of Texas Tech University registered names, logos and trademarks, refer to OP 54.03 or contact the Office of Intercollegiate Athletics External Operations.
6. Requests for permission to solicit are granted for a specified period. To be eligible to solicit, an individual must present current student identification and submit a Grounds Use/Solicitation request form to ~~Student Union & Activities~~ the Center for Campus Life. A permit to solicit may be revoked if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
7. Decisions by the Outdoor Events Coordinating Committee rejecting or revoking permission of students or registered student organizations to solicit may be appealed to the Managing Director of ~~Student Union & Activities~~ the Center for Campus Life.
  - a. A written appeal describing the objections to the denial to the Managing Director of ~~Student Union & Activities~~ the Center for Campus Life must be filed no later than five (5) university working days after receipt of notice of denial from the Outdoor Events Coordinating Committee.
  - b. The Managing Director of ~~Student Union & Activities~~ the Center for Campus Life will convey the appeal decision, in writing, to the student or registered student organization and to the Outdoor Events Coordinating Committee within five (5) university working days from the receipt of the written appeal.
  - c. The student or registered student organization may not appeal beyond the Managing Director of ~~Student Union & Activities~~ the Center for Campus Life.

#### **D. Advertisements**

1. Advertisements by commercial organizations, either as groups or through student representatives, are not allowed on the campus unless they advertise specific registered student organization functions. This implies sponsorship and/or co-sponsorship, which minimally includes, but is not limited to, direct participation in planning, coordination and implementation by members of the sponsoring organizations.
2. Individuals and commercial organizations attempting to display or distribute unauthorized materials on campus, or use campus facilities for such activity, will be removed from the campus by the Texas Tech Police and will be subject to appropriate legal action.
3. Advertisement is not permitted on the exterior side of residence hall room doors or within public areas of the residence halls.
4. Amplification equipment may not be used to advertise or promote sales in conjunction with any approved solicitation activity unless authorized in advance by the Outdoor Events Coordinating Committee.

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

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

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

- a. Only individuals affiliated with the university (i.e. students or student organizations) may distribute handbills, leaflets or any other type of printed materials, except as provided by law
- b. Students and registered student organizations do not need prior approval concerning the content or distribution of materials such as leaflets and handbills; however, students may

- be required to provide student identification upon request;
- c. Solicitation and Advertising materials must conform with the provisions state in Section B and C above;
  - d. Student election campaign literature must conform to the procedures outlined in the Student Election ~~Commission~~ 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 the Center for Campus Life. A list of requirements regarding the banners is available in Student Union & Activities the Center for Campus Life.
2. *Use of Bulletin Boards*
- Posters, signs, and announcements may be displayed only on university announcement bulletin boards designated specifically for use by students and registered student organizations. The university announcement bulletin boards may be used only be students, registered student organizations, and university departments. Bulletin boards will be cleared periodically. A list of designated university announcement bulletin boards is maintained in Student Union & Activities.
- a. Posters, signs and announcements shall not exceed a maximum size of 18" x 24";
  - b. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs;
  - c. Posters, signs, and announcements shall not promote unauthorized sponsorship by Texas Tech University;
  - d. Posters, signs, and announcements shall not violate any local, state or federal law;
  - e. Bulletin boards belonging to academic and administrative Departments are for official university use only. Posters, signs, and announcements may not be displayed without consent of the appropriate department; and
  - f. Posters, announcements, banners, cards or other campaign material for any individuals seeking student government office may be posted in accordance with the rules and regulations of the Student Government Association.

#### **F. Violations**

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

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

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



Student Judicial Programs and University Student Housing encourage and facilitate a university environment where students and registered student organizations take responsibility for their actions. Through a well-defined student judicial process and the *Code of Student Conduct*, Student Judicial Programs and University Student Housing educates students about their rights and responsibilities as members of the Texas Tech University community. In addition, Student Judicial Programs and University Student Housing promote 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, University Student Housing, the Associate Vice Provost-Associate Vice President for Student Affairs & Dean of Students, and the Vice Provost, Undergraduate Education. Definitions for terms used throughout the *Code of Student Conduct* are outlined in Part I of the Student Handbook.

#### A. General Policy

Freedom of discussion, inquiry and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood. Accordingly, the university community has developed standards of behavior pertaining to students and 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 standard of proof used in university judicial proceedings is the preponderance of evidence. The Office of the Vice Provost, Undergraduate Education, in conjunction with Student Judicial Programs and University Student Housing, respects the rights and responsibilities of students and shall consider each violation of university policy and each violation of federal, state and/or local law on a "case-by-case" basis and shall further attempt to initially use educational options and subsequent intervention and/or prevention options to assist students.

#### B. Misconduct

Any student(s) found to have committed the following misconduct while defined as a student is subject to disciplinary sanction(s), condition(s) and/or restriction(s). For definitions, please refer to the Student Handbook, Part IX, Section D, Disciplinary Sanctions, Conditions and/or Restrictions. Misconduct includes, but is not limited to:

##### 1. *Alcoholic Beverages*

- a. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages, except as expressly permitted by university policy and federal, state, and/or local law.
- b. Being under the influence of alcohol and/or intoxication as defined by federal, state, and/or local law.

##### 2. *Narcotics or Drugs*

- a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by federal, state, and/or local law.
  - b. Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/or local law.
  - c. Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by federal, state, and/or local law.
3. *Academic Dishonesty*  
"Academic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts and any act designed to give 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/academicinteg.php>.

4. *Firearms, Weapons and Explosives*

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

NOTE: See *University Student Housing Contract Guide* for specific approved devices allowed in the residence halls.

5. *Flammable Materials/Arson*

- a. Use or possession of flammable materials, including 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 could predictably result, in personal injury or property damage of university premises.

6. *Theft, Damage or Unauthorized Use*

- a. Attempted or actual theft of property or services of the university, other university students, other members of the university community, or campus visitors.
- b. Possession of property known to be stolen or belonging to another person without the owner's permission.
- c. Attempted or actual damage to property owned or leased by the university, by other university students, other members of the university community, or campus visitors.
- d. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, eRaider account information 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 and Others*

- 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 includes, but is not limited to so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment, or interferes with the victim's ability to realize the intended benefits of the university's resources and opportunities. Sexual misconduct is nonconsensual conduct of a sexual nature including, but not limited to:
  - i. Deliberate touching of another's sexual parts without consent.
  - ii. Deliberate sexual invasion of another without consent.
  - 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.
  - iv. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that are unwelcome and expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's (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.
- e. Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization.

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

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

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

9. *Hazing*

Hazing is any intentional, knowing or reckless act, directed against a student by one person acting alone or by more than one person occurring on or off university premises that endangers the mental or physical health or safety of a student for the purpose of pledging 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, adversely affects the mental health or dignity of a student, or discourages a student from entering or remaining enrolled at this

- educational institution, or 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://www.statutes.legis.state.tx.us/?link=ED>.

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

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

**11. *Financial Irresponsibility***

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

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

- a. Unauthorized entry into or use of university premises or equipment including another student's room.
- b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, university identification card or access code for use in university premises or equipment.
- c. Unauthorized use of the university name, logo, registered marks or symbols 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.

~~*University Parking Services*~~

~~Violation of university traffic and parking regulations.~~

~~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/conductcode.php>.~~

~~*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.php>.

*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.php>.

**13. Failure to Comply**

- a. Failure to comply with 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.

**14. Abuse, Misuse or Theft of University Computer Data, Programs, Time, Computer or Network Equipment/Information Resources**

Unauthorized use of TTU information resources is prohibited, and may be subject to criminal prosecution in addition to disciplinary sanctions, conditions and/or restrictions pursuant to the Code of Student Conduct. "Information resources" means procedures, equipment and software, regardless of location, that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit university information, and associated personnel, including consultants and contractors, regardless of whether the personnel are employed by the university or retained as independent contractors. Usage of TTU information resources may be subject to security testing and monitoring, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of information resources is also subject to the Information Technology Security Policies (<http://depts.ttu.edu/infotech/security/>), University O.P.s, and other applicable laws. Abuse, misuse, or theft of university information resources includes, but is not limited to the following:

- e.a. Unauthorized use of computing and/or networking TTU information resources including, but not limited to, private information and passwords, including the unauthorized sharing or private information or passwords with individuals who otherwise have no authority to access TTU information resources.
- d.b. Use of computing and/or networking TTU information resources for unauthorized or nonacademic purposes including, but not limited to, illegal access, attempted or actual unauthorized accessing, copying, transporting or installing programs, records, data, or software belonging to the university, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).
- e.c. Unauthorized attempted or actual accessing, copying, transporting or installing programs, records, data, or software belonging to the university, another user, or another entity. Use of TTU information resources to commit or attempt to commit actions against members of the university community or others, as described in the Student Handbook Part IX, Section B.7.
- f.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 TTU information resources, compromising the privacy of another user or disrupting the intended use of computing or network TTU information resources.
- g.e. Attempted or actual use of the university's computing and/or networking TTU information resources for personal, political, or financial gain commercial purposes, or for personal gain.

- ~~h.f.~~ Access, creation, storage, or transmission of material deemed offensive, indecent, or obscene other than for official academic purposes (as defined by law). Exceptions may be made for academic research where this aspect of the research has the written consent of the Department Head. Discovery of obscene material, including child pornography, on any TTU information resource must be reported to the Information Security Officer or the Chief Information Officer immediately.
- ~~i.g.~~ Attempted or actual destruction, disruption or modification of programs, records or data belonging to or subscribed to licensed by the university or another user or destruction of the integrity of computer-based information using TTU information resources.
- ~~j.h.~~ Attempted or actual use of the computing and/or networking facilities TTU information resources 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 (e.g. people, capacity, computer) university.
- ~~k.i.~~ Intentional "spamming" of students, faculty, or staff, or others (defined as the sending of unsolicited and unwanted e-mail electronic communications, including, but not limited to e-mails and text messages to parties with whom you the sender have has no existing business, professional or personal acquaintance) using TTU information resources.

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

**14.15.** *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.

**15.16.** *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>.

**16.17.** *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.

NOTE: Refer to the following websites for departmental policies, rules, or regulations:

- a. University Parking Services:  
<http://www.parking.ttu.edu/resources/pdf/rulesregulations.pdf>
- b. University Student Housing:  
<http://www.housing.ttu.edu>
- c. Recreational Sports:  
<http://www.depts.ttu.edu/recsports/facilities/policies.php/#aqc>
- d. Texas Tech University Board of Regents' Rules:  
<http://www.texastech.edu/bor/rules.php>
- e. Texas Tech University Operating Policies and Procedures:  
<http://www.depts.ttu.edu/opmanual/>

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

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

**18.19. Abuse of the Discipline System**

- a. Failure of a student to respond to a notification to appear before a Judicial Officer during any stage of a disciplinary proceeding. Failure to comply with or respond to a notice issued as part of a disciplinary procedure and/or failure to appear will not prevent a Judicial Hearing Officer from proceeding with disciplinary action.
- b. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.
- c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d. Filing an allegation known to be without merit or cause.
- e. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.
- f. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.
- g. Harm, threat of harm, or intimidation, either verbal, physical 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 Hearing Officer.

**C. Disciplinary Procedures**

To file an alleged *Code of Student Conduct* violation, including an incident report from 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. Individuals will complete an incident report form, which can be found at the following website: <http://www.depts.ttu.edu/studentjudicialprograms/>. Individuals may also file a report in person at the office of Student Judicial Programs, located in suite 025 of the Student Union Building. The written allegation should describe the action or behavior in question. Student Judicial Programs also reviews reports from University Student Housing and the Texas Tech Police Department. The written allegation should be received by Student Judicial Programs within twenty (20) university working days of the alleged incident to initiate disciplinary procedures. Filings that are submitted after 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 Hearing Officer will inquire, gather and review information about the reported student misconduct and will evaluate the accuracy, credibility, and sufficiency of this information. If it is determined that this information is insufficient to ~~does not~~ warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question. A Judicial Hearing Officer will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

- a. When a written allegation is filed, the student named in the allegation will be notified in writing and asked to appear before a Judicial Hearing Officer. Through this written notification, a Judicial Hearing Officer will assign a specified date and time (outside the student's academic schedule) for the student to meet with the Judicial Officer for



a pre-hearing meeting in order to advise the student of the allegation(s) and to review the student's rights and responsibilities in disciplinary proceedings, unless another date and time is otherwise requested by the student. Notice is deemed to have been properly provided when written notification is placed in First Class U.S. Mail, campus mail, sent to student's official assigned Texas Tech University email, or personally delivered to the student no less than five (5) university working days prior to the scheduled appearance. 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 to the student's official assigned Texas Tech University email address. If mailed, notification is to be mailed in First Class U.S. Mail or campus mail. Failure of a student to receive First Class U.S. Mail or campus mail notice does not prevent the disciplinary process from proceeding judicial proceedings from being carried out. 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, email address and local telephone number updated in the student records system at <http://raiderlink.ttu.edu/>.

- b. After the student has been advised of the allegation(s), the student shall indicate whether an Administrative Hearing or University Discipline Committee Hearing is preferred. However, a Judicial Hearing Officer has the sole discretion in all cases to designate whether an Administrative or University Discipline Committee hearing will be held notwithstanding the student's preference.
- c. After proper notice has been given to the student, the university may proceed to conduct either an administrative Administrative or a University Discipline Committee hearing and deliver a decision or recommendation respectively. The administrative Administrative or University Discipline Committee hearing may be held and a decision or recommendation made, regardless of whether the student responds, fails to respond, attends the hearing or fails to attend the hearing. Should an absence of the student occur, a Judicial Hearing Officer or the University Discipline Committee may consider the information and render an administrative decision or -University Discipline Committee recommendation.
- d. During the pre-hearing meeting, the Judicial Hearing Officer will review with the student their rights and responsibilities, including~~In any disciplinary proceeding, the student has the right to:~~
  - 1. ~~Notification~~ To receive notification of the alleged misconduct violation(s).
  - 2. ~~Know~~ To know the source of the allegation(s).
  - 3. ~~Know~~ To know the specific alleged violation(s).
  - 4. ~~Know~~ To know the sanctions, conditions and/or restrictions that may be imposed because of the alleged misconduct violation(s).
  - 5. ~~Be~~ To 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 Judicial Hearing Officer. Students should select an advisor whose schedule allows attendance at the scheduled date and time for the hearing, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of a Judicial Hearing Officer upon written request five (5) university working days in advance of the scheduled hearing date.

6. To have the opportunity to respond to the allegation(s) and/or present information.
7. ~~Refrain~~ To refrain from making any statement relevant to the allegation(s).
8. ~~Know~~ To know that any statements made by the student can be used during the proceeding.

## **2. Administrative Hearing**

- a. The ~~administrative~~ Administrative hearing ~~Hearing~~ process will be completed in a timely manner based upon the specific circumstances of each case.
- b. After making a determination, a Judicial Hearing Officer will ~~provide~~ deliver written notification to the student of the decision using the written notification procedure as outlined in C.1.a., above, within five (5) university working days and, if any, the sanction(s), condition(s), and/or restriction(s) to be imposed, if any.
- c. The student may utilize the disciplinary appeal procedures in Section E, Disciplinary 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 to the student using the written notification procedure as outlined in C.1.a within five (5) university working days. The student(s) named in the allegation(s) will be notified in writing of the allegation(s) and asked to appear before a Judicial Hearing Officer for a pre-hearing meeting. Through this written notification, the Judicial Hearing Officer will assign a specified date and time (outside the student's academic schedule) for the student(s) to meet, unless another reasonable date and time is otherwise requested by the student(s). Failure of a student(s) to receive this mail does not prevent the University Discipline Committee from proceeding.
- a. During the pre-hearing meeting, a Judicial Hearing Officer will inform the student of documents and supporting materials to be introduced at the University Discipline Committee Hearing, witnesses to be examined, and the anticipated testimony of the witnesses. ~~Information~~ Documents and/or supporting materials may not be considered unless the ~~student and the university's representative~~ Judicial Hearing Officer ~~have been advised the student~~ have been advised the student of the source and content at least five (5) university working days ~~in advance of prior to~~ in advance of prior to the committee hearing. Likewise, during the pre-hearing, the Judicial Hearing Officer will inform the student that he or she is to provide Student Judicial Programs with copies of documents and supporting materials he or she plans to present to the University Discipline Committee, witnesses to be examined, and the anticipated testimony of witnesses. The documents and supporting materials of the student may not be considered unless the student has advised Student Judicial Programs of the source and content at least five (5) university working days in advance of the committee hearing.

- b. ~~The~~ During the University Discipline Committee Hearing, the University Discipline Committee, Judicial Hearing Officers and the student will have a reasonable opportunity to question witnesses. Hearing proceedings, excluding the deliberations of the University Discipline Committee, will be recorded by the university. ~~The 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.
  - c. 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 accepts the recommendation or decides that the accused student is responsible and assigns sanctions, conditions and/or restrictions. The Director of Student Judicial Programs will notify the student ~~in writing of the disciplinary decision~~ using the written notification procedures outlined in C.1.a, above, within five (5) university working days.
    2. If the University Discipline Committee recommends that the student is responsible for the alleged violation(s), the Director 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~~ deemed appropriate, 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 using the written notification procedures outlined in C.1.a, above, within five (5) university working days.
  - d. The student may utilize the disciplinary appeal procedures in Section E, Disciplinary Appeals Procedure.
  - e. 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 hold may be placed on the student records to prevent further registration and transcript receipt. The administrative hold will remain until such time as the Judicial Hearing Officer receives an appropriate response.
  - f. All records concerning a student or student organization related to the disciplinary process will remain on file in Student Judicial Programs or University Student Housing for a minimum of seven years from the date the case is completed through an administrative Administrative Hearing or discipline University Discipline committee Committee hearing Hearing and/or disciplinary appeal procedures. Records pertaining to registered student organizations will remain on file ~~for a minimum of seven years indefinitely.~~
- 4. Immediate Temporary Suspension**  
A student may be temporarily suspended pending completion of disciplinary procedures if, in the judgment of the Vice Provost, Undergraduate Education, the Associate Vice

~~President for Student Affairs & Dean of Students~~, or on recommendation of a Judicial Hearing 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. The Vice Provost, Undergraduate Education, ~~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 must be coordinated through the Student Judicial Programs office and the Texas Tech Police Department.

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

A Judicial Hearing Officer may impose 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~~ Administrative hearing Hearing or University Discipline Committee hearing, the following educational sanctions, conditions and/or restrictions may be assessed when a student is found responsible for misconduct. Potential sanctions, conditions and/or restrictions are not limited to those listed below; items below serve to demonstrate typical student outcomes. An administrative fee of up to \$100.00 may be imposed on students and student organizations found responsible for violating the Code of Student Conduct in addition to any other sanctions, conditions, and/or restrictions also assessed. Implementation of the disciplinary sanction(s), condition(s) and/or restriction(s) will not begin until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted. Exceptions are made only in cases for which, in the judgment of the Vice Provost, Undergraduate Education ~~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~~ using the written notification procedure outlined in C.1.a, above, to the student that the action in question was misconduct.
  - b. Disciplinary Probation:  
Disciplinary probation is a period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with university policies, rules, and/or standards and any other requirement stipulated for the probationary period. Further instances of misconduct under the *Code of Student Conduct* and/or Student Handbook during this period may result in additional sanctions, conditions and/or restrictions.
  - c. Deferred Disciplinary Suspension:  
Deferred disciplinary suspension is a period of time where a disciplinary suspension may be deferred for a period of observation and review, but in no case will the deferred suspension be less than the remainder of the semester. Further instances

of misconduct under the *Code of Student Conduct* and/or Student Handbook during this period may result in additional sanctions, conditions and/or restrictions.

d. Time-Limited Disciplinary Suspension:

Time-limited disciplinary suspension is a specific period of time in which a student may not attend class or participate in class or 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 may be removed from the transcript or registration at the discretion of the University upon readmission or the completion of the disciplinary suspension period. Notification of disciplinary suspension of a student will indicate the date on which the disciplinary suspension it begins, and the earliest date, if any, upon which the application for student readmission or student organization re-registration will be considered. The Judicial Hearing 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 the 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 Hearing 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 Vice Provost, Undergraduate Education 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 Appeal Procedures.)

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

NOTE: Student organizations may also be subject to suspension of their organization's registration. Time-limited disciplinary suspension is a specific period of time in which a student organization's registration and privileges of the organization are suspended. Upon written request by the registered student organization's representative to the Center for Campus Life and/or Student Union & Activities, the notation of disciplinary suspension may be removed from the registration record of the student organization upon completion of the disciplinary suspension period. Notification of disciplinary suspension of an organization will indicate the date on which the suspension begins and the earliest date the application for re-registration will be considered. The Judicial Hearing Officer may deny an organization's request for re-registration if the organization's misconduct during a period of suspension

would have warranted additional disciplinary action. If the organization has failed to satisfy any sanctions, conditions, and/or restrictions that have been imposed prior to application for re-registration, the Judicial Hearing Officer may deny re-registration to the organization. On denial of an organization's application for re-registration, the Vice Provost, Undergraduate Education will set a date when another application for re-registration may be made. An organization may appeal denial of re-registration in accordance with the disciplinary appeal process (See Section E, Disciplinary Appeal Procedure).

e. **Disciplinary Expulsion:**

Disciplinary expulsion occurs when the student is permanently withdrawn and separated from the university. The status of expulsion will be permanently shown on the student's academic record, including the transcript or student organization's registration. An administrative hold will be placed on the student record by the Director of Student Judicial Programs to prevent future registration.

~~2. These sanctions may be accompanied by conditions and/or restrictions.~~

~~3.2.~~ 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~~ BASICS Program for assessment.

~~4.3.~~ 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.)

~~5.4.~~ Violations of the alcohol, narcotics or drugs policy (Sections B.1. or B.2.) may result in notification to the parents/guardians of dependent students under the age of 21.

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

## **E. Disciplinary Appeal Procedures**

### **1. Appeal Process**

Any student who has ~~received sanctions, conditions, and/or restrictions~~ been found responsible for violating the Code of Student Conduct may appeal the disciplinary decision made by a Judicial Hearing Officer. Students may also appeal a decision denying readmission to the university or re-registration of a student organization. Failure to file a written request for an appeal within eight (8) university working days from the date of the decision letter will render the original decision final and conclusive.

2. Grounds for Appeal

a. Appeals must be based on:

1. Procedural error which fundamentally affected the decision.
2. Substantive error, i.e., the sanction(s) is not consistent with the gravity of the misconduct.
3. Newly discovered relevant information ~~that was not~~ available at the hearing and is sufficient to change the decision.

b. The specific questions to be addressed on appeal are:

1. Were the procedures of the *Code of Student Conduct* followed?
2. If a procedural error was committed, were the rights of the student or student organization materially violated so as to effectively deny the student or student organization a fair hearing?
3. Was the hearing conducted in a way that permitted the student or student organization's student representative adequate notice and the opportunity to present information?
4. Would the newly discovered information presented at the hearing be sufficient to change the decision?

3. Notification of Appeal

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

4. Administrative or University Discipline Committee Hearing Appeal Procedures

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

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

5. Final Decision

The student will be notified of the final disciplinary decision. If referred to a Judicial Appeals Hearing Officer, the decision of a Judicial Appeals Hearing Officer is final. If referred to the University Discipline Appeals Committee, the chair will communicate in writing the committee's recommendation to the Director of Student Judicial Programs and/or Associate

~~Vice President for Student Affairs & Dean of Students~~Vice Provost, Undergraduate Education. After reviewing the recommendation, the Director of Student Judicial Programs and/or the ~~Associate Vice President for Student Affairs & Dean of Students~~Vice Provost, Undergraduate Education 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~~Vice Provost, Undergraduate Education 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~~using the written notification procedure as outlined in C.1.a, above, within five (5) university working days.

## **F. Withdrawal of Consent**

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

- a. The Judicial Hearing Officer or another university agent acting in accordance with his or her duties may recommend to the ~~Associate Vice President for Student Affairs & Dean of Students or the Vice Provost, Undergraduate Education~~ 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 Hearing Officer, the ~~Associate Vice President for Student Affairs & Dean of Students or the Vice Provost, Undergraduate Education~~ it is determined that:
  1. The student has willfully disrupted the orderly operation of the premises, or
  2. The student's presence on the campus or facility will constitute a substantial and material threat to the orderly operation of the premises.
- b. If the ~~Associate Vice President for Student Affairs & Dean of Students or Vice Provost, Undergraduate Education~~ concurs with the Judicial Hearing Officer's recommendation, permission for the student to be on university premises will be withdrawn. This Withdrawal of Consent will not be longer than fourteen (14) days and a hearing must be held within these fourteen (14) days to determine the student's status at the university. Permission to be on university premises must be coordinated through the ~~Associate Vice President for Student Affairs & Dean of Students~~Vice Provost, Undergraduate Education 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~~using the written notification procedures outlined in C.1.a, above, 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.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 (3) weeks prior to any Texas Tech University Office of Admissions application deadlines for the semester or summer session in which the student wishes to re-enroll. The student may be required by the Director for Student Judicial Programs to submit evidence in writing supportive of his or her present ability to function properly and effectively in the university community. The university will evaluate the student's request and supporting documentation with primary consideration given to satisfying all conditions specified at the time of suspension or withdrawal. If approval is granted by the Director for Student Judicial



Programs for the removal of the administrative hold, the student must then complete the regular university readmission procedures.

2. If approval for readmission is denied by the Director for Student Judicial Programs, the student may appeal that decision to the ~~Associate Vice President for Student Affairs & Dean of Students~~Vice Provost, Undergraduate Education. 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 Hearing Officer that the student's request has been denied.
3. The ~~Associate Vice President for Student Affairs & Dean of Students~~Vice Provost, Undergraduate Education, 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 is received. The meeting review will be conducted by the ~~Associate Vice President for Student Affairs & Dean of Students~~Vice Provost, Undergraduate Education or designee. Following the ~~meeting review~~, the ~~Associate Vice President for Student Affairs & Dean of Students~~Vice Provost, Undergraduate Education 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~~Vice Provost, Undergraduate Education will notify all parties of this decision ~~in writing via U.S. Mail using the written notification procedures outlined in C.1.a, above~~, within five (5) university working days of the ~~meeting review~~.

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

1. University Discipline Committee
  - a. Committee Composition

The University Discipline Committee will conduct disciplinary hearings in referred cases. The committee will be composed of five full-time faculty members, five full-time students and five full-time staff members and will be recognized as a University Committee. Each member will be appointed for a single one-year term by the Director for Student Judicial Programs. Committee members may be re-appointed for consecutive one-year terms.
  - b. Committee Appointments

University Discipline Committee appointments will be made as follows:

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

The Director for Student Judicial Programs may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.
  - d. Committee Resource Person

A Judicial Hearing Officer, or designee, will serve as a non-voting resource person for the committee as well as being responsible for audio recording of the hearing.
  - e. Committee Meetings

Student Judicial Programs will establish meeting dates and times during which cases will be heard and will also provide for scheduling special meetings as needed.

Committee hearings will be conducted by a subgroup of the fifteen (15) committee members.

e.f. Committee Quorum

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

f.g. Committee Deliberation

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

~~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.~~

g.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.

h.i. Committee Orientation

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

2. University Discipline Appeals Committee

a. Committee Composition

The University Discipline Appeals Committee will conduct disciplinary appeal hearings in requested cases. The committee will be composed of three full-time faculty members, three full-time students and three full-time staff members and will be recognized as a University Committee. Each member will be appointed for a single one-year term by the Director for Student Judicial Programs. Committee members may be 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 and the President of the Residence Halls Association.
3. Three full-time faculty members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Faculty Senate.

4. Three full-time staff members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Staff Senate.
  - c. Committee Resource Person  
A Judicial Hearing Officer, or designee, will serve as a non-voting resource person for the committee.
  - d. Committee Deliberation  
When deliberating a case, the committee will meet in closed session with only voting members and the resource person present.
  - e. Committee Removals  
The Director for Student Judicial Programs may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.
  - f. Committee Meetings  
Student Judicial Programs will establish meeting dates and times during which cases will be reviewed and will provide for scheduling special meetings as needed. Appeals hearings will be conducted by a subgroup of the nine members from the committee
  - g. Committee Quorum  
A quorum for the committee is four members, provided that at least one member is present from each of the three representative categories.
  - h. Additional Committee Sections ~~and/or Members~~  
The Director for Student Judicial Programs may appoint additional ~~sections and/or~~ members of the University Discipline Appeals Committee to expedite the orderly disposition of cases and/or to aid in the administration of disciplinary action within the university. The additional ~~sections and/or~~ members of the University Discipline Appeals Committee will have the same composition of membership, the same duties and the same authority as the original University Discipline Appeals Committee, ~~and the additional sections will be alphabetically designated. Each section will function as a separate and independent unit in helping dispose of the appeal caseload in the university disciplinary process.~~ Cases will be assigned by the Director of Student Judicial Programs.
  - i. Committee Orientation  
Members of the University Discipline Appeals Committee will be required to participate in an orientation facilitated by Student Judicial Programs prior to serving as a member of any disciplinary appeal committee hearing.
3. *Code of Student Conduct* Review Committee
    - a. Committee Composition  
The *Code of Student Conduct* Review Committee will conduct an annual review of the *Code of Student Conduct* and make recommendations to the Vice Provost, Undergraduate Education regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the *Code of Student Conduct*.
    - b. Committee Appointment
      1. The chair will be appointed by the Director for Student Judicial Programs and will be a full-time member of the faculty or staff.
      2. The *Code of Student Conduct* Review Committee will consist of three full-time faculty members, two full-time staff members, two full-time undergraduate students and one full-time graduate student.

3. Two full-time undergraduate student members and one full-time graduate student member will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Student Government Association and the President of the Residence Halls Association.

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

5. Two full-time staff members will be appointed by the Director for Student Judicial Programs who will invite recommendations by the President of the Staff Senate.

c. Committee Removals

The Director for Student Judicial Programs may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

e.d. Committee Resource Person

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

Committee Removals

~~The Director for Student Judicial Programs may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.~~

d.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.

e.f. Committee Quorum

A quorum for the committee is four members.

f.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.~~

~~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 12/13, 2011

Effective Monday, May 16, 2011

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

**PART X: Campus Resources**

**ACADEMIC CONCERNS**

**Academic Deans' Offices**

**College of Agricultural Sciences & Natural Resources**

108 Goddard  
Range & Wildlife & Fisheries Mgmt.  
Building  
(806) 742-2808

**College of Architecture**

1005 Architecture Building  
(806) 742-3136

**College of Arts & Sciences**

102 Holden Hall  
(806) 742-3831

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

201 Business Administration Building  
(806) 742-3171 – Undergraduate Services  
(806) 742-3188 – Dean's Office

**College of Education**

110 Education Building  
(806) 742-1998

**College of Engineering**

Engineering Center Suite 100  
(806) 742-3451

**Graduate School**

02 Holden Hall  
(806) 742-2781

**Honors College**

103 McClellan Hall  
(806) 742-1828

**College of Human Sciences**

142 Human Sciences Building  
(806) 742-3031

**Law School**

122-C Law Building  
(806) 742-3793

**College of Mass Communications**

102 Mass Communications  
(806) 742-3385

**University College**

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

**College of Visual & Performing Arts**

218 Administration Building  
(806) 742-0700

**Office of the Provost**

104 Administration Building  
(806) 742-2184

**ACADEMIC FACILITIES**

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

Texas Tech Plaza, Suite 502

**1901 University Avenue**

(806) 742-3658

**UNDERGRADUATE ACADEMIC SUPPORT**

**University Advising Center**

79 Holden Hall  
742-2189

**IS 1100 Freshman Seminar**

**Mass Communications 207**

742-6500 ext 246

**SOAR/Learning Center**

80 Holden Hall  
(806) 742-3664

**ACTIVITIES**

**Tech Activities Board**

020 Student Union  
(806) 742-4708

**Student Organizations**

**Student Union Building**

211 Student Union  
(806) 742-5433

**ADMISSIONS**

**Undergraduate Admissions**

129 West Hall  
(806) 742-1480

**Graduate Admissions**

03 Holden Hall  
(806) 742-2787

**ALCOHOL EDUCATION**

**Student Health Services** 103 Student  
Wellness Center

(806) 743-2848

**Raider Assistance Program**

Student Wellness Center  
(806) 743-2844 ext 296

**ALUMNI**

**Texas Tech Alumni Association**

Merket Alumni Center  
(17th Street & University Avenue)

(806) 742-3641

**BILLING (tuition and fees)**

**Student Financial Center**

301 West Hall  
(806) 742-3272

Mailing Address:

PO Box 41099  
Lubbock, TX 79409

**BOARD OF REGENTS**

202 Administration Building  
(806) 742-2161

**BOOKSTORE**

**Barnes & Noble Bookstore**  
Student Union (West side)  
(806) 742-3816

## **BUS INFORMATION**

### **Student Government Association**

302 Student Union

(806) 742-3631

## **CAMPUS LIFE**

### **Center for Campus Life**

201 Student Union

(806) 742-5433

## **STUDENT UNION & ACTIVITIES**

### **203 Student Union**

(806) 742-3636

## **CAMPUS SAFETY**

### **Texas Tech Police Department**

(Campus Crimes Officer)

413 Flint Avenue

(806) 742-3931

## **CHANCELLOR'S OFFICE**

124 Administration Building

(806) 742-0012

## **COMPUTER ACCESS**

### **Advanced Technology Learning Center— ATLC**

West Library Basement and Student Union  
Basement

(806) 742-1650

## **COPY FACILITIES**

### **Copy Mail**

100 Student Union

(806) 742-3444

## **COUNSELING**

### **University Career Services**

Wiggins Complex (southeast side)

(806) 742-2210

### **Degree Requirements**

(see Academic Concerns)

## **Financial**

### **Student Financial Center**

310 West Hall

(806) 742-3681

## **Red To Black**

271 Human Sciences

(806) 742-9781

## **Legal/Mediation**

### **Student Legal Services**

307 Student Union

(806) 742-3289

## **Mediation**

### **Ombuds Office**

024 Student Union (East Basement)

(806) 742-7233

### **Student Counseling Center Reception**

### **Personal and Academic/Career**

201 Student Wellness Center

(806) 742-3674

### **Student Disability Services**

335 West Hall

(806) 742-2405

## **CULTURAL STUDENT PROGRAMS**

### **Office of International Affairs**

601 N. Indiana Ave.

(806) 742-2974

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

162 Administration Building

(806) 742-7025

## **DROPPING A COURSE**

### **Office of the Registrar**

103 West Hall

(806) 742-3661

## **DROPPING ALL COURSES**

### **Academic Withdrawal**

### **Office of the Registrar**

103 West Hall

(806) 742-3661

## **EMERGENCY**

On-Campus 9-911

Off-Campus 911

## **EMPLOYMENT**

### **After Graduation**

### **University Career Services**

Wiggins Complex (southeast side)

(806) 742-2210

### **College Work Study**

### **Financial Aid Office**

310 West Hall

(806) 742-3721 ext 241

### **Part-time on/off campus**

### **Financial Aid Office**

310 West Hall

(806) 742-3690x225

### **Summer Employment**

### **University Career Services**

Wiggins Complex (southeast side)

150 Wiggins

(806) 742-2210

## **ENROLLMENT SERVICES**

### **Undergraduate Admissions**

129 West Hall

(806) 742-1480

### **Student Financial Aid**

310 West Hall

(806) 742-3681

## **FACULTY SENATE**

126 Doak Hall

(806) 742-3656

## **FAMILY WEEKEND**

**Texas Tech Parents Association  
Parent & Family Relations**

203 Student Union

(806) 742-3630

1-888-888-7409

www.parent.ttu.edu

parent@ttu.edu

**FINANCIAL AID**

**Student Financial Aid**

310 West Hall

(806) 742-3681

**FRATERNITIES**

**Interfraternity Council**

Student Union, Second Floor

(806) 742-5433

**Inter-Greek Council**

Student Union, Second Floor

(806) 742-5433

**GROUPS USE REQUESTS**

**Center for Campus Life**

201 Student Union

(806) 742-5433

**HANDICAP PARKING**

**University Parking Services**

Administrative Support Center

2903 4th Street

(806) 742-3811

**HARASSMENT – STUDENTS**

**Student Affairs**

201AA Student Union

742-2984

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

162 Administration Building

(806) 742-7025

**Ombuds Office**

024 Student Union (East Basement)

(806) 742-7233

**HARASSMENT – FACULTY/STAFF**

**Equal Employment Opportunity Office**

323 Administration Building

(806) 742-3627

**Human Resources**

Doak Hall

(806) 742-3851

**HEALTH CONCERNS**

**Student Health Services**

1003 Student Wellness Center

(806) 743-2848 (appointments)

(806) 743-2860 (other issues)

**HOMECOMING**

**Tech Activities Board**

203 Student Union

(806) 742-3636

**HONORS COURSES**

**Honors College**

103 McClellan Hall

(806) 742-1828

**HOUSING (ON CAMPUS)**

**University Student Housing**

Wiggins Complex

(806) 742-2661

**HOUSING (OFF CAMPUS)**

**Student Government Association**

302 Student Union

(806) 742-3631

**INFORMATION**

**Student Union Information Center**

Student Union

Outside Barnes & Noble

(806) 742-1344

**ID INFORMATION**

**Student ID Office**

103 Student Union

(806) 742-1457

**INFORMATION (Directory)**

**TTU Campus Operator**

Off-Campus (806) 742-2011

On-Campus 0

**INSURANCE (Health)**

**Ombuds Office**

024 Student Union (East Basement)

(806) 742-7233

**Student Health Services**

1003 Student Wellness Center

(806) 743-2848 (appointments)

(806) 743-2860 (other issues)

**INTERNATIONAL STUDENTS**

**International Cultural Center**

601 Indiana Ave.

(806) 742-2974

**LANDMARK ARTS**

105 Art Building

(806) 742-1947

**LIBRARY**

**Texas Tech Library Hours**

(806) 742-2265

**Information**

(806) 742-2265

**Southwest Collection**

(Next to Texas Tech Library (north side)

(806) 742-3749

**LOST AND FOUND**

**Texas Tech Police Department**

2901 4th Street

(806) 742-3931

**MATH PLACEMENT**

**Mathematics Department**

201 Math Building

(806) 742-2566

**MOTORIST ASSISTANCE**

**University Parking Services**

Motorist Assistance Program

2903 4<sup>th</sup> Street

(806) 742-6277

**MUSEUM**

**TTU Museum Information**

102 Museum (4th Street and Indiana Avenue)

(806) 742-2490

**NEWSPAPER**

**The Daily Toreador**

103 Student Media Building

(806) 742-3393

**OMBUDS OFFICE**

024 Student Union (East Basement)

(806) 742-7233

**ORIENTATION**

**Center for Campus Life**

201 Student Union

(806) 742-5433

**PARENTS**

**Parent & Family Relations**

203 Student Union

(806) 742-3630

1-888-888-7409

**PARKING**

**University Parking Services**

Administrative Support Center

2903 4th Street, Rm 145

(806) 742-PARK (7275)

**POLICE**

**Texas Tech Police Department**

2901 4th Street

(806) 742-3931

**PRESIDENT'S OFFICE**

150 Administration Building

(806) 742-2121

**RADIO STATION**

**KOHM-FM Radio**

603B Tech Plaza

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

**ROTC**

**Air Force**

117 Student Media

(806) 742-2143

**Army**

303 Business Administration Bldg.

(806) 742-2141

**SCHOLARSHIPS**

**Scholarship Office**

205 West Hall

(806) 742-3144 ext 254

**SHUTTLE VAN**

**Student Government Association**

302 Student Union

(806) 742-NITE

**SOLICITATION REQUESTS**

**Center for Campus Life**

201 Student Union

(806) 742-5433

**SORORITIES**

**Panhellenic Council**

Student Union, Second Floor

(806) 742-5433

**National Pan-Hellenic Council**

Student Union, Second Floor

(806) 742-5433

**STAFF SENATE**

(806) 742-7555

**STUDENT GOVERNMENT ASSOCIATION**

302 Student Union

(806) 742-3631

**STUDENT ORGANIZATIONS**

**Center for Campus Life**

201 Student Union

(806) 742-5433

**STUDENT AFFAIRS**

**Student Affairs Office**

201AA Student Union

(806) 742-2984

**Marsha Sharp Center for Student Athletes**

7th & Boston

William J. Davis Dining Hall

(806) 742-0150

**Barnes & Noble Bookstore**

005 & 112 Student Union

(806) 742-3816

**Center for Campus Life**

201 Student Union

(806) 742-5433

**Hospitality Services**

Wiggins Complex

(806) 742-2661



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

**Parent & Family Relations**  
203 Student Union  
(806) 742-3630

**Recreational Sports**  
202 Student Recreation Center  
(806) 742-3351

**Registrar's Office**  
103 West Hall  
(806) 742-3661

**Senior Associate Vice President for Enrollment Management & Student Affairs**  
145 West Hall  
(806) 742-1452

**Ovations Food Services**  
United Spirit Arena – Basement  
(806) 742-7381

**Student Counseling Center**  
201 Student Wellness Center  
(806) 742-3674

**Student Disability Services**  
335 West Hall  
(806) 742-2405

**Student Financial Aid**  
310 West Hall  
(806) 742-3681

**Student Government Association**  
302 Student Union  
(806) 742-3631

**Student Health Services**  
1003 Student Wellness Center  
(806) 743-2848

**Student ID Office – Raider Card**  
103 Student Union  
(806) 742-1457

**Student Judicial Programs**  
025 Student Union  
(806) 742-1714

**Student Legal Services**  
307 Student Union  
(806) 742-3289

**Student Media**  
103 Student Media Building  
(806) 742-3388

**Student Union**  
203 Student Union  
(806) 742-3636

**TECHniques Center**  
242 West Hall  
(806) 742-1822

**Undergraduate Admissions**

129 West Hall  
(806) 742-1480

**United Spirit Arena**  
19th & Indiana  
(806) 742-7362

**University Career Services**  
Wiggins Complex (southeast side)  
(806) 742-2210

**University Student Housing**  
Wiggins Complex  
(806) 742-2661

**Upward Bound**  
119 Doak Hall  
(806) 742-3616

**Vice Provost, Undergraduate Education**  
164 Administration Building  
(806) 742-4360

**STUDY SKILLS**  
**SOAR/Learning Center**  
80 Holden Hall  
(806) 742-3664

**TECHniques CENTER**  
242 West Hall  
(806) 742-3661 x 234

**Texas Success Initiative (TSI)**  
116 West Hall  
742-1183x248

**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**  
East Welcome Center  
Student Union  
(806) 742-3610

**Maedgen Theatre (University Theatre)**  
18th & Boston (southwest of Library)  
(806) 742-3601

**School of Music**  
250 Music Building  
(806) 742-2270, Ext. 295

**TRANSCRIPTS**  
**Office of the Registrar**  
103 West Hall  
(806) 742-3661

**TRAVEL Assistance**  
Road Raiders Safe Travel Network  
203 Student Union  
(806) 742-3630

1-888-888-7409

**TUTORS**

**SOAR/Learning Center**

80 Holden Hall

(806) 742-3664

**TV STATION**

**KTXT-TV Station**

17<sup>th</sup> & Indiana

(806) 742-2209

**VETERAN SERVICES**

**Veteran Services**

108 Doak Hall

(806) 742-6877

**WITHDRAWING**

**Office of the Registrar**

103 West Hall

(806) 742-3661

**XL**

**Strategies for Learning**

56 Holden Hall

(806) 742-3928

**YEARBOOK**

**La Ventana**

208 Student Media Building

(806) 742-1583 ext 266

## TEXAS TECH UNIVERSITY

### 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*

TEXAS TECH UNIVERSITY SYSTEM  
OFFICE OF AUDIT SERVICES  
PRIORITIZED AUDIT PLAN  
Fiscal Year 2011

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF April 30	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		TOTAL ENGAGEMENT HOURS AVAILABLE	20,100					
		REQUIRED AUDITS						
Required	ALL	Miscellaneous State Audits	Miscellaneous (assist)	20	(18)			2
		TTU: SAO 2010 Statewide Single Audit-Federal Compliance	Financial (assist)	2	Complete	2		0
		HSC: SAO 2010 Statewide Single Audit-Federal Compliance	Financial (assist)	4	Complete	4		0
		TTU: State Comptroller's Office Post-Payment Audit	Financial (assist)	3	In Progress		3	0
		TTU: State Comptroller's Office Post-Payment Audit - ARRA	Financial (assist)	3	In Progress		3	0
		HSC: State Comptroller's Office Post-Payment Audit - ARRA	Financial (assist)	3	In Progress		3	0
		TTU: THECB Student Financial Aid Audit	Compliance (assist)	3	In Progress		3	0
Required	TTUS	Texas Tech University Foundation	Financial (assist)	120	Complete	124		(4)
Required	TTUS	Regents, Chancellor, & Presidents Travel and Credit Cards	Compliance (assist)	20	Complete	17		3
Required	TTUS	Office of Audit Services Annual Report	Compliance	30	Complete	22		8
Required	TTUS	Office of Audit Services Annual Plan	Compliance	100	In Progress		100	0
Required	TTU	Office of Audit Services GAGAS Quality Assurance Activities Review	Compliance	60	In Progress	3	57	0
Required	TTU	Texas Higher Education Coordinating Board ARP/ATP Grants	Compliance	150	Complete	197		(47)
Required	TTU	NCAA Compliance	Compliance	400	Complete	411		(11)
Required	TTU	Athletics Financial Review	Financial (assist)	240	Complete	456		(216)
Required	TTU	Joint Admission Medical Program Grants	Compliance	60	Complete	74		(14)
Required	TTU	KOHM-FM	Financial (assist)	300	Complete	247		53
Required	TTU	Football Attendance Certification	Compliance	10	Complete	9		1
Required	HSC	Texas Higher Education Coordinating Board ARP/ATP Grants	Compliance	120	Complete	158		(38)
Required	HSC	Texas Higher Education Coordinating Board Residency Grants	Compliance	80	Complete	81		(1)
Required	HSC	Correctional Managed Health Care Committee Contract	Compliance	200	In Progress	10	190	0
Required	HSC	Joint Admission Medical Program Grants	Compliance	60	Complete	116		(56)
Required	ASU	Carr Foundation	Financial (assist)	20	Complete	1		19
Required	ASU	Joint Admission Medical Program Grants	Compliance	60	Complete	97		(37)
New	ASU	Athletics Financial Review	Financial (assist)	240	Complete	260		(20)
		TOTALS FOR REQUIRED AUDITS	2,050	240		2,289	359	(358)
		AUDITS IN PROGRESS AT AUGUST 1, 2010						
Prior Year	TTUS	Technology Transfer/Commercialization	Follow-Up/Compliance	20	Complete	151		(131)
Prior Year	TTU & HSC	Payroll Processes	Operational/Financial	360	Complete	249		111
Prior Year	TTU	Federal American Recovery & Reinvestment Act (ARRA) Funds	Controls/Compliance	330	Complete	425		(95)
Prior Year	TTU	NCAA Compliance	Compliance	10	Complete	5		5
Prior Year	TTU	Restricted Research Expenditures--FY 2010	Financial/Compliance	400	Complete	593		(193)
Prior Year	TTU	SAO: Veterans' Services	Compliance	2	Complete			2
Prior Year	HSC	SAO: Correctional Managed Health Care	Financial	2	Complete	1		1
Prior Year	HSC	Correctional Managed Health Care Committee Contract	Compliance	30	Complete	60		(30)
Prior Year	HSC	El Paso Research Funds	Operational/Controls	40	Complete	40		0
Prior Year	HSC	El Paso IT General Controls Review	IT/Controls	415	Complete	278		137
Prior Year	HSC	Xtender and Laserfiche Security	IT/Controls	236	Complete	319		(83)
Prior Year	ASU	College of Fine Arts	Operational	15	Complete	15		0
Prior Year	ASU	Electronic Forms Implementation	IT/Controls	328	Complete	191		137
Prior Year	ASU	Oracle Imaging System Security	IT/Controls	175	Complete	135		40
Prior Year	ASU	State Comptroller's Office Post-Payment Audit	Compliance	1	Complete			1
Prior Year	ALL	Wrap-up on Audits Included in August BOR Report		11	Complete			11
		TOTALS FOR AUDITS IN PROGRESS	2,375	-		2,311	-	(64)
		UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS						
		Total Hours Budgeted for Special Projects & Investigations	4,000	(1,044)				2,956
		IN PROGRESS AT AUGUST 1, 2010						
Special	TTU	Animal and Food Sciences Follow-Up	Special	258	Complete	258		0
Special	TTU	Effort Reporting	Special	7	Complete	7		0
Special	TTU	Men's and Women's Track Special	Special	64	Complete	64		0
Special	HSC	El Paso Baby Café	Special	135	Complete	135		0
		BEGUN AFTER AUGUST 1, 2010						
Special	TTU	RCOBA Endowment Special	Special	172	Complete	172		0
Special	N/A	TeamMate R9 Migration	Special	123	Complete	123		0
Special	ASU	SAO Hotline Report: ASU Financial Aid	Special	19	Complete	19		0
Special	TTU	Student Affairs Assessment and Response Team Risk Assessment	Special	9	Complete	9		0
Special	TTU	College of Education	Special	20	In Progress	13	7	0
Special	TTUS	Travel Special Project	Special	62	Complete	62		0
Special	TTUS	Fraud Monitoring Procedures	Special	100	In Progress	43	57	0
Special	N/A	Miscellaneous Hotline Projects	Special	75	In Progress	75		0
		SPECIAL PROJECTS AND INVESTIGATIONS TOTALS	4,000	1,044		980	64	2,956
		HIGHEST PRIORITY						
Special	TTUS	Banner Security	IT/Controls	700	150 In Progress	603	247	0
Special	TTUS	ePAF Approvals	Controls	40	Complete	53		(13)
Special	TTU	Responsibility Center Management	Management Advisory	500				500
Special	TTU	Honors College	Financial/Operational	300	Complete	351		(51)
Special	TTU	Academic Department Reconciliation Processes	Management Advisory	400	In Progress	35	365	0
Special	TTU	Restricted Research Expenditures--FY 2011	Financial/Compliance	500	In Progress	10	490	0
Special	HSC	Grant Accounting and Reporting Processes	Operational/Compliance	450	150 Complete	875		(275)
Special	HSC	Time and Effort Reporting System	Compliance	400	(400) Cancelled			0
Special	HSC	School of Pharmacy Research Funding	Financial/Compliance	400	Complete	450		(50)
Special	HSC	El Paso Center of Excellence for Diabetes and Obesity	Financial/Operational	350	On Hold	11	339	0
Special	HSC	El Paso Center of Excellence for Neurosciences	Financial/Controls		400 Complete	561		(161)
Special	ASU	Instructional Enhancement Fee	Financial/Compliance	350	In Progress	33	317	0
Special	ASU	Office of Institutional Research & Effectiveness	IT/Controls/Operational	400	Complete	211		189
		HIGHEST PRIORITY TOTALS	4,750	340		3,194	1,758	138

TEXAS TECH UNIVERSITY SYSTEM  
OFFICE OF AUDIT SERVICES  
PRIORITIZED AUDIT PLAN  
Fiscal Year 2011

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF April 30	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
<b>MODERATE PRIORITY</b>								
2	TTU	Xtender Security	300		Complete	263		37
2	TTU	Center for Professional Development	400		In Progress	181	219	0
2	TTU	Grade Reporting Process	400		Complete	366		34
2	HSC	Lubbock School of Medicine	500		In Progress	1	499	0
2	HSC	Information Technology Governance	600		In Progress	421	179	0
2	HSC	President's Office	400					400
2	HSC	El Paso Property Inventory Processes	300		Complete	246		54
2	HSC	El Paso Department of Internal Medicine	350		In Progress	36	314	0
2	ASU	College of Sciences	350	80	In Progress	284	146	0
<b>MODERATE PRIORITY TOTALS</b>			<b>3,600</b>	<b>80</b>		<b>1,798</b>	<b>1,357</b>	<b>525</b>
<b>LOWER PRIORITY</b>								
3	ALL	Audit Report Follow-Up Procedures and Reporting	425		In Progress	477	50	(102)
3	TTUS	Ethical Environment Assessment	300					300
3	TTU	College of Arts & Sciences	500		In Progress	506	10	(16)
3	HSC	School of Allied Health Sciences	350		In Progress	45	305	0
3	HSC	South Plains Oncology Consortium	350					350
3	HSC	El Paso Procurement Processes	300	100	Complete	509		(109)
3	HSC	El Paso Department of Surgery	350		In Progress	55	295	0
3	ASU	College of Nursing and Allied Health	350	100	Complete	461		(111)
<b>LOWER PRIORITY TOTALS</b>			<b>2,925</b>	<b>200</b>		<b>2,053</b>	<b>660</b>	<b>412</b>
<b>OTHER VALUE-ADDED WORK</b>								
<b>Total Hours Budgeted for Other Value-Added Work</b>			<b>900</b>	<b>(774)</b>			<b>126</b>	
Other	TTUS	Fraud Prevention Training			Ongoing	54		
Other	TTUS	Cash Handling and Control Environment Training			Ongoing	66		
Other	TTUS	Enterprise Application Steering Committee			Ongoing			
Other	TTUS	Enterprise Application Council			Ongoing	13		
Other	TTUS	Enterprise Application Work Group			Ongoing	3		
Other	TTUS	Enterprise Risk Management			Ongoing			
Other	TTUS	Research Projects Executive Steering Committee			Ongoing			
Other	TTUS	eCRT Implementation Committee			Ongoing			
Other	TTU	RCM Council			Ongoing			
Other	TTU	Institutional Compliance Committee			Ongoing			
Other	TTU	SACS Quality Enhancement Plan (QEP) Steering Committee			Complete			
Other	TTU	SACS QEP Ethical Institution Task Force			Complete			
Other	ASU	Emergency Response Team			Complete	3		
Other	HSC	Institutional Compliance Working Committee			Ongoing	8		
Other	HSC	El Paso Electronic Medical Records			Ongoing	31		
Other	N/A	University of Tennessee Peer Review			Complete	82		
Other	N/A	Professional Organizations (ACUA, TACUA, IIA, TSCPA, SAIAF)			Ongoing	342		
Other	N/A	Other Miscellaneous Projects			Ongoing	172		
<b>OTHER VALUE-ADDED WORK TOTALS</b>			<b>900</b>	<b>0</b>		<b>774</b>		
<b>TOTAL ENGAGEMENT HOURS</b>			<b>20,600</b>	<b>860</b>		<b>13,399</b>	<b>4,198</b>	<b>3,712</b>
<b>KEY</b>								
	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.							

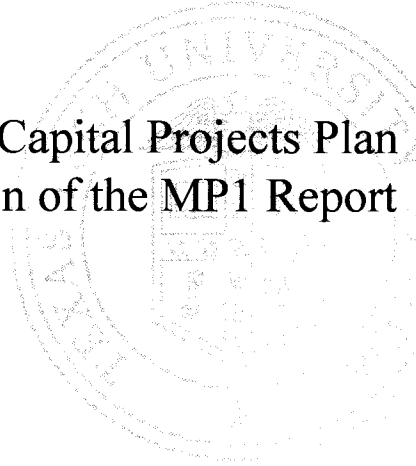
GENERAL PROJECT INFORMATION										FINANCIAL INFORMATION											
Project Type					Square Footage					Project Budget					Funding Source (Millions)						
1	NEW	College of Nursing and Allied Health	X					30,000	16,800		260100	\$	16,200,000							\$	16.20
2	NEW	Agriculture Education Building	X					41,000	2,460	0	029669	\$	1,100,000							\$	1.10
3	103	Cavness Science Building Renovation		X				82,543	53,312	0	260100	\$	48,000,000							\$	48.00
4	NEW	Residence Hall Complex - Phase II	X					175,000	0	0	733000	\$	30,000,000							\$	30.00
5	102	Mayer Administration Renovation and Addition	X	X				74,200	520,065	0	130406	\$	30,000,000							\$	30.00
6	625	Massie Residence Hall Connection	X					21,700	0	0	733000	\$	7,400,000							\$	7.40
7	N	Real Property Purchase		X				0	0	12	TBD	\$	16,000,000							\$	16.00
8	N/A	University Place Land Lease			X			TBD	0	17	N/A		TBD							\$	-
										TOTALS											

Item 1

## Angelo State University

Approve the Five-Year Capital Projects Plan  
and authorize submission of the MP1 Report

*Michael S. Molina*



Item 1

## Angelo State University

	<u>Project Name</u>	<u>Amount</u>
1)	College of Nursing and Allied Health	\$ 16,200,000
2)	Agriculture Education Building	\$ 1,100,000
3)	Cavness Science Building Renovation	\$ 48,000,000
4)	Residence Hall Complex - Phase II	\$ 30,000,000
5)	Mayer Administration Renovation and Addition	\$ 30,000,000
6)	Massie Residence Hall Connection	\$ 7,400,000
7)	Real Property Purchase	\$ 16,000,000
8)	University Place Land Lease	TBD
	Total	\$ 83,400,000



Item 1

## Recommendation

- Approve the updated Angelo State University Five-Year Capital Projects Plan and authorize submission of the Angelo State University's Capital Expenditure Plan (MP1) Summary Report to the Texas Higher Education Coordinating Board



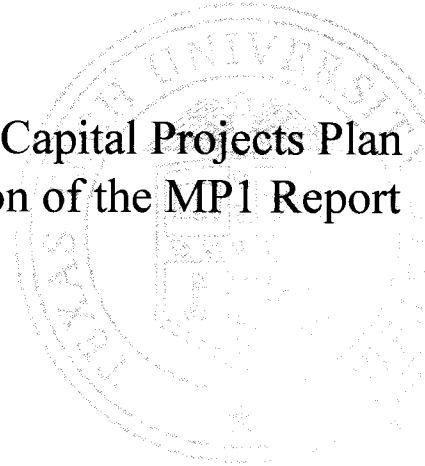
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Item 2

## Texas Tech University

Approve the Five-Year Capital Projects Plan  
and authorize submission of the MP1 Report

*Michael S. Molina*



Item 2

## Texas Tech University

	Project Name	Amount
1)	Research Building (ESB II)	\$ 87,750,000
2)	College of Engineering Expansion/Renovation (Ph II)	\$ 90,000,000
3)	Addition between Geosciences & Chemistry	\$ 30,000,000
4)	Mass Communications Building Renovation	\$ 15,000,000
5)	Exercise Sciences Center Renovation for Petroleum Engineering	\$ 15,000,000
6)	Foreign Language Building Renovations	\$ 16,000,000
7)	Plant & Soil Sciences Building	\$ 25,000,000
8)	Architecture Fire Suppression System	\$ 7,400,000
9)	Biology Building Life Safety Upgrade	\$ 8,300,000
10)	College of Human Sciences Life Safety Upgrade	\$ 6,000,000
11)	Doak Hall Renovation for Life Safety	\$ 7,500,000
12)	Utility Infrastructure Upgrade Phase II	\$ 6,000,000
13)	Academic Building to house Burkhart Center for Autism	\$ 10,000,000
14)	Agricultural Sciences Renovation	\$ 5,000,000
15)	Texas Tech Town Center	\$ 75,000,000

Item 2

## Texas Tech University

	Project Name	Amount
16)	Weeks Hall Abatement & Renovation	\$ 15,000,000
17)	Research Park at 4th & Quaker	\$ 15,000,000
18)	Renewable Energy Research Building in Research Park	\$ 45,000,000
19)	Relocating TIEHH to Research Park	\$ 48,000,000
20)	Animal Biosafety Level 3 Facility in Research Park	\$ 7,500,000
21)	Utility Infrastructure Upgrade Phase III	\$ 7,000,000
22)	New Residence Hall	\$ 30,000,000
23)	Parking Facility II	\$ 20,000,000
24)	New Data Center	\$ 20,000,000
25)	Texas Tech Baseball Park	\$ 5,000,000
26)	North Campus Food Service & Student Union	\$ 18,000,000
27)	Real Property Purchase	\$ 6,000,000
28)	Rawls Golf Course Club House & Team Facility	\$ 3,700,000
29)	Research Building (ESB III) in Research Park	\$ 75,000,000
	Total	\$ 719,150,000

Item 2

## Recommendation

- Approve the updated Texas Tech University Five-Year Capital Projects Plan and authorize submission of the Texas Tech University's Capital Expenditure Plan (MP1) Summary Report to the Texas Higher Education Coordinating Board



GENERAL PROJECT INFORMATION										FINANCIAL INFORMATION	
Project Type					Square Footage		Project Budget		Funding Source (Millions)		
Line Item	Project Name	Location	Project Type	Project Status	Estimated Cost	Actual Cost	Remaining Budget	Funding Source	Amount	Notes	
1	0	Lubbock Education, Research & Technology Building	X		100,000	44,000	0	511201	\$ 45,000,000.00	\$ 45.00	
2	0	El Paso Medical Science Building II	X		150,000	66,000	0	511201	\$ 65,000,000.00	\$ 65.00	
3	0	El Paso Clinical Sciences Building	X		87,500	39,500	0	511201	\$ 30,000,000.00	\$ 30.00	
4	0	Permian Basin Academic Facility	X		54,000	23,760	0	511201	\$ 18,900,000.00	\$ 18.90	
5	0	Amarillo Panhandle Clinical / Hospital Simulation Center	X		30,000	13,200	0	511201	\$ 16,500,000.00	\$ 16.50	
6	0	Ablene School of Nursing	X		44,000	21,120	0	511201	\$ 12,800,000.00	\$ 12.80	
7	0	El Paso School of Nursing	X		28,571	18,571	0	511201	\$ 10,000,000.00	\$ 10.00	
8	1000	Various Facility Modernization and Renewal Renovations		X	25,000	11,000	0	511201	\$ 5,500,000.00 \$ 5.50		
9	0	El Paso Dental School Building	X		150,000	66,000	0	510504	\$ 60,000,000.00	\$ 60.00	
10	1000	Lubbock LARC Expansion & Upgrades		X	31,584	13,897	0	511201	\$ 13,440,000.00	\$ 13.44	
11	0	Lubbock Thermal Energy Plant & Parking Garage	X		183,000	7,920	0	831000	\$ 32,500,000.00	\$ 32.50	
12	IN	Lubbock Infrastructure Improvements		X	0	0	0	839900	\$ 5,000,000.00	\$ 5.00	
13	1001	Lubbock Preston Smith Library Basement Build-Out		X	16,232	7,142	0	739900	\$ 5,200,000.00	\$ 5.20	
14	2002	Amarillo Renovate Women's Health & Research Institute		X	72,684	31,981	0	511201	\$ 12,800,000.00	\$ 12.80	
15	0	El Paso Parking Garage	X		420,000	0	0	819900	\$ 18,000,000.00	\$ 18.00	
16	1301	Larry Combest Health & Wellness Expansion		X	10,000	4,400	0	511601	\$ 4,200,000.00	\$ 4.20	
17	IN	Real Property Purchase		X	0	0	20	000000	\$ 6,000,000.00	\$ 6.00	
18	0	Lubbock Institute on Aging	X		69,444	30,555	0	511201	\$ 25,000,000.00	\$ 25.00	

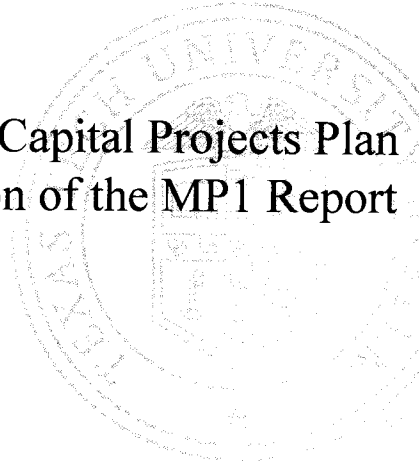
TOTALS

## Texas Tech University Health Sciences Center

Item 3

Approve the Five-Year Capital Projects Plan  
and authorize submission of the MP1 Report

*Michael S. Molina*



## Texas Tech University Health Sciences Center

Item 3

	Project Name	Amount
1)	Lubbock Education, Research & 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)	Permian Basin Academic Facility	\$ 18,900,000
5)	Amarillo Panhandle Clinical / Hospital Simulation Center	\$ 16,500,000
6)	Abilene School of Nursing	\$ 12,800,000
7)	El Paso School of Nursing	\$ 10,000,000
8)	Various Facility Modernization and Renewal Renovations	\$ 5,500,000
9)	El Paso Dental School Building	\$ 60,000,000
10)	Lubbock LARC Expansion & Upgrades	\$ 13,440,000
11)	Lubbock Thermal Energy Plant & Parking Garage	\$ 32,500,000
12)	Lubbock Infrastructure Improvements	\$ 5,000,000
13)	Lubbock Preston Smith Library Basement Build-Out	\$ 5,200,000
14)	Amarillo Renovate Women's Health & Research Institute	\$ 12,800,000
15)	El Paso Parking Garage	\$ 18,000,000
16)	Larry Combest Health & Wellness Expansion	\$ 4,200,000
17)	Real Property Purchase	\$ 6,000,000
18)	Lubbock Institute on Aging	\$ 25,000,000
	Total	\$ 385,840,000

## Recommendation

Item 3

- Approve the updated Texas Tech University Health Sciences Center Five-Year Capital Projects Plan and authorize submission of the Texas Tech University Health Sciences Center's Capital Expenditure Plan (MP1) Summary Report to the Texas Higher Education Coordinating Board



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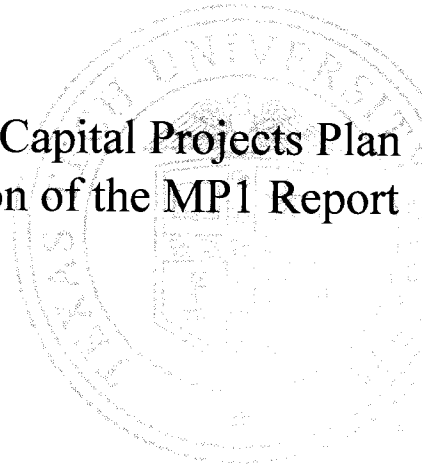


## Texas Tech University System Administration

Item 4

Approve the Five-Year Capital Projects Plan  
and authorize submission of the MP1 Report

*Michael S. Molina*



## Texas Tech University System Administration

Item 4

	<u>Project Name</u>	<u>Amount</u>
1)	System Office Relocation	\$ 7,500,000
	Total	\$ 7,500,000



## Recommendation

Item 4

- Approve the updated Texas Tech University System Administration Five-Year Capital Projects Plan and authorize submission of the Texas Tech University System's Capital Expenditure Plan (MP1) Summary Report to the Texas Higher Education Coordinating Board

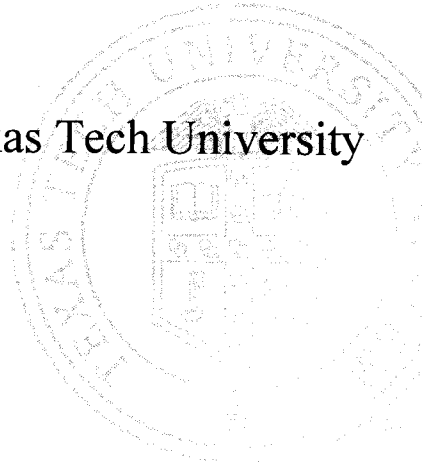


# Texas Tech University

Item 4A

## Approve naming of Texas Tech University Chapel and Bell Tower

*Dr. Kelly Overley*



## Kent R. Hance Chapel

Item 4A



## Recommendation

Item 4A

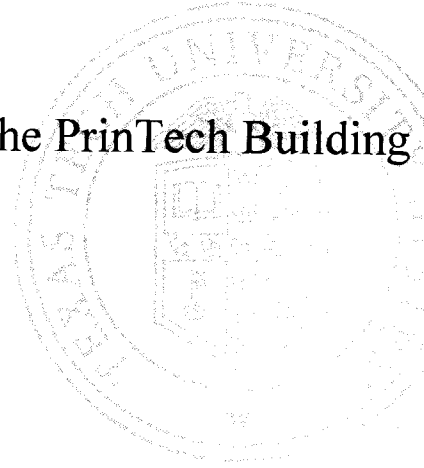
- Approve naming the Texas Tech University Chapel the “Kent R. Hance Chapel” and
- Approve naming the chapel’s bell tower the “J.T. and Margaret Talkington Campanario and Bell”



## Texas Tech University

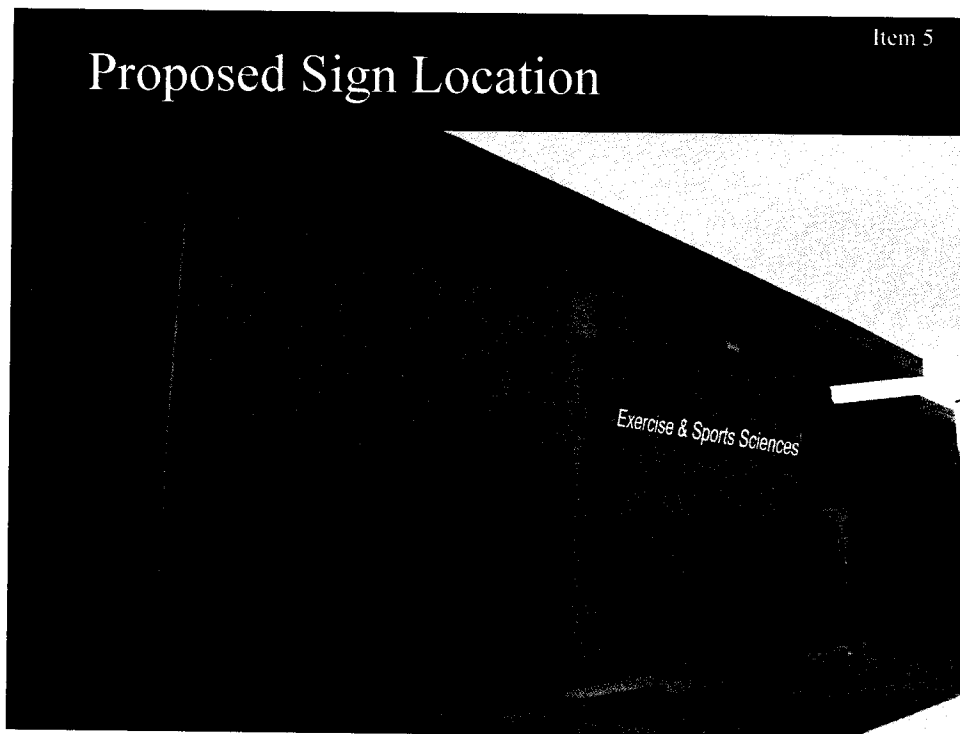
Item 5

Approve re-naming of the PrinTech Building  
*Michael S. Molina*



## Proposed Sign Location

Item 5



## Recommendation

Item 5

- Approve re-naming the PrinTech Building to “Exercise & Sports Sciences” building in association with the relocation of the Health Exercise and Sports Sciences (“HESS”) program

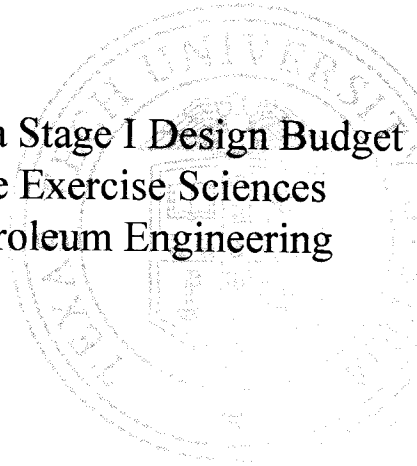


## Texas Tech University

Item 6

Approve establishment of a Stage I Design Budget for a feasibility study of the Exercise Sciences Center (“ESC”) for the Petroleum Engineering program

*Michael S. Molina*

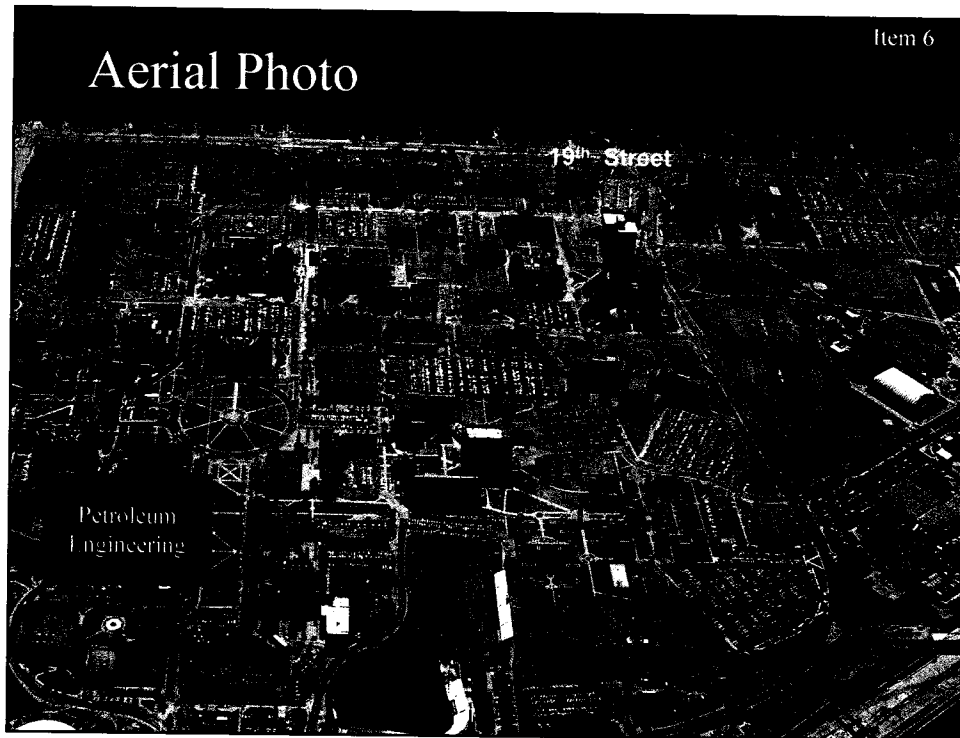


## Budget

Item 6

<b>Stage I Design Budget</b>	<b>\$</b>	<b>400,000</b>
Construction	\$	0
Professional Services	\$	358,500
Feasibility Study		
Site Survey		
Abate / Demo Survey & Design		
FF&E	\$	0
Administrative Costs	\$	6,300
BOR Directed Fees	\$	15,200
Contingency	\$	20,000





## Recommendation

Item 6

- Approve establishment of a Stage I Design Budget of \$400,000 to provide a feasibility study of the Exercise Sciences Center (“ESC”) to house the Petroleum Engineering program;
- Analyze two courses of action: repurpose and renovate the structure, or demolish and build a new structure;
- Plan and design the selected scenario; and
- Fund the design budget with endowment earnings from the Bob L. Herd Department of Petroleum Engineering Endowment



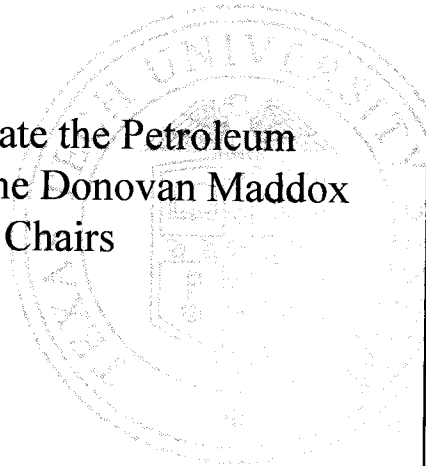


## Texas Tech University

Item 7

Approve a project to renovate the Petroleum  
Engineering Building for the Donovan Maddox  
Distinguished Engineering Chairs

*Michael S. Molina*



## Proposed Budget

Item 7

<b><u>Total Project Budget</u></b>	<b>\$ 2,900,000</b>
Construction	\$ 1,732,374
Expended Design-Build Fees	\$ 189,960
Professional Services	\$ 300,000
FF&E	\$ 250,000
Administrative Costs	\$ 15,000
BOR Directed Fees	\$ 195,866
Contingency	\$ 216,800



## Aerial Photo

Item 7



## Recommendation

Item 7

- Reassign the \$2,900,000 in Higher Education Assistance Funds (“HEAF”) approved by the Board of Regents for the renovation of the Exercise Sciences Center for the Materials Research Building on August 6, 2010 to continue support of the Maddox Chairs
- Proceed with a project to renovate the Petroleum Engineering Building to facilitate the two Donovan Maddox Distinguished Engineering Chair research programs; complete the design and contract documents; and award a construction contract
- The project will be funded through the Revenue Finance System repaid with HEAF

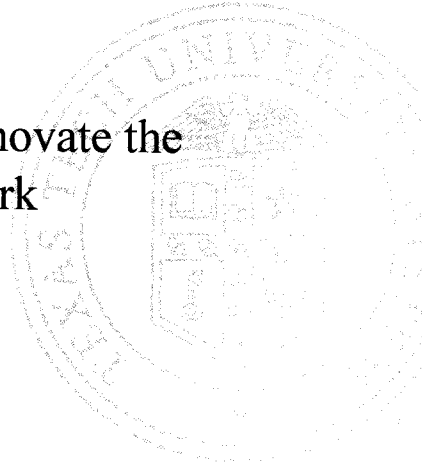


# Texas Tech University

Item 8

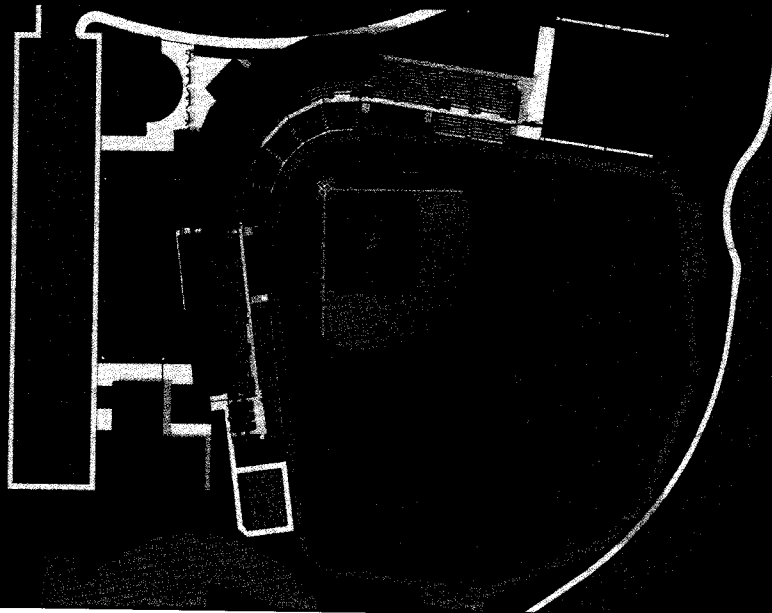
## Approve a project to renovate the Texas Tech Baseball Park

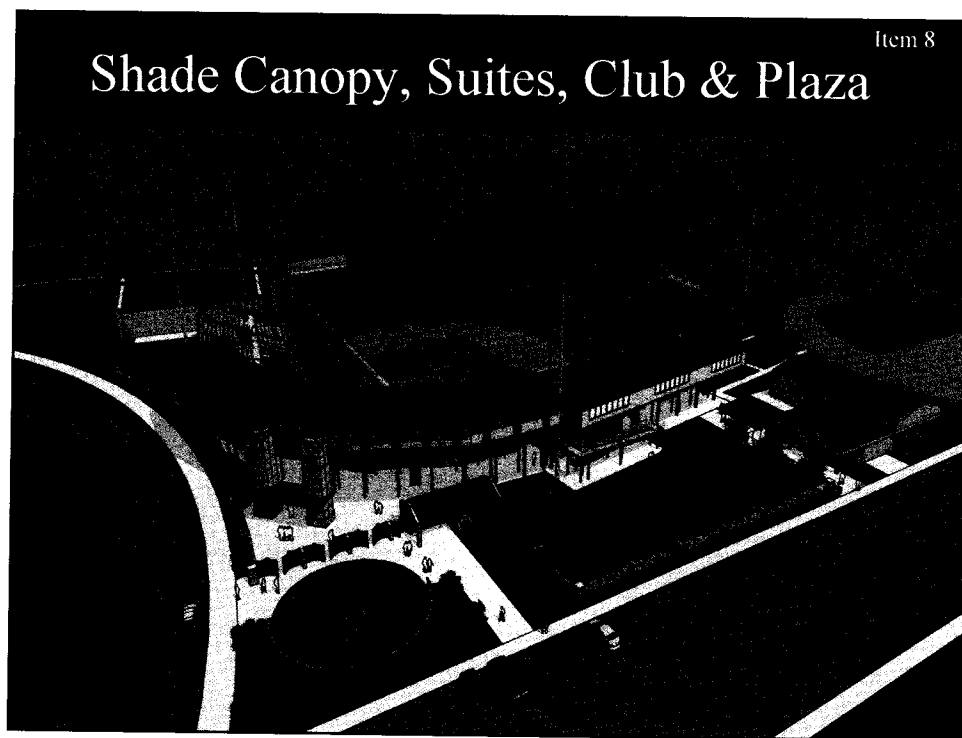
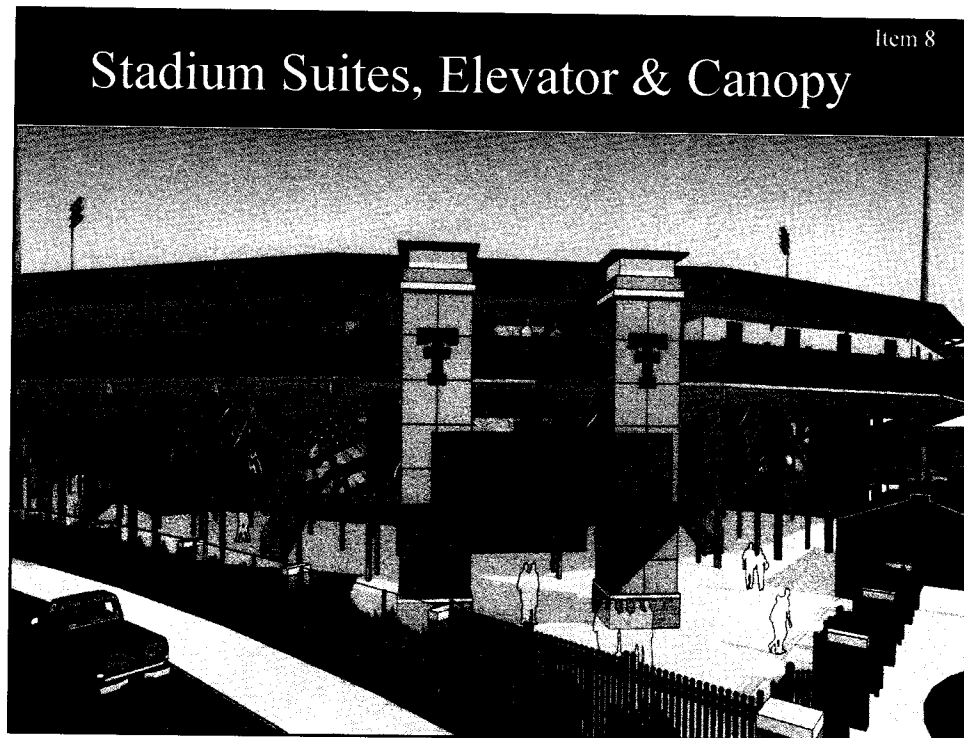
*Michael S. Molina*

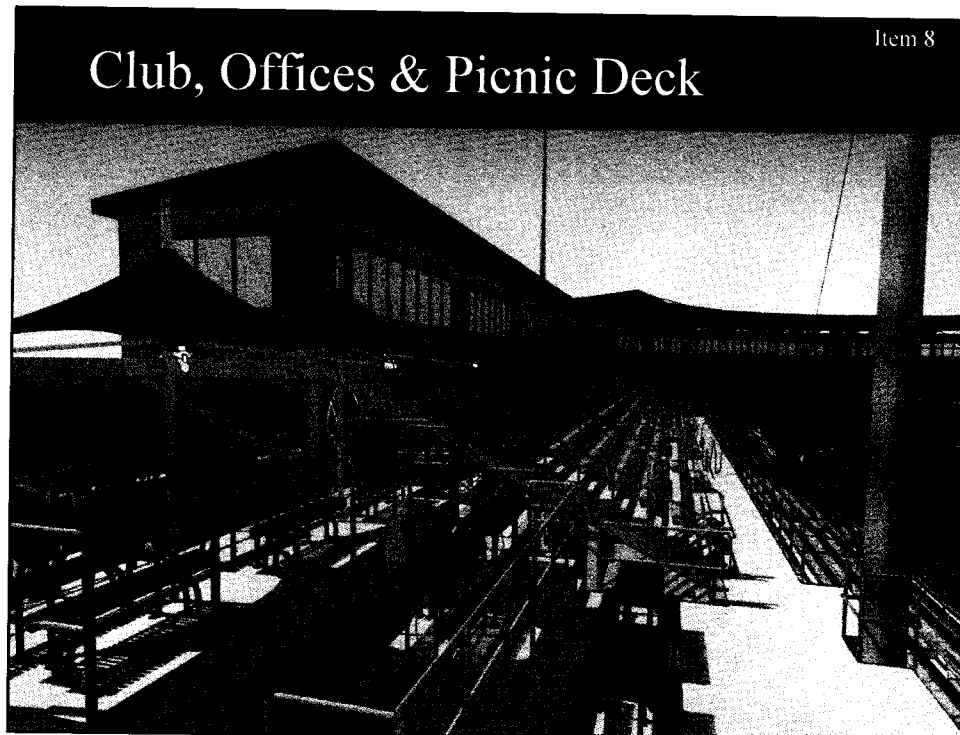


## Conceptual Site Plan

Item 8








Budget

Item 8

<b><u>Total Project Budget</u></b>	<b>\$ 5,000,000</b>
Construction	\$ 3,852,500
Professional Services	\$ 422,023
FF&E	\$ 406,037
Administrative Costs	\$ 11,150
BOR Directed Fees	\$ 234,735
Contingency	\$ 73,555



## Proposed Schedule

Item 8

- Groundbreaking June 24, 2011
- Start Construction June 2011
- Substantial Completion January 2012
- Final Completion March 2012



## Recommendation

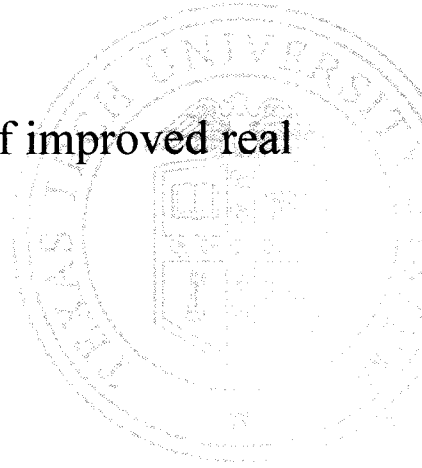
Item 8

- Approve a project to renovate the Texas Tech Baseball Park with a project budget of \$5,000,000; complete the design and contract documents; obtain project approval from the Texas Higher Education Coordinating Board; and award a construction contract
- The project will be funded through the Revenue Finance System ("RFS") repaid by donations (\$4.4 million) and suite revenue (\$60,000 annually)

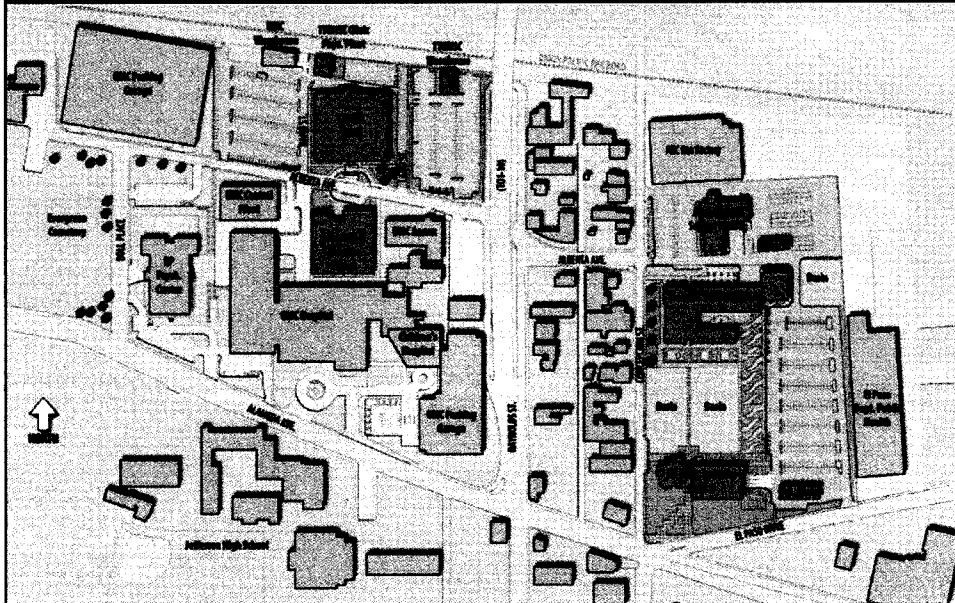


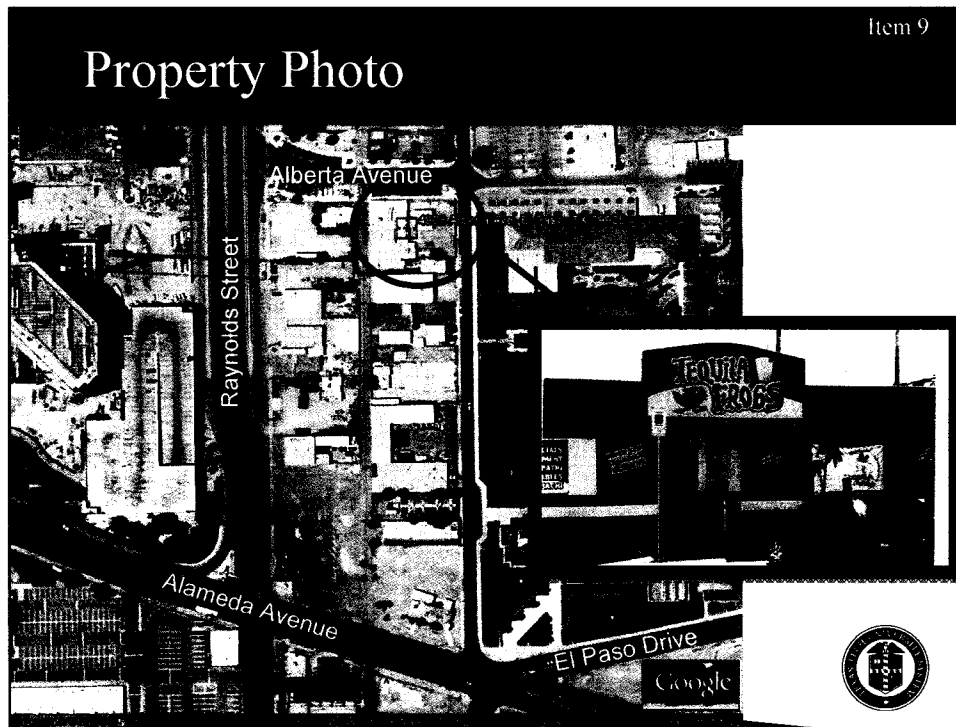
# Approve the purchase of improved real property in El Paso

*Michael S. Molina*



# TTUHSC El Paso Campus





Item 9

## Recommendation

- Authorize the president to establish a total project budget of \$715,100; negotiate and execute an agreement to purchase approximately 0.344 acres of land with one building having approximately 5,350 gross square feet located at 4908 Alberta Avenue, El Paso, Texas; obtain approval for the acquisition from the Texas Higher Education Coordinating Board; and abate and demolish the existing facility
- The purchase will be funded with Medical Practice Income Plan ("MPIP") funds and a donation from El Paso Electric

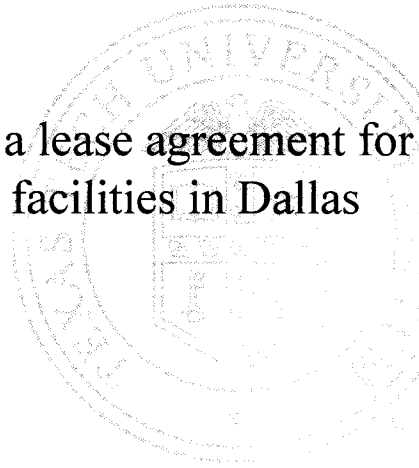


## Texas Tech University Health Sciences Center

Item 10

Approve amendment to a lease agreement for  
the School of Pharmacy facilities in Dallas

*Michael S. Molina*



## Aerial Photo

Item 10



Item 10

## Recommendation

- Authorize the president to negotiate and execute an amendment to a lease agreement between Texas Tech University Health Sciences Center and Southwest Professional Building, Ltd. for the School of Pharmacy facilities located in Dallas, Texas

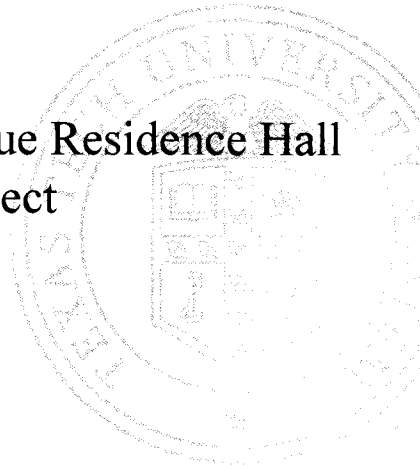


## Texas Tech University System

Item 11

### Report on Boston Avenue Residence Hall and Dining Facility project

*Michael S. Molina*



## Scope of Work

Item 11

- Construct a new 178,000 gross square feet Residence Hall at the corner of 18th Street and Boston Avenue to include:
  - 506 beds - Suite Style Residential Units
  - 9 - Community Advisor Suites
  - 1 - Resident Life Coordinator Suite
  - Multipurpose rooms and study areas on each floor
  - Staff offices with support space
- Construct a 22,000 gross square feet Dining Facility adjacent to the Residence Hall
- Abate and demolish the Sports Studies Center, and
- Construct approximately 500 parking spaces



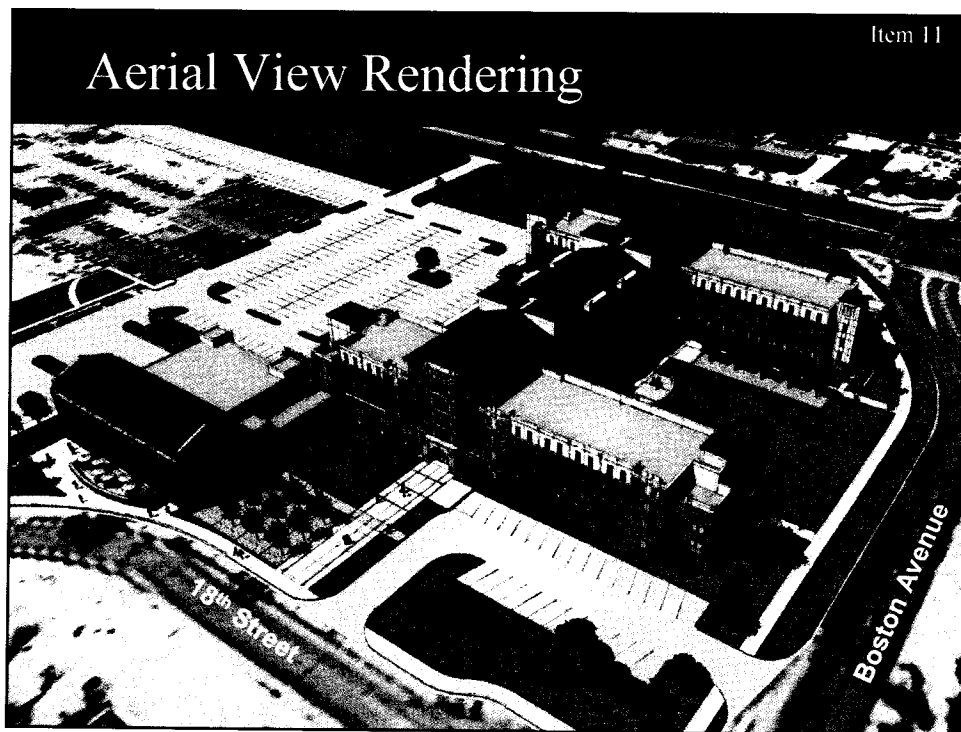
## Site Plan

Item 11



## Aerial View Rendering

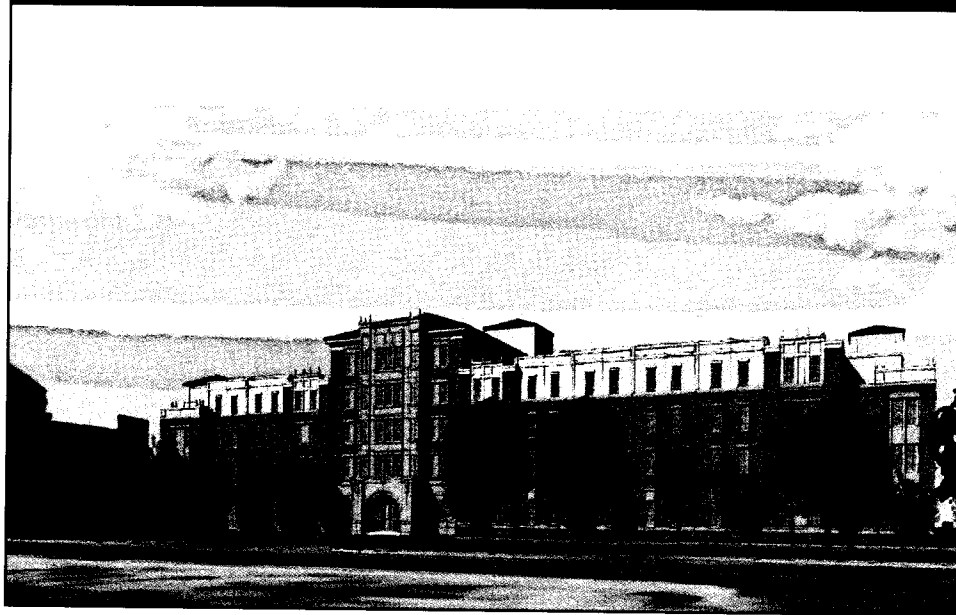
Item 11



Item 11  
Dining Facility – View from Akron Ave.



Item 11  
View from 18<sup>th</sup> Street



## Residence Hall – Main Entrance

Item 11



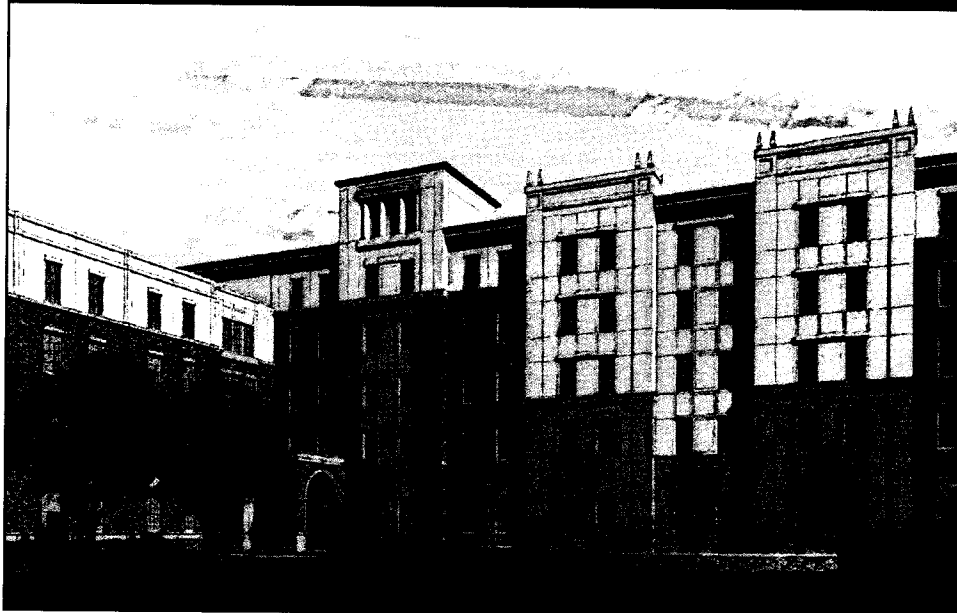
## Residence Hall – West Facade

Item 11



## Residence Hall – West Courtyard

Item 11



## Planned Schedule

Item 11

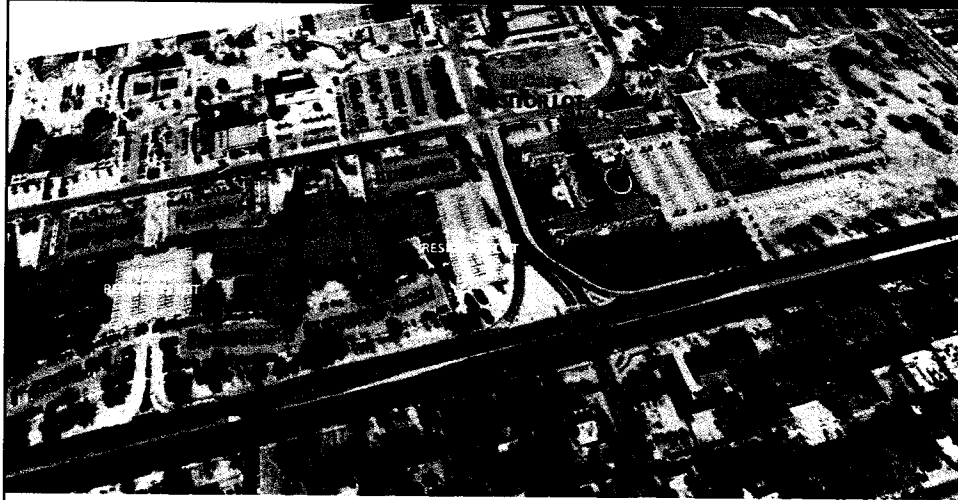
### BOSTON AVE. RESIDENCE HALL & DINING FACILITY

	2011												2012				
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Residence Hall Construction																	
Abatement & Demo of SSC																	
Dining Facility Construction																	
Parking Lots																	



## Parking Lot Locations

Item 11



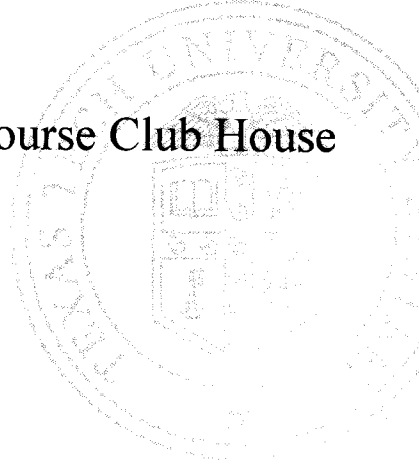


# Texas Tech University

Item 12

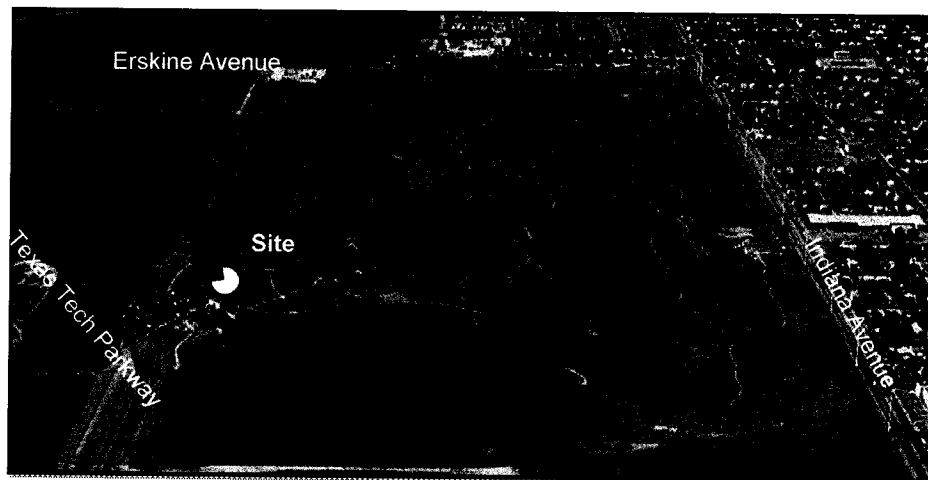
## Report on The Rawls Course Club House and Team Facility

*Michael S. Molina*



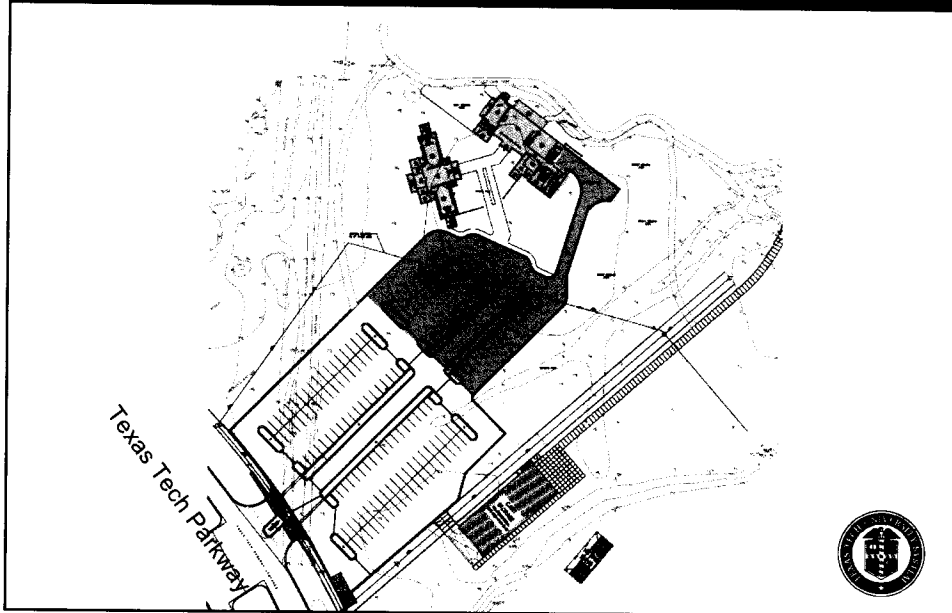
## Aerial Photo - Site Location

Item 12



## Site Plan

Item 12



## Elevations – Club House

Item 12



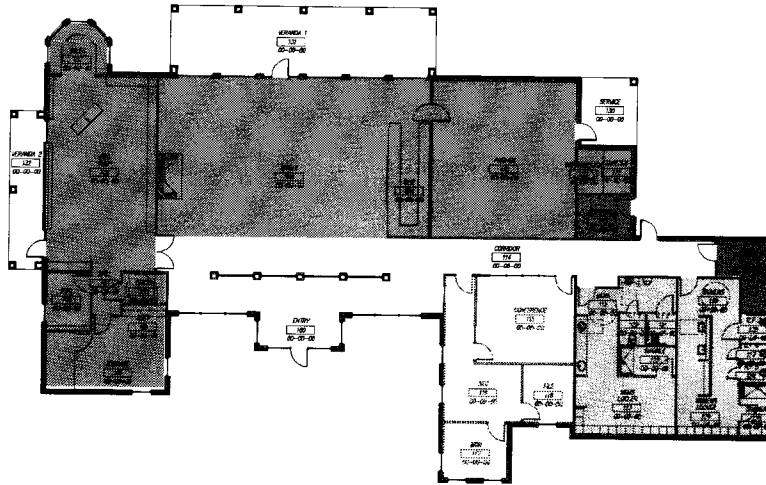
Main Entrance Facade



Golf Course Facade

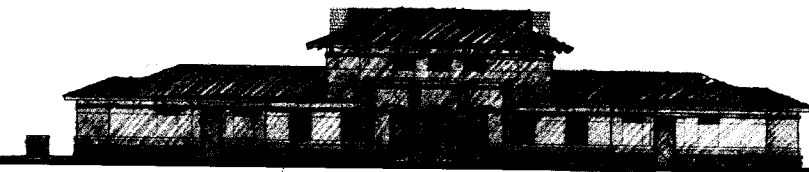
## Floor Plan – Club House

Item 12



## Elevations – Team Facility

Item 12



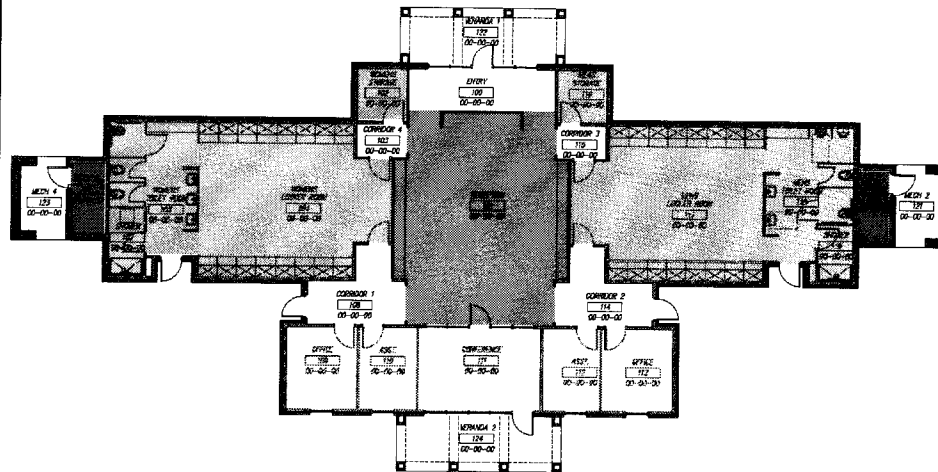
Team Entry Facade



Main Entrance Facade

## Floor Plan – Team Facility

Item 12



## Proposed Schedule

Item 12

- Contract Documents Complete May 2011
- Release for Bids June 2011
- Groundbreaking July 9, 2011
- Start Construction July 2011
- Substantial Completion May 2012
- Final Completion June 2012

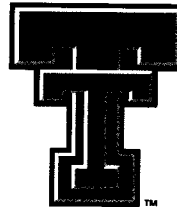
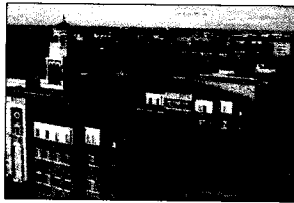
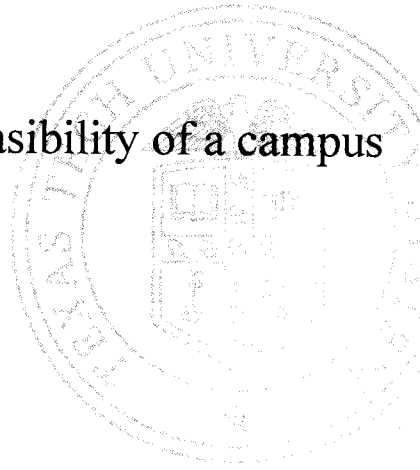


# Texas Tech University System

Item 13

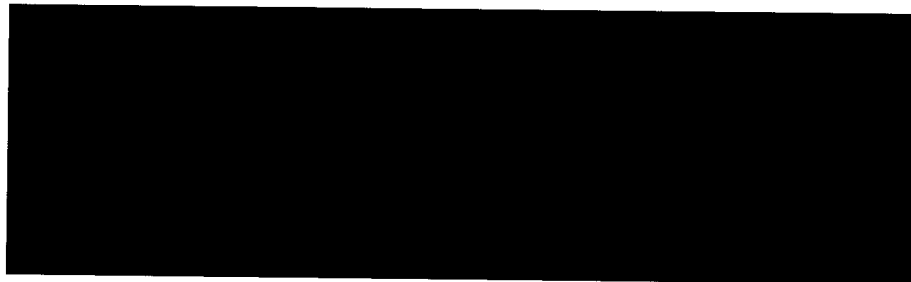
## Report on real estate feasibility of a campus development project

*Michael S. Molina*



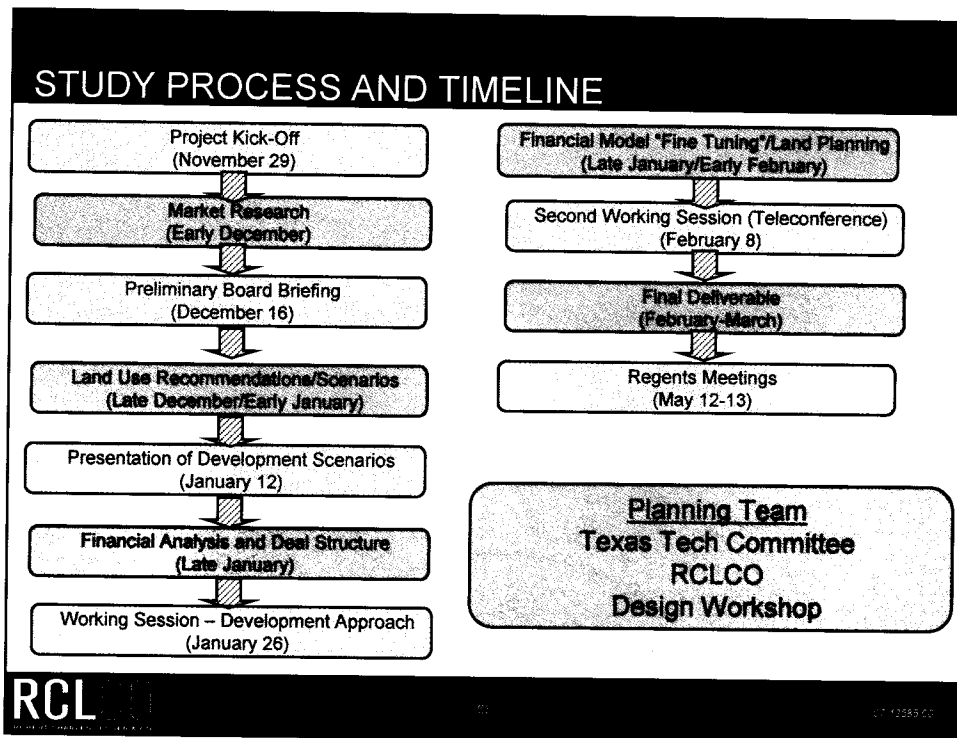
### Market Opportunity Analysis and Conceptual Plan for the West Gateway – Regent's Briefing Document

Texas Tech University | May 12-13, 2011



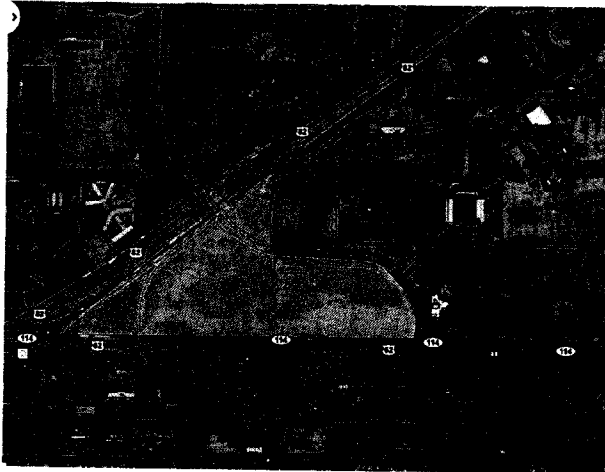
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ROBERT CHARLES LESSER & CO. REAL ESTATE ADVISORS



## THE SUBJECT SITE IN A MARKET CONTEXT

### PERHAPS THE BEST DEVELOPMENT SITE IN TOWN



**SITE ATTRIBUTES:**

- ▶ Large and campus-adjacent
- ▶ Transformative – potential new western gateway to University
- ▶ Valuable – largest contiguous tract within TTU's "core"
- ▶ Flexible - not necessarily needed exclusively for campus use
- ▶ Accessible – (2) major arterials and (1) freeway serve the site
- ▶ Visible – highly visible from major thoroughfares
- ▶ Arguably the **strongest mixed-use development site in Lubbock**

**RCL**

## SUMMARY OF MARKET OPPORTUNITIES

### "HIGHEST AND BEST" USES – STRONG DEMAND/ECONOMICS

<b>BEST LAND USES</b>	Appropriate for College Town	Site Fit	Relative Land Value	Relative Depth of Demand	Drives Life of Institution
Student Housing	XXXXX	XXXXX	XX	XXXXX	XXXX
Graduate Student Housing	XXXXX	XXXXX	XX	XXXX	XXXX
MF Housing (Young Prof)	XXXX	XXXX	XXX	XXX	XX
Retail Local Convenience	XXXXX	XXXX	XXXX	XXX	XX
Retail Urban Entertainment	XXXX	XXXX	XXXX	XXXX	XXX
Limited Service Hotel	XXX	XXX	XXX	XX	XX
Research Incubator (Office/Labs)	XXXXX	XXXX	XX	XXX	XXXX
Medical Office	XX	XXXX	XXXX	XXX	XX

<b>SECONDARY USES</b>	Appropriate for College Town	Site Fit	Relative Land Value	Relative Depth of Demand	Drives Life of Institution
Senior Housing	XXX	XX	XXX	XX	X
SF Housing	XX	X	XX	XX	X
Retail Big Box	XX	XX	XX	XXX	X
Full Service Hotel	XX	XX	XXX	X	XX
Industrial	X	X	X	XX	X

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07-12585-00

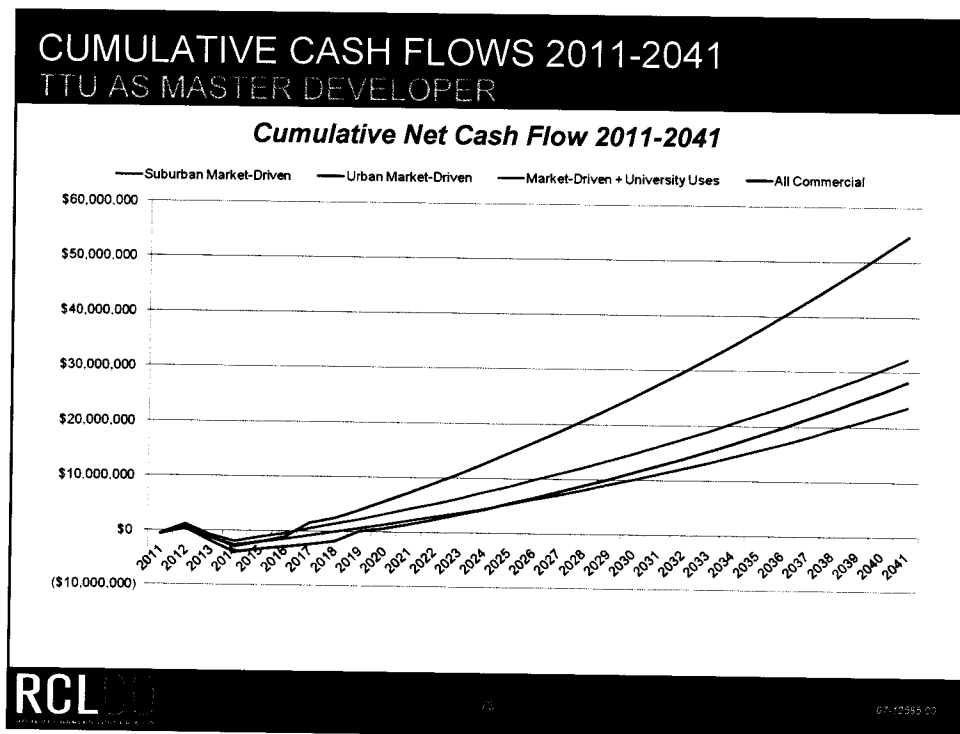
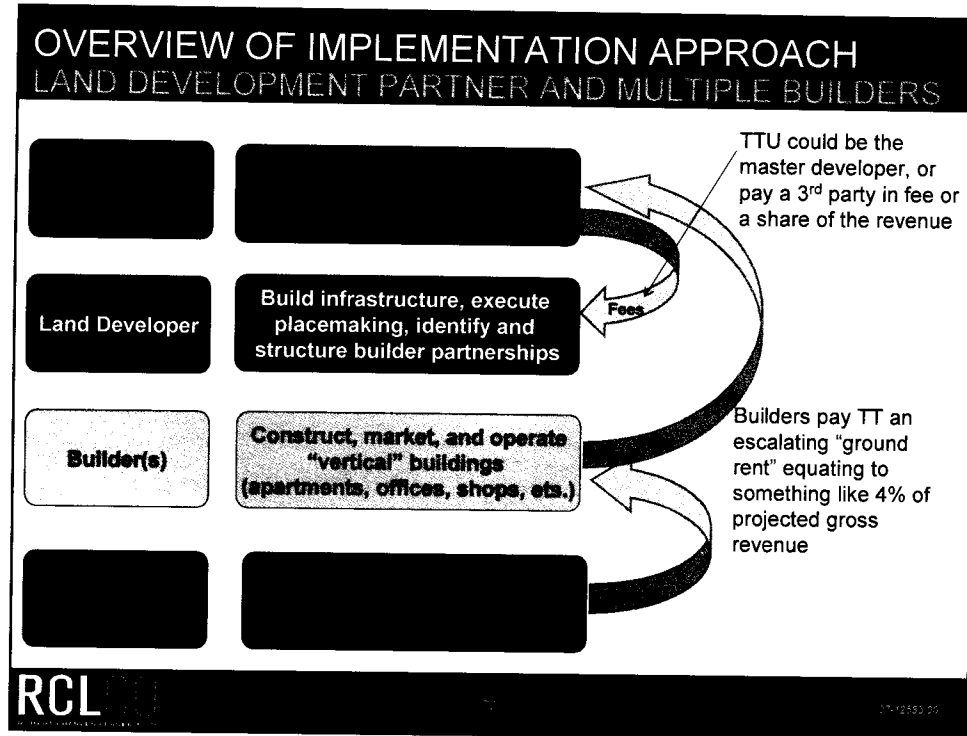
## OVERVIEW OF DEVELOPMENT SCENARIOS

### VARYING DENSITIES, LAND USES & UNIVERSITY COMPONENTS

Land Use	SUBURBAN MARKET-DRIVEN		URBAN MARKET-DRIVEN		MARKET & UNIVERSITY		ALL COMMERCIAL	
	Units/SF	Acres	Units/SF	Acres	Units/SF	Acres	Units/SF	Acres
Existing Credit Union		2.7		2.7		2.7		2.7
Office/Incubator			35,000	1.1			125,000	2.5
Cinema			40,000	3.1	40,000	3.1	40,000	3.1
Grocery			40,000	2.3	40,000	2.3	50,000	2.9
Entertainment / Retail	100,000	7.0	100,000	3.8	50,000	1.9	125,000	4.8
Medical Office	35,000	2.4	55,000	1.7	35,000	1.1	75,000	2.3
Hotel	150	3.0	150	2.2	150	2.5	150	2.5
Big Box Store		0.0	0	0.0	0	0.0	1	14.3
Upscale Rental	250	10.0	400	6.7	250	4.2		
Student Rental (Private)	250	10.0	600	12.0	250	5.0		
Student Housing (TTU)					1,000	12.6		
Roads/Greenspace/Plaza		5.0		4.6		4.8		5.1

**RCL**

07-12585-00





## A FRAMEWORK FOR EVALUATING SCENARIOS

Criteria	Scenario 1 – Suburban Residential and Commercial	Scenario 2A – Urban Residential and Commercial	Scenario 2B – Urban Commercial and University Housing	Scenario 3 – All Commercial
Revenue Potential	\$	\$\$\$	\$\$	\$
Drives the Mission/Vision	T	TT	TTT	T
Market Risk	XX	X	XX	X
Quality Student Housing Impact	X	XX	XXX	-



# TTUS Design & Construction Review

## Under Construction

May 2011

[www.fpc.ttu.edu](http://www.fpc.ttu.edu)

Project	Cost	Status	Completion Date
TTU Rawls College of Business Administration	\$ 70,000,000	Under Construction	December 2011
Business Administration Building Renovations	\$ 25,000,000	Under Construction	September 2012
Art 3D Annex Finish Out (Sculpture)	\$ 3,800,000	Substantially Complete	February 2011
Experimental Science Bldg Build Out	\$ 12,100,000	Under Construction	September 2011
NRHC North Addition	\$ 1,833,000	Under Construction	December 2011
PrinTech Building Renovation (HESS Relocation)	\$ 6,000,000	Under Construction	August 2011/December 2011
NRHC Historic Preservation Building	\$ 532,890	Under Construction	December 2011
Admin Bldg Abatement and Renovation	\$ 3,850,000	Under Construction	January 2012
Boston Avenue Residence Hall and Dining Facility	\$ 45,000,000	Under Construction	August 2012
<b>TTU Total</b>	<b>\$ 168,115,890</b>		
ASU Plaza Verde Residence Hall Phase I (Design Phase I & II / Construct Phase I)	\$ 35,000,000	Under Construction	August 2011
Recreation/Wellness Ctr & Center for Human Performance Expansion	\$ 7,000,000	Under Construction	May 2011
<b>ASU Total</b>	<b>\$ 42,000,000</b>		
HSC	\$ -		
<b>HSC Total</b>	<b>\$ -</b>		
<b>Under Construction Grand Total</b>	<b>\$ 210,115,890</b>		



TEXAS TECH UNIVERSITY SYSTEM  
Facilities Planning and Construction

# TTUS Design & Construction Review

In Design  
May 2011  
[www.fpc.ttu.edu](http://www.fpc.ttu.edu)

	<u>Project</u>	<u>Cost</u>	<u>Status</u>	<u>Completion Date</u>
TTU	Rawls Course Clubhouse and Team Facility	\$ 3,700,000	Design In Progress	TBD
	Petroleum Engineering Bldg Renovation for Maddox Chairs	\$ 2,900,000	On Hold	TBD
	Renovate Exercise Sciences Center for Petroleum Engineering	\$ 15,000,000	Stage I Design Budget	TBD
	The Burkhardt Center for Autism Education and Research	\$ 10,000,000	Design In Progress	August 2013
	Texas Tech Baseball Park Improvements	\$ 5,000,000	Design In Progress	TBD
	System Office Relocation	\$ 7,500,000	Planning in Progress	TBD
	Campus Chapel	\$ 3,000,000	Out for Proposals	June 2012
	<b>TTU Total</b>	<b>\$ 47,100,000</b>		
ASU	Mixed-Use Development	\$ TBD	Pre-Development	TBD
	Concho Hall Abate/Demolish	\$ 2,500,000	Design in Progress	TBD
	<b>ASU Total</b>	<b>\$ 2,500,000</b>		
HSC	Abilene School of Nursing	\$ 12,000,000	Proposed	TBD
	<b>HSC Total</b>	<b>\$ 12,000,000</b>		
	<b>In Design Grand Total</b>	<b>\$ 61,600,000</b>		



TEXAS TECH UNIVERSITY SYSTEM

Facilities Planning and Construction

# TTUS Design & Construction Review

Prospective  
May 2011

[www.fpc.ttu.edu](http://www.fpc.ttu.edu)

## Project

## Cost

## Status

## Completion Date

Experimental Sciences Building II  
Engineering Expansion/Renovation Phase II  
Plant & Soil Sciences Building  
Architecture Building Life Safety Upgrades  
Biology & Biology Greenhouse Fire Suppression System  
Human Sciences Life Safety Upgrades

\$ 87,750,000  
\$ 90,000,000  
\$ 25,000,000  
\$ 7,400,000  
\$ 8,300,000  
\$ 6,000,000  
**TTU Total \$ 224,450,000**

Proposed  
Proposed  
Program Complete  
On Hold  
On Hold  
On Hold  
TBD  
TBD  
TBD  
TBD  
TBD  
TBD

College of Nursing and Allied Health  
Plaza Verde Residence Hall - Phase II

\$ 16,200,000  
\$ 30,000,000  
**ASU Total \$ 46,200,000**

Proposed  
Proposed  
TBD  
TBD

Lubbock Education, Research & Technology Renovation  
El Paso Medical Science Building II  
El Paso Clinical Sciences Building  
Permian Basin Academic Building  
Panhandle Clinical/Hospital Simulation Center  
Amarillo Laura W. Bush Institute Renovations

\$ 45,000,000  
\$ 65,000,000  
\$ 30,000,000  
\$ 18,900,000  
\$ 16,500,000  
\$ 12,800,000  
**HSC Total \$ 188,200,000**  
**Future Grand Total \$ 458,850,000**

Proposed  
Proposed  
Proposed  
Proposed  
Proposed  
Proposed  
TBD  
TBD  
TBD  
TBD  
TBD  
TBD



TEXAS TECH UNIVERSITY SYSTEM  
Facilities Planning and Construction

# TTUS Design & Construction Review

Completed  
May 2011  
www.fpc.ttu.edu

Project	Cost	Status	Completion Date
Jones AT&T Stadium East Side Expansion	\$ 34,630,000	Complete	January 2011
Jones AT&T Stadium North End Zone Expansion	\$ 6,000,000	Complete	January 2011
System Office Relocation (2nd Floor)	\$ 2,000,000	Complete	December 2010
Jones AT&T Stadium NEZ Facilities (Toilets & Concessions)	\$ 1,300,000	Complete	January 2011
Scholarship Donor Walk-Phase 2	\$ 50,000	Complete	March 2010
Softball Team Facility	\$ 3,000,000	Complete	February 2010
Pulse Power Lab	\$ 1,500,000	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	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 Mail	\$	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	August 2001
Broadway Gatehouses	\$	816,000	Complete	August 2001
Marquee	\$	352,000	Complete	August 2001
Stange/Murdough Fire Suppression	\$	1,616,293	Complete	August 2001
Chitwood/Weymouth Fire Suppression	\$	2,779,706	Complete	August 2000
<b>TTU Total</b>	<b>\$</b>	<b>498,779,818</b>		

## Project

## Cost

## Status

## Completion Date

ASU  
Porter Henderson Library IT Commons Renovation  
Centennial Village Residence Hall  
University Hall/Abatement Demolition  
UC Dining Services Expansion

	\$	4,380,000	Complete	December 2010
	\$	28,215,000	Complete	August 2008/March 2009
	\$	2,500,000	Complete	January 2010
	\$	2,500,000	Complete	January 2009
<b>ASU Total</b>	<b>\$</b>	<b>37,595,000</b>		

The F. Marie Hall SimLife Center  
4C Cancer Research Lab  
Lubbock Memorial Garden  
Amarillo School of Pharmacy Expansion  
Amarillo Family Medicine Relocation  
Amarillo Research Building  
El Paso Vivarium Upgrade  
International Pain Center  
El Paso Strategic Space Study

	\$	6,500,000	Complete	September 2010
	\$	3,200,000	Complete	October 2010
	\$	181,130	Complete	January 2010
	\$	8,010,000	Complete	November 2009
	\$	7,026,925	Complete	July 2009
	\$	18,152,430	Complete	March 2009
	\$	737,479	Complete	December 2008
	\$	7,000,000	Complete	November 2008
	\$	TBD	Complete	TBD

HSC	El Paso - Archer Building Renovations	Complete	March 2008
	Texas Tech Physicians Medical Pavilion	Complete	June 2006/Dec 2007
	El Paso Medical Education Bldg.	Complete	November 2007
	Abilene School of Pharmacy	Complete	July 2007
	El Paso Medical Science Bldg. I Build Out	Complete	July 2006
	Amarillo Campus Improvements	Complete	September 2006
	HSC Roof Replacement	Complete	April 2006
	The Larry Combest Health & Wellness Center	Complete	January 2006
	El Paso Medical Science Bldg. I	Complete	February 2006
	HSC Campus Infrastructure Improvement	Complete	January 2006
	HSC El Paso Clinic Expansion/Renovation	Complete	February 2005
	HSC El Paso Hydronic Pipe Replacement	Complete	February 2005
	HSC Academic Classroom Bldg.	Complete	October 2003
	HSC Synergistic Center	Complete	March 2003
	Amarillo Academic/Clinic Facility	Complete	April 2002
	Midland Physicians Assistant Building	Complete	August 2001
	HSC Admin Relocation	Complete	March 2001
	Odessa Clinic Renovation	Complete	September 2000
	Communications Disorders Renovation	Complete	May 2000
	<b>HSC Total</b>	<b>\$ 256,362,671</b>	
	<b>Completed Total</b>	<b>\$ 792,737,489</b>	
	<b>TTUS Capital Project Total</b>	<b>\$ 1,523,303,379</b>	



Chancellor's Report  
Texas Tech University System  
Board of Regents Meeting  
May 13, 2011

Chancellor Hance presented his report to the Board: "I have a short report. We will have some new numbers for you on the campaign within the next week. We're on target and I still feel very confident that we're going to reach our billion dollar goal on time. That's taken a lot of hard work from a lot of people, including members of the Board and I really appreciate that.

"I'd also like to report briefly on legislative matters. We went through that yesterday, and we will continue to push forward. Sometime in June, we will probably have another meeting to finalize what we are going to do on tuition. And then all of this should finalize what we are going to do on a budget.

"The last thing is that Dr. Mitchell now has a segment airing on Sunday nights on channel 11, on the ten o'clock news called 'Presidents Prescription.' I saw it this last week. It's an excellent segment, and it really gives Texas Tech a profile that we need. And we are hoping that we can expand that to other communities where Texas Tech is involved.

"That's my report. Thank you."

President's Report  
Texas Tech University  
Board of Regents Meeting  
May 13, 2011

Dr. Bailey presented his report to the Board: "Thank you. We have a short PowerPoint. We're in difficult budgetary times. And during those times, sometimes you can obscure some of the things that are actually happening, some of the accomplishments that are happening. I want to highlight one of those today by referring back to the last legislative session. If you think back to the 2009 legislative session, the State of Texas increased general revenue appropriations to higher education by almost 8 percent. It was one of the best sessions ever for higher education. The problem is that Texas Tech only saw a two percent increase in new revenue during that session because of our stagnant enrollment and our stagnant and declining research funding. In other words, in the last legislative session, which should have been very good, we didn't do all that well, and we did especially poorly in comparison to our competitors, as the next slide shows. This shows a percentage of new money, the percent increase in new dollars each of us got as a result of the 2009 legislative session. As you can see, we are down near the bottom there. So, at the conclusion of that session, we really began an initiative to improve our funding in relation to our other competitors for the 2011 session. There are essentially three things we wanted to do. We wanted to increase our enrollment and especially our weighted student credit hour production. We focused on graduate students and our student mix. We wanted to increase our externally funded research. And, we wanted to code or research expenditures in particular, and our courses properly to ensure that we got credit for them. What I'd like to do is go quickly through some of the results of that. You can see the enrollment growth in the next slide. As all of you know, we've added about 3,200 students during this biennium. The next slide shows that we've managed to make some changes in our student mix as well. You can see the increase in the percentage of our student body there; it's graduate students. So we really focused on improving the student mix. And the next slide shows, and we don't talk about this very much, credit hours are really the most important thing in higher education. That's really the best sign of the work you're doing are the credit hours you generating. That's the coin of the realm and it really reflects the work. You can see pretty substantial increases in student credit hour production. We did this really with no new faculty, or very few new faculty, and it's quite a nice increase in the work of the institution. While all of that was going on, our research funding went up pretty dramatically as well. As all of you know, we topped \$125 million in total research expenditures this year. That puts us ahead of every school in the State of Texas—every general academic, except for UT and A&M. It puts us, I think about \$30 million ahead of Rice, and I think Houston is after that. So, the whole landscape of research expenditures in the State of Texas has changed. It'll take a couple of years for this to get out in the national rankings, but it's really a dramatic change, and again we just owe it to the work of our faculty and the administrators—Taylor Eighmy and Bob Smith. They've done a terrific job in turning this around."

Chancellor Hance added, "One thing that I would add to that. They've worked well as a team and last year, a year ago January, when we were in real trouble on reaching our

goals on research, we got development involved and they went to the wall. So everyone has been pulling together and that's the reason we got to where we are on the research last year. Really, as long as we can sustain that, our growth is way above Houston or anyone else. So, we'll be a strong third position."

Dr. Bailey continued, "In a few years down the road when Carnegie classifications change, as all of this is reported, remember almost all reports, whether it's *US News and World Report*, and *Carnegie Classification*, they're all working with data that's two or three years old. So it'll take two to three years before we really see the effects of this. But we will, and as I said, that's a change in the entire landscape of research in the State of Texas. So, were pretty pleased about that.

Chancellor Hance added, "That lag is also the thing that affected us on enrollment. We were penalized two years ago for things that happened two and three years before that.

Regent Anders asked, "Guy, you may be going to touch on this, but can you talk in a minute about NRUF?"

Dr. Bailey answered: "I will as soon as I finish, yes, I will."

Chairman Turner congratulated the team, "Dr. Bailey, these are dramatic numbers, and I am very impressed. I commend you for the way you're presenting them to us also, these are easy to understand—how good things are going right now. Congratulations to you, the team, the chancellor, these numbers are dramatic."

Dr. Bailey continued, "One of the things we'll do in the future. We'll try to send out an e-mail blast to all of our alums. There are about 120,000 of you. We'll provide this kind of information in relation to what's happening with other institutions in the State of Texas with our peers in the state. Because I think we sometimes lose sight of exactly how much is happening here. Anyway, were very pleased with this, everybody has worked very hard and we appreciate that. Now, it's hard to believe that there are some good results, because remember we were focusing on this legislative session, and trying to change our performance in relation to the rest of our peers, and the next slide shows you that we've turned it around. Remember, we were second, or we were third from the bottom in the last legislative session. Here we are second from the top. And I think the only reason North Texas does better, is that this reflects both formula funding and special items. They were less affected by the reduction in special items. Were it not for that, you'd see—and again, the first is the House version of the bill, the next is the Senate version of the bill, whichever version—we were hurt a lot but we were not hurt nearly as badly as some of our competitors. Again, a lot of that reflects the hard work over the last biennium: the growth and enrollment, the change in the student mix, and the growth in research funding. We've come out better than our peers, even though it's a tough legislative session. I think as things improve down the road in the legislature, it will significantly enhance our funding from the state—our piece of the pie that is distributed. So, were very pleased about this turn around, and you'll note by the way that UT Arlington actually grew faster than we did, but we had better growth. We focused on full-time students. They had a lot of part time students. Our growth is primarily full time students, and primarily at the upper division, the graduate level. And

the quality of that growth is reflected in what happens with the legislative funding. In any event, we think that we've had very good results and were very proud of everybody on campus. Our entire faculty and staff understood what we need to do and they've all responded.

"The last thing—getting this information out and other information is an issue as well. The next slide illustrates something that we are doing. All of you should have received, if you did not please let us know, our Discoveries magazine, which is online. It's a research magazine; you should have also received a copy of the President's Report of accomplishments. If you're not one of the 120,000 that this went to, we need to make sure that you are. But this material goes to 120,000 people including alumni, friends, presidents at other universities, provosts as well, to try and get that information out. And this "Discoveries," the first issue is just coming out. Christina Butler in Communications and Marketing is the person responsible for doing this. This is a very inexpensive way to get the information out. What we'll be doing in the next few weeks is trying to get to you everything that's happened. As I said, the difficult budget situation simply obscures some dramatic accomplishments in the institution, and we want to highlight those and that concludes my formal report.

"I will now address the NRUF question brought forth earlier by Regent Anders. As you know, the numbers we reported for the last fiscal year met the criteria for NRUF. We think we'll do the same thing this year. We're on target in every area—the number of Ph.D.s; the research expenditures—all are on target as well, and were very confident about what will happen there. So, we think at the end of this fiscal year, we'll report numbers similar, in many cases better than last year, and we'll meet the NRUF criteria. The one problem right now is that there is a piece of legislation that would determine the distribution of the payout. Remember, that NRUF is an endowment, and the payout from that has to be determined by the legislature. Senator Duncan and Senator Zaffirini sponsored the bill. The bill, as its structured would give us about \$9.5 million, I think, as a payout. Senator Zaffirini has said that she would not let that out of the committee unless all seven emerging research university presidents agree to it. Six of us agree. So, if you have any influence over the University of Houston, please use it. If we get their agreement, I think there's a very good chance that bill would pass as well. So, again, that would be of some help, everything would be certified a year from now—by the winter of 2012. I assume that a payout would come thereafter. We feel good about meeting the criteria. We've worked well with the other Universities presidents and we've done everything we can do."

Regent Turner asked, "Assuming the bill doesn't pass, what are the consequences?"

Chancellor Hance replied, "There will be no money passed out for another two years. It puts it off. It makes it very difficult for anyone, whether it's Houston or any of the other schools to say if we don't get our way we're going to kill it. It especially doesn't make sense for Houston because if they did then they wouldn't need money for the next two years. But they want less going back going back in to the corpus; they want more coming out right now. Which if they won on that battle, we'd get a little more money, but..."

Dr. Bailey added, "But we'd get less in the long run, because as other institutions got in the corpus, we would not have grown as fast."

Regent Turner added, "I thought you had to pass the test in order to get funding out of NRUF, and were going to pass the test for two years. Houston's going to pass the test for two years, but none of the others are, correct?"

Dr. Bailey replied, "That is correct."

Regent Turner stated, "But you said the others are going to get in to the corpus?"

Dr. Bailey answered, "Eventually. Eventually, I think others would meet the criteria. UT Dallas will meet the criteria before too terribly long. Arlington will before too terribly long. And so it's to our advantage to build the corpus. In other words, we want the largest payout we can get, while at the same time building that corpus, because as other institutions get in the payout will shrink if the corpus doesn't grow. And so, the bill that Senators Duncan and Zaffirini and the Representative Branch have put in place does that. The chancellor may know more about this than I do, but that bill would both increase the corpus, and I think, provide a pretty nice payout to us. As I said, five of the other six presidents agree, all the UT System presidents are fully on board. It's just our colleagues in Houston we have to convince."

Chancellor Hance stated, "Either way, we're going to be in pretty good shape on this fund. And the main thing is just that it passed. So either way, it's going to be a plus for us."

Regent Neal asked Dr. Bailey for an RCM update.

Dr. Bailey answered, "I will. All of the basic groundwork for RCM, the new allocation procedure, has been done. But the problem is, we don't have a budget, and so, remember, we don't know yet what our set appropriations will be, nor what our revenue from tuition will be. It will be very late before we find out—too late to do a full implementation. What we'll do is begin implementation this fall and we'll provide each of the colleges with a shadow budget that will show them what would have happened with full implementation. That will give them a year to plan for the full implementation the next year. So, it's been completely done. John Strauss did a terrific job. That committee has essentially done its work, and John has finished his work. We'll now integrate this into our normal budgeting process, and it will report to Kyle Clark as we go forward. The great thing about RCM, the colleges have already made significant adjustments. Many of the benefits that we'll see from RCM we are already seeing. If you look at the increase in student credit hour production, with very little addition in faculty, that's what this incentivizes. So, in preparation for RCM, many have already made the adjustments that need to be made. So, as I said, it's complicated in full implementation by the simple fact that we don't have budgets, and we can't really tell them because we don't even know whether it's a House bill, or Senate bill, or something in between. We don't know what the conference is. So, until that we can't really do much at all. But we will have a partial implementation. We'll have shadow budgets that

they can work with during the year, and then the beginning of next year there will be full implementation."

Regent Turner asked for an overview of RCM.

Dr. Bailey responded, "What RCM does, the basic principle behind it is that the allocation of budget should track the revenue you generate. So, each college generates revenue through instruction and research, and there are some other sources too, but primarily instruction and research. And so, the basic principle is that each college, after they pay a tax to support administrative functions, they keep the revenue they generate. So the more revenue you generate through instruction and research, the more revenue you have. The idea behind that is that there are incentives for increasing revenue and incentives for building inefficiencies. And I think we've seen the colleges already responding to those incentives."

Regent Turner asked: "Is this a national trend?"

Dr. Bailey answered, "There are certainly many universities who do it: University of Michigan, Indiana, Iowa State, New Hampshire. It was first implemented at Southern Cal and the University of Pennsylvania has used it. I would say that there is a national trend toward trying to link together the allocation of money with the generation of revenue. RCM is probably the best known method for doing this."

Chancellor Hance added: "It's a factor that allows us to determine where that revenue is coming from and to look at where we're having to subsidize. It may be that a Latin four class has to be subsidized, and we understand that, but at the same time, this all came out of what we did in El Paso in 2008, in trying to make sure that people were teaching the right amount of hours. This is a more complicated way of doing it, but we had on the hours, there were 17 exceptions that you could get out of teaching your hours. And they were given by the department head and there was no incentive for them not to give them. We think this cures the problem, I know that Nancy and Mickey have spent a lot of time on it; we've all spent a lot of time on it, because it's been slow. I was hoping it would have been implemented last year, but this is not easy. Hopefully this year and this time next year, we'll be able to do it. It's been controversial in some areas here in the state, but the key is, in any business you need to know what you're employees are generating in revenue. That's what we're trying to find out. That's not the only factor, but that's a big factor as you move forward."

Regent Turner asked, "You said this has been controversial in part. How is perceived by the faculty now?"

Dr. Bailey answered, "I don't think there is any great animosity toward it. I think amongst some college's there is a little nervousness, just as there would be with any new budgeting mechanism. I think the people who have looked at it pretty closely are comfortable with it. As the chancellor says, there are things you have to subsidize. We do things, interestingly; they are often at the heart of your institution. We implemented this at the University of Missouri, Kansas City, where I was. The two jewels of that university are the music conservatory and the theater program. They had to be

subsidized and that was not a controversy. Faculty understand that part of our mission is agriculture, so if something like that needs subsidy that will not be controversial. I think as people become more comfortable with it they'll be fine. I think there is just a little bit of nervousness."

Regent Turner asked, "Is the subsidy automatic, or is it discretionary, or how does that work?"

Dr. Bailey answered, "Well, you want to review that every year. In other words, I wouldn't put in an automatic subsidy because that is a disincentive for creating efficiencies and growing. So, you wouldn't want anything automatic, but it's certainly something that you could review on a routine basis. Again, with a subsidy there, you need some expectations of what you expect people to achieve."

Regent Huffaker added, "Now I take it that you deal somehow with the different sort of level of funding of research. I assume that heavy science colleges receive a lot of dollars in research because of their big projects, as opposed to colleges who don't."

Dr. Bailey responded, "Yeah, different colleges have different revenue streams. By the way, in every University, colleges of arts and sciences are most profitable. I mean, they literally subsidize most of the other colleges, and that's just a fact of life. English subsidizes engineering at most schools. But, in engineering and science you have access to significant external revenue for research, largely from the federal government, but also from private concerns as well. In business, you often have access to a lot of endowment money and this is true usually in engineering too. You have more endowments, so there is more endowment income. With arts and sciences, it's usually research. In the sciences there will be access to research revenue. So each college has a different stream of revenue that they can build, and the key is their understanding that and maximizing the revenue from those streams and then creating some efficiencies as well.

Chancellor Hance added: "The number one reason we got into this is that when Corky went through those faculty who were teaching, there were a few who were just laden, there will keep that from happening because everyone's going to be accountable, and if there is a justification, they'll be able to make that justification to Bob Smith, Dr. Bailey, and all the right people. Otherwise it was just up to the department heads and there was no rhyme or reason for some of them not teaching very many hours."

Regent Long added: "We've seen a level of trust grow. When we first started, and I think Jody Arrington, Dr. Smith and Valerie Paton can verify, we saw a great level of trust build as we've gone through this process. When we first started, we used the word P and L, and we were told not to use those words, but we began building trust. I think that in the end, everyone will like RCM."

Dr. Bailey added, "I agree. Part of the problem is that in any university, most of the people don't understand where revenue comes from and how it's spent. And I think as people begin to understand that, they'll make very good decisions about it. It's in everybody's interest to maximize our revenue and minimize our expenses. That's

money that could then go in to salaries and other things. So part of RCM is education as well, and we want as many people to understand exactly where the money comes from and how its generated. The state doesn't just give us money; we earned that money through instruction and research. The state has formulas and we've done better because we've earned it. As people understand that, they'll respond. It's partly a matter of having the right incentives and the right knowledge in place."

Regent Neal added, "Chancellor Hance mentioned that Regent Long and I had the privilege of working with this group, and it was an outstanding experience, we met almost every two weeks for a couple of years. And my comment is that Dr. Strauss, who is dean of Engineering, is one of the co-authors of RCM. The stars lined up and he was our interim dean, and he worked with Dr. Ron Mitchell nonstop for a couple of years. I just want to comment that was such an incredible opportunity to roll this out and to have someone who knew so much leading the initiative for the University, which was a tremendous interim hire for Tech. It just worked out to really be a great opportunity, and I'm sorry it's almost over. I got real close with all these people. I wrote Dr. Strauss and told him that just as I was understood it, he left."

Dr. Bailey added, "It's a good thing we had such a diverse committee, as board members, faculty, staff. We've tried to involve the entire university with this. It's to our advantage that people—one of the reasons that we made so much progress on our performance with the legislature is the campus as a whole began to understand what we needed to do. It's really important that they understand how we get revenue from the state and that there are concrete actions we can take. As people understand that, they often respond very positively."

Chairman Turner added: "I think you're to be commended. I've only heard good things about Dr. Strauss' leadership here. I do think that it would be good for us, at maybe the August meeting, for you to take a little bit more time, give us a PowerPoint, make sure we understand it too because we're going to be asked about it."

Dr. Bailey responded: "We'll try to lay it out in very clear terms."

Dr. Bailey stated that was the end of his report.



SGA President's Report  
Texas Tech University  
Board of Regents Meeting  
May 13, 2011

Tyler Patton presented his report to the Board: "I have a short report this morning. I'd like to update you on our progress. We started with off with 47th session of our Student Senate with our presiding officer Alex Moore and our internal vice president. We have actually increased our student representation by about 12 students. So came up from 69 to 81 students. We're looking forward to those opportunities. Mike Uryasz, our external vice president, and I have been working with our CFO Kyle Clark at going through the contract terms of our next upcoming transportation contract for bussing and safe ride. We're going to be reviewing the finalization of those options next week. So were going to try and wrap that up right before we hit the summer break in June.

Finally, were going to be trying to develop some diversity initiatives with Dr. Muñoz. I know that is an issue that's near and dear to his heart as well as mine. I'm looking forward to giving you all a bit clearer window into what some of those developments look like in August, because we're looking to try and develop some programming opportunities and outreach with the campus there. That's really our report for right now, so if there are any questions that concludes my report."

Chairman Turner thanked Tyler for his report. "I enjoyed meeting your parents. Please give them my regards."

President's Report  
Texas Tech University Health Sciences Center  
Board of Regents Meeting  
May 13, 2011

Dr. Mitchell presented his report to the Board: "Thank you Mr. Chairman. You should have a packet of materials from me. We talked about all the legislative updates yesterday. The first handout is about the VA clinic. The Veteran's Administration's Super Clinic project is the brain child of Dr. Bernhard Mitemeyer, General Walt Huffman and two other retired generals who brought this to our attention several months ago. The Veterans Administration in Washington is moving away from the development of free standing large self-contained hospitals, instead they are moving toward what they call "super clinic" projects to be built next to existing hospitals. The region that we're in is called Veterans Integrated Service Network Number 18. Our service area for veterans goes from about I-35 to the other side of Arizona. It is a large geographical area and because we are located in the center, because of the presence of the Health Sciences Center, because of the presence of a level one trauma center, it makes this an ideal place for one of these super clinics to be built. Currently there is a veteran's clinic on the south side of town that is far removed from the Health Sciences Center. Its lease is up in 2015. Our goal is to build a 90,000 square foot super clinic on Tech property, with an additional 30,000 square foot mental health facility for the veterans. What does this do for us from an educational standpoint? It gives us a group of patients who will be a captive audience. It will not matter where they come from geographically, they will all come this direction. This is a phenomenal opportunity for us as a health sciences center and from a service standpoint. Right now we are looking at various sites on the property. Some of these are HSC properties and some are TTU properties. We have been talking back and forth to the administration on the TTU side, and to the Chancellor's Office. This is an extremely exciting project, but before I do any formal presentation to the board, I want to make sure we have all our ducks in a row. At the August meeting, I hope to have something where we have the site picked and the like, and we will take it from there. We are extremely excited about the prospect of getting that clinic here."

Regent Huffaker asked, "Is it a hospital, as such? What is it like?"

Dr. Mitchell responded, "It will be a huge outpatient clinic. The VA hospital in Amarillo provides in-patient services there and the like. By federal law, veterans are not supposed to have to drive but a certain distance to get to a clinic. Currently, again, there is a clinic here in Lubbock; the lease on that clinic goes up in 2015. So it is taking that federally designated clinic and just expanding it in to a much larger clinic. So it's all outpatients, and it works actually in conjunction with the hospital up there. So what would happen: if you had patients down here that require hospital admission, they would go to the VA hospital in Amarillo? For us, it is a coup for the Health Sciences Center. It augments and accentuates what we already do in Amarillo with the VA. I will have more information in the August meeting."

"We have a Masters in Public Health program that I had presented during the February board meeting. Enclosed is just a timeline of that. There are a couple of dates on there that are important. Dr. Rial Rolfe and his group are continuing to work on the curriculum. Our target is to apply to the Coordinating Board by the fall of this year; notify SACS by the fall of 2012; and have students enrolled in the program by 2013. You have the time schedule there."

"We currently have ongoing searches for the Anita Thigpen Perry School of Nursing dean; the Graduate School of Biomedical Sciences dean; regional dean of the School of Pharmacy in Abilene - Dr. Virgil Van Dusen had to step down; he has aging parents in Oklahoma and he's having to move back home; we have an internal candidate that we are looking at —regional dean for the School of Medicine Permian Basin—Dr. John Jennings will be retiring at the end of this year to assume a position with a National Organization for OB/GYN. We are very proud of him. These are the searches that we currently have."

"A couple of other things to point out—the next handout you have is from the American Association of Medical Colleges showing that we did phenomenally well in areas that match with our strengths. We placed in the top 25 percent of schools for the percentage of students who are going into primary care. We placed in the top five percent of schools for graduates who stay in the State of Texas. This is a big issue with our legislators in Austin about educating doctors and seeing them leave the state, when we have a huge investment in them. So we placed right at the very top of the country for keeping people in their own state after they've educated them. We've also placed in the top 25 percent for people that wind up practicing in rural areas. So in all the areas that should be our natural strengths, we have done quite well. This is different from the way *US News and World Report* does its rankings. One of the areas in *US News and World Report* that we do not score well is people going into primary care. *US News and World Report* looks for people who go into residencies of primary care, not those who stay in primary care. So, for example, UT Southwestern always does extremely well because many of their students go into internal medicine, a primary care field. However, none of them stay in it. They always go into research and subspecialty areas, but they get huge kudos for the numbers who go in o internal medicine. What the AAMC does is, it looks to see who is continuing to practice primary care medicine during the years after graduation. We rank extremely high on that and we are very proud of that. We are also very proud of the School of Nursing and the School of Allied Health Sciences. Both of them have programs that were ranked very high nationwide in the *US News and World Report* study. Kudos to both of them."

"I had already introduced the new student government association officer to you. A list is included of those individuals."

"Social media, I want to talk about that for just a minute. Mary Croyle's group is rocking and rolling in this area. We have over 1,000 Facebook followers, several Twitter followers, Flickr image count of 1,700—I do not know what that means, but apparently it is good—and a lot of YouTube hits. Considering that we just jumped into social media a few months ago, we have attracted a sizeable following. That's where the kids live;

that's the environment they live in. When you compare some of these things to other health related institutions, were doing extremely well even though we are brand new in the game. Mary Croyle and her group are to be commended for a job well done. In fact, one of her key players is fresh out of Texas Tech."

"The Paul Foster School of Medicine received its provisional accreditation, after a very successful site visit on February 11 of this year. We are very proud of them for that. The Gayle Greve Hunt School of Nursing in El Paso received approval from the Coordinating Board on April 27 and from the Texas Board of Nursing on April 28. So, the Gayle Greve Hunt School of Nursing is now in existence. It is up and running and we will matriculate about 40 students this fall."

"Another tremendous event was the inaugural Cancer Symposium in Amarillo. We have had to deal with the "silo" issue, not just amongst the campuses, but even amongst the schools. So we put together a Cancer Symposium, pulling people from the various schools and various campuses together. The opening address was given by Dr. Albert Gilman, a Nobel Laureate, and CPRIT's chief scientific officer. We have made huge inroads into our cancer researchers getting together and working together. Not just amongst the TTUHSC schools, not just amongst the TTUHSC campuses, but between TTUHSC and Texas Tech. In fact, at the meeting, we announced that the Health Sciences Center, through Dr. Berk's office, has offered a \$50,000 seed grant for the best collaborative project. Dr. Taylor Eighmy chimed with another \$50,000. So, we have a \$100,000 internal grant waiting for someone to suggest the best collaborative idea in cancer research. We are opening that up to anybody. It is generating a lot of excitement. We had over 80 presentations that were made by cancer researchers in our system. It was extremely successful. We're very proud of them for that."

"And finally, one of the things I'd like to mention is that we are working with TTU, specifically with Dr. Fritz on revamping the pre-medical curriculum for the Honors College. The pre-medical curriculum at Texas Tech is outstanding, but we want to improve the program for the Honors students. We have developed the Health and Humanities track with professors from the HSC teaching as well. This will reinvigorate the program but it is not altogether altruistic, as we want the Honors students to stay here. Information on the program is included in the material you have."

"This concludes my report."

Regent Anders asked Dr. Mitchell about details of the super clinic with the VA. "If successful, could we see a significant amount of federal dollars flowing to the Health Sciences Center?"

Dr. Mitchell replied, "Absolutely. The four Generals have had talks at the highest levels of the VA Administration. The VAA is extremely excited about the project."

Chairman Turner thanked Dr. Mitchell for his report.

SGA President's Report  
Texas Tech University Health Sciences Center  
Board of Regents Meeting  
May 13, 2011

Calvin Bradley, President of the SGA, presented his report to the Board: "Thank you for your time. First off, I have a letter from the previous president of the HSC SGA, Geoffrey Lowe, in regards to him not being able to be here today, and the financial situation of increasing tuition and fees."

Calvin read the letter, as follows: "Members of the Board, I apologize for my absence, as I am in Galveston, Texas taking a review course for my USMLE step one board exam. While still in office, I was able to extensively review the global fee document concerning the FY 2012 tuition and fees with Mr. Elmo Cavin, and our incoming SGA President Calvin Bradley. Mr. Cavin does an excellent job at preparing these numbers, while still keeping the value of the student's education as a top priority. We all understand the tough economic climate and the budget situation in the state of Texas, and that modest tuition and fee increases are inevitable. As a voice of the student body, the Student Government officers will always ask the Board of Regents to proceed with any recommended tuition and fee increases with careful consideration. That being said, I believe that Mr. Cavin and his staff have designed a fair and reasonable tuition and fee plan for FY 2012. This proposal maintains the balance of the TTUHSC budget and the values of the students' education in this tough economic time. I believe this proposal also keeps TTUHSC competitive with other health science centers in the state of Texas, providing our students with an excellent education at a competitive price. For these reasons, the TTUHSC Student Government Association, and I support and approve the proposed tuition and fees for the FY 2012. Thank you."

Calvin continued with his report: "I completely agree with Geoffrey, and I just wanted to let you all know that the students understand that an increase in fees is inevitable, and that's all I have to say about that."

"This upcoming year we have really exciting potentials for service and bringing our students out in to the community, to make a larger impact on the community as well as bring our students from the different schools together so that we can get to know each other more, because I know that we're kind of separated in how we do classes. As well, were hoping to reach out to the other campuses, as Dr. Mitchell suggested, and break down the barriers and get everyone excited about being part of the same family, and not just having their own individual things going on in separate campuses. We'd like to improve our relationships with our Alumni, since that's a huge deal to keep contact with alumni so they can support us and tell us what's going on and help establish connections for our future jobs and positions, and also feedback into our institution. But that is all I have for right now."

Regent Huffaker asked, "Is there an Alumni Association of the Health Sciences Center, or the medical school?"

Calvin Bradley answered: "There is, yes sir. I'm hoping to get into contact with them soon. Thank you."

Chairman Turner responded: "Thank you and congratulations. Elmo—job well done; thank you. We appreciate the acknowledgment by the student body of the need to raise tuition and fees and we really appreciate that endorsement."

President's Report  
Angelo State University  
Board of Regents Meeting  
May 13, 2011

President Rallo presented his report to the Board: "Let me briefly update the Board on our SACS issues. We have two reports that are currently in play: the first, as the Board knows, because we are non-responsive from 2002, we had been placed on monitoring and on April 15 of this year, we submitted our first monitoring report. We will submit the second one next April 15. We believe that under Dr. Limbaugh's guidance that we will be taken off monitoring next year. We have done a lot of work on campus in terms of student learning outcomes and I think that we are going to be just fine from that perspective.

"The other report that we had is that our reaffirmation is coming up, which is sort of odd that both are happening at the same time. Our reaffirmation again, we have a good team of faculty that are involved in that. The first drafts have been submitted internally. Over the summer they will be working on those. We hired a professional editor, actually the same one that the Health Sciences Center used, Sarah Moulton, as of September 1, 2011, to go over the report to make sure that it's appropriate and formatted appropriately. We also have Jerry DeCenzo, from UT San Antonio, who's a well known SACS member and trainer for a lot of other institutions. He will be used as an external consultant to review our reports.

"I think the Board also knows that I serve on the Board of Trustees for the SACS, which is the ultimate decision making body. The first thing they said that SACS doesn't like is people who are not responsive. We've been very responsive, so therefore, from the perspective of the campus and also from the perspective of my sitting on the board, I think that things are just fine. I would be happy to answer questions about that.

"Two major initiatives on campus, just to bring you up to the date—the Board visited the Center for Securities Studies last time. That is continuing its work. Senator Cornyn was actually on campus on April 26 and his office is working to secure significant new funding through homeland security for both the bachelors and the masters degree in Border Security. Eighty-two total courses have already been developed for the Center and they will be fully online by August of this year, and then on site by August of next year. Our goal, once again, is to have a degree program that can be taken online, onsite or mix and match if you will. The other initiative is the HSI Grant; we are completing our first year report. Also, many significant changes will start this summer. We will be developing several student support centers on campus. I think the Board remembers that our value proposition for the grant was retention, because we have an issue with retention—retention for all students, not just our underrepresented groups, our Hispanic groups. So, the support centers will be on the third floor of the library—an Integrated Academic Research Center in the library to bring together what are currently separate activities on campus. We have a number of students in developmental math, and the math department has been pioneering the use of ALEKS software to allow students to move more quickly through the developmental portions of math so they can

come into the University level. They have five out of eleven sections currently using that software and they say that the results are impressive because the students can move through at their own pace, as opposed to having to wait for the entire class.

"On the accreditation side, I'm pleased to note that our College of Education was recently accredited by NCATE. There are 70 education programs in Texas, and only 12 other Universities including Tech, Baylor, and North Texas, have NCATE accreditations. This really is a national accreditation; this means our programs align with a set of standards for teacher preparation. Often times school districts, especially now with tough economic times, will use graduation from an NCATE accredited program in making their decisions. So, I'm very pleased that the College of Education was able to do that.

"We had our second annual recognition for the faculty excellence awards—we had three outstanding individuals awarded: Dr. Dowler from Biology for research; Dr. Livengood from Curriculum and Instruction for teaching; and Dr. Trey Smith from Math for leadership awards. The interesting thing about Trey, his father also lives in town and we have a group of individuals, retired colonels who meet, his father started Top Gun, for those of you that are aware of the Naval Fighter School in California. So he keeps tabs on his son, so I always want to make sure his son is doing well so dad doesn't get a little bit upset.

"And finally, our R.O.T.C. detachment was named the top outstanding large squadron at the annual Arnold Air Society National conclave in New York City in April. They won the Marilyn Cup, and they were also presented with the Lyndon Baines Johnson Cup award for the squadron operating the most outstanding Cadet training program. These are nationally, and not just by size. They are just overall the outstanding Arnold Society Honor group in the country.

"And finally, with Chancellor McKinney's upcoming retirement, I will take over earlier as the Chair of CPUPC (Council of Public University Presidents and Chancellors). So, I'm happy to answer any questions."

Regent Anders asked, "Regarding the HSI status—you made a comment that retention is a problem. Is that affecting our funding as a result of the retention problem?"

Dr. Rallo answered, "Well, our retention rates are 10 to 15 percentage points below our peer institutions. So one of the things we've really spent a lot of time on, even before the HSI, was looking at why students were not being successful. One of the things we did was raise the admission standards so that were not getting students that shouldn't be there to begin with. We also began to look at our advising. For example, we found that students on academic probation had no advising. So we've begun Advising Centers in each of the colleges as of last year, and now we're bringing together a lot of the different pieces that were on campus to bring them in to one place. So, it does affect funding in the sense that the students were not staying and not graduating, but our retention rates are creeping up, and in some areas they are becoming closer to where they should be. The grant itself though, recognizes that retention was an issue.



So, as we annually report the metrics, they would like to see an increase in retention, which they are seeing. But, they know full well that's why we put that in as our issue."

Regent Huffaker added, "I'd just like to comment that Regent Long, Regent Steinmetz and I had the opportunity to the Angelo State commencement last week. There is a great spirit in the families that are seeing their young people graduate. It was a great feeling in terms of so many of those students are probably first generation students. There is great mission being performed down there."

Chancellor Hance also commented: "They had two ceremonies, and I think next spring they will have to have three."

Dr. Rallo's report was concluded.

SGA President's Report  
Angelo State University  
Board of Regents Meeting  
May 13, 2011

Hector Romo presented his report to the Board: "Thank you for having me here. First, before I begin making any kind of announcements or my report, I would like to introduce our new student body vice president, Vincent Perez. Vincent is a senior communications major from San Antonio, Texas, and he's a very dedicated student and extremely spirited. He's also an extremely competitive young man. Vincent is a great guy to work with and he will be serving as the student body vice president and president of the student senate for the 2011-2012 year. Thank you, Vincent.

"Also, you met me at the December meeting; I was vice president last year. Now, I'm the new student body president. I'm a Biology major, pre-med—following the pre-medical program, Dr. Mitchell, who has yet to accept my invitation for lunch. And yes, I do want to attend Texas Tech med school.

"In the previous administration, some of the things that we accomplished that really stood out, was our True Blue campaign. Austin discussed this. The main purpose of it was to raise school spirit and traditions. That proved to really be a magnificent thing. We had the highest attendance at baseball, basketball, and volleyball games, as well. So, students really appreciated that initiative. Another thing that Austin and I worked was the Presidential Tours. It was the student body president, and vice president, and we just happened to be the official tour guides of ASU and we gave tours to incoming students, and just to mention the smallest tour we had was about 40 students. They were quite a challenge, but that allowed us to give students a more in depth tour of the University. We showed them the cool things we have such as the Library Commons, the Modular Theater, our Planetarium, and the new Recreation Center. The reviews that we had for those tours were that it lasted longer than expected. But they were amazing and everyone really liked the tours, and now that our schedules have been changing a lot, Vincent also happens to be another tour guide of the school, so we're looking at whether we can continue these tours or not.

"Another thing that we have accomplished, which is all thanks to the president of a new organization that formed at ASU, called "RAPS" and it stands for "Rams Actively Protecting Students." This new organization is one that is designed like the ones they have at other universities. They are in charge of giving rides to students who are under the influence, that way they don't drive; they can just call someone for a ride home. The president, Rickay Harrison, she's been working for over a year on this because it includes a lot of liability. She has been finding support from outside resources, from the University; also they have cell phones provided by outside donors, so were really proud of her.

"One of the things that we are planning to do for the upcoming year is a class gift. Last year, Austin and I spoke to the SGA here at Texas Tech and how they have the

outgoing senior class giving back to Texas Tech. We're planning on doing something like that also at ASU.

"We also have many other projects that were planning to accomplish. We're planning on doing our best to keep the students informed of all the changes that are taking place, all of the decisions that are being made. As one of our administrators put it, he said that 'we don't want it to seem that were gods on Mount Olympus, making the big decisions, playing with mortals lives' and I'm sure that's not how the administrators want to do it, and I'm sure that's not how the students want to do it. So, we're really working at finding the best ways to let students know everything that's going on that's going to impact them, whether directly or indirectly.

"And, finally, I would like to thank Regent Jeff Harris for all of his dedication and all the hard work that he has put in to this position. I am aware that this is his last meeting as a regent. Jeff, thank you for keeping us informed and for all your support; thank you for your representation as being the first Student Regent from Angelo State University. So, thank you.

Chairman Turner added, "Thank you Hector for that report.

"Well he sort of stole my thunder Jeff, but we're going to go into Executive Session, but before we do, I want to personally recognize you for your outstanding service to the Texas Tech University System. We are mindful of the fact that you are from ASU, and we know of your great interest there, but you've shown a keen interest in the entire System and we greatly appreciate that. You've been a diligent and outstanding member of the Board of Regents, and I'd like to us to stand and give Jeff a round of applause. Jeff if you would like to make any remarks to the Board, please do so."

Regent Jeff Harris responded: "I'll guess I'll keep this short so we can get to the Executives Sessions, but it's been a fantastic year, and I've said this over and over this week in conversations with all of you, but the experience has been invaluable and it's been fantastic getting to know everybody at the other institutions and networking with them and making some good connections. We have some fantastic people and it's been a fantastic opportunity in a fantastic situation that I don't think I could have gotten had I been in any other University system. I just thank you for that. Even after networking with all the student regents across the state during this last Legislative session and just hearing the things they have to work with on their boards and hearing different comments here and there, I've got to say that I'm really proud to be a part of this Board and to have had this experience. So, thank you."