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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 16-17, 2013.

Ben Lock
Secretary

SEAL

ANGELO STATE UNIVERSITY
~~2012-13~~ 2013-14
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~~ Services 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~~ Affairs, the Director of Student Services, and the Director of Housing and Residential Programs shall be interpreted to include persons designated to act on behalf of these individuals.

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~~ Services and/or the Director of Housing and 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~~ Services 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).

14. The term "preponderance of evidence" is the standard of proof used by the Office of Student Services, and Office of Housing and Residential Programs. It is defined as a circumstance in which the evidence as a whole shows that the fact(s) for which proof is (are) being sought is(are) more likely than not.

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. 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 chair, academic dean, 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~~ Services ~~(University Center Garden Level~~Room 203B, Hardeman Building, (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~~ Services 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~~ Services 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" or "QW" 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 ~~of the Registar~~, Room 200 Hardeman Building.

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 Chair
   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 chair.
   b. If the faculty member in question is the department chair, 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 chair will still be the second level of appeal. If the dean is also the department chair, 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 chair (or a committee appointed by the department chair 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 chair 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, chair 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, -photograph, 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, and previous educational agency or institutions attended.

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:

1. location of their educational records and
2. 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 AD204
Vice Provost for Academic Affairs AD204

College of Arts and Sciences

Dean of the College of Arts and Sciences ..... CARR 146
Department of Agriculture ..... VIN 212
Department of Biology ..... CAV 101
Department of Chemistry and Biochemistry ..... CAV 102B
Department of Communication and Mass Media ..... LIB B308
Department of English and Modern Languages ..... A 010
Department of History ..... A 210
Department of Mathematics and Computer Science ..... MCS 220A
Department of Physics and Geosciences ..... VIN 115
Department of Political Science and Philosophy ..... RAS 213
Department of Security Studies and Criminal Justice HAR202
Department of Visual and Performing Arts ..... CARR 139

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

~~Department of Security Studies and Criminal Justice ..... HAR 202~~

College of Education

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

College of Graduate Studies ..... AD 109

~~**College of Arts and Sciences**~~

~~Dean of the College of Arts and Sciences ..... CARR 146~~
~~Department of Agriculture ..... VIN 212~~
~~Department of Art and Music ..... CARR 139~~
~~Department of Biology ..... CAV 101~~
~~Department of Chemistry and Biochemistry ..... CAV 102B~~
~~Department of Communication, Mass Media and Theatre ..... LIB B308~~
~~Department of English and Modern Languages ..... A 010~~
~~Department of History ..... A 210~~
~~Department of Mathematics and Computer Science ..... MCS 220A~~
~~Department of Physics and Geosciences ..... VIN 115~~
~~Department of Political Science and Philosophy ..... RAS 213~~

College of Health and Human Services

Dean of the College of Health and Human Services ..... VIN 175
Department of Kinesiology ..... CHP 109
Department of Nursing and Rehabilitation Sciences ..... VIN 164
Department of Psychology, Sociology and Social Work ..... A 204B

Administrative Staff

Athletic Director ..... Junell Center 226
(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 Recruitment Services and Admissions ..... HAR 201
(Admissions Files~~)~~
Director of Career Development (Career Files) ..... Houston Harte University Center
Director of Counseling Services (Counseling Records) ..... University Clinic
Director of Financial Aid (Financial Aid and Scholarship Records) ..... HAR 100
Director of Housing and Residential Programs (Housing Records) ~~West Annex~~Centennial Village
Director of Registrar Services ..... HAR 200
(Permanent Academic Record Files and Veterans Administration Files)
Coordinator for Student Organizations (Student Organization Records) ..... UC 001
~~Executive~~ Director of Student ~~Life~~Services ..... ~~UC 001~~HAR 203B
(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 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.

Anti-Discrimination Policy

Angelo State University does not tolerate discrimination or harassment of students based on or related to sex, race, national origin, religion, age, disability, status as a covered veteran, genetic information, or other protected categories, classes, or characteristics. While sexual orientation is not a protected category under state or federal law, it is Angelo State University policy not to discriminate on this basis. Actions related to admission, discipline, housing, extracurricular and academic opportunities shall not be made based on a student's protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed.

Individuals who violate these policies and laws are subject to disciplinary action, up to and including expulsion from the University.

A. Definitions

1. Discriminatory Harassment

Discriminatory harassment is verbal or physical conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, genetic information, or other protected categories, classes, or characteristics and is so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the victim's ability to realize the intended benefits of the university's resources and opportunities.

2. Sexual Harassment

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, or creates an intimidating, hostile, or demeaning environment of such a severe and pervasive nature as to interfere with an individual's (i) academic pursuits, (ii) university employment, (iii) participation in activities sponsored by the university or organizations related to the university, or (iv) opportunities to benefit from other aspects of university life.

B. Reporting Concerns

Students complaining of discriminatory and sexual harassment should contact the Title IX Investigator, the ~~Executive~~ Director of Student ~~Life~~Services, ~~University Center Garden Level~~Room 203B, Hardeman Building, (325) 942-2191. Students complaining of discriminatory and sexual harassment in their employment capacity should contact the Angelo State University Office of Human Resources~~, East~~, East Office Annex, (325) 942-2168.

C. Office of Civil Rights Complaints

Nothing in this policy shall prevent a student from presenting a charge of discrimination or other grievance covered by this policy to an external agency, such as the United States Department of Education: Office of Civil Rights (OCR), 400 Maryland Avenue, SW Washington, DC 20202-1100, Customer Service Hotline #: (800) 421-3481, www.ed.gov/ocr.

D. Non-Retaliation

Retaliation is strictly prohibited against a person who files a complaint of discrimination or harassment in good faith, opposes a charge or testifies, ~~or~~ assists, ~~or~~ participates in an investigative proceeding or hearing. Retaliatory harassments is an intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a grievance process.

E. Confidentiality

Confidentiality of both complainant and accused will be honored to such extent as is possible without compromising the university's commitment to investigate allegations of discrimination and harassment. The willful and unnecessary disclosure of confidential information by anyone, including the alleged victim, regarding discrimination and harassment complaints to any person outside of the investigation process may result in appropriate disciplinary measures against the offending party.

On campus, some resources can offer students confidentiality, sharing options and advice without any obligation to tell anyone unless the student wants it except should the resource fear for your safety, or the safety of others. If one desires that details of the incident be kept confidential, they should speak with the Student Counseling Center, Student Health Services, or an off-campus mental health or crisis resource. In addition, students may speak to on and off-campus members of the clergy and chaplains, who will also keep reports made to them confidential.

F. Faculty/Staff and Student Relationships

Angelo State University is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student's educational experience. Consensual amorous or sexual relationships between faculty and students in a faculty member's class or with whom the faculty member has an academic or instructional connection are prohibited. Faculty/staff with direct teaching, training, supervisory, advisory, or evaluative responsibility over the student should recognize and respect the ethical and professional boundaries that must exist in such situations. If questions arise about conflict of interest situations involving faculty/staff and student relationships, they can be directed to the student's Academic Dean or the ~~Executive~~ Director of Student ~~Life~~ Services.

G. Dissemination of Discriminatory and Sexual Harassment Information

Angelo State University provides educational programs on discriminatory and sexual harassment via the Student Life Office, the Student Services Office, the Student Counseling Center, and the Office of Housing and Residential Programs. Victim resources and services are available in the Student ~~Life~~ Services Office, the Student Counseling Center, the University Police, the Student Health Clinic, the Office of Housing and Residential Programs, and other campus offices and distribution locations.

H. Grievances

1. A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or Angelo State University policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Grievance processes are outlined in this Student Handbook.

2. This grievance process is applicable to all students who choose to complain about unlawful discrimination or other violations of the law that adversely affect their educational environment.

3. While potentially inappropriate, not all rude or offensive comments or conduct constitute sexual harassment or unlawful discrimination.

4. All grievance investigations and procedures will be non-adversarial in nature. The student filing the grievance may represent himself or herself or be accompanied by an advisor (for advisory purposes only, not for representation). The advisor must be a member of the University community or a family member. However, if a student is also the subject of a

pending criminal investigation, indictment, or charge arising out of the same circumstances, he or she may be allowed to have an attorney serve as his or her advisor, at his or her own expense, to participate in the same manner as any other advisor. These procedures are entirely administrative in nature and are not considered legal proceedings.

5. The filing of a grievance shall not affect the ability of Angelo State University to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance.

I. General Grievance Policy

A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or Angelo State University policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Procedures for handling specific concerns are outlined below.

1a. Discriminatory Harassment
Students with grievances related to discrimination in the educational environment on the basis of race, national origin, religion, age, disability, sexual orientation, genetic information, or other protected categories, classes, or characteristics should review the Student Handbook sections on the Anti-Discrimination Policy and the Grievance Procedures. Students complaining of discrimination in their employment capacity should proceed directly to the ASU Office of Human Resources, ~~West~~ East Office Annex, (325) 942-2168.

2b. Sexual Harassment
Harassment of students on the basis of sex is a violation of § 106.31 of Title IX of the Education Amendments of 1972. The Title IX Investigator for Students is the ~~Executive~~ Director of Student ~~Life~~ Services, ~~University Center Garden Level~~ Room 203B, Hardeman Building, (325) 942-2191. Students with concerns about sexual harassment in the educational environment should review the Student Handbook sections on the Anti-Discrimination Policy and Grievance Procedures. Students complaining of sexual harassment in their employment capacity should proceed directly to the Human Resources Office, ~~West~~ East Office Annex, (325) 942-2168.

3c. Students with Disabilities
Students with grievances related to discrimination on the basis of a disability should review the Student Handbook sections on the Anti-Discrimination Policy and Grievance Procedures. The grievance process would include the ~~Executive~~ Director of Student ~~Life~~ Services. Any students seeking remedy on the basis of a disability must register as a disabled student with Office of Student ~~Life~~ Services and must provide all required documentation of a disability. Students who are denied services or denied a specific accommodation request by the Office of Student ~~Life~~ Services may appeal the decision to the ~~Vice President for~~ Executive Director of Student Affairs ~~and Enrollment Management, Room 112 University Center Room~~Office 113, Center for Human Performance.

4d. 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 Human Resources.

J. Procedures for Reporting a Grievance

1. Prior to filing a formal grievance, a student should attempt to resolve the situation by addressing the offending party in an informal manner and in an atmosphere of mutual respect with the assistance of the Office of Student ~~Life~~ Services. A student is not required to contact the person involved if doing so is impracticable, if the student is uncomfortable doing so, or if the student believes that the conduct cannot be effectively addressed through informal means. If the situation is not resolved by informal means, the student may file a formal grievance.

   A student may also consult with the ~~Executive~~ Director of Student ~~Life~~ Services to determine if he/she wishes to file a formal grievance. Although the ~~Executive~~ Director of Student ~~Life~~ Services ~~Students~~ will undertake no official action on behalf of the student without a signed complaint filed with the office, the ~~Executive~~ Director of Student ~~Life~~ Services may notify key personnel with a need to know about the allegation. However, other action may be taken by Angelo State University as deemed appropriate. Such action may include conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility, informing alleged offenders of Angelo State University's policy and educating departments and supervisors as needed on this and other policies.

2. A student having a grievance should submit a completed Student Grievance form, which is available on the Student Life website to the ~~Executive~~ Director of Student ~~Life~~ Services Office within 30 business days from the date of the action giving rise to the grievance or within 30 business days of the conclusion of informal attempts to resolve the situation. Determination as to whether complaints filed after this deadline will be considered on a case-by-case basis. If the grievance involves the ~~Executive~~ Director of Student ~~Life~~ Services, the grievance should be presented to the ~~Vice President~~ Executive Director ~~for~~ of Student Affairs ~~and Enrollment Management~~.

   A written grievance shall contain:
   a) A clear and concise statement of the grievance;
   b) The date(s) the incident(s) took place;
   c) The name and contact information (if possible) of any witnesses or participants;
   d) The specific resolution sought by the student; and
   e) Additional relevant information to be considered in support of the grievance.
   f) Any changes to the grievance must be in writing.

3. Only one subject matter shall be covered in any one grievance.

4. Upon receipt of a signed grievance, an investigation will be initiated by the ~~Executive~~ Director of Student ~~Life~~ Services or designee and the appropriate vice president will be notified that a grievance has been filed.

5. The investigation may consist of the review of the grievance and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the investigation and its procedures will be determined by and at

the discretion of the ~~Executive~~ Director of Student ~~Life~~ Services. The Office of Human Resources or other administrators may be consulted to assist with the investigation.

6. After the investigation is complete, the ~~Executive~~ Director of Student ~~Life~~ Services will provide a written determination to the student who has filed the grievance, the accused parties, and the appropriate vice president.

7. In the event of a finding of a violation of this policy or other violation of the law is made, appropriate disciplinary action will be taken as determined by the appropriate administrator. Disciplinary action for students may include issuing sanctions, conditions, and restrictions in accordance with the Code of Student Conduct and may range from reprimands to expulsion. Disciplinary action for faculty and staff would be referred to the next senior level administrator and coordinated with the Office of Human Resources.

8. Either the complainant or the accused may request a reconsideration of the case if any of the following occurs: 1) a procedural (or substantive) error~~)~~ occurred that significantly impacted the outcomes; 2) new evidence becomes available, previously unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included with the written request for reconsideration; 3) the disciplinary sanctions imposed are substantially disproportionate to the severity of the violation. The appeal should be submitted in writing to the Vice President for Student Affairs and Enrollment Management within 10 days of the receipt of the final written determination. The resolution of the appeal will rest with the Vice President for Student Affairs and Enrollment Management.

9. Any disciplinary action taken in connection with a grievance filed will be reported in writing to the ~~Executive~~ Director of Student ~~Life~~ Services at the time the disciplinary action is implemented.

10. At the conclusion of the investigation the complaining party shall be advised that if the discrimination or unlawful activity persists the student should contact the ~~Executive~~ Director of Student ~~Life~~ Services. Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place the student shoufld contact the ~~Executive~~ Director of Student ~~Life~~ Services and/or file a grievance for retaliation.

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~~ Affairs. ~~(or the Director of Housing and 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 Housing and Residential Programs.
4. Solicitation and advertising materials must conform with policies established by the university.

5. Student election campaign literature must confirm with the procedures outlined by the Student Election Committee of the Student Government Association.
6. Distribution activities that result in the need to utilize university personnel for litter collection, crowd control, repair/replacement of university property, etc., may necessitate repayment to the university by the responsible party.
7. Printed materials, such as handbills, leaflets, coupons, etc., may not be placed on vehicles parked in university parking lots or on vehicles in motion without permission of the vehicle owners.
8. Printed materials shall not violate any local, state, or federal law.
9. Printed materials shall not include the use of obscenities, libelous statements, or "fighting words" as defined by law.
10. Registered student organizations and university departments are allowed to hang banners within the Houston Harte University Center as permitted by the Executive Director of Business Services.
11. Posters, signs, and announcements may be displayed only on university announcement bulletin boards specifically designated for use by students and registered student organizations. The university announcement bulletin boards may be used only by students, registered student organizations, and university departments. Bulletin boards will be cleared periodically to remove outdated postings. A list of designated university announcement boards is maintained in the Center for Student Involvement.

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

Distribution Policy

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~~ Affairs ~~(or the Director of Housing and 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~~ Affairs. 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~~ Affairs, 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~~ Affairs to require a student or group of students to relocate, curtail, or cease their activities may by 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~~ Affairs 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.

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.

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~~ Services 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~~ Services 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~~ Services 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~~ Services 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~~ Services 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 Services~~ Student Services), 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~~ Services 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~~ Services 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~~ Services ~~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~~ Services 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~~ Services by submitting a written appeal to the ~~Vice President for Student Affairs and Enrollment Management~~ Executive Director of Student Affairs 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~~~~Services~~Student Services. 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~~~~Services~~Student Services.

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~~ Services 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~~ Affairs ~~(or the~~

~~Director of Housing and 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 Housing and 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~~~~Affairs~~Student Affairs.

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~~ Affairs 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~~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 chair.

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 chair;

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 chair or the department chair'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 chair or designee will review the appeal and make his/her ruling in writing. The department chair will notify his or her academic dean and the department chair will file a copy of the ruling with the ~~Executive~~ Director of ~~Student Life~~~~Services~~Student Services. 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 parties involved will be given at least five business days' notice as to the date, time, and location of the hearing. 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 ~~-~~chair, 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) Uphold~~ing~~ the department chair'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~~ Affairs 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~~ Affairs 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

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

The Office of Student Services encourages and facilitates a university environment where students and registered student organizations take responsibility for their actions. Through a well-defined student judicial process and the *Code of Student Conduct*, the Office of Student Services educates students about their rights and responsibilities as members of the university community. In addition, the Office of Student Services promotes 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 the Office of Student Services, room 203B of the Hardeman Building. The *Code of Student Conduct* is reviewed every year by the *Code of Student Conduct* Review Committee in conjunction with the Office of Student Services, Office of Housing and Residential Programs, Executive Director of Student Affairs, and the Vice President for Student Affairs and Enrollment Management. Definitions for terms used throughout the *Code of Student Conduct* are outlined in 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 student organizations. Students and registered student organizations are subject to judicial action according to the provisions of the *Code of Student Conduct* and/or the Student Handbook. Student conduct on or off university premises is subject to university judicial jurisdiction. The university may enforce its own judicial policies and procedures when a student's conduct directly, seriously or adversely impairs, interferes with, or disrupts the overall mission, programs, or other functions of the university. University judicial proceedings may be instituted against a student alleged to have violated the *Code of Student Conduct* and/or the Student Handbook. Proceedings under the *Code of Student Conduct* may be carried out prior to, independent of, concurrent with, or following civil or criminal proceedings. The proceedings are 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, or more likely than not. The Office of Student Services 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.

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.

B. 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. 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). Specific examples of misconduct or attempted misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

~~a.~~1. Alcoholic Beverages

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

a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound, synthetic cannabinoids, or other controlled substance, except as expressly permitted by federal, state, local law, and/or ~~local law~~Angelo State University policy.
b. Possession of drug-related paraphernalia, except as expressly permitted by federal, state, local law, and/or Angelo State University policy~~federal, state and/or local law~~.
c. Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical compound, synthetic cannabinoids, or other controlled substance, except as expressly permitted by federal, state, local law, and/or Angelo State University policy~~federal, state, and/or local law~~.

3. Academic Dishonesty

See "University Honor Code" in this Student Handbook.

4. Firearms, Weapons, and Explosives

~~1.~~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 including, but not limited to, handguns, firearms, ammunition, pellet guns, paintball guns, or bb guns.

~~2.~~b. Unauthorized possession, ignition, or detonation, on university property, of any explosive device, explosive or noxious materials, fireworks, liquid, or object that is flammable or capable of causing damage by fire or explosion to persons or property.

NOTE: See *ASU Residence Hall Handbook* 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.
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 result, in personal injury or property damage of university premises.

~~5~~6. Theft, Damage, Littering, 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, littering on grounds 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, campus identification number, personal identification number, test number, RamPort account information, ASU OneCard 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.
~~f.~~g. 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.

~~6~~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. Such behavior includes, but is not limited to; disruption or obstruction of (a) teaching, (b) research, (c) administration, (d) free flow of pedestrian or vehicular traffic on University premises, (e) academic mission or pursuits, (f) residential and/or social activities.

~~8~~7. Sexual Misconduct

~~a.~~ Sexual misconduct is conduct of a sexual nature so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment interfering 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 and includes, but is not limited to:

a. Deliberate touching of another's sexual parts without consent.
b. Deliberate sexual invasion of another without consent
c. 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.
d. Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that are unwelcome and expressly of implicity 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.

9. ~~8.~~ Pursuant to *Texas 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:

a.~~(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;
b.~~(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

c.~~(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 ofparticipating 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.

~~8~~10. Gambling

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

~~Gambling in any form on university property.~~

~~9~~11. 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 ~~Office of Student Life~~ the ~~Executive Director of Student Affairs~~Office of Student Services.
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~~12. 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.

~~11~~13. Financial Irresponsibility

Failure to meet financial obligations to the university.

~~12~~14. Unauthorized Entry, Possession or Use

a. Unauthorized entry into or use of university premises or equipment including another student's room.
b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, university identification card or access code for use in university premises or equipment.
c. Unauthorized use of the university name, logo, registered marks or symbols; however, registered student organizations are permitted to use the word "ASU" as a part of their organizational names or to use the complete statement "a registered student organization at Angelo State 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.

~~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.~~

~~13~~15. 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.

~~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.~~

~~14~~16. 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.

~~15~~17. Misuse, Abuse, or Theft of University Information Resources

ASU Information Resources are provided to support the instructional, research, public service, and administrative objectives of the university. "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. ~~"Information Resources" is defined as the hardware and software used to collect, record, process, display, and transmit information.~~ Angelo State University policies, Texas Tech University System regulations, and state and federal law govern the use of ASU Information Resources. The ASU Information Resources infrastructure is provided for the entire campus. This infrastructure is finite and is expected to be used responsibly, and with courtesy, respect, and integrity.

Unauthorized use of ASU information resources is prohibited and persons who misuse those systems may be subject to criminal prosecution in addition to disciplinary actions. ~~Use of information resources is subject to disciplinary actions.~~ Use of information resources is subject to IT Operating and Security Policy (http://www.angelo.edu/opmanual/#s44) and other applicable laws. Abuse, misuse, or theft of university information resources includes, but is not limited to the following:
~~the following acceptable use criteria:~~

a. Unauthorized use of ASU 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 ASU information resources.
b. Use of ASU 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).
c. Purposely engaging in activity that may harass, intimidate, threaten, endanger, or abuse others, or acts in a manner that impedes, interferes with, or disrupts any ASU-authorized activity. This includes, but is not limited to: furnishing false information and/or withholding information, misuse of authority by virtue of one's leadership position, or falsely identifying oneself as a representative of ASU on social networking sites or other public forums.
d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to university computing and/or networking resources, compromising the privacy of another user, or disrupting the intended use of computing or network resources.
e. Attempted or actual use of the university's computing and/or networking resources for personal, political, or commercial purposes.
f. Access, creation, storage, or transmission of material deemed offensive, indecent, or obscene (as defined by Chapter 43 of the State of Texas Penal Code on Public Indecency). Exceptions may be made for academic research where this aspect of the research has the explicit approval of the Angelo State University official processes for dealing with academic ethical issues. Discovery of explicit material, including child pornography, on any Angelo State-owned information resource or networks must be reported to the ISO immediately.

g. Attempted or actual destruction, disruption, or modification of programs, records, or data belonging to or subscribed to by the university or another user or destruction of the integrity of computer based information.
h. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the university's computing and/or networking systems; or through such actions, causing a waste of such resources (e.g. people, capacity, computer).
i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails to parties with whom you have no existing business, professional, or personal acquaintance).
j. Use of computing and/or network resources to engage in activity that may harass, threaten, or abuse others.
k. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above. Users who share their access with another individual shall be responsible and held liable for all usage of their account.
l. Per Texas Government Code, ASU information resources are strategic assets of the State of Texas that must be managed as valuable state resources. As such, use of ASU information resources is subject to University operating policies and other applicable laws. Unauthorized use is prohibited, usage may be subject to security testing and monitoring, misuse is subject to criminal prosecution, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. All use of information resources is also subject to the Information Technology Security Policies (http://www.angelo.edu/opmanual/#s44).
m. Engaging in acts that contravene the mission and goals of Angelo State University and acts that expose the university to liability.

~~a. Users shall not share their university account(s), passwords, PINs, or similar devices used for authentication and authorization process.~~

~~b. Users are responsible for all actions that take place with their university account(s), passwords, PINs, or similar devices used for authentication and authorization purposes. Users who share their access with another individual will be held responsible for all usage of their access.~~

~~c. Users shall not attempt to access, change or delete any data or programs contained on university information resources for which they do not have authorization or explicit consent to do so.~~

~~d. Users shall not engage in unauthorized reproduction or distribution of intellectual property protected under copyright, trademark or patent law.~~

~~e. Users shall not purposely engage in activity that may: harass, threaten intimidate, endanger, or abuse others; degrade the performance of information resources; deprive an authorized user access to a university resource; obtain resources beyond those allocated; or circumvent university technology security measures.~~

~~f. Users shall report any weaknesses in security controls, incidents of misuse, and violations of university Information Technology Operating and Security policies to the Information Security Office.~~

~~g. Users shall not download, install, or run security programs or utilities that reveal or exploit weaknesses in security controls of university systems without explicit approval from the Information Security Office.~~

~~h. Users shall not use university information resources for political lobbying or campaigning.~~

~~i. The university may log, review, capture, and otherwise use information stored on or passing through its information resources as needed for the purpose of system administration and maintenance, for resolution of technical problems, for compliance with Texas Public Information Act, for compliance with federal or state subpoenas, court orders, or other written authorities, to conduct the business of the university, for resolution of information security incidents and to perform audits. No notification is required to view this information; however, users with priviledged access are expected to maintain the privacy of the individual where permissible by law.~~

~~16~~18. Providing False Information

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

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

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

20. Violation of Published University Policies, Rules or Regulations

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

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

a. University Parking Services:
http://www.angelo.edu/services/parking_services/
b. University Student Housing:
https://www.angelo.edu/dept/residential_programs/
c. University Recreation and Intramurals:
http://www.angelo.edu/urec
d. Angelo State University Board of Regents' Rules:
http://www.texastech.edu/bor/rules.php
e. Angelo State University Operating Policies and Procedures:
http://www.depts.ASU.edu/opmanual/
f. ASU OneCard
http://www.angelo.edu/services/asuone/
g. Center for Student Involvement

http://www.angelo.edu/services/csi/

h. ASU Police
http://www.angelo.edu/services/universitypolice/

i. Texas Penal Code
http://www.statutes.legis.state.tx.us/

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

Misconduct which may constitute a violation of federal, state, local laws, and/or Angelo State University policy will be considered a violation of this policy, and will be investigated and adjudicated through the University conduct system and standard of proof. A lack of conviction in any criminal proceeding shall not, in and of itself, serve as evidence in a University conduct proceeding.

22. Abuse of the Discipline System

a. Against individuals or groups
   a. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.
   b. Disruption or interference with the orderly conduct of a disciplinary proceeding.
   c. Filing an allegation known to be without merit or cause.
   d. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.
   e. Influencing or attempting to influence another person to commit an abuse of the discipline system.
   f. Threatening or attempting to threaten another person to commit an abuse of the discipline system.
   ~~a.~~g. Retaliation against any person or group who files grievances or provides evidence, testimony, or allegations in accordance with the Student Handbook. This includes retaliation against any person filing an alleged code violation with the university.

b. Against a member of the disciplinary hearing committee
   a. Failure of a student to respond to a notification to appear before a Student Conduct 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 Student Conduct Officer from proceeding with disciplinary action. Likewise, failure of a student to respond to notification to appear before a Student Conduct Officer may result in additional alleged violations to be assessed a charge of Failure to Comply Notification. The student may be notified via their ASU assigned e-mail address, US Postal Service, or direct delivery by a university official.
   b. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.
   c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
   d. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.
   e. 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.
   f. 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. 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 conduct 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.

Disciplinary Procedures

To file an alleged *Code of Student Conduct* violation, individuals may ~~also file~~submit a report in person at the office of the Office of Student Services, located in room 203B of the Hardeman Student Services Building. The written allegation should describe the action or behavior in question. The Office of Student Services also reviews reports from Housing and Residential Programs and the Angelo State University Police Department. The written allegation should be received by the Office of Student Services 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 the Office of Student Services should be accompanied with a justification for the delay and will be accepted on a "case by case" basis.

1. General Procedure

The Director of the Office of Student Services or designees will inquire, gather and review information about the reported student misconduct and will evaluate the accuracy, credibility, and sufficiency of this information. In all cases brought under academic integrity, either the academic dean of the college where the student is enrolled or the instructor of record for the course where the violation is alleged to have occurred may participate as the designated Student Conduct Officer or an additional Student Conduct Officer during the adjudication. If it is determined that this information does not warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question. The Director of ~~the Office of~~ Student Services or designee will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

a. Upon receipt of the alleged violation report, the Director of Student Services or designee will be assigned to the case. A thorough review will commence that will include adequate and appropriate written notification to the student allegedly involved in the incident. In all cases brought under section 8 (sexual misconduct), the complainant and the respondent will be kept apprised of all proceedings with regard to the alleged violation(s). Through this written notification, the Director of Student Services or designee will assign a specified date and time (outside of the student's academic schedule) to meet with the student for a pre-hearing meeting in order to commence with the review in regard to the allegation. Notice is deemed to have been properly provided when written notification is placed in First Class U.S. Mail, campus mail, sent to the student's official assigned

Angelo State University email, or personally delivered to the student no less than five (5) university working days prior to the scheduled appearance. Failure of a student to receive notice does not prevent the judicial proceedings from being carried out. After proper notice has been given to the student, the Director of Student Services or designee may proceed to move forward with the review process and may issue a failure to comply code violation against the student.

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://ramport.angelo.edu.

b. During the pre-hearing meeting, the Director of Student Services or designee will review with the student their rights and responsibilities, including:
   1. To receive notification of the alleged violation(s).
   2. To know the source of the allegation(s).
   3. To know the specific alleged violation(s).
   4. To know the sanctions, conditions and/or restrictions that may be imposed because of the alleged violation(s).
   5. To be accompanied by an advisor at any student conduct proceeding (for advisory purposes only, not for representation).

      i. Advisors. All students involved in student conduct 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, a university and/or system attorney~~n 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 the Director of Student Services. 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 the Director of Student Services upon written request five (5) university working days in advance of the scheduled hearing date.

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

c. Following review of the student's Rights and Responsibilities and prior to presentation of the evidence, the student shall indicate whether an Administrative Hearing or University Judicial Committee Hearing is preferred. However, a Student Conduct Officer has the sole discretion in all cases to designate whether an Administrative or University Judicial Committee hearing will be held notwithstanding the student's preference.

d. After proper notice has been given to the student, the university may proceed to conduct either an Administrative or a University Judicial Committee hearing and deliver a decision or recommendation respectively. The Administrative or University Judicial

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 Student Conduct Officer or the University Judicial Committee may consider the information and render an administrative decision or University Judicial Committee recommendation.

e. After selecting an Administrative Hearing or University Judicial Committee hearing, the student will indicate if he/she would like to have the Administrative Hearing immediately following the pre-hearing or if he/she would like to have the hearing within five (5) university business days in order to present witnesses.

f. If the student selects a University Judicial Committee hearing, the Director of Student Services will present the student with a form indicating the documents that will need to be exchanged no later than five (5) days prior to the date of the hearing. See 3.a. below for specific items.

2. Administrative Hearing

a. The Administrative Hearing process will be completed in a timely manner based upon the specific circumstances of each case.

b. After making a determination, a Student Conduct Officer will deliver written notification to the student of the decision using the written notification procedure as outlined above within five (5) university working days and the sanction(s), condition(s), and/or restriction(s) to be imposed, if any.

c. The student may utilize the disciplinary appeal procedures in Disciplinary Appeal Procedure.

3. University Judicial Committee Hearing

a. A University Judicial Committee Hearing panel consists of five (5) committee members, which may include faculty, staff, and students. In cases involving allegations of section (sexual misconduct), the complainant and respondent may request to remove student representatives from the committee. In cases brought under section 3 (academic integrity), the University Judicial Committee will be composed only of faculty and students. A "Notification of Violation and Pending Disciplinary Hearing" will be delivered to the student using the written notification procedure as outlined above within five (5) university working days of the pre-hearing meeting. The student(s) named in the allegation(s) will be notified in writing of the allegation(s) and asked to appear before the Director of Student Services for a pre-hearing meeting. Through this written notification, the Director of Student Services 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 review notification does not prevent the University Judicial Committee from proceeding.

b. During the pre-hearing meeting, the Director of Student Services will inform the student of documents and supporting materials to be introduced at the University Judicial Committee Hearing, witnesses to be introduced and questioned by the Director of Student Services, and the anticipated testimony of the witnesses. Documents and supporting materials may not be considered unless the Director of Student Services advised the student of the source and content at least five (5) university working days

prior to the committee hearing. However, failure of a student(s) to attend the pre-hearing meeting does not prevent the University Judicial Committee from proceeding, including calling witness and introducing documents and supporting materials. Likewise, during the pre-hearing, the Director of Student Services will inform the student that he or she is to provide the Office of Student Services with copies of documents and supporting materials he or she would like the Director of Student Services to present to the University Judicial Committee, including 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 the Office of Student Services of the source and content at least five (5) university working days in advance of the committee hearing.

c. During the University Judicial Committee Hearing, the designated chair of the committee initiates the process by introducing the allegation to the University Judicial Committee as well as the complainant and respondent. The Director of Student Services presents all facts submitted by both the complainant and respondent as well as any information provided by witnesses. The Director of Student Services as well as the University Judicial Committee has the right to question the complainant, respondent and any witnesses. The complainant and respondent have the right to add or make additional comments about the facts of the case but must do so through the Director of Student Services. The complainant and respondent do not have the right to question each other or witnesses directly but may do so through the Student Conduct Officer. During presentation of the information by the Director of Student Services, the Director of Student Services reminds the committee as well as the complainant and respondent of the allegations. During this phase of the hearing, the chair is to inform the complainant and respondent that they are to focus on the facts of the case and they are not to provide "impact statements" during this time. Hearing proceedings, excluding the deliberations of the University Judicial Committee, will be recorded by the university. 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. In the event the chair of the hearing removes a student due to misconduct (complainant, respondent, or witnesses) the alleged misconduct will be forwarded to the Office of Student Services. In regard to removal of the student, the Office of Student Services will investigate the alleged misconduct and will follow the judicial process in regard to adjudication of the alleged misconduct

d. Following the hearing, the University Judicial Committee will deliberate and will render a decision in regard to the alleged misconduct as well as decide any sanctions, conditions and/or restrictions if applicable. The deliberations will not be recorded. The University Judicial Committee has the option to recall witnesses and/or ask questions for clarification of any of the information presented in the hearing. The chair of the University Judicial Committee will inform the Director of Student Services in writing of the decision(s). If the allegation involves a student organization, the committee may meet with a university staff member whose professional capacity involves the administration of the organization. This staff member may provide information relevant to potential sanctions, conditions, and restrictions for the committee.

1. If the decision is that the student is not responsible for the alleged violation(s), the Director of Student Services will notify the respondent using the written notification procedures outlined above within five (5) university working days. In the event the allegation involves Section 8 allegations, the complainant will also be notified of the decision.

2. If the University Judicial Committee decides that the student is responsible for the alleged violation(s), the Director of Student Services will notify the student in writing using the written notification procedures outlined above within five (5) university working days. In the event the allegation involves Section 8 allegations, the complainant will also be notified of the committee's decision.

e. The student may utilize the disciplinary appeal procedure in Disciplinary Appeal Procedure. In cases involving Section 8 (sexual misconduct) allegations, the complainant may also utilize the disciplinary appeal procedure.

f. In addition to other possible sanctions, conditions and/or restrictions, and in the event that a student fails to respond to written notification, an administrative 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 Director of Student Services receives an appropriate response.

g. All physical and/or electronic records concerning a student or student organization related to the disciplinary process will remain on file in the Office of Student Services for a minimum of seven years from the date the case is completed through an Administrative Hearing or University Judicial Committee Hearing and/or disciplinary appeal procedures. Records pertaining to registered student organizations will remain on file indefinitely with both the Office of Student Services and the Office of Student Life.

4. Immediate Temporary Suspension

A student may be temporarily suspended pending completion of disciplinary procedures if, in the judgment of the Executive Director of Student Affairs, or on recommendation of the Director of Student Services, 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 significantly disrupt the normal operations of the university. The Executive Director of Student Affairs or designee will notify the Director of Student Services to initiate appropriate disciplinary procedures to address the disruptive behavior 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 Office of Student Services and the Angelo State University Police Department.

~~B.~~D. Disciplinary Sanctions, Conditions and/or Restrictions

A Student Conduct Officer or the University Judicial Committee may impose sanctions, conditions and/or restrictions as a result of an administrative hearing where the student is found responsible. 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.

1. Sanctions are the primary outcome of the alleged violation. If found responsible, the range of sanctions includes the following outcomes:

   a. Disciplinary Reprimand:
   The disciplinary reprimand is an official written notification using the written notification procedure outlined above, to the student that the action in question was misconduct.

   b. Disciplinary Probation:
   Disciplinary probation is a period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with university policies, rules, and/or standards and any other requirement stipulated for the probationary period. Further instances of misconduct under the *Code of Student Conduct* and/or Student Handbook during this period may result in additional sanctions, conditions and/or restrictions.

   c. Deferred Disciplinary Suspension:
   Deferred disciplinary suspension is a period of time where a disciplinary suspension may be deferred for a period of observation and review, but in no case will the deferred suspension be less than the remainder of the semester. Further instances of misconduct under the *Code of Student Conduct* and/or Student Handbook during this period may result in additional sanctions, conditions and/or restrictions.

   d. Time-Limited Disciplinary Suspension:
   Time-limited disciplinary suspension is a specific period of time in which a student may not participate in class or university related activities. Notification of disciplinary suspension of a student will indicate the date on which it begins and the earliest date the application for student readmission will be considered. The Student Conduct Officer may deny a student's readmission, if the student's misconduct during the suspension would have warranted additional disciplinary action. If the student has failed to satisfy any sanctions, conditions and/or restrictions that have been imposed prior to application for readmission, the Student Conduct Officer may deny readmission to a student. On denial of a student's readmission, the Director of Student Services will set a date when another application for readmission may again be made. A student may appeal denial of readmission or re-registration in accordance with the disciplinary appeal process.

   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 Student Life Office 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 Director of Student Services 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 Director of Student Services may deny re-registration to the organization. On denial of an organization's application for re-registration, the Director of Student Services 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.

e. Disciplinary Expulsion:
Disciplinary expulsion occurs when the student is permanently withdrawn and separated from the university. An administrative hold will be placed on the student record by the Director of Student Services to prevent future registration.

2. Conditions are an additional 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 intake session.

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.

A mandatory condition associated with violations of Section 3 (academic integrity) that result in sanctions of disciplinary suspension or expulsion is that an "F" is assigned for the course in which the academic integrity violation occurred. In all cases in which a grade of "F" is assigned, the "F" shall remain on the student's academic transcript and be included in the GPA calculation.

3. Restrictions are defined as an additional 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.)

g. Restrictions associated with violations of Section 3 (academic integrity) include, but are not limited to, dismissal from a departmental program, denial of access to internships or research programs, loss of appointment to academically-based positions, loss of departmental/graduate program endorsements for internal and external fellowship support and employment opportunities, and/or removal of fellowship or assistantship support.

h. Cancellation of residence hall or apartment contract.

i. Ineligibility for election to student office for a specified period of time.

j. Removal from student or organization office for a specified period of time.

k. Prohibition from representing the university in any special honorary role.

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

~~C~~E. Disciplinary Appeal Procedures

1. Appeal Process

A student may appeal the decision or the sanction(s), condition(s) and restriction(s) imposed by the Office of Student Services by submitting a written petition to the Executive Director of Student Affairs or designee within five (5) university business days of receiving the written decision.

The petition must clearly set forth the grounds for the appeal, together with the evidence upon which the appeal is based. A disagreement with the decision alone shall not constitute grounds for appeal. The ONLY proper grounds for appeal, and the only issues that may be considered on appeal are as follows:

a. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
b. The discovery of new evidence, unavailable during the original hearing or review of the case, which could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and

c. The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions.

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 Executive Director of Student Affairs or designee will review the appeal to determine if the appeal is timely and properly sets forth the appropriate grounds for appeal, with adequate accompanying evidence. If any of these requirements are not met, the appeal will be dismissed, and the decision will be final. If an appeal is granted, the results of the appellate process as outlined below will be final.

In cases involving alleged misconduct under Section 8 (sexual misconduct), either the complainant or respondent may appeal the decision of the Office of Student Services. In such cases, the Office of Student Services will provide the request for appeal to the other party. In cases involving alleged misconduct under Section 3 (academic integrity), the designated appeal officer is the Dean of the college where the student is enrolled or designee unless academic dean or designee acted as the Student Conduct Officer in the case. In those situations, the designated appeal officer is the Provost and Vice-President for Academic Affairs or designee.

If the Executive Director of Student Affairs or designee determines that new evidence should be considered, he/she may return the complaint to the original hearing body to reconsider the new evidence, or may order a new Administrative or University Discipline Committee Hearing.

If the Executive Director of Student Affairs or designee determines that a material procedural or substantive error has occurred, he/she may return the complaint to the original hearing officer/committee with instructions for another hearing in light of the appellate findings. In those cases in which the error cannot be cured by the original hearing body (i.e., some cases of bias), the Executive Director of Student Affairs or designee may order a new hearing with either a new Student Conduct Officer or with a University Judicial Committee hearing with different members.

If the Executive Director of Student Affairs or designee determines that the sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions, the director or designee may then increase, decrease or otherwise modify the sanctions, conditions, and/or restrictions instead of returning the case to the original hearing body or convening a new committee. The Director of Student Services or designee will notify the student in writing within five (5) university business days of receiving the complaint.

The Office of Student Services shall make all reasonable efforts to timely notify the student(s) of the status of the appeal throughout the appellate process, and shall make all reasonable efforts to notify the students as to the result of the appeal within

five (5) university business days after the final decision is rendered. The appeals officer's decision is final.

~~Initial Investigation~~

~~The Executive Director of Student Life, hereinafter referred to as the conduct 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. In all cases brought under Item 7 of the Code of Student Conduct (Sexual Misconduct), the complainant and the respondent will be kept apprised of all proceedings with regard to the alleged violation(s). 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 conduct 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 conduct officer (or representative) concludes that the student has violated a university policy, the conduct officer (or representative) will then determine (but not yet assess) an appropriate disciplinary sanction.~~

~~1. The conduct 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 conduct officer's decision under (1) above, the conduct officer will then inform the student of the disciplinary sanction that will be assessed. If the student accepts the conduct 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 conduct officer's decision concerning either the violation or the sanction assessed, the conduct 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 conduct 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 conduct 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 conduct officer. Both parties will be permitted to make statements and introduce additional evidence in support of or~~

~~opposing the sanctions.~~

~~The conduct officer or university representative has the burden of going forward with the evidence and the burden of proving the charges by the predponderance of the 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 conduct 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. ~~In cases brought under Item 7 of the Code of Student Conduct (Sexual Misconduct), the complainant and the respondent may request to remove student representatives from the committee.~~

3. ~~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.~~

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.~~

~~The chair of the University Judicial Committee initiates the hearing proceedings by introducing the allegation(s) to the University Judicial Committee as well as the complainant and respondent. The conduct officer presents all facts submitted by both the complainant and respondent as well as any information provided by witnesses. The conduct officer as well as the University Judicial Committee has the right to question the complainant, respondent and any witnesses. The complainant and respondent have the right to add or make additional comments about the facts of the case but must do so through the conduct officer. However, the complainant and respondent do not have the right to question each other nor witnesses directly, but may do so through the conduct officer.~~

~~During the presentation of the information by the conduct officer, the conduct officer reminds the committee as well as the complainant and respondent of the allegations. During this phase of the hearing, the chair is to inform the complainant and respondent that they are to focus on the facts of the case and they are not to provide "impact statements" during this time. Hearing proceedings, excluding the deliberations by the University Judicial Committee, will be recorded by the university.~~

~~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 any anyone due to space limitations or disruptive behavior. In the event, the chair of the hearing removes a student due to misconduct, the alleged misconduct will be will be forwarded to the Office of the Executive Director of Student Life. In regard to the removal of the student, the Office of the Executive Director of Student Life will investigate the alleged misconduct and will follow the student disciplinary process in regard to adjudication of the alleged misconduct.~~

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 conduct officer or hearing committee. Students may also appeal a decision denying readmission to the university or re-registration of a student organization. In cases involving Item 7 of the Code of Student Conduct (Sexual Misconduct), the complainant may also utilize the disciplinary appeal procedure. 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;

2. Newly discovered relevant information that was not available previously during the disciplinary process, and/or

3. The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions.

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~~ Affairs, the Director of Student Services, 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 other members) 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, Club Sports, Spiritual Life, 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 Director of the Department of University Recreation and Intramurals (or designee) for assistance in learning other aspects of being a club sport organization. Any student organization designated as a club sport 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 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, the materials will be sent to the ASU Student Senate for review and a recommendation on registration. After receiving the recommendation of the Student Senate, the ~~Executive~~ Director of Student Life will make the final decision on registering the new organization and will notify the organization of the decision.

~~a.~~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 a letter explaining why the organization should be reinstated.

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) 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 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.

~~b.~~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 and the advisor should verify the organization's expenditures by co-signing all checks and vouchers. The advisor must oversee adherence to university standards, rules and/or policies as well as the organization's constitution and by-laws. With regard to student organization travel, the advisor is the responsible party for submitting travel requests, for obtaining any travel advances, and for reconciling the travel expenses after the trip in accordance with University procedures. 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. Meet all financial obligations incurred by the organization.

~~A.~~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.

6.7. 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.

7.8. 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, and 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 a. The registration of a student organization may be temporarily suspended by the ~~Director~~ Coordinator ~~of~~ for Student ~~Involvement~~ Organizations 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.

3b. 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.

Protocols Applying to Events Sponsored by Student Organizations

1. Any event open to the general University community or general public will be alcohol-free. Alcohol will not be permitted in the facility or on the premises of the event and any person who appears to be intoxicated will be denied entry to the event.

2. The sponsoring student organization(s) will hire licensed law enforcement personnel to provide security at any open event held off campus. Any exception to this requirement must be approved by the ~~Executive~~ Director of Student Life at least 7 days prior to the event.

3. If the student organization(s) hosts a closed event, an event which is limited to organization members and their guests, the following provisions will apply:

   a. A guest list will be submitted to event planners in advance of the event and strictly observed.

   b. If alcohol is present at the event, it will be handled by a licensed bartender hired by the sponsoring organization(s) and who is not a member of the organization. The bartender will be authorized to withhold alcohol from any person who appears to be intoxicated.

   c. The sponsoring organization(s) will utilize a system to identify which persons at the event are of legal drinking age.

4. For all social events, the sponsoring organization(s) will assure that adequate non-alcoholic beverages and food items are provided.

5. The sponsoring organization(s) will comply with established venue capacity limits. If no such limits exist for a specific venue, the sponsoring organization(s) will work with local authorities to establish capacity limits for any venue used for their activities and will take steps to assure that these capacities are not exceeded.

6. The student organization will develop and implement a risk management plan for all social activities and will provide risk management training for all members of the organization each semester. This information is included in the annual risk management training program sponsored by the Coordinator for Student Organizations.

7. Failure to comply with this policy may result in university disciplinary action which could include action against the individual members of the student organization as well as action against the organization itself. Student members could also be subject to civil and/or criminal penalties for any violations of local, State, or federal law.

8. In order to continue to provide a safe environment for social activities and in order to minimize potential liability of student organization members, this policy will be evaluated annually by the ~~Executive~~ Director of Student Life, the Coordinator for Greek Life and Community Service, the Coordinator for Student Organizations, and representatives from student organizations. Modifications may be made as deemed reasonable and prudent based on experience with the policy and in response to possible changes in local, State, or federal mandates and/or judicial rulings or legal guidance.

STUDENT GRIEVANCE AND APPEAL PROCEDURES

1. Policy

~~1.1~~a. 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~~ b. 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~~a. 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~~b. 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~~c. 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~~ Services where the grievance procedure will be explained.

~~3.4~~d. No student shall be disciplined, penalized, restrained, coerced, or otherwise prejudiced for exercising the rights provided for in this grievance procedure.

~~3.5~~e. 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 chair. 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

chair 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 chair 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 chair 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.

PREVENTION OF ALCOHOL ABUSE AND ILLICIT DRUG USE AT ANGELO STATE UNIVERSITY

Angelo State University has adopted and implemented a program to prevent unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the campus or as a part of any of its activities. Angelo State University recognizes the importance of information about drug and alcohol abuse; therefore, this information is designed to provide you with basic information about University policies, applicable legal sanctions and health risks associated with alcohol abuse and illicit drug use.

STANDARDS OF CONDUCT

Policies adopted by Angelo State University relating to the standards of conduct expected of its students and employees in the area of illicit drugs and alcohol are provided in the Angelo State University Student Handbook and in operating policies adopted by the university for its employees. Additional information is distributed as needed.

HEALTH RISKS OF ALCOHOL AND DRUGS

Alcohol. Health hazards associated with the excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons than for non-users of alcohol. Excessive alcohol intake by binge drinking may cause death due to alcohol poisoning, and such deaths are on the increase among college students. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles.

Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent that in non-alcoholics. Sudden withdrawal of alcohol from persons dependent on it will cause serious physical withdrawal symptoms.

Drugs. The use of illicit drugs usually causes the same general type of physiological and mental changes as alcohol, though frequently those changes are more severe and more sudden. Such drugs tend to be either physically or psychologically addictive and often require treatment to safely and successfully discontinue their usage. Death or coma resulting from overdose of these drugs is possible.

Cocaine. Cocaine is a stimulant that is most commonly inhaled as a powder. It can be dissolved in water and used intravenously. The cocaine extract (freebase) is smoked. Users progress from infrequent use to dependence within a few weeks or months. Psychological and behavioral changes resulting from use include overstimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation, and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Discontinuing the use of cocaine requires considerable assistance, close supervision and treatment.

Amphetamines (speed, love drug, ecstasy). Patterns of use and associated effects are similar to cocaine. Severe intoxication may produce confusion, rambling or incoherent speech, anxiety, psychotic behavior, ringing in the ears, hallucinations, and irreversible brain damage. Intense fatigue and depression resulting from use can lead to suicide. Large doses may result in convulsions and death from cardiac or respiratory arrest.

Heroin and Other Opiates. These drugs are usually taken intravenously. "Designer" drugs similar to opiates include fentanyl, ~~demerol~~Demerol, and "china white." Addiction and dependence develop rapidly. Use is characterized by impaired judgment, slurred speech, and drowsiness. Overdose is manifested by coma, shock, and depressed respiration, with the possibility of death from respiratory arrest. Withdrawal problems include sweating, diarrhea, fever, insomnia, irritability, nausea and vomiting, and muscle and joint pains.

Hallucinogens or Psychedelics. These include LSD, mescaline, peyote, and phencyclidine (PCP or "angel dust"). Use impairs and distorts one's perception of surroundings, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. Users who discontinue use experience "flashback" consisting of distortions of virtually any sensation. Use of these substances may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

Solvent inhalants, e.g., glue, lacquers, plastic cement. Fumes from these substances cause intoxication, impairment or coordination and reaction time, and in some cases disorientation, hallucinations and even coma resulting in death. ~~Long term~~Long-term users become psychologically addicted and may suffer brain damage or liver failure.

Marijuana (Cannabis). Marijuana is usually ingested by smoking. Prolonged use can lead to psychological dependence, disconnected ideas, extreme loss of motivation and difficulty concentrating alteration of depth perception and sense of time and impaired ~~judgement~~judgment. Carcinogens in marijuana smoke may cause throat or lung cancer in long-term or heavy users.

Club Drugs. Different types of Club Drugs include:

a. **Depressants such as Rohypnol (Rufies) and GHB** slow down the central nervous system and are used as intoxicants and also as "date rape drugs". These drugs can be slipped into a person's drink, causing them to go into a deep sleep which leaves them vulnerable to sexual assault. It is a crime to use the drugs in this manner and an overdose can cause coma or death.

b. **Ecstasy.** Ecstasy is both a hallucinogen (causing the senses to perceive things that are not real, such as hallucinations and delusions) and a stimulant (substance that speeds up the central nervous system). Ecstasy and Herbal Ecstasy have been shown in some cases to cause seizures, coma, heart attack, stroke and death in even young, healthy people.

c. **Ketamine**. This is an anesthetic used for treating animals that also acts as a hallucinogen and has been known to cause delirium, seizures and violent behavior. Large doses may cause a coma or death.

Damage from intravenous drug use. In addition to the adverse effects associated with the use of a specific drug, intravenous drug users who use unsterilized needles or who share needles with other drug users can develop AIDS, hepatitis, tetanus (lock jaw), and potentially fatal infections in the heart. Permanent brain damage may also be a result.

DRUG AND ALCOHOL ABUSE COUNSELING SERVICES

Personnel in the Counseling Center, the Student Life Offices, and the University Clinic are available to counsel with students, faculty and staff who voluntarily seek assistance and have not been charged with a violation of University policy or the Board of Regents' Rules and Regulations.

Additional information on drug and alcohol counseling resources in San Angelo and the surrounding area is available in the Counseling Center, the University Clinic, and the Student Life Offices, Garden Level - University Center.

DISCIPLINARY SANCTIONS

Where a violation of the ASU Drug-Free Policy is found, the University will, in accordance with established procedures of Angelo State University, take appropriate disciplinary action against such students, faculty or staff, up to termination from the University, or require such students, faculty or staff to participate satisfactorily in an off-campus drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency. The cost of such programs, not covered by applicable insurance, shall be borne by the individual.

In addition to legal sanctions and penalties, including those contained herein, University employees and students are subject to disciplinary action for violation of all applicable local, state and federal laws.

LEGAL SANCTIONS AND PENALTIES UNDER TEXAS LAW

PENALTIES FOR POSSESSION Penalty Group 1: Heroin, Cocaine, Methamphetamine, Methadone, The Opiates					
	Less than 1 gram	**1 gram or more, but less than 4 grams**	**4 grams or more, but less than 200 grams**	**200 grams or more, but less than 400 grams**	**400 grams or more**
Penalty Group 1	State Jail Felony	Third Degree Felony	Second Degree Felony	First Degree Felony	10-99 years or life and up to $100,000 fine

PENALTIES FOR GROUP 1A LSD Only					
	Less than 20 units	**20 units or more, but less than 80 units**	**80 units or more, but less than 4,000 units**	**4,000 units or more, but less than 8,000 units**	**8,000 units or more**
Possession	State Jail Felony	Third Degree Felony	Second Degree Felony	First Degree Felony	15-99 years or life and up to $250,000 fine
Manufacture	State Jail Felony	Second Degree Felony	First Degree Felony	15-99 years or life and up to $250,000 fine	15-99 years or life and up to $250,000 fine

PENALTIES FOR POSSESSION Penalty Group 2: Amphetamines, Hashish, Mescaline, Methaqualone, Psilocin					
	Less than 1 gram	**1 gram or more, but less than 4 grams**	**4 grams or more, but less than 200 grams**	**200 grams or more, but less than 400 grams**	**400 grams or more**
Penalty	State Jail Felony	Third Degree Felony	Second Degree Felony	Second Degree Felony	5-99 years or life and up to $50,000 fine

PENALTIES FOR POSSESSION Penalty Groups 3 and 4: Barbiturates, Peyote, Narcotic Cough Syrups				
	Less than 28 grams	**28 grams or more, but less than 200 grams**	**200 grams or more, but less than 400 grams**	**400 grams or more**
Penalty Group 3	Class A Misdemeanor	Third Degree Felony	Second Degree Felony	5-99 years or life and up to $50,000 fine
Penalty Group 4	Class B Misdemeanor	Third Degree Felony	Second Degree Felony	5-99 years or life and up to $50,000 fine

PENALTIES FOR MANUFACTURE OR DELIVERY Penalty Group 1: Heroin, Cocaine, Methamphetamine, Methadone, The Opiates					
	Less than 1 gram	**1 gram or more, but less than 4 grams**	**4 grams or more, but less than 200 grams**	**200 grams or more, but less than 400 grams**	**400 grams or more**
Penalty Group 1	State Jail Felony	Second Degree Felony	First Degree Felony	10-99 years or life and up to $100,000 fine	15-99 years or life and up to $250,000 fine

PENALTIES FOR MANUFACTURE OF DELIVERY Penalty Group 2: Amphetamines, Hashish, Mescaline, Methaqualone, Psilocin (Mushrooms)					
	Less than 1 gram	**1 gram or more, but less than 4 grams**	**4 grams or more, but less than 200 grams**	**200 grams or more, but less than 400 grams**	**400 grams or more**
Penalty Group 2	State Jail Felony	Second Degree Felony	First Degree Felony	First Degree Felony	10-99 years or life and up to $100,000 fine

PENALTIES FOR MANUFACTURE OR DELIVERY Penalty Groups 3 and 4: Barbiturates, Peyote, Narcotic Cough Syrups				
	Less than 28 grams	**28 grams or more, but less than 200 grams**	**200 grams or more, but less than 400 grams**	**400 grams or more**
Penalty Groups 3 and 4	State Jail Felony	Second Degree Felony	First Degree Felony	10-99 years or life and up to $100,000 fine

PENALTIES FOR DELIVERY Marijuana						
	1/4 ounce without remuneration	**1/4 ounce with remuneration**	**5 lbs. or less, but more than 1/4 ounce**	**50 lbs. or less, but more than 5 lbs.**	**2000 lbs. or less, but more than 50 lbs.**	**More than 2000 lbs.**
Penalty	Class B Misdemeanor	Class A Misdemeanor	State Jail Felony	Second Degree Felony	First Degree Felony	10-99 years or life and up to $100,000 fine

PENALTIES FOR POSSESSION Marijuana						
	2 ounces or less	**4 ounces or less, but more than 2 ounces**	**5 lbs. or less, but more than 4 ounces**	**50 lbs., or less, but more than 5 lbs.**	**2000 lbs. or less, but more than 50 lbs.**	**More than 2000 lbs.**
Penalty	Class B Misdemeanor	Class A Misdemeanor	State Jail Felony	Second Degree Felony	First Degree Felony	10-99 years or life and up to $50,000 fine

LEGAL SANCTIONS AND PENALTIES UNDER FEDERAL LAW

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution, or dispensing drugs (includes marijuana).	A term of imprisonment not more than one year, and a minimum fine of $1,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed $8,000,000 (for an individual) or $20,000,000 (if other than an individual).
Possession of drugs (including marijuana).	Civil penalty in amount not exceed $10,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than $5,000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs.		Imprisonment for up to 15 years and a fine not to exceed $250,000.

A biennial review of this program will be conducted by Angelo State University to determine its effectiveness, to implement changes in the program, if necessary, and to ensure that the disciplinary sanctions are consistently enforced.

Texas Tech University

STUDENT HANDBOOK ~~2012-2013~~2013-2014

Inside Front Cover:

Texas Tech University Vision
Texas Tech is a great public research ~~u~~University where students succeed, knowledge is advanced, and global engagement is championed.

Texas Tech University Mission
As a public research ~~u~~University, Texas Tech advances knowledge through innovative and creative teaching, research, and scholarship. The ~~u~~University is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. The ~~u~~University is committed to enhancing the cultural and economic development of the state, nation, and world.*
*Approved by the Texas Tech University Board of Regents on May 14, 2010

PART I: Forward

A. General Policy

A ~~u~~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 ~~u~~University has a responsibility to maintain order within the ~~u~~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 ~~u~~University publications, as well as the Texas Education Code. Student organizations also agree to follow all these standards, rules, and/or policies. The ~~u~~University or its representative may amend this document at anytime without notice. (See updates at www.deanofstudents.ttu.edu)

B. Disciplinary Authority

The authority to enact and enforce regulations of the ~~u~~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 ~~u~~University and any ~~u~~University officials the President designates. The Office of the Vice Provost, Undergraduate Education and Student Affairs is the principal agency for the administration of student discipline. University Student Housing and the Office of Student Conduct shall implement the student discipline procedures. All references to the officials listed above shall be interpreted to include persons designated to act on their behalf.

C. School of Law and Texas Tech University Health Sciences Center

1. Students enrolled in, and student organizations registered with, the Texas Tech University School of Law are subject to the ~~u~~University *Code of Student Conduct,*

in all matters not covered in the Honor Code of the School of Law (http://www.law.ttu.edu/acp/academics/honorcode). 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 for 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/studentservices.

D. Definitions

1. The term "administrative hold" refers to the indicator placed on a student's record preventing access to such ~~u~~University procedures as registration, release of transcripts, and course add/drops until the student meets the requirements of the ~~u~~University office placing the indicator as described in the Undergraduate/Graduate Catalogs.
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 ~~u~~University official or group of officials authorized by the Director of the Office of Student Conduct 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 "student conduct officer" means a ~~u~~University designee authorized by the Director of the Office of Student Conduct 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 ~~u~~University community" includes any person who is a student, faculty or staff member, ~~u~~University official or any person employed by the ~~u~~University or campus visitors.
6. The term "policy" is defined as the written regulations, standards and/or rules of the ~~u~~University.
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 likely than not.
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.
9. 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.
10. The term "student" includes all persons admitted to or enrolled in courses at the ~~u~~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 ~~u~~University residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the ~~u~~University are considered "students".

11. The term "student organization" means any number of students who have complied with the formal requirements for ~~u~~University registration.
12. The term "~~u~~University" means Texas Tech University and Texas Tech University Health Sciences Center.
13. The term "~~u~~University official" includes any person employed by Texas Tech University or Texas Tech University Health Sciences Center while performing assigned administrative or professional responsibilities.
14. The term "~~u~~University premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the ~~u~~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, ~~u~~University students enjoy the privileges and share the obligations of the larger community of which the ~~u~~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 ~~u~~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 maintaining good order in the classroom is vested in the instructor. *The Code of Student Conduct* outlines the standards of behavior for University students and the disciplinary processes to address misconduct.

B. Academic Integrity

1) Texas Tech University Statement of Academic Integrity
   Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]
2) Students must understand the principles of academic integrity, and abide by them in all class and/or course work at the University. Academic integrity violations are outlined in the Code of Student Conduct, Part X, B3. If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question.
3) The Academic Integrity Policy Committee formed by the ~~Assistant~~ Associate Vice Provost for Student Affairs will conduct an annual review of the Policy and make written recommendations to the Senior Vice President for Academic Affairs and Provost or a Vice Provost designated by the Provost to serve as Chief Academic Officer regarding omissions, clarifications, constructive changes and other matters relevant to the

proper interpretation and operation of the Policy. Such written recommendations will be received annually by the CAO no later than March 1.

4) Instructor Responsibilities
Any person becoming aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. The instructor ~~may~~ should contact the Office of Student Conduct to discuss the nature of the violation and the student's record of academic integrity violations. The instructor should attempt to discuss the matter with the student and receive a response from the student about the allegations. Then, the instructor may ~~assign~~ notify the student of possible academic sanctions including, but not limited to ~~a~~ assigning a paper or research project related to academic integrity, make-up assignment that is different than the original assignment, issue no credit for the original assignment, reduce the grade for the assignment and/or course, issue a failing grade on the assignment, and/or issue a failing grade for the course. The academic sanction will not be implemented or assigned until all disciplinary procedures are complete. All academic integrity violations should be referred to the Office of Student Conduct Programs as a central clearinghouse of violations and for adjudication as a *Code of Student Conduct* violation where disciplinary sanctions, conditions, and/or restrictions will be assigned.

5) *Withdrawal and Assignment of Grades*
Once a student has been notified of an academic integrity violation, the student may not drop the course until the academic integrity processes are complete. A student should continue attending class and participating in course work until the disciplinary process is complete. If it is determined that the student was not responsible for academic integrity violations, the student may file a request with the ~~Assistant~~ Associate Vice Provost for Student Affairs for approval to drop the course or withdraw from the University retroactively, without academic and financial penalty.

If a referring faculty member must submit a final course grade before an Academic Integrity Violation allegation is resolved, the faculty member should notify the Department Chair and the Associate Academic Dean of the intention to assign a grade of F and/or leave the final grade blank. ~~t~~The involved student ~~shall~~may be given a temporary grade of X by the Office of the Registrar, which does not affect the student's GPA, until the academic integrity adjudication process is complete. When the academic integrity adjudication process is complete, the final grade will be assigned through the appropriate academic channels and the completion of a grade change form. All appeals related to academic integrity violations should follow the process outlined in Part X.E: Code of Student Conduct: Disciplinary Appeals Procedures.

6) Academic and Disciplinary Penalties
The academic and disciplinary penalties will not be implemented until the disciplinary procedure and appeal process has been exhausted. In cases

in which a student is found not responsible for academic dishonesty, the student will be entitled to the grade he/she would have received in the absence of an academic integrity violation. In addition, the student will be allowed to continue in the particular course without prejudice.

7) *Referrals to the Office of Student Conduct*
In addition to the assignment of academic sanctions by the instructor of record, a referral of the academic integrity violation should also be made to the Office of Student Conduct for the assignment of disciplinary sanctions. A student referred to the Office of Student Conduct 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. Instructors of record of the course where the violation occurred and the associate academic dean of the college ~~in~~where ~~which~~ the student is enrolled or of the college housing the course where the violation occurred may participate in the adjudication of the violation and assignment of additional sanctions, conditions and/or restrictions with the Office of Student Conduct as outlined in the *Code of Student Conduct.*

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

D. Student Media
Texas Tech University recognizes the editorial independence and press freedom of all student-edited campus media, specifically *The Daily Toreador* student newspaper and *La Ventana* yearbook. Student editors have the authority to make all content decisions; consequently, they bear the responsibility for the decisions they make. Student media should be operated and published within the canons of responsible journalism and policies as established by the ~~u~~University Student Media Committee and the Department of Student Media. For more information, please visit Student Media at www.dailytoreador.com, 180 Media & Communication Rotunda, 806-742-3388.

E. Military & Veterans Programs
Military & Veterans Programs (MVP) is here to assist veterans and their families in achieving academic and personal success. MVP oversees regulation of federal and state laws and ~~u~~University regulations concerning Veterans Educational Benefits such as:

1) The exemption for Texas Veterans Under the Hazelwood Act which provides an education benefit to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans.

~~The TTU Texas Veteran Exemption for Executive Style MBA programs (TTU Veterans only).~~

2) The educational programs such as the various ~~GI bills~~educational benefits offered through the Department of Veteran Affairs. For more

information, visit Military & Veterans Programs at www.mvp.ttu.edu, ~~108 Doak Hall~~147 Drane Hall, (806) 742-6877.

F. Student Identification

1) The student identification card is the property of the ~~u~~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 ~~u~~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 ~~u~~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 ~~u~~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 ~~u~~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 ~~u~~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 ~~u~~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..
3) A hold preventing future registration placed on a student's academic records.
4) A hold on receiving official ~~u~~University transcripts until the obligation is paid.

Students should understand that consequences may result from not resolving one's financial obligations to the ~~u~~University. The ~~u~~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 under the TTU MyTech (for Students) tab.

For more information, please visit the Student Business Services website at www.sbs.ttu.edu.

I. Religious Holy Day Absences

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. More information is available in Texas Tech University Operating Policy 34.19.

J. Class Attendance

Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected, and the ~~u~~University reserves the right to deal at any time with individual cases of non-attendance. In case of an illness requiring an absence from class for more than one week, the student should notify his/her academic dean. Texas Tech University Operating Policy 34.04 provides complete information regarding class attendance and reporting student illness and emergencies.

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

According to the Undergraduate and Graduate Catalog, faculty, department chairpersons, directors, or others responsible for a student representing the ~~u~~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 ~~u~~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 Texas Tech University Operating Policy 34.06, students will be responsible for making their own individual arrangements with instructors for class work missed while participating in an off-campus trip.

L. Withdrawals from the University

1. Voluntary Withdrawal from the University

According to the *Undergraduate and Graduate Catalog* and OP 34.05, students who find it necessary to withdraw from the University ~~before the end of~~during a semester or summer term must apply to the Office of the Registrar prior to the term withdrawal deadline. A student wishing to drop to zero hours must withdraw from the institution. If a student withdraws on the 13th class day or after, a **W** will be recorded for all classes that semester or term, and these W's will not be counted toward the six state-defined permitted drops. International students must receive clearance from the Office of International Affairs as a part of the withdrawal procedure. Student athletes must receive clearance from their Athletic Academic Advisor. Withdrawal and reenrollment procedures vary for School of Law students. Students enrolled in the School of Law and seeking withdrawal information should contact the Associate Dean for Student Affairs at the School of Law for assistance.

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

There may be financial implications to withdrawal. If a student receives financial aid or is living in TTU student housing, he/~~or~~ she should first contact those offices before applying for the withdrawal. If a registration hold exists on the

student's record, it must be cleared before the withdrawal can be processed. To check your student record for registration holds, log on at www.raiderlink.ttu.edu 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* indicate that students withdrawing to zero hours at their request or those who have been withdrawn due to ~~u~~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. Official transcripts from all institutions attended subsequent to Texas Tech reenrollment must be submitted by the application deadline. ~~Students who left in good standing~~All returning students must have a minimum of 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 others, and the direct threat cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations where required, a student may be involuntarily withdrawn from the University.
   b. *Notice*
      Notice regarding students who may be direct threats (both self-reports and third-party reports) should be made to the Dean of Students or designee.
      1. A "direct threat" means
         i. There is a high probability (not just a slightly increased, speculative, or remote risk)
         ii. of substantial harm
         iii. based on observation of a student's conduct, actions, and statements.
   c. The Dean of Students 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 Dean of Students or designee will notify the student of the concern.
      2. The Dean of Students or designee will request a meeting with the student to inform the student that an initial individualized, objective assessment will be scheduled within five ~~business~~ University working 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. Students not responding to requests for meetings or assessments may be referred to the Office of Student Conduct for allegations of failure to comply with reasonable directives and/or requests of a University official acting in the performance of his or her duties.

d. *Temporary Suspensions*

During the involuntary withdrawal process, if the Vice Provost, Undergraduate Education and Student Affairs or designee determines that an immediate direct threat exists others or an overt disruption of the campus community has occurred, 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 and Student Affairs 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 and Student Affairs 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) ~~u~~University working days from the initial meeting with the student or five ~~u~~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 Dean of Students. If the student resides in campus housing, the Director of Student Housing will also serve as a voting member of the committee. The Dean of Students will chair the committee. A non-voting resource person may be assigned from the Vice Provost for Undergraduate Education and Student Affairs to present information and assist the committee. The Involuntary University Withdrawal Committee will meet with the student in an informal, non-adversarial hearing to review the information collected throughout the process, and discuss the assessment with the student. The student will be permitted an opportunity to address the evidence being considered by the Involuntary Withdrawal Committee.
3. The hearing will be scheduled by the Dean of Students within five (5) ~~u~~University working days of the completion of the individualized assessment. The student will be provided the information to be considered at the hearing by the Dean of Students 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. A non-voting resource person 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 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

The Dean of Students will notify the student in writing of the decision within five ~~u~~University working days.

h. Appeals Process

The student may appeal the decision of the Dean of Students by submitting a written appeal to the Assistant Vice Provost for Student Affairs within five (5) ~~u~~University working days. The student will be notified in writing of the final decision within five (5) ~~u~~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 and Student Affairs. 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 Dean of Students, limiting any subsequent registration until approval is given by the Dean of Students.

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 for review. Documentation may include, but it is not limited to, current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon reenrollment. The documentation shall be presented to the Involuntary Withdrawal Committee for recommendation to the Dean of Students. Readmission requests and documentation must be presented by February 1 for summer enrollment, May 1 for fall enrollment, and October 1 for spring enrollment. Readmission will be contingent upon demonstration or documentation that the student is no longer a direct threat, and upon meeting admission deadlines and requirements.

PART III: Anti-Discrimination Policy

Texas Tech University does not tolerate discrimination or harassment of students based on or related to sex, race, national origin, religion, age, disability, status as a covered veteran, ~~genetic information,~~ or other protected categories, classes, or characteristics. While sexual orientation is not a protected category under state or federal law, it is Texas Tech University policy not to discriminate on this basis. Actions related to admission, discipline, housing, extracurricular and academic opportunities shall not be made based on a student's protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed.

Individuals who violate these policies and laws are subject to disciplinary action, up to and including expulsion.

A. Definitions

1. Discriminatory Harassment

Discriminatory harassment is verbal or physical conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, ~~genetic information,~~ or other protected categories, classes, or characteristics and is so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the ~~victim's~~ student's ability to realize the intended benefits of the ~~u~~University's resources and opportunities.

Examples of inappropriate behavior that may constitute discriminatory harassment include, but are not limited to:

- Slurs and jokes about a protected class of persons or about a particular person based on protected status, such as sex or race;
- Display of explicit or offensive calendars, posters, pictures, drawings, screen savers, e-mails, or cartoons in any format that reflects disparagingly upon a class of persons or a particular person;
- Derogatory remarks about a person's national origin, race or other ethnic characteristic;
- Disparaging or disrespectful comments if such comments are made because of a person's protected status;
- Loud or angry outbursts or obscenities in the academic environment directed toward another student, faculty, staff, or visitor; or
- Disparate treatment without a legitimate business reason.

2. Sexual Harassment

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, or creates an intimidating, hostile, or demeaning environment of such a severe ~~and~~ or pervasive nature as to interfere with an individual's (i) academic pursuits, (ii) ~~u~~University employment, (iii) participation in activities sponsored by the ~~u~~University or organizations related to the ~~u~~University, or (iv) opportunities to benefit from other aspects of ~~u~~University life.

Examples of inappropriate behavior that may constitute unlawful sexual harassment include, but are not limited to:

- Sexual teasing, jokes, remarks, or questions;
- Sexual looks and gestures;
- Sexual innuendoes or stories;
- Sexual favoritism;
- Pressure for dates or sexual favors;
- Gifts, letters, calls, e-mails, or materials of a sexual nature;
- Unwelcome physical contact (touching, patting, stroking, rubbing);
- Sexually explicit visual material (calendars, posters, cards, software, internet materials);
- Communicating in a demeaning manner with sexual overtones;
- Inappropriate comments about dress or physical appearance; or
- Inappropriate discussion of private sexual behavior.

B. Reporting Concerns

Students complaining of discriminatory and sexual harassment should contact the Deputy Title IX Coordinator for Students, Dean of Students, 201 Student Union, (806) 742-2984. Students complaining of discriminatory and sexual harassment in their employment capacity should contact the Office of Equal Employment Opportunity, 212 Administration Building, (806) 742-3627.

C. Office of Civil Rights Complaints

Nothing in this policy shall prevent a student from presenting a charge of discrimination or other grievance covered by this policy to an external agency, such as the United States Department of Education: Office of Civil Rights (OCR), 400 Maryland Avenue, SW Washington, DC 20202-1100, Customer Service Hotline#: (800) 421-3481, www.ed.gov/ocr.

D. Non-retaliation

Retaliation is strictly prohibited against a person who files a complaint of discrimination or harassment in good faith, opposes a charge or testifies, or assists or participates in an investigative proceeding or hearing. Retaliatory harassments is an intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a grievance process.

E. Confidentiality

Confidentiality of both complainant and accused will be honored to such extent as is possible without compromising the ~~u~~University's commitment to investigate allegations of discrimination and harassment and only in instances where there is no credible threat to the safety of the complainant, respondent, or others. The willful and unnecessary disclosure of confidential information by anyone, including the alleged victim, regarding discrimination and harassment complaints to any person outside of the investigation process may result in appropriate disciplinary measures against the offending party.

~~On campus, some resources can offer students confidentiality, sharing options and advice without any obligation to tell anyone unless the student wants it except should the resource fear for your safety, or the safety of others. If one desires that details of the incident be kept confidential, they should speak with the Student Counseling Center, Student Health Services, or an off-campus mental health or crisis resource. In addition,~~

~~students may speak to on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.~~

F. Faculty/Staff and Student Relationships

Texas Tech University is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student's educational experience. Consensual relationships, including affectionate liaisons or other intimate or close relationships between faculty and students in a faculty members class or with whom the faculty member has an academic or instructional connection are prohibited. Faculty/staff with direct or indirect teaching, training, research oversight or direction, supervisory, advisory, or evaluative responsibility over the student should recognize and respect the ethical and professional boundaries that must exist in such situations. If questions arise about ~~conflict of interest~~ situations involving faculty/staff and student relationships, they can be directed to the student's Academic Dean, Provost's Office or the Dean of Students.

~~G. Dissemination of Discriminatory and Sexual Harassment Information~~

~~Texas Tech University provides educational programs on discriminatory and sexual harassment via the Student Resolution Center. Victim resources and services are available in the Dean of Students Office, Student Resolution Center, University Student Housing, Student Counseling Center, and Student Health Services. Policies and resources related to discriminatory and sexual harassment are provided at Red Raider Orientation, in training programs for Community Advisors and employee compliance EEO training sessions.~~

H. Grievances and Investigations

1. A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or TTU policy. A violation of a ~~u~~University policy alone does not necessarily constitute a violation of law or an action prohibited by law. Grievance processes are outlined in Part IV~~VI~~ of the Student Handbook.
2. This grievance process is applicable to all students who choose to complain about unlawful discrimination or other violations of the law that adversely affect their educational environment.
3. While ~~potentially inappropriate~~not appropriate, not all rude or offensive comments or conduct constitute sexual harassment or unlawful discrimination.
4. All grievance investigations and procedures will be non-adversarial in nature. ~~The student filing the grievance may represent himself or herself or be accompanied by an advisor (for advisory purposes only, not for representation). The advisor must be a member of the University community or a family member. However, if a student is also the subject of a pending criminal investigation, indictment, or charge arising out of the same circumstances, he or she may be allowed to have an attorney serve as his or her advisor, at his or her own expense, to participate in the same manner as any other advisor.~~ These procedures are entirely administrative in nature and are not considered legal proceedings.
5. The filing of a grievance shall not affect the ability of TTU to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance.
6. Prior to filing a formal grievance, a student should attempt to resolve the situation by addressing the offending party in an informal manner and in an atmosphere of mutual

respect. A student is not required to contact the person involved if doing so is impracticable, the student is uncomfortable doing so, or if the student believes that the conduct cannot be effectively addressed through informal means. If the situation is not resolved by informal means, the student may file a formal grievance.

7. A student may also consult with the Dean of Students to determine if he/she wishes to file a formal grievance. Students wishing to file a grievance should complete the grievance form located at www.deanofstudents.ttu.edu. However, even if a formal grievance is not filed, the Dean may notify key personnel at his or her discretion about the allegation, and other action may be taken by TTU as deemed appropriate. Other actions include, but are not limited to, conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility and informing alleged offenders of TTU's policy and educating departments and supervisors as needed on this and other policies.

8. If the grievance involves the Dean of Students, the grievance should be presented to the Equal Employment Opportunity Office.

9. Upon receipt of a signed grievance, an investigation will be conducted by the Dean of Students or designee. The Vice Provost for Student Affairs & Undergraduate Education and the appropriate academic dean will be notified of the grievance.

10. The investigation may consist of the review of the grievance and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the investigation and its procedures will be determined by and at the discretion of the Dean of Students. The Equal Employment Opportunity Office or other administrators may be consulted to assist with the investigation.

11. After the investigation is complete, the Dean of Students or designee will provide a written determination to the student who has filed the grievance, the accused parties, the appropriate academic dean, and the Vice Provost for Student Affairs & Undergraduate Education.

12. In the event a finding of a violation of this policy is made, appropriate disciplinary action will be taken as determined by the appropriate administrator. Disciplinary action for students may include issuing sanctions, conditions, and restrictions in accordance with Part X, Code of Student Conduct which may range from reprimands to expulsion. Disciplinary action for faculty and staff would be referred to the next senior level administrator and coordinated with the Equal Employment Opportunity Office.

PART IVI: Student Grievance Procedures

~~A. General Grievance Policy~~

~~A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or TTU policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Procedures for handling specific concerns are outlined below.~~ ~~Procedures for handling specific concerns are outlined below.~~

A. Discriminatory and/or Sexual Harassment

Students with grievances related to discrimination in the educational environment on the basis of race, sex, national origin, religion, age, disability, sexual orientation, genetic information, or other protected categories, classes, or characteristics should review the Student Handbook, Part III Anti-Discrimination Policy ~~and Part VI, Section B Procedures for Filing a Grievance~~. ~~Students complaining of discrimination in their employment capacity should proceed directly to the Office of Equal Employment Opportunity, 212 Administration Building, (806) 742-3627.~~

~~B. Sexual Harassment~~

~~Harassment of students on the basis of sex is a violation of § 106.31 of Title IX of the Education Amendments of 1972. The Deputy Title IX Coordinator for Students is the Dean of Students, 201 Student Union Building, (806) 742-2984. Students with concerns about sexual harassment in the educational environment should review the Student Handbook, Part III Anti-Discrimination Policy and Part VI, Section B Procedures for Filing a Grievance. Students complaining of sexual harassment in their employment capacity should proceed directly to the Office of Equal Employment Opportunity, 212 Administration Building, (806) 742-3627.~~

~~C.~~B. Students with Disabilities

~~Students with grievances related to discrimination on the basis of a disability should review the Student Handbook, Part III Anti-Discrimination Policy and Part VI Grievance Procedures. The grievance process would include the Managing Director of Student Disability Services.~~ Any students seeking remedy on the basis of a disability must register as a disabled student with Student Disability Services and must provide all required documentation of a disability. Students who are denied services or denied a specific accommodation request by a Student Disability Services counselor may appeal the decision to the Managing Director Student Disability Services. The ADA Campus Coordinator for Students is the Managing Director of Student Disability Services, 335 West Hall, (806) 742-2405.

~~D.~~C. 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 V, Section F.

~~E.~~D. Disciplinary Action

The ~~u~~University disciplinary appeals process is outlined in the Student Handbook Part X, 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.

~~F.~~E. Employment

A student wishing to pursue a grievance concerning employment with the ~~u~~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 ~~u~~University Operating Policy 70.10.The procedures manual may be reviewed in the Office of Equal Employment Opportunity.

~~G.~~**F. Grades**

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

~~H.~~**G. ~~Traffic and~~ Parking Citations**

Students may appeal a campus parking citation online at www.parking.ttu.edu. ~~University Parking Services~~Transportation & Parking Services rules ~~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.~~

I. 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. Procedures for Reporting a Grievance**~~

~~1. Prior to filing a formal grievance, a student should attempt to resolve the situation by addressing the offending party in an informal manner and in an atmosphere of mutual respect. A student is not required to contact the person involved if doing so is impracticable, the student is uncomfortable doing so, or if the student believes that the conduct cannot be effectively addressed through informal means. If the situation is not resolved by informal means, the student may file a formal grievance.~~

~~A student may also consult with the Dean of Students to determine if he/she wishes to file a formal grievance. Although the Dean of Students will undertake no official action on behalf of the student without a filed, signed complaint, the Dean may notify key personnel with a need to know about the~~

allegation. However, other action may be taken by TTU as deemed appropriate. Such action may include conferring with supervisors or other administrators concerning inappropriate behavior occurring within their area of responsibility, informing alleged offenders of TTU's policy and educating departments and supervisors as needed on this and other policies.

2. A student having a grievance should submit a completed Student Grievance form, which is available on the Dean of Students website or at the following link www.ttu.edu/deanofstudents, to the Dean of Students Office within 30 business days from the date of the action giving rise to the grievance or within 30 business days of the conclusion of informal attempts to resolve the situation. Determination as to whether complaints filed after this deadline will be considered on a case-by-case basis. If the grievance involves the Dean of Students, the grievance should be presented to the Equal Employment Opportunity Office.

   A written grievance shall contain:

   a) A clear and concise statement of the grievance;
   b) The date the incident(s) took place;
   c) The name and contact information (if possible) of any witnesses or participants;
   d) The specific resolution sought by the student; and
   e) Additional relevant information to be considered in support of the grievance.
   f) Any changes to the grievance must be in writing.

3. Only one subject matter shall be covered in any one grievance.
4. Upon receipt of a signed grievance, an investigation will be conducted by the Dean of Students or designee. The Vice Provost for Student Affairs & Undergraduate Education and the appropriate academic dean will be notified of the grievance.
5. The investigation may consist of the review of the grievance and any supporting documentation, examination of other relevant documentation, and interviews with relevant individuals. The extent of the investigation and its procedures will be determined by and at the discretion of the Dean of Students. The Equal Employment Opportunity Office may be consulted to assist with the investigation or other administrators as defined in Part VI of the Student Handbook.
6. After the investigation is complete, the Dean of Students will provide a written determination to the student who has filed the grievance, the accused parties, the appropriate academic dean, and the Vice Provost for Student Affairs & Undergraduate Education.
7. In the event of a finding of a violation of this policy or other violation of the law is made, appropriate disciplinary action will be taken as determined by the appropriate administrator. Disciplinary action for students may include issuing sanctions, conditions, and restrictions in accordance with Part X, Code of

~~Student Conduct which may range from reprimands to expulsion. Disciplinary action for faculty and staff would be referred to the next senior level administrator and coordinated with the Equal Employment Opportunity Office.~~

8. ~~Either the complainant or the accused may request a reconsideration of the case if any of the following occurs: 1) a procedural (or substantive error) occurred that significantly impacted the outcomes; 2) new evidence becomes available, previously unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; 3) the disciplinary sanctions imposed are substantially disproportionate to the severity of the violation. The appeal should be submitted in writing to the Assistant Vice Provost for Student Affair within 10 days of the receipt of the final written determination. The resolution of the appeal will rest with the Assistant Vice Provost for Student Affairs.~~
9. ~~Any disciplinary action taken in connection with a grievance filed will be reported in writing to the Dean of Students at the time the disciplinary action is implemented.~~
10. ~~At the conclusion of the investigation the complaining party shall be advised that if the discrimination or unlawful activity persists the student should contact the Dean of Students. Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place the student should contact the Dean of Students and/or file a grievance for retaliation.~~

PART ~~I~~V: Housing Requirements

The Texas Tech residence hall system includes a variety of living options and provides convenient and affordable housing for approximately ~~7,000~~6,700 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 and ~~the Boston Avenue~~Talkington ~~Residence~~ Hall offer suite-style accommodations. Most suites include four private bedrooms, a common living area, and shared bathrooms. ~~The Boston Avenue Residence~~Talkington Hall includes a limited number of two bedroom suites. Priority for ~~A~~assignment to Carpenter/Wells Complex ~~and Murray Hall~~ will be given to students of sophomore or above classification. Gordon Hall, a suite-style residence, is designated as the Honors College Residence Hall.

An experienced and trained staff of Residence Life Coordinators and Community Advisors manages each residence hall. Each ~~R~~residence hall offices provides 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 housing.ttu.edu. Information regarding residence hall policies can ~~also~~ be found at housing.ttu.edu/~~-hall-~~policies.

A. ~~Residency~~ Housing Policy

In support of the Strategic Plan of Texas Tech University, the University requires students with less than 30 post high school college hours to live in the ~~u~~University Residence Halls if there are vacancies. Institutional research suggests that students who live on campus are significantly more inclined to remain in college and achieve higher GPAs in comparison to students living off campus. Compliance with the ~~u~~University housing policy is a condition of enrollment, as set forth in the *Student Handbook~~,~~ and the* academic catalogs and approved by the Board of Regents.

B. ~~Residency Exemption~~Housing Requirement

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

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

In conjunction with the ~~u~~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.

Students sign a Residence Hall Contract for the summer session or the academic year (fall and spring semesters). Any student wishing to move from the residence halls should consult the Residence Hall Contract for the provisions applicable to cancellation of the contract. Authorization for exemption from the on-campus housing requirement does not relieve the student of contractual obligations that may have been assumed with the University for housing in the residence halls.

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

PART VI: 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 ~~u~~University requirements. Students should maintain a current local address and telephone number that is used by ~~u~~University officials, and/or student organizations and the campus community. Students may update their contact information at www.raiderlink.ttu.edu via the MyTech (for Students) tab.

C. Student Access to Educational Records

All current and former students of the ~~u~~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 ~~u~~University.
2. The ~~u~~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 classification~~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 ~~u~~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 privileged 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 statue still allows the patient, in most instances, access to his/her

records. The general rule of confidentially 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 ~~u~~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 Office of the Registrar.~~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 ~~u~~University of all such orders and subpoenas in advance of compliance.
11. Emergency contacts as listed in students' educational records may be notified by designated staff upon notice of student hospitalization or transport via emergency personnel.

F. Students' Rights to Challenge Records

Students have the right to challenge records and information directly relating to them. This section does not include procedures for students challenging individual grades. Grade appeal procedures are described in the Student Handbook, Part VI, Section A.7. 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 ~~u~~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 Assistant Vice Provost for Student Affairs.
   c. The student may present evidence relevant to the content of the educational records to demonstrate how they are inaccurate, misleading or otherwise in violation of the privacy rights of the student. The hearing also provides an opportunity for correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained in the records and for insertion into the records a written explanation by the student requesting the content of the challenged records.
   d. A written decision must be delivered in writing to all interested parties within seven ~~u~~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. Place of Birth
d. Classification
e. Major Field of Study
f. Dates of Attendance
g. Degrees, Awards, and Honors Received
h. Specific Enrollment Status
   1. Full-time, Part-time, Half-time
   2. Undergraduate, Graduate, Law
i. Participation in Officially Recognized Sports and Activities
j. Height/weight of members of Athletic Teams
k. 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 under the MyTech (for Students) tab. Students should select the Directory Profile link located under Personal Information and uncheck the box next to their name.

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

The personal identifying information obtained from an individual for the purpose of the emergency alert system of an institution of higher education, including an e-mail address or telephone number, is confidential and not subject to disclosure under Section 552.021, Government Code.

H. Destruction of Records

The ~~u~~University constantly reviews the "educational records" it maintains and periodically destroys certain records. The ~~u~~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 confidentially of future letters of reference and recommendation.
3. Under the Family Educational Rights and Privacy Act 1974, as amended, the student does not have access to confidential letters and statements of recommendation which were placed in the educational records before January 1, 1975, if the letters or statements are used for purposes for which they were specifically intended.

PART VII: 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 ~~u~~University and/or federal, state and/or local statutes. Generally, student groups broadly fall under one of the following categories: Academic/Professional, Distance Education & Off Campus Sites, Honorary, International, Social Fraternities/Sororities, Graduate, Multicultural, Religious, Residence Hall, Service, Spirit, Sport Clubs, 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 Clubs Federation~~Sport Club program~~. This program exists to promote and develop interest in sports. Sport 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 ~~u~~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 Sport Clubs status, groups must also comply with the guidelines of Recreational Sports.
3. *Social Fraternities/Sororities*
   The Center for Campus Life is responsible for the oversight of Texas Tech Social Fraternities and Sororities. A group seeking social fraternity or sorority status must first be recognized by one of the four governing councils for social fraternities and sororities: Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Council. All student organizations registering as a social fraternity or social sorority must show proof of their Title IX exemption by attaching to their registration application a letter from their national affiliate with their IRS 501(c) number.

B. Conditions for Registration of New and Reforming Student Organizations

1. Membership in a student organization shall be open only to students enrolled at Texas Tech University without regard to race, religion, sex, disability or national origin; except in cases of designated fraternal organizations which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex.
2. Faculty and staff may hold associate memberships to the extent allowed by the student organization's constitution.
3. The organization shall not duplicate the purposes and functions of a previously or currently registered student organization unless the need for duplication is substantiated with the Center for Campus Life.
4. All funds allocated to a registered student organization from ~~u~~University-controlled sources must be maintained in a ~~u~~University account. Additional resources acquired by fundraising may be kept in an off-campus organizational account.

5. The student organization shall show initiative in effectively meeting its stated goals and be lawful and peaceful in its activities. The Center for Campus Life is available to assist in organizational development.
6. The student organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/ associate members should not be granted voting privileges nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at Texas Tech University.
7. Registered student organizations shall not use the name, logo or symbols of the ~~u~~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 ~~u~~University. Registered student organizations are permitted to use the word "Tech" as a part of their names or to use the complete statement "a registered student organization at Texas Tech University." Approval of the use of logos or symbols protected by Texas Tech University is under the discretion of the Athletic Department External Operations, Texas Tech University.
8. Solicitation is prohibited on campus by registered student organizations that may abridge any contractual agreements of Texas Tech University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials in the Center for Campus Life. Any student organization wishing to solicit on campus must follow the policies and procedures listed in the current Student Handbook, Part IX.
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 ~~u~~University rules, standards, and policies.
11. Student organization registration does not imply ~~u~~University approval of either the organization or its functions or activities.

C. Registration of New and Re-Registering Student Organization

1. A student organization may file the "intent to form" a registered student organization application with Center for Campus Life staff administering student organizations. This is a temporary status, which lasts for 30 days and allows the non-registered group the privileges of University facilities and publicity venues common to registered student organizations. The 30-day time period should be used to recruit new members, develop a constitution and by-laws and obtain a permanent full-time faculty/staff advisor.

~~1.~~2. Before the "intent to form" expiration deadline, students still interested in permanent status should complete the on-line registration process, and schedule a meeting with the Center for Campus Life staff to discuss finalizing their status as a registered student organization. Extensions of the "intent" status are possible under extenuating circumstances and requests should be addressed to the Center for Campus Life. Although re-registration of current groups occurs during the spring, this does not mean that new or reforming groups have to wait until the spring to complete the process.

~~2.~~3. New and/or re-registering student organizations that desire the benefits of a registered student organization should attend a Student Organization Registration Seminar make an individual appointment with the Center for Campus Life staff to discuss the policy regulating the registration of student organizations.

~~3.~~4. After attending the seminar or individual appointment and reviewing the policy regulating student organization registration, students who are still

interested in re-registering or forming an organization and are in a position to meet the requirements of registered student organizations, must complete the online registration process.

Please go to the Student Organization website at http://ttu.orgsync.com and login to OrgSync. 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. 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 in addition to a president and treasurer (total minimum organization size of five).
    3. List a member of the organization as the Student Organization Representative Council (SORC) representative (either an officer or a general member may be listed.).
    4. Submit updated copy of new constitution and/or by-laws and constitution and/or by-laws of any other local, state or national affiliate organization (if applicable).
    5. New student organizations registering as a single-sex, social fraternity or social sorority must show proof of their Title IX exemption. Upon filing their registration application, groups must attach a letter from their national affiliate with their IRS 501(c) (Internal Revenue Code) tax exemption number from the Internal Revenue Service. This is the mechanism the government uses to verify eligibility for single-sex exemption.
    6. Provide the title, campus address, telephone number and e-mail address of a full-time Texas Tech University/Texas Tech Health Science Center faculty or staff member indicating their willingness to serve as the organization's advisor.
    7. President, Treasurer, advisor(s) and three (3) members must sign a "University Policy Agreement" (found in the OrgSync "forms" folder) stating they intend to comply with all ~~u~~University standards, rules and/or policies as well as all federal, state, and/or local laws.
    8. Submit the signed University Policy Agreement page(s) to complete the registration process. These forms can be faxed, mailed, or delivered to the Center for Campus Life.

~~3. A student organization may file the "intent to form" a registered student organization application with Center for Campus Life staff administering student organizations. This is a temporary status, which lasts for 30 days and allows the non-registered group the privileges of university facilities and publicity venues common to registered student organizations. The 30-day time period should be used to recruit new members, develop a constitution and by-laws and obtain a permanent full-time faculty/staff advisor.~~

~~4. Before the "intent to form" expiration deadline, students still interested in permanent status should complete the on-line registration process, and schedule a meeting with the Center for Campus Life staff to discuss finalizing their status as a registered student organization. Extensions of the "intent" status are possible under extenuating circumstances and requests should be addressed to the Center for Campus Life. Although re-registration of current groups occurs during the spring, this does not mean that new or reforming groups have to wait until the spring to complete the process.~~

5. The registration process must be completed annually by mid-Spring (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 ~~u~~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 Main Office, and free webpage via OrgSync ~~through Academic Computing Services~~. Registered student organizations may apply for funding through the Student Government Association (SGA) each year provided they are registered as a student organization with the Center for Campus Life prior to the application deadline for reviewing registered student organization funding and meet other eligibility requirements.
2. *Sport Clubs*
   Sport 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 Sport Club program receives its funding from the Student Recreation Fee, organizations that affiliate with Recreational Sports are not eligible for SGA funding. ~~Sport 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 ~~u~~University faculty or staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to facilitate incorporating the advisor into the organization's program planning and decision-making. The advisor should certify the organization's expenditures by co-signing all checks or vouchers. The advisor must oversee adherence to ~~u~~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/Texas Tech Health Science Center 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 ~~u~~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) ~~u~~University ~~business~~ working days to update their Org Profile at http://ttu.orgsync.com with the name, address, telephone number and email of any new or replacement full-time ~~u~~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 ~~u~~University faculty or staff members, who reduce employment hours below full-time status and maintain an office on-campus, may continue to function as the "Primary" advisor of a student organization with the approval of the Center for Campus Life.

F. Prerequisites for Maintaining Registration

To maintain its active registration status throughout the academic year, a registered student organization must meet the following criteria:

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

G. Temporary Suspension and Denial of Registration

1. A student organization will not be officially registered with the Center for Campus Life if it is determined that the organization's actions or activities are detrimental to the educational purposes of the ~~u~~University or not in accordance to the Student Handbook. The registration of a student organization may be temporarily suspended while an investigation is pending involving an alleged violation of registered student organization policies and procedures as outlined in the Student Handbook. The registered student organization will be afforded all due process guidelines as described in the Student Handbook. The president of the student organization may file an appeal in writing to the Managing Director of the

Center for Campus Life or designee within five (5) ~~u~~University ~~business~~ working days from the date of the "temporary suspension" notification letter.

2. The president and advisor of the student organization shall be notified of a decision to deny registration in writing by the Center for Campus Life. The president of the applying organization may wish to schedule a meeting with the Center for Campus Life to discuss the denial. If, following the meeting, the group wishes to file an appeal, the president must do so in writing to the Managing Director of the Center for Campus Life or designee within five (5) ~~u~~University ~~business~~working days from the date of the "denial" notification letter.

PART VIII: 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 ~~u~~University are intended primarily for the support of the instructional programs of the institution. Second priority is given to programs sponsored and conducted by ~~u~~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 ~~u~~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 ~~u~~University property, but to be eligible for the use of campus facilities, the function or activity must be sponsored by and affiliated with a ~~u~~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 ~~u~~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 ~~u~~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.

If the use of facilities is for programs or activities involving minor children, the sponsoring group must comply with Texas Education Code 51.976, which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the Texas Department of State Health Services of such training should be received before reservation of space or facility will be confirmed.

C. Use of Facilities by Student Organizations

1. Student organizations must be registered to use ~~u~~University facilities or grounds.
2. A student organization that has petitioned the Center for Campus Life for registration status may hold up to three meetings in the Student Union pending action on the petition. These meetings must be held within a 25 calendar-day time period from the date the petitioning organization filed its intent to register. Other campus facilities or space may be reserved by "petitioning" student

organizations for one meeting only, if their full-time faculty or staff advisor agrees to be present at their event. Additional reservations will not be approved until the student organization is registered.

D. Procedure and Priorities for Designated Facilities

1. *Student Union*
   Priority for use of space in the Student Union is given to programs and activities which are conducted by the various departments within the Student Union. Secondary priority is given to registered student organizations and ~~u~~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 using the online request form in Ad Astra Schedule at http://academicscheduling.ttu.edu/Astra_Schedule or in person at the Academic Support Facilities Resources Office A link to the scheduling site and complete instructions can be found on the department website at www.depts.ttu.edu/asfr/escheduling. ~~Written requests can be submitted via the Academic Support and Facilities Resources website 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 ~~u~~University and of available space. Space assignments for student organizations will not be ~~made~~scheduled on weekends, holidays, or 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 ~~u~~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~~ Currently enrolled students who live in the residence halls and participate in the residence hall governments have first priority for use of 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, Fuller Track and Field, Rip Griffin Park, McLeod Tennis Center, Rocky Johnson Field, John Walker Soccer and other athletic fields are owned and maintained by the ~~u~~University for the primary use and benefit of the intercollegiate~~ and intramural (as space is available)~~athletic programs of the ~~u~~University, of allied non-~~u~~University athletic activities consistent with such programs and of official academic events of the ~~u~~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. McKenzie-Merket Alumni Center
   The McKenzie-Merket Alumni Center, located on the southeastern corner of the Texas Tech campus, directly west of the Kent R. Hance Chapel, is the home for all Texas Tech Alumni and friends. This facility boasts a ballroom that can seat 300-plus for a banquet and more than 500 in a theatre setting. Two separate courtyards provide space for outdoor events. Booking of this facility is coordinated by the Texas Tech Alumni Association at (806) 742-0400.
7. Frazier Alumni Pavilion
   The Frazier Alumni Pavilion, situated just southwest of Jones AT&T Stadium is a 6,000-square foot facility designed to host large banquets but can be configured for weddings, press conferences, and other events. It also has a 10,000-square foot outdoor porch area that can be used to increase the size of your event. To book this venue, contact the Texas Tech Alumni Association at (806) 742-0400.
8. Kent R. Hance Chapel
   A 6,879-square foot, 250-seat, non-denominational Spanish Renaissance chapel is capable of supporting a broad range of services and events. To book this venue, contact the Texas Tech Alumni Association at (806) 742-0400.
9. *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, Club Red~~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 ~~u~~University departments, registered student organizations or individual faculty, students and employees.

Academic use by departments and colleges has priority and assignments may be changed or canceled if conflicts with regular academic programs develop.

2. Students or registered student organizations desiring to use campus grounds must register for grounds use in the Center for Campus Life (Student Union Room 201). Faculty, staff, or departments of the ~~u~~University desiring to use campus grounds must register for grounds use in the Center for Campus Life (Student Union Room 201) as well. In accordance with the ~~u~~University's Operating Policy 61.02 regarding Use of University Grounds, Facilities and Amplification, each use must be approved in writing by the Outdoor Events Coordinating Committee (OECC). Requests must be submitted at least six (6) university working days before the intended use. Recurring use assignments shall not be permitted.
3. The Center for Campus Life will coordinate all grounds use applications and shall grant only grounds use requests that are consistent with applicable ~~u~~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 ~~u~~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 ~~u~~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~~Transportation & Parking Services to make necessary parking arrangements for the event.
11. If the use of ~~u~~University grounds is for programs or activities involving minor children, the sponsoring group must comply with Texas Education

Code 51.976, which requires sexual abuse and child molestation training, certification, and reporting for program employees. Documentation of timely reporting to the Texas Department of State Health Services of such training should be received before reservation of space or facility will be confirmed.

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 ~~u~~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 ~~u~~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 ~~u~~University are required, to use the Forum Areas of the campus for freedom of expression activities.

1. The following are the Forum Areas as currently defined at Texas Tech University. Each location is marked with a plaque that reads, "Forum Area," and may be used on a first-come, first-serve basis.
   a. Southwest Collections – the outdoor gazebo and concrete octagon surrounding it located immediately east of the Southwest Collections building close to the corner of 15th Street and Boston Avenue.
   b. Engineering Key – the northern 1/3 of the grassy area of the Engineering Key from the diagonal sidewalk going north to the flowerbed and bound by the street curbs on the east and west sides.
   c. Student Union – northeast corner (15th Street and Akron Avenue).
   d. Student Union/Library Plaza – the southern 1/3 of the plaza between the Student Union and Library described as follows: From the southwest raised flowerbed in front of the Library on the west to the black brick border of the flowerbeds on the east; and from the black brick border that stretches from the Library steps to the flowerbed outside the Student Union west entrance on the north to the bollards on the south end.
   e. Jerry S. Rawls College of Business Administration – the western half of the courtyard between the College of business Administration building and the Architecture building as described by the midway sidewalk on the east to the inside of the Flint Avenue sidewalk on the west and the sidewalks on the north and south sides.
   f. Urbanovsky Amphitheater – the Urbanovsky Amphitheater bound on the west by the second semicircular sidewalk, on the east by the inside of the sidewalk bordering Flint Avenue, and by the north and south sidewalks.
2. Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:
   a. The location selected for the activity is inadequate for the purpose for which it will be used (either too close to buildings, not big enough for the event, etc.);
   b. The activity substantially interferes with either vehicular or pedestrian traffic;
   c. The activity blocks the ingress or egress to buildings;
   d. The space is not available due to prior reservation;
   e. The activity conflicts with a previously planned ~~u~~University activity;

f. The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the ~~u~~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 ~~u~~University.
   c. Activities that substantially obstruct or restrict the free movement of persons on any part of the ~~u~~University campus, including the free entry or exit from ~~u~~University facilities.
   d. Activities that deny the use of office or other facilities to the students, faculty, staff or guests of the ~~u~~University.
   e. Activities that threaten or endanger the health or safety of any person on the ~~u~~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 ~~u~~University property or;
   h. Activities that attempt to prevent a ~~u~~University event or other lawful assembly by the threat or use of force or violence.
4. Signs, banners, posters, and other displays used for freedom of expression activities must be handheld and must remain in the hands of individuals engaged in the expressive activities at all times.

G. Appeals of Ground Use Request Denials

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

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

H. Use of Amplification Equipment

1. *Use of Amplification Equipment for Freedom of Expression Activities*
   a. Use of Amplification Equipment in Forum Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities within the designated Forum Areas from 8:00 am to 5:00 pm Monday through Friday.
   b. Use of Amplification Equipment in All Other Outdoor Areas. Students and registered student organizations may use amplification equipment for freedom of expression activities in all other outdoor areas of the campus ~~from~~ after~~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 ~~u~~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 ~~u~~University grounds by students and/or registered student organizations for any purpose other than expressive activities as set forth in Section H(1) above is by permission only.
a. Applications from individuals, departments, and organizations for permission to use amplification equipment must be made on the Grounds Use and Solicitation Request form provided by the Center for Campus Life.
b. Applications must be submitted at least six (6) ~~u~~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 ~~u~~University functions, classes in session, examinations, other nearby activities, and the campus environment.
d. The use of amplification equipment for solicitation purposes must conform to all campus grounds use provisions, as well as policies governing solicitation and commercial activities.
e. The use of such equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours without written permission from Academic Support and Facilities Resources.
f. Sound equipment must not be disruptive, and the volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
g. Special events such as dances, pep rallies, ceremonies, or recreational activities that include the use of bands or amplification equipment may be held in approved locations only with prior approval of the Center for Campus Life.
h. Outdoor dances utilizing sound amplification devices may be held only on Friday and Saturday nights, and must terminate by 1:00 a.m. Bands may use their own equipment on such dates.

3. *Academic Use*
a. The appropriate use of loudspeakers for official ~~u~~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 ~~u~~University working day before time of intended use. Use of the bells must not interfere with the normal functions and programs of the ~~u~~University. See OP 30.21.

PART IX: Solicitations, Advertisements and Printed Materials

A. General Policy

The primary mission of the ~~u~~University is education. The ~~u~~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. University Name, Document and Records

The use by any person or organization of the ~~u~~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 ~~u~~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

D. Solicitations

1. Jurisdiction:
   a. All solicitation requests should be directed to the Outdoor Events Coordinating Committee for review. Complete the Grounds Use/Solicitation Request form at www.depts.ttu.edu/centerforcampuslife/ and return to the Center for Campus Life. Requests must be submitted at least six (6) ~~u~~University working days before intended use.
   b. All regulations pertaining to on-campus solicitations by students and registered organizations shall be administered by the Managing Director of the Center for Campus Life.
   c. All regulations pertaining to on-campus solicitations by ~~u~~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 ~~u~~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 ~~u~~University's registered marks are to be used before production of the merchandise can proceed. This sample will be submitted by the licensed vendor selected by the registered student organization. For additional information on licensing and use of Texas Tech University registered names, logos and trademarks, refer to OP 54.03 or contact the Office of Intercollegiate Athletics External Operations.
6. Requests for permission to solicit are granted for a specified period. To be eligible to solicit, an individual must present current student identification and submit a Grounds Use/Solicitation request form to the Center for Campus Life. A permit to solicit may be revoked if the solicitation violates any of the regulations pertaining to solicitations and advertising or sale, display, or distribution of printed materials.
7. Decisions by the Outdoor Events Coordinating Committee rejecting or revoking permission of students or registered student organizations to solicit may be appealed to the Managing Director of the Center for Campus Life.
   a. A written appeal describing the objections to the denial to the Managing Director of the Center for Campus Life must be filed no later than five (5) ~~u~~University working days after receipt of notice of denial from the Outdoor Events Coordinating Committee.
   b. The Managing Director of the Center for Campus Life will convey the appeal decision, in writing, to the student or registered student organization and to the Outdoor Events Coordinating Committee within five (5) ~~u~~University working days from the receipt of the written appeal.
   c. The student or registered student organization may not appeal beyond the Managing Director of the Center for Campus Life.

E. 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.

F. Printed Materials & Digital Signage

1. *General Policies*
   The following policies apply to the display and distribution of printed materials and digital signage in all areas of the ~~u~~University campus:
   a. Only individuals affiliated with the ~~u~~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 stated in Section B and C above;
   d. Student election campaign literature must conform to the procedures outlined in the Student Election Code of the Student Government Association;
   e. Use of the Texas Tech campus that results in the need to utilize University personnel for litter collection, crowd control, repair/replacement of ~~u~~University property, etc., may necessitate repayment to the ~~u~~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 and digital signage content 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 ~~u~~University departments are allowed to hang banners within the Student Union at the discretion of the Managing Director of the Center for Campus Life. A list of requirements regarding the banners is available in the Center for Campus Life.

2. *Use of Bulletin Boards & Digital Signage*
   Posters, signs, and announcements may be displayed only on ~~u~~University announcement bulletin boards and approved digital signage designated specifically for use by students and registered student organizations. The ~~u~~University announcement bulletin boards and approved digital signs may be used only be students, registered student organizations, and ~~u~~University departments. Bulletin boards will be cleared periodically. A list of designated ~~u~~University announcement bulletin boards and digital signs is maintained in Student Union & Activities.
   a. Posters, signs and announcements shall not exceed a maximum size of 18" x 24", digital signage requirements will differ per location and are available via the coordinator of that signage
   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 ~~u~~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.

G. 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 X: *Code of Student Conduct*

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

The Office of Student Conduct and University Student Housing encourages and facilitates a ~~u~~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*, the Office of Student Conduct and University Student Housing educates students about their rights and responsibilities as members of the ~~u~~University community. In addition, the Office of Student Conduct and University Student Housing promotes holistic development, self-worth, mutual respect, and how we, as members of the ~~u~~University community, interact with each other on a daily basis. Questions of interpretation regarding the *Code of Student Conduct* should be referred to the Office of Student Conduct. The *Code of Student Conduct* is reviewed every year by the *Code of Student Conduct* Review Committee in conjunction with the Office of Student Conduct, University Student Housing, Dean of Students, and the Associate Vice Provost for Student Affairs. Definitions ~~for~~of 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 ~~u~~University community has developed standards of behavior pertaining to students and to student organizations. Students and registered student organizations are subject to judicial action according to the provisions of the *Code of Student Conduct* and/or the Student Handbook. Student conduct on or off ~~u~~University premises is subject to ~~u~~University judicial jurisdiction. The ~~u~~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 U~~u~~niversity. 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 not restricted by the rules of evidence governing criminal and civil proceedings. The standard of proof used in ~~u~~University judicial proceedings is the preponderance of evidence, or more likely than not. The Office of Student Conduct and University Student Housing, respects the rights and responsibilities of students and will~~shall~~ consider each violation of ~~u~~University policy and each violation of federal, state and/or local law on a "case-by-case" basis and will~~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 X, 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~~ except in accordance with federal, state, local law, and/or Texas Tech University policy~~ and federal, state, and/or local law~~.

b. Being under the influence of alcohol and/or intoxication as defined by federal, state, local law and/or Texas Tech University policy.

2. *Narcotics or Drugs*

a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, and/or medicine prescribed to ~~someone else~~another person, chemical compound or other controlled substance, except ~~as expressly permitted by~~ in accordance with federal, state, ~~-~~local law, and/or Texas Tech University policy.

b. Possession of drug-related paraphernalia, except ~~as expressly permitted by~~ in accordance with federal, state, local law, and/or Texas Tech University policy.

c. Being under the influence of narcotics, drugs, medicine prescribed ~~to someone else~~another person, chemical compound or other controlled substance, ~~except as expressly permitted by~~ except in accordance with federal, state, local law, and/or Texas Tech University policy.

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 ~~u~~University~~,~~ or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
~~11.~~12. Any action or attempted action that may result in creating an unfair academic advantage for oneself or may result in creating an unfair academic advantage or disadvantage for another student.

b. "Plagiarism" includes, but is not limited to~~:~~;
1. The representation of words, ideas, illustrations, structure, computer code, other expression or media of another as one's own.
2. Improper citation or lack of acknowledgement that direct, paraphrased, or summarized materials that are not one's own.
3. Self-plagiarism which involves submission of the same written assignment for two courses without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.

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 the Code of Student Conduct, Part X, section B.3 ~~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 ~~u~~University and/or submitting false information.
2. Omitting requested information that is required for, or related to, any official ~~academic~~ record of the ~~u~~University. ~~Academic~~ Official 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 U~~u~~niversity or an agent of the U~~u~~niversity 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 in order 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~~studentconduct/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~~BB guns, knives, or explosive or noxious materials on ~~u~~University premises except ~~as expressly permitted~~ in accordance with ~~by~~ federal, state, ~~and/or~~ local law, and/or Texas Tech University policy.

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 ~~u~~University and/or personal property on fire either by intent or through reckless behavior ~~which~~ that results, or could result, in personal injury or property damage of U~~u~~niversity premises.

6. *Theft, Damage, Littering or Unauthorized Use*
   a. Attempted or actual theft of property or services of the U~~u~~niversity, other ~~u~~University students, other members of the ~~u~~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 ~~u~~University, littering (as defined by the State of Texas Health and Safety Code, Section 365.011.6) on grounds owned or leased by the ~~u~~University, by other ~~u~~University students, other members of the ~~u~~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.
   g. Failure to meet financial obligations owed to the ~~u~~University, or components owned or operated by the ~~u~~University, including, but not limited to, the writing of checks from accounts with insufficient funds.

7. *Actions Against Members of the University Community and Others*
   a. Conduct ~~which~~ that 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, discriminatory harassment, 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 ~~u~~University, including its students, faculty and/or staff. Specifically, behavior related to disruption or obstruction of ~~(a~~1) teaching, (~~b~~2) research, (~~c~~3) administration, (~~d~~4) free flow

of pedestrian or vehicular traffic on University premises, (5e) academic mission or pursuits, (6f) residential communities, and/or social activities.

~~c.~~d. Stalking, which includes, but is not limited to, knowingly and repeatedly engaging in conduct that the individual knows or reasonably believes the other person will regard as threatening or would cause a reasonable person to be fearful. See Section 42.072 of the Texas Penal Code at http://www.statutes.legis.state.tx.us/SOTWDocs/PE/htm/PE.42.htm#42.072.

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

8. *Sexual Misconduct*
Sexual misconduct is conduct of a sexual nature so severe, persistent, or pervasive it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment interfering with the victim's ability to realize the intended benefits of the ~~u~~University's resources and opportunities. Sexual misconduct is nonconsensual conduct of a sexual nature that includes, but is not limited to:

a. Deliberate touching of another's sexual parts without consent.
b. Deliberate sexual invasion of another without consent.
c. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual assault~~injury~~.
d. 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 (1~~I~~) academic pursuits, (~~II~~2) ~~u~~University employment, (3~~III~~) participation in organizations or groups related to the University, (4) participation in activities sponsored by the ~~u~~University ~~or organizations, groups related to the university~~, or (~~IV~~5) opportunities to benefit from other aspects of U~~u~~niversity life.

9. *Gambling, Wagering, Gaming and/or Bookmaking*
Gambling, wagering, gaming and bookmaking as defined by federal, state, local laws, and/or Texas Tech U~~u~~niversity policy are prohibited on ~~u~~University premises ~~or by using~~involving the use of university equipment or services.

10. *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 ~~u~~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~~the University, or may reasonably be expected to cause a student to leave the organization or the ~~institution~~ University 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~~the Office of Student Conduct.
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.

11. *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, or improperly possessing, tampering with or destroying fire equipment or emergency signs on ~~u~~University premises.

12. *Unauthorized Entry, Possession or Use*
a. Unauthorized entry into or use of ~~u~~University premises or equipment including another student's room.
b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, ~~u~~University identification card or access code for use in university premises or equipment.
c. Unauthorized use of the ~~u~~University name, logo, registered marks or symbols; however, registered student organizations are permitted to use the word "Tech" as a part of their organizational names or to use the complete statement "a registered student organization at Texas Tech University."
d. Unauthorized use of the ~~u~~University name to advertise or promote events or activities in a manner ~~which~~ that suggests sponsorship and/or recognition by the ~~u~~University.

13. *Failure to Comply*

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

14. *Abuse, Misuse or Theft of University Information Resources*
Unauthorized use of ~~TTU~~ University 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 ~~u~~University information, and associated personnel, including consultants and contractors, regardless of whether the personnel are employed by the ~~u~~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 Operating ~~-~~Policies ~~s~~, and other applicable laws. Abuse, misuse, or theft of ~~u~~University information resources includes, but is not limited to the following:

a. Unauthorized use of ~~TTU~~ University 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~~ University information resources.
b. Use of ~~TTU~~University 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 belong to the ~~u~~University, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).
c. Purposely engaging in activity that may harass, intimidate, threaten, endanger, or abuse others, or acts in a manner that impedes, interferes with, or disrupts any ~~TTU~~University-authorized activity. This includes but is not limited to furnishing false information and/or withholding information, misuse of authority by virtue of one's leadership position, or falsely identifying oneself as a representative of ~~TTU~~the University on social networking sites or other public forums.
d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to ~~u~~University computing and/or networking resources, compromising the privacy of another user or disrupting the intended use of computing or network resources.
e. Attempted or actual use of the ~~u~~University's computing and/or networking resources for personal, political, or commercial purposes.
f. Access, creation, storage, or transmission of material deemed offensive, indecent, or obscene (as defined by Chapter 43 of the State of Texas Penal Code on Public Indecency). Exceptions may be made for academic research where this aspect of the research has the explicit approval of the Texas Tech University official processes for dealing with academic ethical issues. Discovery of explicit material, including child pornography, on any Texas Tech-owned information resource or networks must be reported to the Information Systems Office immediately.

g. Attempted or actual destruction, disruption or modification of programs, records or data belonging to or subscribed to by the ~~u~~University or another user or destruction of the integrity of computer based information.
h. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the ~~u~~University's computing and/or networking systems; or through such actions, causing a waste of such resources (e.g. people, capacity, computer).
i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails to parties with whom one has~~you have~~ no existing business, professional or personal acquaintance).
j. Use of computing and/or network resources to engage in activity that may harass, threaten, or abuse others.
k. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above. Users who share their access with another individual shall be responsible and held liable for all usage of their account.
l. Per Texas Government Code, ~~TTU~~University information resources are strategic assets of the State of Texas that must be managed as valuable state resources. As such, use of ~~TTU~~University information resources is subject to University ~~o~~Operating ~~p~~Policies and other applicable laws. Unauthorized use is prohibited, usage may be subject to security testing and monitoring, misuse is subject to criminal prosecution, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. All use of information resources is also subject to the Information Technology Security Policies (http://www.depts.ttu.edu/infotech/security/).
m. Engaging in acts that contravene the mission and goals of ~~Texas Tech~~the University and acts that expose the ~~u~~University to criminal or civil liability.
~~m.~~n. Using University information resources to violate Part X, section 7.c (actions against members of the University community or others) of the *Code of Student Conduct.*

15. *Providing False Information or Misuse of Records*
Knowingly furnishing false information to the ~~u~~University, to a ~~u~~University official in the performance of his~~-or~~/her duties, or to an affiliate of the ~~u~~University, either verbally or through forgery, alteration or misuse of any document, record or instrument of identification.

16. *Skateboards, Rollerblades, Scooters, Bicycles or Similar Modes of Transportation~~Devices~~*
Use of skateboards, rollerblades, scooters, bicycles or other similar modes of transportation~~devices~~ in ~~u~~University buildings or on ~~u~~University premises in such a manner as to constitute a safety hazard or cause damage to ~~u~~University or personal property.

NOTE: Refer to University Parking Services Regulations at ~~http://www.depts.ttu.edu/studentjudicialprograms/conductcode.php.~~http://www.parking.ttu.edu/Resources/pdf/rulesregulations.pdf.

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

Violation of any published ~~u~~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/

18. *Violation of Federal, State, Local Law and/or ~~TTU~~University Policy*
Misconduct which may constitute a violation of federal, state local laws, and/or Texas Tech University policy will be considered a violation of this policy, and will be investigated and adjudicated through the University conduct system and standard of proof. A lack of conviction in any criminal proceeding ~~shall~~ will not, in and of itself, serve as evidence in a University conduct proceeding.

19. *Abuse of the Discipline System*
a. Failure of a student to respond to a notification to appear before a Student Conduct 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 Student Conduct Officer from proceeding with disciplinary action. Likewise, failure of a student to respond to notification to appear before a Student Conduct Officer may result in additional alleged violations and result in~~to be assessed a~~ charge of Failure to Comply ~~Notification~~.
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.

This includes retaliation against any person filing an alleged code violation with the ~~u~~University.

j. Failure to comply with the sanction(s), condition(s), and/or restriction(s) imposed by a Student Conduct Officer under the *Code of Student Conduct* or the Student Handbook ~~by a Judicial Hearing Officer~~.

C. Disciplinary Procedures

To file an alleged *Code of Student Conduct* violation, individuals will complete an incident report form, which can be found at the following website: ~~http://www.depts.ttu.edu/studentjudicialprograms~~http://www.depts.ttu.edu/studentconduct/. Individuals may also file a report in person at the ~~office of the~~ Office of Student Conduct, located in suite 025 of the Student Union Building. The written allegation should describe the action or behavior in question. The Office of Student Conduct also reviews reports from University Student Housing and the Texas Tech Police Department. The written allegation should be received by the Office of Student Conduct within twenty (20) ~~u~~University working days of the alleged incident to initiate disciplinary procedures. Filings that are submitted to the Office of Student Conduct after more than twenty (20) ~~u~~University working days to the Office of Student Conduct should be accompanied with a justification for the delay and will be accepted on a "case by case" basis.

1. General Procedure

The Managing Director of the Office of Student Conduct or designees will inquire, gather and review information about the reported student misconduct and will evaluate the accuracy, credibility, and sufficiency of the~~is~~ information. In all cases brought under Part X section B.3 (academic integrity), either the ~~academic associate~~associate academic dean of the college where the student is enrolled or the instructor of record for the course where the violation is alleged to have occurred may participate as the designated Student Conduct Officer or as an additional Student Conduct Officer during the adjudication. If it is determined that the~~this~~ information reported does not warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question. The Managing Director of the Office of Student Conduct or designee will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

a. Upon receipt of the alleged violation report, a Student Conduct Officer or designee will be assigned to the case. A thorough review will commence that will include adequate and appropriate written notification to the student allegedly involved in the incident. In all cases brought under Part X section B.8 (sexual misconduct), the complainant and the respondent will be kept apprised of all proceedings with regard to the alleged violation(s). Through this written notification, a Student Conduct Officer or designee will assign a specified date and time (outside of the student's academic schedule) to meet with the student for a pre-hearing meeting in order to commence with the review in regard to the allegation. Notice is deemed to have been properly provided when written notification is placed in First Class U.S. Mail, campus mail, sent to the student's official assigned Texas Tech University email address, or personally delivered to the student no less than five (5) ~~u~~University working days prior to the scheduled appearance. Failure of a student to receive notice does not prevent the judicial proceedings from being carried out. After proper notice has been given to the student, the Student Conduct Officer or designee may proceed ~~to~~

~~move forward~~ with the review process and may issue a failure to comply code violation against the student.

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. During the pre-hearing meeting, the Student Conduct Officer will review with the student their rights and responsibilities, including:
   1. To receive notification of the alleged violation(s).
   2. To know the source of the allegation(s).
   3. To know the specific alleged violation(s).
   4. To know the sanctions, conditions and/or restrictions that may be imposed because of the alleged violation(s).
   5. To be accompanied by an advisor at any student conduct proceeding (for advisory purposes only, not for representation).
      a) ~~Advisors.~~ All students involved in student conduct proceedings may be assisted by advisors they choose, at their own expense. The advisor must be a member of the ~~u~~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 ~~u~~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 Student Conduct 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 Student Conduct Officer upon written request five (5) ~~u~~University working days in advance of the scheduled hearing date.
   6. To have the opportunity to respond to the allegation(s) and/or present information.
   7. To refrain from making any statement relevant to the allegation(s).
   8. To know that any statements made by the student can be used during the proceeding.

c. Following review of the student's Rights and Responsibilities and prior to presentation of the evidence, the student shall indicate whether an Administrative Hearing or University Discipline Committee Hearing is preferred. However, a Student Conduct 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.

d. After proper notice has been given to the student, the ~~u~~University may proceed to conduct either an Administrative or a University Discipline Committee ~~h~~Hearing and deliver a decision or recommendation respectively. The Administrative or University Discipline Committee ~~h~~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,~~the student fail to attend the Administrative or University Discipline Committee Hearing, a Student Conduct Officer or the University Discipline Committee may consider the information and render an administrative decision or University Discipline Committee recommendation.

2. Administrative Hearing

a. The Administrative Hearing process will be completed in a timely manner based upon the specific circumstances of each case.
b. After making a determination, a Student Conduct Officer will deliver written notification to the student of the decision using the written notification procedure as outlined in C.1.a., above, within five (5) ~~u~~University working days and the sanction(s), condition(s), and/or restriction(s) to be imposed, if any.
c. The student may utilize the disciplinary appeal procedures in Part X, ~~S~~section E, Disciplinary Appeal Procedure.

3. University Discipline Committee Hearing

a. A University Discipline Committee Hearing panel consists of five (5) committee members including faculty, staff and students. In cases involving allegations of Part X, section B.8 (sexual misconduct), the complainant and respondent may request to remove student representatives from the committee. In cases brought under Part X, section B.3 (academic integrity), the University Discipline Committee will be composed ~~only~~ of only faculty and students. A "Notification of Violation and Pending Disciplinary Hearing" will be delivered to the student using the written notification procedure as outlined in C.1.a within five (5) ~~u~~University working days of the pre-hearing meeting. The student(s) named in the allegation(s) will be notified in writing of the allegation(s) and asked to appear before a Student Conduct Officer for a pre-hearing meeting. Through this written notification, the Student Conduct 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 review notification does not prevent the University Discipline Committee from proceeding.
b. During the pre-hearing meeting, a Student Conduct Officer will inform the student of documents and supporting materials to be introduced at the University Discipline Committee Hearing, witnesses to be introduced and questioned by the Student Conduct Officer, and the anticipated testimony of the witnesses. Documents and supporting materials may not be considered unless the Student Conduct Officer advised the student of the source and content at least five (5) ~~u~~University working days prior to the committee hearing. Likewise, during the pre-hearing, the Student Conduct Officer will inform the student that he/ ~~or~~ she is to provide the Office of Student Conduct with copies of documents and supporting materials he/

~~or~~ she would like the Student Conduct Officer to present to the University Discipline Committee, including 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 the Office of Student Conduct of the source and content at least five (5) ~~u~~University working days in advance of the committee hearing.

c. During the University Discipline Committee Hearing, the designated chair of the committee initiates the process by introducing the allegation to the University Discipline Committee as well as the complainant and respondent. The Student Conduct Officer presents all facts submitted by both the complainant and respondent as well as any information provided by witnesses. The Student Conduct Officer as well as the University Discipline Committee has the right to question the complainant, respondent and any witnesses. The complainant and respondent have the right to add or make additional comments about the facts of the case but must do so through the Student Conduct Officer. The complainant and respondent do not have the right to question each other nor witnesses directly but may do so through the Student Conduct Officer. During presentation of the information by the Student Conduct Officer, the Student Conduct Officer reminds the committee as well as the complainant and respondent of the allegations. During this phase of the hearing, the chair is to inform the complainant and respondent that they are to focus on the facts of the case and they are not to provide "impact statements" during this time. Hearing proceedings, excluding the deliberations of the University Discipline Committee, will be recorded by the ~~u~~University. 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. In the event the chair of the hearing removes a student due to misconduct (complainant, respondent, or witnesses) the alleged misconduct will be forwarded to the Office of Student Conduct. In regard to removal of the student, the Office of Student Conduct will investigate the alleged misconduct and will follow the judicial process in regard to adjudication of the alleged misconduct.

d. Following the hearing, the University Discipline Committee will deliberate and will render a decision in regard to the alleged misconduct as well as decide any sanctions, conditions and/or restrictions if applicable. The chair of the University Discipline Committee will inform the Managing Director of the Office of Student Conduct in writing of the decision(s). If the allegation involves a student organization, the committee may meet with a ~~u~~University staff member whose professional capacity involves the advising~~administration~~ of the organization. This staff member may provide information relevant to potential sanctions, conditions, and restrictions for the committee.

    1. If the decision is that the student is not responsible for the alleged violation(s), the Managing Director of the Office of Student Conduct will notify the respondent using the written notification procedures outlined in C.1.a, above, within five (5) ~~u~~University working days. In the event the allegation involves Part X, Section B.8 (sexual

misconduct) allegations, the complainant will also be notified of the decision.

2. If the University Discipline Committee decides that the student is responsible for the alleged violation(s), the Managing Director of the Office of Student Conduct will notify the student in writing using the written notification procedures outlined in C.1.a, above, within five (5) ~~u~~University working days. In the event the allegation involves Section Part X, B.8 (sexual misconduct) allegations, the complainant will also be notified of the committee's decision.

e. The student may utilize the disciplinary appeal procedure in ~~S~~section E, Disciplinary Appeal Procedure. In cases involving Part X, ~~S~~section B.8 (sexual misconduct) allegations, the complainant may also utilize the disciplinary appeal procedure (See Part X, section E, Disciplinary Appeal Procedures).

f. In addition to other possible sanctions, conditions and/or restrictions, and in the event that a student fails to respond to written notification, an administrative hold may be placed on the student's record~~s~~ to prevent further registration and transcript receipt. The administrative hold will remain until such time as the Student Conduct Officer receives an appropriate response.

g. All records concerning a student or student organization related to the disciplinary process will remain on file in the Office of Student Conduct or University Student Housing for a minimum of seven (7) years from the date the case is completed through an Administrative Hearing or University Discipline Committee Hearing and/or disciplinary appeal procedures (see Part X, section E, Disciplinary Appeal Procedures). Records pertaining to registered student organizations will remain on file indefinitely.

4. Immediate Temporary Suspension

A student may be temporarily suspended pending completion of disciplinary procedures if, in the judgment of the Dean of Students, or on recommendation of a Student Conduct Officer, the physical or emotional well-being of a student or other students or members of the ~~u~~University community could be endangered or if the presence of the student could~~would~~ significantly disrupt the normal operations of the ~~u~~University. The Dean of Students or designee will notify the Managing Director of the Office of Student Conduct to initiate appropriate disciplinary procedures to address the disruptive behavior within five (5) ~~u~~University working days from the date of temporary suspension.

~~During the invocation of~~Upon immediate temporary suspension, the student may no longer attend classes, use ~~u~~University services and/or resources, and ~~may not~~is not allowed to 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 Office of Student Conduct and the Texas Tech Police Department.

D. Disciplinary Sanctions, Conditions and/or Restrictions

A Student Conduct Officer or the University Discipline Committee may impose sanctions, conditions and/or restrictions as a result of an administrative hearing where the student is found responsible. Potential sanctions, conditions and/or restrictions are listed in the Code of Student Conduct grid at http://www.depts.ttu.edu/~~studentjudicialprograms~~studentconduct. Please note that

the grid is provided only as a guideline for administering sanctions, conditions, and/or restrictions, by the Student Conduct Officer, as well as by the University Discipline Committee. The Student Conduct Officer and/or the University Discipline Committee may deviate from the grid. 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.

1. Sanctions are defined as the primary outcome of the alleged violation. If a student or student organization is found responsible, the range of sanctions includes the following outcomes:
    a. Disciplinary Reprimand:
    The disciplinary reprimand is an official written notification using the written notification procedure outlined in C.1.a, above, to the student that the action in question was misconduct.
    b. Disciplinary Probation:
    Disciplinary probation is a period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with ~~u~~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:
        1) Time-limited disciplinary suspension is a specific period of time in which a student is not allowed to~~may not~~ participate in class or ~~u~~University related activities. The status of disciplinary suspension will be shown on the student's academic record, including the transcript. Time-limited disciplinary suspension is noted on the student's transcript by the phrase "Disciplinary Dismissal". Upon written request by the student to the University Registrar, the notation of "Disciplinary Dismissal"~~disciplinary suspension~~ may be removed from the transcript at the discretion of the University upon readmission or the completion of the disciplinary suspension period. In cases of ~~gender or race discrimination~~discriminatory harassment or sexual harassment, the notation of disciplinary suspension will not be removed. Notification of disciplinary suspension of a student will indicate the date on which it begins and the earliest date the application for student readmission will be considered. The Student Conduct Officer may deny a student's readmission, if the student's misconduct during the suspension would have warranted additional disciplinary action. If the student has failed to satisfy

any sanctions, conditions and/or restrictions that have been imposed prior to application for readmission, the Student Conduct Officer may deny readmission to a student. On denial of a student's readmission, the Managing Director of the Office of Student Conduct will set a date when another application for readmission may again be made. A student may appeal denial of readmission or re-registration in accordance with the disciplinary appeal process. (See Part X, ~~S~~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

2) ~~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 Student Conduct 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 Student Conduct Officer may deny re-registration to the organization. On denial of an organization's application for re-registration, the Student Conduct Officer 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 Part X, ~~S~~section E, Disciplinary Appeal Procedure).

e. Disciplinary Expulsion:
Disciplinary expulsion occurs when the student is permanently withdrawn and separated from the ~~u~~University.

1) The status of expulsion will be shown permanently ~~shown~~ on the student's academic record, including the transcript or student organization's registration. Disciplinary expulsion is noted on the student's transcript by the phrase "Administrative Dismissal."

~~1)~~2) An administrative hold will be placed on the student record by the Managing Director of Student Conduct ~~Services~~ to prevent future registration. A previously expelled student may

not apply for readmission under the readmission procedures (see Part X, section G, Readmission Procedures).

2. A condition is ~~defined as a secondary~~an additional 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 intake session.
    b. Discretionary educational conditions and/or programs of educational service to the ~~u~~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 ~~u~~University.
    f. Completion of an alcohol or drug education program.
    g. Referral to the BASICS Program for assessment.

    ~~A mandatory condition associated with violations of Part X, Section B.3 (academic integrity) that result in sanctions of disciplinary suspension or expulsion is that an "XF" is assigned for the course in which the academic integrity violation occurred. In all cases in which a grade of "XF" is assigned, the "XF" shall remain on the student's academic transcript and be included in the GPA calculation, even if the student retakes the specific course and achieves a passing grade. Requests for removal of the "X" from an "XF" grade must be submitted in writing to the Assistant Vice Provost for Student Affairs. Such requests will not be considered until at least two (2) calendar years from the date of adjudication of the violations and the student must have an exemplary record since the original violations.~~
3. A restriction is ~~defined as a secondary~~an additional 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 ~~u~~University facilities and/or prohibited direct or indirect contact with members of the ~~u~~University community.
    e. Loss of privileges on a temporary or permanent basis.
    f. Withdrawal of ~~u~~University funding (Student Government Association, departmental, Student Services Fees, etc.)
    g. Restrictions associated with violations of Part X, ~~S~~section B.3 (academic integrity) include, but are not limited to, dismissal from a departmental program, denial of access to internships or research programs, loss of appointment to academically-based positions, loss of departmental/graduate program endorsements for internal and external fellowship support and employment opportunities, and/or removal of fellowship or assistantship support.
4. Violations of Part X, sections B.1. (alcoholic beverages) or B.2. (narcotics or drugs) ~~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~~studentconduct/process.php.

E. Disciplinary Appeal Procedures

1. Appeal Process
   a. A student may appeal the decision or the sanction(s), condition(s) and restriction(s) imposed by the Office of Student Conduct by submitting a written petition to the designated appeal officer~~Director of the Office of Student Conduct or designee~~ within eight (8) ~~business~~ University working days of receiving the written decision.
   b. The petition must clearly set forth the grounds for the appeal, together with the evidence upon which the appeal is based. A disagreement with the decision alone shall not constitute grounds for appeal. The ONLY proper grounds for appeal, and the only issues that may be considered on appeal are as follows:
      1) A procedural [or substantive error] occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
      2) The discovery of new evidence, unavailable during the original hearing or review of the case, which could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and
      3) The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions.
   c. In cases involving alleged misconduct under Part X, section B.8 (sexual misconduct), either the complainant or respondent may appeal the decision of the Office of Student Conduct. In such cases, the Office of Student Conduct will provide the request for appeal to the other party. In cases involving alleged misconduct under Part X, section B.3 (academic integrity), the designated appeal officer is the Associate Academic Dean of the college where the student is enrolled or the Associate Academic Dean of the college housing the course where the violation occurred. In situations where the Associate Academic Dean participated in the hearing as the conduct officer or instructor of record, the designated appeal officer is the Academic Dean.
   ~~c.~~d. The ~~Director of the Office of Student Conduct or designee~~designated appeal officer will review the appeal to determine if the appeal is timely and properly sets forth the appropriate grounds for appeal, with adequate accompanying evidence. If any of these requirements are not met, the appeal will be dismissed, and the decision will be final. If an appeal is granted, the results of the appellate process as outlined below will be final.
   ~~In cases involving alleged misconduct under Part X, section B.8 (sexual misconduct), either the complainant or respondent may appeal the decision of the Office of Student Conduct. In such cases, the Office of Student Conduct will provide the request for appeal to the other party. In cases involving alleged misconduct under Part X, section B.3 (academic~~

~~integrity), the designated appeal officer is the Academic Dean of the college where the student is enrolled or designee unless Academic Dean or designee acted as the Student Conduct Officer in the case. In those situations, the designated appeal officer is the Vice Provost for Undergraduate Education & Student Affairs or designee.~~

~~d.~~e. If the ~~Director of the Office of Student Conduct or designee~~designated appeal officer determines that new evidence should be considered, he/she may return the complaint to the original hearing body to reconsider the new evidence, or may order a new Administrative or University Discipline Committee Hearing. If new evidence is considered, the original hearing body may increase, decrease, or otherwise modify the sanctions, conditions, and/or restrictions. The original hearing body or designee will notify the student of the outcome using the written notification procedures outlined in Part X, section C.1.a. within eight (8) University working days of the decision. The decision is final and may not be appealed. If a new Administrative or University Discipline Committee Hearing is ordered, all hearing procedures under Part X, section C (Disciplinary Procedures) will be followed. The new hearing body or designee will notify the student of the outcome using the written notification procedures outlined in Part X, section C.1.a. within eight (8) University working days of the decision. The decision of the new hearing body is final and may not be appealed.

~~e.~~f. If the Managing Director of the Office of Student Conduct or designee determines that a material procedural or substantive error has occurred, he/she may return the complaint to the original hearing officer/committee with instructions for another hearing in light of the appellate findings. All hearing procedures under Part X, section C (Disciplinary Procedures) will be followed. The original hearing body will notify the student in writing of the outcome using the written notification procedures outlined in Part X, section C.1.a. within eight (8) University working days of the decision. This decision is final and may not be appealed. In those cases in which the error cannot be cured by the original hearing body (i.e, some cases of bias), the ~~Managing Director of the Office of Student Conduct or designee~~designated appeal officer may order a new hearing with either a new Student Conduct Officer or with a University Discipline Committee hearing with different members. If a new Administrative or University Discipline Committee Hearing is ordered, all hearing procedures under Part X, section C (Disciplinary Procedures) will be followed. The new hearing body or designee will notify the student in writing of the outcome within eight (8) University working days of the decision. The decision of the new hearing body is final and may not be appealed.

~~f.~~g. If the ~~Managing Director of the Office of Student Conduct or designee~~designated appeal officer determines that the sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions, the director or designee may then increase, decrease or otherwise modify the sanctions, conditions, and/or restrictions instead of returning the case to the original hearing body or convening a new committee. The ~~Managing Director of the Office of Student Conduct or designee~~designated appeal officer will notify the student in writing of the outcome using the written notification procedures outlined in Part X, section C.1.a. within eight ~~(~~8) University working days of the

decision.~~business of receiving the complaint~~. The decision of the designated appeal officer is final and cannot be appealed.

~~g.~~h. The Office of Student Conduct shall make all reasonable efforts to timely notify the student(s) of the status of the appeal throughout the appellate process, and shall make all reasonable efforts to notify the students as to the result of the appeal within ~~(8) eight~~ (8) ~~business~~ University working days after the final decision is rendered. The appeals officer's decision is final. Notification of final appeal decisions related to Part X, section B.3 (academic integrity) should include the student's Academic Dean.

F. Withdrawal of Consent

1. Grounds for Removal
   a. The Student Conduct Officer or another ~~u~~University agent acting in accordance with his/~~-or-~~her duties may recommend to the Dean of Students that, in accordance with the Texas Education Code, the student have his/her consent to remain on the campus withdrawn if, in the judgment of the Student Conduct Officer and Dean of Students, it is determined that:
      1. The student has willfully disrupted the orderly operation of the premises, and
      2. The student's presence on the campus or facility ~~will~~ constitutes a substantial and material threat to the orderly operation of the premises.
   b. If the Dean of Students concurs with the Student Conduct Officer's recommendation, permission for the student to be on ~~u~~University premises will be withdrawn. This Withdrawal of Consent will not be longer than fourteen (14) calendar days and a hearing must be held within these fourteen (14) calendar days to determine the student's status at the ~~u~~University. Permission to be on ~~u~~University premises must be coordinated through the Dean of Students and the Texas Tech Police Department. The Dean of Students will notify all parties of the final decision using the written notification procedures outlined in Part X, section C.1.a, above, within five (5) ~~u~~University working days.
2. Registration Flag Following Withdrawal of Consent
   When a student is withdrawn under this section, an administrative hold will be placed on the student's readmission to the ~~u~~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

1. A student who has had an administrative hold placed on his or her records under this section must request readmission from the Managing Director of the Office of Student Conduct 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 Managing Director ~~for~~of the Office of Student Conduct to submit evidence in writing supportive of his/~~-or-~~her present ability to function properly and effectively in the ~~u~~University community. The ~~u~~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 Managing Director for the Office of Student Conduct for the removal of the administrative hold, the student must then complete the regular ~~u~~University readmission procedures.

H. *Code of Student Conduct* University Committees

1. University Discipline Committee
   The composition of the University Discipline Committee consists of a pool of thirty (30) faculty, staff, and students. In cases involving Part X, section B.3 (academic integrity), the committee is comprised only of students and faculty. In cases involving Part X, section B.8 (sexual misconduct), if ~~in the event~~ the alleged victim does not want student representatives on the University Discipline Committee, student representatives will be removed.

   a. Committee Composition
      The University Discipline Committee will conduct disciplinary hearings in referred cases. The committee pool will be composed of ten (10) full-time faculty members, ten (10) full-time students and ten (10) 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 Managing Director of the Office of Student Conduct, in consultation with the Dean of Students. 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 selected prior to the commencement of the University Discipline hearing and will be a member of the faculty or staff. Ten (10) full-time student members will be appointed by the Managing Director of the Office of Student Conduct, in consultation with the Dean of Students who will invite recommendations by the President of the Student Government Association, Graduate Student Advisory Council, and the President of the Residence Halls Association.
      2. Ten (10) full-time faculty members will be appointed by the Managing Director of the Office of Student Conduct, in consultation with the Dean of Students who will invite recommendations by the President of the Faculty Senate.
      3. Ten (10) full-time staff members will be appointed by the Managing Director of the Office of Student Conduct, in consultation with the Dean of Students who will invite recommendations by the President of the Staff Senate.

      c. Committee Removals
         The Managing Director of the Office of Student Conduct 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 Student Conduct 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
The Office of Student Conduct 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 thirty (30) committee members.

f. Committee Quorum
A quorum for the committee consists of five (5) members, provided that at least one (1) member is present from each of the ~~three~~ representative categories.

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

h. Additional Committee Members
The Managing Director for the Office of Student Conduct or designee may appoint additional members of the University Discipline Committee to expedite the orderly disposition of cases and/or to aid in the administration of disciplinary action within the ~~u~~University. The additional members of the University Discipline Committee will have the same composition of membership, the same duties and the same authority as the original University Discipline Committee. Cases will be assigned by the Managing Director of the Office of Student Conduct.

i. Committee Orientation
Prior to serving in a committee hearing, ~~M~~members of the University Discipline Committee will be required to participate in an orientation facilitated by the Office of Student Conduct. ~~prior to serving as a member of any committee hearing.~~

2. *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 ~~Assistant~~ Associate Vice Provost for Student Affairs regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the *Code of Student Conduct*. The ~~Assistant~~ Associate Vice Provost for Student Affairs will then present the *Code of Student Conduct* to the Vice Provost for Undergraduate Education & Student Affairs and the Provost for review and consideration by~~to~~ the Board of Regents.

   b. Committee Appointment
      1. The chair will be appointed by the Managing Director of the Office of Student Conduct and will be a full-time member of the faculty or staff.
      2. The *Code of Student Conduct* Review Committee will consist of three (3) full-time faculty members, two (2) full-time staff members, two (2) full-time undergraduate students and one (1) full-time graduate student.
      3. Two (2) full-time undergraduate student members and one (1) full-time graduate student member will be appointed by the Managing Director to the Office of Student Conduct who will invite recommendations by the President of the Student Government Association, Graduate Student Advisory Council, and the President of the Residence Halls Association.

4. Three (3) full-time faculty members will be appointed by the Managing Director of the Office of Student Conduct who will invite recommendations by the President of the Faculty Senate.
5. Two (2) full-time staff members will be appointed by the Managing Director of the Office of Student Conduct who will invite recommendations by the President of the Staff Senate.

c. Committee Removals
The Managing Director of the Office of Student Conduct 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 Student Conduct Officer, or designee, will serve as a resource person for the committee and record changes.

e. Committee Meetings
The Office of Student Conduct will establish meeting dates and times during which the *Code of Student Conduct* will be reviewed and will provide for scheduling special meetings as needed.

f. Committee Quorum
A quorum for the committee is five (5) members.

g. Additional Committee Members
The Managing Director of the Office of Student Conduct may appoint additional members of the *Code of Student Conduct* Review Committee to expedite the review process of the code. The additional members of the *Code of Student Conduct* Review Committee will have the same composition of membership, the same duties and the same authority as the original *Code of Student Conduct* Review Committee.

Part XI: APPENDIX

- Campus Resources
- Texas Tech University Statement of Ethical Principles
- Student Right To Know Information
- Students of Concern Resources
- Student Organization Officer and Advisor Resources

Student Handbook
Approved by the Board of Regents on ~~August 9/10, 2012.~~May 16/17, 2013.
Effective ~~Monday, August 13, 2012?~~Monday, May 20, 2013

Student Handbook and *Code of Student Conduct* are subject to change without notice. Current Student Handbook is available at www.ttu.edu/studenthandbook.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Student Handbook

CODE OF PROFESSIONAL CONDUCT

~~2012-2013~~ 2013-2014

School of Medicine
Paul L. Foster School of Medicine
Graduate School of Biomedical Sciences
~~Anita Thigpin Perry~~ School of Nursing
Gayle Greve Hunt School of Nursing
School of Allied Health Sciences
School of Pharmacy

Rev. ~~08/13/12~~ 05/17/13

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STATEMENT OF ACCREDITATION

The Texas Tech University Health Sciences Center is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, doctoral, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the Texas Tech University Health Sciences Center. The Commission should be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

PART I. FOREWORD

A. General Policy

1. The **mission** of the Texas Tech University Health Sciences Center is to improve the health of people by providing educational opportunities to students and health care professionals, advancing knowledge through scholarship and research, and providing patient care and service.

The following institutional goals are broad, measurable priorities that will enable TTUHSC to fulfill its mission:

- Train competent health professionals and scientists
- Increase externally funded, peer-reviewed research, especially NIH-funded research, and research focused on aging, cancer, and rural health
- Improve access to quality health care for the TTUHSC's target populations
- Prepare health professions students for an increasingly diverse workforce and patient population
- Provide leadership in the development of partnerships and collaborations to improve community health
- Operate the TTUHSC as an efficient and effective institution

2. A University, like any community, must have regulations and/or standards by which its members abide and procedures by which its components function. The standards should provide order and an atmosphere conducive to intellectual and personal development. This Student Handbook, the TTUHSC Operating Policies and Procedures, and the individual School's catalogs are intended to serve these purposes in the interest of all components of the Texas Tech University Health Sciences Center.

3. 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 TTUHSC Operating Policies and Procedures, and the individual Schools' catalogs and any other official University publications. Registered student organizations are required to follow all of these standards, rules and policies.

4. ***The Texas Tech University Health Sciences Center (TTUHSC or the University) reserves the right to change, modify, amend, or rescind, in whole or in part, this Handbook at any time without prior notice. This Handbook supersedes all previous editions. The provisions of this Handbook do not constitute a contract, express or implied, between any student or faculty member and Texas Tech University System, TTUHSC, or the TTUHSC School of Medicine, Paul L. Foster School of Medicine, School of Allied Health Sciences, School of Pharmacy, School of Nursing, Gayle Greve Hunt School of Nursing or the Graduate School of Biomedical Sciences***(See updates at www.ttuhsc.edu/studentservices)

B. Tobacco-Free Environment

1. According to the United States Surgeon General, tobacco use is the single largest preventable cause of premature death and disability. Tobacco users are at substantially increased risk for a number of cancers, cardiovascular disease, and lung disease. Environmental smoke can cause discomfort and disease in non-smokers. Institutions with smokers suffer from lost productivity, conflict, and plant deterioration (HSC OP 10.19).

2. As a health care institution, TTUHSC is committed to the establishment and enforcement of a healthier tobacco-free environment. TTUHSC OP 10.19, Tobacco-Free Environment Policy, includes regulation and assessment.

C. Authority

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

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

D. Policy on Non-Discrimination

The University brings together, in common pursuit of its educational goals, persons of many backgrounds and experiences. The University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex or disability and that equal opportunity and access to facilities shall be available to all. Non-discrimination is observed in the admission, housing, and education of students and in policies governing discipline, extracurricular life and activities. For more information, visit www.ttuhsc.edu/HSC OP 51.01, Equal Employment Opportunity Policy and Affirmative Action Plan.

E. University Name, Documents, and Records

The use by any person or organization of the University's name in connection with any program or activity, without the prior written permission of the Office of the Vice Chancellor for Institutional Advancement, or any unauthorized use of University documents, records or seal is prohibited. See TTUHSC OP 67.01, *Publication Guidelines*.

F. Definitions

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

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

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

4. "Complaint of Misconduct" or "Complaint" means a formal, written charge against a student(s) or student organization(s) alleging violation(s) of the Student Code(s). The form for a Complaint of Misconduct is attached to this Handbook as Attachment A. An anonymous report or a report by a person who is not a member of the University community shall not constitute a Complaint of Misconduct. However, such report may initiate an investigation and/or filing of a Complaint of Misconduct by an appropriate University official.

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

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

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

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

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

10. "Member of the University community" means any person who is a volunteer including high school students, an enrolled student, faculty or staff member, University official, any other person employed by the University or campus visitors.

11. "Policy" means the written regulations, standards and/or rules of the University as found in, but not limited to, the TTUHSC Student Handbook; Texas Tech University Residence Hall Calendar and Handbook, if applicable; ~~Anita Thigpin Perry~~ School of Nursing handbook and catalog; Gayle Greve Hunt School of Nursing handbook and catalog; School of Medicine catalog; School of Allied Health Sciences catalog; School of Pharmacy catalog; Paul L. Foster School of Medicine catalog; the Graduate School of Biomedical Sciences ~~Handbook and Policy Manual~~ Catalog; and/or the TTUHSC web page and computer use policies.

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

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

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

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

16. "School" means School of Medicine, ~~Anita Thigpin Perry~~ School of Nursing, Gail Greve Hunt School of Nursing, School of Pharmacy, School of Allied Health Sciences, Paul L. Foster School of Medicine, or Graduate School of Biomedical Sciences.

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

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

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

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

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

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

b. For the School of Medicine, the Associate Dean for Academic Affairs.

c. For the ~~Anita Thigpin Perry~~ School of Nursing , the Assistant Academic Dean for Student Affairs .

d. For the School of Allied Health Sciences, the Associate Dean for Admissions and Student Affairs.

e. For the School of Pharmacy, academic violations - the Assistant Dean for Student Services; professional violations – Associate Dean for Professional Affairs.

f. For the Paul L. Foster School of Medicine, the Associate Dean for Student Affairs.

g. For the Gayle Greve Hunt School of Nursing, the Associate Dean.

22. "Student Conduct Board" or "Board" means any person or persons authorized by the Dean of each School to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been

committed. All persons serving on the Student Conduct Board must acknowledge an ability to be able to serve objectively and shall decline to serve if there is a conflict of interest or an appearance of a conflict of interest with either the Accused Student or the Complainant. When a person declines to serve because of a conflict of interest, or appearance thereof, the Dean shall appoint another person with the same or similar faculty/student status as the person declining to serve. For each School, appointments are made as follows.

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

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

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

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

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

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

For the Gayle Greve Hunt School of Nursing, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

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

d. For the School of Allied Health Sciences, the Student Conduct Board shall be appointed by the Dean as follows:

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

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

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

f. For the Paul L. Foster School of Medicine, the Student Conduct Board shall be appointed by the Student Conduct Administrator as follows:

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

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

24. "Student Handbook" or "Handbook" means the TTUHSC Student Handbook.

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

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

27. "University official" means any person employed by Texas Tech University System, Texas Tech University or Texas Tech University Health Sciences Center while performing their assigned administrative or professional responsibilities.

28. "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).

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

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

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

A. General Policy

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

2. Students and student organizations are subject to disciplinary action according to the provisions of the Student Code and/or any other applicable University rules or regulations.

3. Each student is responsible to become familiar with the various regulations of the University and meet the various requirements outlined below. Written policies are described in University publications such as this Handbook and the Schools' individual catalogs. Each student, in accepting admission, indicates a willingness to subscribe to and be governed by the rules and regulations of University officials to take such disciplinary action, including dismissal or expulsion, as may be deemed appropriate for failure to abide by such rules and regulations.

4. Each student is responsible for his/her own integrity, and is likewise responsible for reporting possible violations of this Student Code by other students. Faculty and staff shall take all reasonable steps to prevent violations, and each faculty/staff member likewise is responsible for reporting violations.

B. Disciplinary Jurisdiction

1. The Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University and/or pursuit of its objectives. On a case-by-case basis, the Dean and his/her designee of each respective School, in his or her sole discretion, shall determine whether the Student Code should be applied to conduct occurring off premises.

2. All students are expected to subscribe to an honor system which is implicit in accepting admission to the University. Each student shall be responsible for his/her conduct from the time of the application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code shall apply to persons who withdraw after alleged violation of the Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University, or who have been notified of their acceptance.

C. Violation of Law and TTUHSC Discipline

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

D. Misconduct

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

1. Alcoholic Beverages
    a. The use, possession, sale, delivery or distribution of alcoholic beverages, except as expressly permitted by University policy as allowed by law.
    b. Being under the influence of alcohol and/or intoxication except as allowed by law.

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

2. Narcotics or Drugs

a. Use, possession, sale, delivery or distribution of any narcotic, drug or medicine prescribed to someone else, chemical compound or other controlled substance or drug-related paraphernalia, except as expressly permitted by ~~law~~ the laws of the State of Texas; or,

b. Being under the influence of narcotics or drugs, except as permitted by law.

c. The failure of a drug test whether required by TTUHSC or any health care facility to which a student is assigned or has any type of patient care, contact or responsibility.

NOTE: *The University respects the rights and responsibilities of students and shall consider each violation of the University's substance abuse policy and each violation of federal, state, and/or local law on a "case-by-case" situation and, if appropriate, may attempt to initially use educational options and subsequent intervention and/or prevention options to assist students. Violations of this substance abuse policy shall result in appropriate disciplinary action by the respective School, which may include, but is not limited to, required attendance and active participation in substance abuse education and/or intervention programs, and may result in notification to the parents/guardians of dependent students under twenty-one (21) years of age.*

3. Firearms, Weapons, and Explosives

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

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

4. Theft, Damage, or Unauthorized Use

a. Attempted or actual theft of property of the University, students, of members of the University community or campus visitors;

b. Possession of property known to be stolen or belonging to another person without the owner's permission;

c. Attempted or actual damage to property of the University, University students, members of the University community or campus visitors; or,

d. Attempted or actual unauthorized use of a credit card, debit card, automated teller machine card, telephone card and/or personal check; alteration, forgery or misrepresentation of any form of identification.

5. Actions Against Members of the University Community

a. Physical harm or threat of harm to any person;
b. Intentional or reckless conduct which endangers the health or safety of any person, campus visitor, or volunteer;

c. Behavior that disrupts the normal operation of the University, including its students, faculty, staff or volunteers;

d. Sexual conduct that involves:

i. Deliberate touching of another's sexual parts without consent;
ii. Deliberate sexual invasion of another without consent; or,
iii. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at risk of sexual injury;

e. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile or demeaning environment for an individual's:

i. Academic pursuits;
ii. University employment;
iii. Participation in activities sponsored by the University or organizations or groups related to the University; or,
iv. Opportunities to benefit from other aspects of University life;

f. Excessive pressure, threats, or any form of conduct, coercive tactics or mind control techniques used to retain or recruit a student for membership in an organization; or,

g. Actions involving free expression activities are covered in Parts VII and VIII of this Handbook.

6. Gambling, Wagering, or Bookmaking

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

7. Hazing

Hazing means any intentional, knowing or reckless act directed against a student, occurring on or off campus, by one or more individuals acting alone or collectively, that endangers the mental or physical health or safety of a student for the purpose of pledging or associating, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose members are, or include,

students. Consent or acquiescence by a student or students subjected to hazing is not a defense in a disciplinary proceeding. Hazing includes, but is not limited to:

a. Any type of physical or emotional brutality, or the threat of such activity, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity;

b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student;

c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects a student to an unreasonable risk or harm, or which adversely affects the mental, physical health or safety of a student;

d. Any activity that intimidates or threatens a student with ostracism that subjects a student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of a student, or that discourages a student from entering or remaining registered at this university, or that may reasonably be expected to cause a student to leave the organization or the university rather than submit to acts described above;

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

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

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

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

8. False Alarms or Terrorist Threats

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

9. Financial Irresponsibility

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

10. Unauthorized Entry, Possession or Use

a. Unauthorized entry into or use of University facilities;

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

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

d. Use of the University's name to advertise or promote events or activities in a manner which suggests sponsorship by the University without prior written permission.

11. Traffic and Parking

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

b. Obstruction of the free flow of vehicle, pedestrian or other traffic on University premises.

12. Housing and Dining Services Regulations

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

13. Student Recreation and Aquatic Center Regulations

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

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

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

15. Failure to Present Student Identification

The failure to present their student identification to any University official upon request and identify himself/herself to any University official acting in the performance of his/her duties. The student identification card is property of the university. Students shall neither allow their student identification card to be used by other persons, nor shall they alter their student identification in any way. A student must pay a replacement charge for lost, stolen or damaged student identification cards.

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

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

b. Use of computing and/or networking resources for unauthorized or non-academic purposes;

c. Unauthorized accessing or copying of programs, records or data belonging to the University or another user or copyrighted software, without permission;

d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to University computing and/or networking resources, compromising the privacy of another user or disrupting the intended use of computing or network resources;

e. Attempted or actual use of the University's computing and/or networking resources for personal or financial gain;

f. Attempted or actual transport of copies of University's programs, records or data to another person or computer without written authorization;

g. Attempted or actual destruction or modification of programs, records or data belonging to the University or another user or destruction of the integrity of computer-based information;

h. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the University's computing and/or networking systems; or through such actions, causing a waste of such resources (people, capacity, computer); or,

i. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.

17. Providing False Information or Misuse of Records

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

18. Skateboard, Roller Blades, or Similar Devices

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

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

19. Academic Misconduct

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

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

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

i. Using any aid, sources and/or assistance beyond those authorized by the instructor in taking a course, laboratory, field work, quiz, test or examination; writing papers; preparing reports; solving problems; or carrying out assignments;
ii. Failing to comply with instructions given by the person administering the test;
iii. Using, buying, stealing, transporting or soliciting in whole or part the contents of an examination, test key, homework solution or computer program;
iv. Seeking aid, receiving assistance from, or collaborating (collusion) with another student or individual during a course, quiz, test, examination or in conjunction with other assignment (including, but not limited to writing papers, preparing reports, solving problems or making presentations) unless specifically authorized by the instructor;
v. Discussing the contents of an examination with another student who will take the examination;

vi. Divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room, be returned to or kept by the student;
vii. Substituting for another person, or permitting another person to substitute for oneself to take a course, test or any course-related assignment;
viii. Paying or offering money or other valuable thing to, or coercing another person to obtain an examination, test key, homework solution or computer program, or information about an examination, test key, homework solution or computer program;
ix. Falsifying research data, laboratory reports and/or other academic work offered for credit;
x. Taking, keeping, misplacing or damaging the property of the University, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct;
xi. Possession at any time of current or previous test materials without the instructor's permission;
xii. Acquisition or dissemination by any means, without written permission, of tests or other academic material belonging to a member of the University community;
xiii. Alteration of grade records;
xiv. Bribing, or attempting to bribe, a member of the University community or any other individual to alter a grade;
xv. Falsification, fabrication, or dishonesty in reporting laboratory and/or research results;
xvi. Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without specific permission of the instructor of the course for which the work is being submitted.
xvii. Possession during an exam of prohibited materials, including but not limited to study/review materials, class notes, review questions, etc.

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

e. "Falsifying academic records" includes, but is not limited to, altering or assisting in the altering, of any official record of the University and/or submitting false information or omitting requested information that is required for, or related to, any academic record of the University. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports,

test papers, registration materials, grade change forms and reporting forms used by the Office of the Registrar.

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

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

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

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

21. Violation of Federal, State, and/or Local Law
Misconduct which constitutes a violation of any provisions of federal, state and/or local laws.

22. Abuse of the Discipline System

a. Failure by an Accused Student to comply with or respond to a notification to appear before the Dean of his or her School, Dean's representative and/or an official of the University, including, but not limited to, the Student Conduct Administrator, during any stage of a disciplinary proceeding. Failure to comply with or respond to a notice issued as part of a disciplinary procedure and/or failure to appear will not prevent the Dean or Dean's representative and/or an official of the University from proceeding with disciplinary action;

b. Falsification, distortion or misrepresentation of information in disciplinary proceedings;

c. Disruption or interference with the orderly conduct of a disciplinary proceeding;

d. Filing an allegation known to be without merit or cause;

e. Discouraging or attempting to discourage an individual's proper participation in, or use of, the discipline system;

f. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding;

g. Harm, threat of harm, or intimidation either verbally, physically or written of a member of a disciplinary body prior to, during and/or after disciplinary proceeding;

h. Failure to comply with the sanction(s), condition(s) and/or restriction(s) imposed under this Student Code;

i. Influencing or attempting to influence another person to commit an abuse of the discipline system; or,
j. Retaliation against any person or group who files a Complaint of Misconduct in accordance with the Student Code or files a grievance under the applicable School grievance policy.

E. Other Professional and Ethical School Standards

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

1. School of Medicine

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

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

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

c. *Medical Student Honor Code*
"In my capacity as a Texas Tech University Health Sciences Center School of Medicine medical student, I will uphold the dignity of the medical profession. I will, to the best of my ability, avoid actions which might result in harm to my patients. I will protect the dignity of my patients and the deceased, and will

protect their confidential information in accordance with the prevailing standards of medical practice. I will not lie, cheat, or steal. I will enter into professional relationships with my colleagues, teachers, and other health care professionals in a manner that is respectful and reflective of the high standards and expectations of my profession. I will not tolerate violations of this Code by others and will report such violations to the appropriate authorities."

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

2. ~~Anita Thigpin Perry~~ TTUHSC School of Nursing, Gayle Greve Hunt School of Nursing

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

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

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

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

3. School of Pharmacy

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

i. A Pharmacist should never knowingly condone the dispensing, promoting or distributing of drugs or medical devices, or assist therein, that are not of good quality, that do not meet standards required by law, or that lack therapeutic-value for the patient.
ii. A Pharmacist should always strive to perfect and enlarge professional knowledge. A pharmacist should utilize and make available this knowledge as may be required in accordance with the best professional judgment.

iii. A Pharmacist has the duty to observe the law, to uphold the dignity and honor of the profession, and to meet and maintain ethical principles. A pharmacist should not engage in any activity that will bring discredit to the profession and should expose, without fear or favor, illegal or unethical conduct in the profession.
iv. A Pharmacist should seek at all times only fair and reasonable remuneration for professional services. A pharmacist should never agree to, or participate in, transactions with practitioners of other health professions or any other person under which fees are divided or that may cause financial or other exploitation in connection with the rendering of professional services.
v. A Pharmacist should respect the confidential and personal nature of professional records; except where the best interest of the patient requires or the law demands, a pharmacist should not disclose such information to anyone without proper patient authorization.
vi. A Pharmacist should not agree to practice under terms or conditions that interfere with or impair the proper exercise of professional judgment and skill, that cause a deterioration of the quality of professional services, or that require consent to unethical conduct. A Pharmacist should strive to provide information to patients regarding professional services truthfully, accurately and fully and should avoid misleading patients regarding the nature, cost or value of those professional services.
vii. A Pharmacist should associate with organizations having as their object the betterment of the profession of pharmacy and should contribute time and funds to carry on the work of these organizations.
viii. Acts of plagiarism or any other acts of academic dishonesty (as defined in Part II.D above) by students on any assignment, quiz or examination shall result in a course grade of zero (0) and may also result in the additional sanctions identified in Part II.G below.
ix. Permanent dismissal of a pharmacy candidate from a professional clerkship or affiliated healthcare system for academic or professional misconduct shall constitute violation of the code and will be subject to further sanctions indentified in Part II.G below in addition to a course grade of zero (0) for the course clerkship.
x. Violations of the School of Pharmacy Professional Conduct Code will constitute demonstration of professional misconduct and are subject to sanctions as identified in Part II G below. The student should refer to the School of Pharmacy Professional Conduct Code located at http://student.ttuhsc.edu/pharmSG/files/Professionalism_code.pdf

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

http://www.ttuhsc.edu/studentservices.

xi. Course Failures Resulting from Sanctions Secondary to Academic or Professional Misconduct

A first course failure resulting from sanctions enforced due to academic or professional misconduct will result in the student being placed on academic probation. If the student is in good standing at the time, then the student will be placed on first probation. If the student is already on academic probation, then the failure will raise the student's probation by 1 level (ie 1st to 2nd or 2nd to Dismissal).

A second course failure resulting from sanctions due to academic or professional misconduct, regardless of semester, will result in student dismissal from the school.

4. School of Allied Health Sciences

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

5. Paul L. Foster School of Medicine

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

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

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

c. *Medical Student Honor Code*

"In my capacity as a Paul L. Foster School of Medicine medical student, I will uphold the dignity of the medical profession. I will, to the best of my ability, avoid actions which might result in harm to my patients. I will protect the dignity of my patients and the deceased, and will protect their confidential information in accordance with the prevailing standards of medical practice. I will not lie, cheat, or steal. I will enter into professional relationships with my colleagues, teachers, and other health care professionals in a manner that is respectful and reflective

of the high standards and expectations of my profession. I will not tolerate violations of this Code by others and will report such violations to the appropriate authorities."

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

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

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

2. Procedural Deviations. If the Student Conduct Board has not yet been appointed, or in the absence of the Chair of the Student Conduct Board, the parties and the Student Conduct Administrator may agree in advance and in writing to deviations from procedure. If a Student Conduct Board has been appointed, the parties and the Chair of the Student Conduct Board may mutually agree to procedural deviations, such as deadlines for submission of evidence and hearing dates and times.

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

3. Filing A Complaint

a. Any faculty, staff, or student of TTUHSC may file a Complaint(s) against a student(s) or a student organization(s) for violation(s) of the Student Code. A preliminary investigation/discussion with a supervisor (program director, chair, etc.) must be done prior to filing a Complaint. If a basis for the Complaint exists, Attachment A shall completed and delivered by the Complainant to the Student Conduct Administrator. A Complaint shall be submitted no later than twenty (20) business days from the date of the event or when the Complainant becomes aware of the event. Complaints filed more than twenty business days after the event shall include a justification for the delay and will be accepted on a "case by case" basis as determined by the Student Conduct Administrator.

b. When a Complaint is filed, the Student Conduct Administrator will provide the Accused Student with the Complaint of Misconduct filed by the Complainant and will request in writing that the Accused Student is required to appear before the

Student Conduct Administrator to discuss the Complaint within five (5) business days from the date of the letter (Attachment B). The Accused Student shall meet with the Student Conduct Administrator.

c. The Student Conduct Administrator may conduct an informal meeting to determine if the complaint may be disposed prior to a formal hearing. Any informal disposition must be in writing and agreed to by all of the parties. Such disposition shall be final and there shall be no subsequent proceedings. The Student Conduct Administrator will send a written notification of the resolution to all parties involved.

d. If the Complaint is not disposed of administratively under Part II.F.3.c above, the Student Conduct Administrator will meet with the Accused Student to determine if the Accused Student admits or denies violating institutional rules.

i. If the Accused Student admits violating institutional rules, but sanctions are not agreed to, a Student Conduct Board Hearing shall be conducted in accordance with Part II.F.4 but shall be limited to recommending the appropriate sanction(s) Part II.G.
ii. If the Accused Student denies violating University rules, the allegations shall be referred by the Student Conduct Administrator for a Hearing before the Student Conduct Board under Part II.F.4 below.

e. A Student Conduct Board Hearing shall be scheduled within thirty (30) business days after the Accused Student has met with the Student Conduct Administrator under Part II.F.3.d. above. In cases in which an examination period intervenes between the time of the notice to the Accused Student and the Student Conduct Board Hearing date, such Hearing will be held during the first week in which classes are again in session. In the case of inclement weather, the chair of the Student Conduct Board will notify all parties of any cancellations or schedule changes.

4. Student Conduct Board Hearings

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

b. *Hearing Notice.* At least fifteen (15) business days prior to the Student Conduct Board Hearing, the Chair of the Student Conduct Board will provide written notice to the parties (e.g., Sample Hearing Notice from Chair, Attachment D) of the following:

i. Date, time and place for the hearing,
ii. Name of the members of the Student Conduct Board,
iii. Summary statement of the charge(s), and

iv. Request in writing that at least five (5) business days prior to the Student Conduct Board Hearing, the Accused Student and the Complainant submit the information outlined herein below.

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

Any member of the Student Conduct Board whose participation is challenged shall be required to establish to the Student Conduct Board Administrator that the member can serve with fairness and objectivity. If the member cannot establish his or her fairness and objectivity to the satisfaction of the Student Conduct Board Administrator, the member in question shall be removed and a substitute will be appointed by the Student Conduct Administrator.

d. *Evidence Submission.* At least ten (10) business days prior to the date scheduled for the Student Conduct Board Hearing, the Complainant and the Accused Student must submit to the Chair of the Student Conduct Board the following information, if applicable. Requests for extensions to file information with the Student Conduct Board shall be submitted to the Chair.

i. All pertinent records and exhibits: ~~and written statements (including Impact or Position Statements);~~
ii. Written statements must be notarized (including Impact or Position Statements);
iii. A list of all witnesses, if any, who will be speaking on behalf of the Accused Student or Complainant, including a brief summary of the information to be given by each; and,
iv. The name of the advisor, if any, who may be present in an advisory capacity at the hearing. See Part II.F.4..i below.

e. *Evidence Exchange.* At least five (5) business days prior to the hearing, the Chair will provide each party with the information, if any, submitted by the other party.

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

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

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

i. *Advisors.* The advisor must be a faculty, staff, or student of TTUHSC. However, if an Accused Student is also the subject of a pending criminal investigation, indictment or charge arising out of the same circumstances, he or she may be allowed to have an attorney serve as his or her advisor, at his or her own expense, to participate in the same manner as any other advisor. If an advisor for the Accused Student is an attorney, an attorney from the Office of General Counsel shall attend the Student Conduct Board Hearing on behalf of the University. The University will provide legal counsel for the Student Conduct Board as the Student Conduct Board Chair deems it necessary.

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

j. *Witnesses.* Members of the Student Conduct Board may question all witnesses, followed by the parties. Questioning by the Complainant and the Accused Student may be limited in the sole discretion of the Chair of the Student Conduct Board for such issues as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for the efficient administration of the Hearing. Witnesses are permitted to attend the Student Conduct Board Hearing only during the time they are providing testimony, they are being questioned by the complainant, the accused or the committee unless the Student Conduct Board Chair, in his/her sole discretion determines otherwise.

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

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

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

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

m. *Failure to Appear.* The Accused Student is expected to attend and participate in the Student Conduct Board Hearing. If the Accused Student or the Complainant elects not to attend a hearing after appropriate written notice Section II.F..4.b above, the charges will be reviewed as scheduled on the basis of the information available, and a recommendation will be made by the Board. Although no inference may be drawn against an Accused Student for failing to attend a hearing or remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the Accused Student to attend the hearing or answer the charges.

n. *Findings and Recommendations.* The Chair is responsible to prepare the Student Conduct Board's Findings and Recommendations in writing. (Sample Findings and Recommendations are attached as Attachment E). If the Findings and Recommendations are not unanimous, opinion(s) may be written by those who differ with the Majority's Findings and Recommendations. The Chair will forward the Findings and Recommendations, including differing opinion(s), within ten (10) business days to the Dean, the Student Conduct Administrator, the Accused Student and the Complainant.

o. *Dean's Review.* The Dean will review the Findings and Recommendations of the record from the Student Conduct Hearing and supporting documents, and transmit his or her decision in writing within ten (10) business days from receipt to the Accused Student, the Complainant, the Student Conduct Administrator, and the Chair of the Student Conduct Board. Actions of the Dean are not limited to sanctions recommended by members of the Student Conduct Board. The Dean's decision shall be final.

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

The Accused Student or Complainant may only raise, and the President shall only consider, the following:

a. Whether a procedural deviation occurred that substantially affected the outcome of the case;

b. Whether there is new information sufficient to alter the Findings or other relevant facts not available or mentioned in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board Hearing.

The President will review the Findings and Recommendations and, at his or her sole discretion, the record from the Student Conduct Hearing and supporting documents, and transmit his or her decision in writing to the Accused Student, the Complainant, the Student Conduct Administrator, the Chair of the Student Conduct Board, and the Dean. The President's decision shall be final.

G. Sanctions

1. Sanctions which may be recommended by the Student Conduct Board, and imposed by the Dean of the School, upon any student found to have violated this Student Code. include but are not limited to the following:

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

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

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

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

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

f. *Discretionary Sanctions.* Assignments may be made at the discretion of the board, such as work assignments, essays, training, service to the University, temporary dismissal from a class or rotation site, an unexcused absence, a letter of unprofessional behavior in the students disciplinary file or other related discretionary assignments.

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

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

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

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

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

l. Any other sanction(s) which may be appropriate under the particular circumstances of the violation.

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

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

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

a. Those sanctions listed above in Part II.G.1 above.

b. Loss of selected rights and privileges for a specified period of time.

c. *Deactivation*. Loss of all privileges, including University recognition and/or registration, for a specified period of time.

H. Interpretation and Revision

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

2. The Student Code Review Committee (Review Committee) shall conduct an annual review of the Student Code and make recommendations to the President regarding omission, clarifications, constructive changes and other matters relevant to the interpretation and operation of the Student Code. The Review Committee is composed of the Student Affairs representatives from each School. The President may invite recommendations by the President of the Student Government Association. A quorum for the Review Committee is four members.

PART III. WITHDRAWAL OF CONSENT

A. Recommendation to Withdraw Consent During Periods of Disruption

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

a. Threat(s) of destruction to University premises;

b. Physical or emotional injury to human life on University premises; or,

c. Threat(s) of willful disruption of the orderly operation of the University.

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

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

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

B. Concurrence by Dean

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

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

a. That consent to remain on the campus has been withdrawn and the number of days for which consent has been withdrawn, not to exceed fourteen (14);

b. Name and job title of the person withdrawing consent, along with an address where the person withdrawing consent can be contacted during regular working hours;

c. Brief statement of the activity or activities resulting in the Withdrawal of Consent; and,

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

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

a. Description of the student, including, if available, the student's name, address, and phone number; and,

b. Statement of the facts giving rise to the Withdrawal of Consent.

C. Confirmation by President

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

2. If the President or his/her designee does not confirm the action taken by the Dean within 24 hours after the time that consent was withdrawn, the Withdrawal of Consent shall be deemed void and of no force or effect, except that any arrest made during the period shall not for this reason be deemed ~~not~~ to have been made for probable cause.

D. Hearing

1. The student from whom consent to remain on campus has been withdrawn may submit a written request for a hearing to the President, within the fourteen (14) day period of withdrawal. The written request must state the address to which notice of hearing is to be sent.

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

a. *Hearing Notice*. Upon receipt of the request for hearing, the President shall grant the request and immediately mail a written notice of the time, place, and date of the hearing, along with pertinent records, exhibits and written statements to the student. A hearing will be conducted not later than three (3) days from the date that the President receives the request for hearing. The Hearing Committee

will be appointed by the President and will be comprised of members from the respective schools other then the accused.

b. *Representation.* The student may be represented by counsel. The University will be represented by the Office of General Counsel.

c. *Witnesses.* The student, as well as the Department Chair who recommended consent be withdrawn, have the right to call and question witnesses and to cross-examine witnesses at the hearing. Members of the Hearing Committee ay also question the witnesses. Witnesses are permitted to attend the Hearing only when they are providing information, unless the Hearing Committee, in its sole discretion, allows otherwise. The student shall be advised of the content of the statements, and the names of the persons who made them, at the hearing.

d. *Evidence.* All matters upon which the decision to withdraw consent may be based shall be introduced into evidence at the hearing. The decision to withdraw consent shall be based solely on the evidence presented at the hearing. At least one (1) day prior the date scheduled for the Hearing, the parties must submit to the Chair of the Hearing Committee the following information, if applicable.

i. All pertinent records, exhibits and written statements (including Impact or Position Statements);
ii. A list of witnesses, if any, who will be speaking on behalf of the Accused Student or Complainant, including a brief summary of the information to be given by each; and,
iii. The name of the advisor, if any, who may be present in an advisory capacity at the hearing. See Part II.F.4.i.

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

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

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

h. *Appeal to the Board of Regents.* If the student is not satisfied with the decision by the President, the student may appeal to the Texas Tech Board of Regents by sending a written appeal to the Chairman of the Board of Regents, with a copy to

the President, within three (3) days from the date of the President's decision. If the student does not appeal the President's decision, the President's decision is final. If the student appeals to the Texas Tech Board of Regents, the decision by the Board is final.

PART IV: Anti-Discrimination Policy

Texas Tech University Health Sciences Center does not tolerate discrimination or harassment of students based on or related to sex, race, national origin, religion, age, disability, status as a covered veteran, genetic information, or other protected categories, classes, or characteristics. While sexual orientation is not a protected category under state or federal law, it is Texas Tech University Health Sciences Center policy not to discriminate on this basis. Actions related to admission, discipline, housing, extracurricular and academic opportunities shall not be made based on a student's protected status. Discriminatory behavior is prohibited regardless of the manner in which it is exhibited, whether verbally, in writing, or electronically displayed or conveyed.

Individuals who violate these policies and laws are subject to disciplinary action, up to and including expulsion.

A. Definitions

1. Discriminatory Harassment

Discriminatory harassment is verbal or physical conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, genetic information, or other protected categories, classes, or characteristics and is 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.

2, Sexual Harassment

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 related to the university, or (iv) opportunities to benefit from other aspects of university life.

B. Reporting Concerns

Students complaining of discriminatory and sexual harassment should contact the Title IX Coordinator for Students, Assistant Vice President for Student Services, 2C400 Academic Classroom Building, (806) 743-2300. Students complaining of discriminatory and sexual harassment in their employment capacity should contact the Office of Equal Employment Opportunity, 212 Administration Building, (806) 742-3627.

C. Office of Civil Rights Complaints

Nothing in this policy shall prevent a student from presenting a charge of discrimination or other grievance covered by this policy to an external agency, such as the United

States Department of Education: Office of Civil Rights (OCR), 400 Maryland Avenue, SW Washington, DC 20202-1100, Customer Service Hotline#: (800) 421-3481, www.ed.gov/ocr.

D, Non-retaliation
Retaliation is strictly prohibited against a person who files a complaint of discrimination or harassment in good faith, opposes a charge or testifies, or assists or participates in an investigative proceeding or hearing. Retaliatory harassments is an intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a grievance process.

E, Confidentiality
Confidentiality of both complainant and accused will be honored to such extent as is possible without compromising the university's commitment to investigate allegations of discrimination and harassment. The willful and unnecessary disclosure of confidential information by anyone, including the alleged victim, regarding discrimination and harassment complaints to any person outside of the investigation process may result in appropriate disciplinary measures against the offending party.

On campus, some resources can offer students confidentiality, sharing options and advice without any obligation to tell anyone unless the student wants it except should the resource fear for your safety, or the safety of others. If one desires that details of the incident be kept confidential, they should speak with the Student Counseling Center, Program of Assistance for Students (PAS), or an off-campus mental health or crisis resource. In addition, students may speak to on and off-campus with members of the clergy and chaplains, who will also keep reports made to them confidential.

F, Faculty/Staff and Student Relationships
Texas Tech University Health Sciences Center is committed to the promotion of professional and educational relationships and open channels of communication among all individuals. The faculty/staff and student relationship is of the highest value and impacts a student's educational experience. Consensual relationships between faculty and students in a faculty members class or with whom the faculty member has an academic or instructional connection are prohibited. Student relationships faculty/staff with direct teaching, training, supervisory, advisory, or evaluative responsibility over the student should recognize and respect the ethical and professional boundaries that must exist in such situations. If questions arise about conflict of interest situations involving faculty/staff and student relationships, they can be directed to the student's Academic Dean or the Assistant Vice President for Students.

G.Dissemination of Discriminatory and Sexual Harassment Information
Texas Tech University Health Sciences provides educational programs on discriminatory and sexual harassment via the Texas Tech University (TTU) Ombudsman Office. Victim resources and services are available in the Office of Student Services, TTU Ombudsman Office, TTU Student Housing, TTU Student Counseling

Center and the PAS. Policies and resources related to discriminatory and sexual harassment are provided at orientation.

H. Grievances
1. A grievance is a formal complaint pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or TTUHSC policy. A violation of a university policy alone does not necessarily constitute a violation of law or an action prohibited by law. Grievance processes are outlined in Part XI of the Student Handbook.
2. This grievance process is applicable to all students who choose to complain about unlawful discrimination or other violations of the law that adversely affect their educational environment.
3. While not appropriate, not all rude or offensive comments or conduct constitute sexual harassment or unlawful discrimination.
4. The filing of a grievance shall not affect the ability of TTUHSC to pursue academic and disciplinary procedures for reasons other than the student's filing of a grievance.

PART V. 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 Health Sciences Center.

B. Address of Record

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

C. Student Access to Educational Records

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

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

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

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

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

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

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

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

D. Records Not Accessible to Students

The following are records not accessible to students:

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

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

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

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

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

E. Disclosure of Education Records

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

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

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

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

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

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

6. Organizations such as Educational Testing Service administering predictive tests, student aid programs, and improving instruction. The organizations must not show the personally identifiable information to outsiders and the information must be destroyed when no longer needed for audit, evaluation or compliance with federal requirements.

7. Accrediting organizations.

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

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

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

F. Student's Request to Amend Records

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

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

2. If the result of the informal discussion with the Records Custodian is not satisfactory to the Student, and the Student still wishes to have the record corrected, the Student should submit a Student Request to Amend Education Records form HSC OP 77.13 (Attachment C) to the Senior Vice President for Academic Affairs or designee. The request shall clearly identify the part of the record the Student believes should be changed, and specify why it should be changed, i.e., why the Student believes the record is inaccurate, misleading or in violation of his/her privacy rights. **[Note: The substantive judgment of a faculty member regarding a Student's work, expressed in grades or evaluations, is not within the purview of the right to seek amendment of Education Records under this section. This section does not include procedures for Students challenging individual grades. Grade appeal and grievance procedures are set forth in the individual Student handbooks for each School and the TTUHSC Student Handbook/ Code of Professional Conduct.]**

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

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

a. The hearing shall be conducted by a hearing official or committee appointed by the President or designee. Such individual(s) must have no direct interest in the outcome of the case and shall decline to serve if a conflict of interest, or an appearance of a conflict of interest, exists with either the Student or the Records Custodian.

b. At least five (5) days prior to the date scheduled for the hearing, the Student and the Records Custodian, shall submit to each other, as well as to the hearing official or committee, any and all pertinent documents and a list of witnesses and advisors who are to be involved in the hearing process. The Student may, at his/her own expense, be assisted or represented by one or more individuals of his/her own choice, including an attorney. If the Student has an advisor, the Office of General Counsel shall represent the University. The Student and the Records Custodian are each responsible for presenting relevant information. Therefore, the advisors and/or attorneys for the Parties are not permitted to speak or participate directly in the hearing.

c. At the hearing, the Student shall have the opportunity to present evidence to support his/her position that the content of the relevant educational record is inaccurate, misleading and/or otherwise in violation of the privacy rights of the Student.

d. Any additional information regarding the hearing procedures will be provided to the Student when notified of the right to a hearing.

e. Within seven (7) business days after the conclusion of the hearing, the hearing officer or chair of the hearing committee, if applicable, will transmit the decision in writing to the Student, the Records Custodian, and the SVPAA or designee. The decision must include a summary of the evidence and the reasons for the decision. If, as a result of the hearing, the hearing official or committee determines that the information in the Education Record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the Student, the Student will be notified of the right to place a statement in the record contesting the information in the record or stating why the Student disagrees with the decision of the agency or institution, or both. Any statement provided by the Student shall be maintained with the contested portion of the record for as long as the record is maintained. In the event the contested portion of the record is later requested, the statement shall be disclosed with the record to the extent it pertains to the contested portion.

G. Release of Student Directory Information

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

1. Student Name
2. Permanent and Local Addresses
3. Telephone Numbers
4. Classification
5. Major Field of Study
6. Dates of Attendance
7. Degrees, Awards, and Honors Received
8. Specific Enrollment Status
    a. Full-time, Part-time, Half-time
    b. Undergraduate, Graduate
9. Participation in Officially Recognized Sports and Activities
10. Previous Institution's Attended
11. Postgraduate Training/Clinical sites for R.N., M.D., or Ph.D. graduates and degree candidates

This information will be released by various campus offices periodically, or on request, unless the student stipulates that directory information (as defined above) be withheld. Students may request that directory information be withheld by submitting a completed HSC OP 77.13 Attachment A, Student Consent to Release Education Records, or by restricting personal directory information at WebRaider.ttuhsc.edu on the MyTech tab. Students should select the Directory Profile link located under Personal Information and uncheck the box next to their name. The publication known as the Texas Tech Campus Directory is one type of printed periodical containing data classified as "directory information". To restrict directory information from appearing in the printed directory, students must go to WebRaider and restrict directory information **prior** to the 12th class day in the fall term. Restricted directory information will remain restricted until the students unrestricts the information.

H. Destruction of Records

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

I. Letters of Recommendation

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

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

J. Medical Records

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

PART VI. REGISTRATION OF STUDENT ORGANIZATIONS

A. Conditions for Registration

1. Student organizations wishing to register with the Texas Tech University Health Sciences Center must file an application with the Office of HSC Student Services. The purposes and activities of the organization shall be lawful and not in conflict with regulations published by the Texas Tech University Health Sciences Center.

2. This application shall contain, but not be limited to, the following information:

a. A statement of the organization's purposes;

b. Any present or intended relation the organization may have to any other local, state, or national organization;

c. The organization's proposed activities;

d. A list of the organization's officers;

e. A copy of the organization's constitution/bylaws;

f. A copy of the constitution/bylaws of any related organization if any; and,

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

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

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

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

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

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

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

B. Faculty or Staff Advisor

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

C. Conditions for Maintaining Registration

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

a. The organization shall file a list of its current officers and advisor within one (1) month of the first day of classes of the fall semester each year. The current

president of the organization, or his or her designated representative shall file notification of subsequent changes, when such changes occur.

b. The organization shall submit to the Office of TTUHSC Student Services for approval, all changes in documents on file in that office relating to the organization, such as revisions in its constitution, changes in its statement of purpose, changes in procedures for handling organization funds or changes in membership requirements.

c. The organization shall maintain its funds in accordance with Section A of this part and be in good standing with the Texas Tech University Health Sciences Center.

d. The organization shall demonstrate by its activities that it is conducting business to achieve its purpose as stated on the application.

e. The organization shall conduct its affairs in a lawful manner, in accordance with the constitution and bylaws it has on file, and in accordance with applicable Texas Tech University Health Sciences Center regulations and state statutes.

f. The organization shall be responsible for the observance of all applicable TTUHSC regulations by off-campus individuals or organizations whose appearance on campus is sponsored by the organization.

g. The Office of TTUHSC Student Services may withdraw the registration of an organization for non-compliance with University policies and procedures.

D. Denial of Registration

1. No student organization will be officially registered with the Texas Tech University Health Sciences Center if the Office of TTUHSC Student Services determines that the organization's actions or activities are detrimental to the educational purposes of the University or not in accordance to the Student Handbook.

2. If registration is denied, the designated president and advisor of the applying organization shall be notified of the decision by the Office of TTUHSC Student Services in writing. The applying organization may appeal in writing to the Senior Vice President for Academic Affairs within five (5) business days from the date of the denial letter. The decision of the Senior Vice President for Academic Affairs is final.

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

1. Space and Facilities

a. The space and facilities of the University are intended primarily for the support of the instructional program of the institution. Second priority is given to programs sponsored and conducted by University academic and administrative departments or organizations affiliated with those departments. Beyond these two priorities, use of campus space and facilities is permitted and encouraged for activities which are intended to serve or benefit the entire University community.

b. TTUHSC buildings, grounds, or property may not be used by individuals or organizations not connected with TTUHSC.

c. Outside individuals or groups who are not faculty, staff or a currently enrolled student may attend functions held on TTUHSC property, but to be eligible for use of campus facilities, the function must be sponsored or cosponsored by, and affiliated with, a recognized TTUHSC department or registered student organization. Sponsorship and/or co-sponsorship minimally include, but are not limited to, participation in, planning, coordination, and implementation directly by members of the sponsoring organizations. Sponsors are directly responsible for ensuring that activities and events comply with TTUHSC requirements for liability insurance, hold-harmless agreements, financial responsibility for property damage, etc.

d. Permission to use campus space facilities may be granted only by the offices designated by TTUHSC OP 61.07, *Use of TTUHSC Premises and Amplification Equipment*. A department, student or registered student organization may not reserve space or facilities on campus and permit it to be used by a non-registered organization or off-campus group or person.

e. TTUHSC reserves the right to move the location of any assembly should it appear that the activity might interfere with the normal operations of TTUHSC or interfere with the rights of others. The use of buildings, grounds or TTUHSC property must conform to these regulations and to local, state and federal law.

f. Although TTUHSC is generally an open campus for purposes of student, faculty and staff free expression activities, students, faculty and staff are encouraged, and person and groups not affiliated with TTUHSC are required, to use the Forum Areas of the campus for free expressions activities. Forum Areas for each campus are set forth in TTUHSC OP 61.07, *Use of TTUHSC Premises and Amplification Equipment.*

g. With the exception of free expression activities mentioned above, reservations must be made for the use of TTUHSC premises and must be in accordance with TTUHSC OP 61.07, Use *of TTUHSC Premises and Amplification Equipment.* The term "TTUHSC premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by TTUHSC (including adjacent streets and sidewalks).

PART VIII. SOLICITATIONS, ADVERTISEMENTS AND PRINTED MATERIALS

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

PART IX. STUDENT TRAVEL POLICY

A. TTUHSC OP 77.08, Student Travel Policy

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

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

a. personally-owned vehicles;

b. rental cars, vans, chartered buses;

c. commercial airlines; and

d. use of TTUHSC-owned vehicle.

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

B. Travel Using University-Owned Vehicles

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

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

a. The requesting department or unit must place students who drive on behalf of the University on the approved driver's list.

b. Qualifications for drivers of all University or rental vehicles are as follows:

i. Must possess a valid (Texas or other U.S. state) driver's license, be at least 18 years of age and have held a valid license for at least two years;
ii. Must have available documentation of current personal insurance;
iii. Must sign a disclosure statement;
iv. Must not have any moving violations within the last 18 months,
v. Are required to report any driving violations to their immediate supervisor as soon as possible. This includes violations that occur while driving a vehicle not owned by the University; and
vi. Must not have had any violations for drunk driving, driving under the influence of drugs or reckless driving. Must not have had a reinstated license in effect for less than one year after a revocation.

c. Additional qualifications for drivers of vans equipped for 15 passengers are:

i. Must be at least 21 years of age;
ii. Must comply with Motor Vehicle check on an annual basis;
iii. Must successfully complete a driver training course;
iv. Must attend retraining annually; and
v. Must not have any moving violation in the last 18 months.

3. Operator Conduct.

a. Operators of University vehicles must take a 15-minute break every 3 hours and may drive no more than 10 hours in a 24-hour period. When the vehicle driven is a van with passengers, a second person must remain awake at all times and ride in the front passenger seat.

b. Those who operate a University vehicle represent the University to the general public. The image conveyed does affect the University; therefore:

i. DO NOT use University vehicles for personal transportation or business;
ii. DO NOT allow alcoholic beverages or narcotics to be transported or consumed in any University vehicle;
iii. DO NOT pick up hitchhikers or transport family members;
iv. DO NOT allow the vehicle to become unnecessarily dirty and present an unfavorable image to the general public;
v. DO observe all traffic rules and regulations;
vi. DO drive carefully, safely, and courteously;
vii. DO require driver and all passengers to use seat belts and other appropriate occupant restraints at all times the vehicle is being operated;
viii. DO NOT operate the vehicle unless all occupants are wearing the appropriate restraints; and,

ix. DO NOT allow the number of passengers to exceed the authorized capacity of the vehicle.

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

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

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

a. Stop immediately and notify local police so that an official report can document the accident;

b. Take necessary steps to prevent another accident;
c. Use the motor pool card with instructions on the front and numbers to call on the back;

d. Call a doctor, ambulance, or emergency medical team, if necessary. Render aid to the injured until help arrives;

e. Get names and addresses of all witnesses;

f. Provide all required information to the police officer;
g. Notify the department head or supervisor (if you are unable to contact or reach someone, contact the Texas Tech Police Department); and,

h. Refer to TTUHSC OP 76.34, *Accidents Involving University Vehicles*, for the completion of required vehicle accident documentation.

C. Travel Using Personal Vehicles

1. Transportation Generally. The University recognizes that students occasionally use personal vehicles while engaged in University-related activities on campus and in the local area. Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their personal vehicles while conducting University business should be made aware of the possibility of personal liability related to such use. No University coverage for personal injuries is available to students if they drive their personal vehicles on university-related activities as defined hereinabove.

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

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

4. Policy Concerning Use of Personal Vehicles by Students.

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

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

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

D. Policy Concerning Student Releases and Medical Authorization

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

E. Guidelines Concerning Safe Travel Practices

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

2. Registered student organizations are free to make such off-campus trips as are deemed worthwhile by the membership and sponsors of the organization. Students and their parents should understand that participation in such off-campus trips and activities is at the students' own risk. If personal injury or accident should occur to students or other persons during such activities, TTUHSC, Texas Tech University or Texas Tech University System will assume no responsibility, financial or otherwise.

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

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

5. Please refer to the TTUHSC Office of International Affairs for information regarding travel abroad.

PART X. MISCELLANEOUS POLICIES

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

1. Absences

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

2. Academic Requirements

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

3. Admissions and Applicants

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

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

4. Adding and Dropping Courses

Consult with your academic department for deadline dates for adding and/or dropping courses. Students should make an appointment with his/her advisor to complete

appropriate documentation. Students dropping a course to the point of zero hours of enrollment are considered to be withdrawing from the School's program. Please refer to the individual Schools' catalogs and/or handbooks for more specific details relating to your program.

5. Affiliation

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

6. Attendance

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

7. Bacterial Meningitis

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

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

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

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

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

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

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

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

f. Information. If you have more questions contact:

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

Medical and Religious Exemptions
2010-2011 Texas Vaccine Exemption Information

The state of Texas in law grants and acknowledges the right of parents to exempt their children from vaccination requirements for day care, school, and college for reasons of conscience including a religious belief or for medical reasons. In 2003, the Texas legislature passed changes to the statutes expanding the reasons a parent can claim an exemption but the Health Department has questionably also increased the bureaucratic red tape necessary for claiming the exemption. There are specific procedures for requesting an official state form and submitting it to the school or for completing a medical exemption that all take some time so please don't wait until the last minute to get your papers in order.

For everyone claiming an exemption for the first time after 9/1/03, you must comply with the new law. If you've submitted an old religious exemption prior to 9/1/03, you are grandfathered under the old law (see notes below) and do not need a new form. The vaccine exemption forms for reasons of conscience including a religious belief are only for students claiming a vaccine exemption for the first time after 9/1/03 when the new law went into effect. If you need to request forms from the state health department, you can do it by fax, mail, personal visit, or through an online submission form. If you send your request by mail, we suggest sending it registered mail with a receipt so you can keep track of your request. If you send it by fax, set your fax machine to print out a delivery receipt. We would like to keep track of the Health Department's processing time.

According to the Texas Dept. of State Health Services : Online requests must be made through the web submission form posted at http://webds.dshs.state.tx.us/immco/affidavit.shtm.

8. Working with Affiliated Entities-Student Drug Screenings, HSC OP 77.15

1. Defined Terms

For purposes of this policy the term "Student" does not include residents in the Schools of Medicine (HSC and Paul L. Foster) or School of Pharmacy.

2. Background

TTUHSC enters into affiliation agreements with various health care clinical entities ("Affiliated Entities"), such as hospitals and other facilities, in order to provide clinical experience opportunities for its students enrolled in TTUHSC clinical education programs.

Affiliated Entities may establish more stringent standards for students who wish to do a clinical rotation at the affiliated entity, than those required by TTUHSC as part of its admission process. Affiliated Entities may require students, among other things, to undergo and satisfactorily pass additional background checks and/or drug screenings as a pre-requisite to participating in a clinical rotation at the Affiliated Entity.

Clinical rotations are an essential element in certain degree programs' curricula. Students who cannot participate in clinical rotations due to a positive drug screening may be unable to fulfill the requirements of a degree program. TTUHSC schools may NOT mandate this requirement for all students. It applies solely to those students who must fulfill the requirement for participation in a clinical rotation at an Affiliated Entity.

3. Clinical Placement.

Placements at Affiliated Entities for clinical rotations will be based on the learning objectives as defined by each program consistent with the learning objectives of each student. Determination of unacceptable results of a drug screening will be made by the Affiliated Entity. Any student placed with an Affiliated Entity that

requires additional background checks and/or drug screens, who cannot meet these requirements, must discuss all available options with their School's Office of Student Affairs or their designee.

Affiliated entities may conduct their own drug screening. If the student fails the drug test and is consequently denied externship placement, s/he shall be subject to disciplinary action in accordance with the TTUHSC policies.

4. Responsibility of the School
The student's School shall:

a. Notify the student of the Affiliated Entity's requirements for a drug screen, to include the type(s) of drug screen required by the Affiliated Entity, deadlines to meet the Affiliated Entity's requirements, a list of approved drug screen testing vendors, and a completed Authorization, Attachment "A," for signature by the student.

b. Receive the student's drug screen test results, which shall be maintained in a confidential, locked file separate from the student's primary educational records.

c. Notify and ensure the Affiliated Entity that all students prior to their clinical rotation have met their drug screening requirements.

5. Responsibility of the Student

a. The student shall pay for the cost of any and all drug screening required by an Affiliated Entity that is designated for student matriculation by TTUHSC provided articles *b, c, d,* below are met. The student shall be responsible for the cost of any necessary re-test or subsequent tests at TTUHSC designated Affiliated Entity(s) and any drug screening required by an Affiliated Entity selected for matriculation by the student.

b. The student shall complete the drug screen prior to the deadlines provided by the School and meet the guidelines of the Affiliated Entity. Failure to complete the drug test prior to the deadlines may result in an additional expense to the student, and/or delay in, or denial of, rotation in the Affiliated Entity.

c. The student shall use a drug screen vendor from the designated vendors provided to the student by his/her School and/or the Affiliated Entity. 1) Results from a vendor NOT on designated by the School and/or Affiliated Entity will not be accepted and the student shall be required to have the drug screening test(s) conducted by an approved vendor.

d. The student will be required to sign a valid consent and authorization, Attachment "A," consenting to the drug screening and giving the vendor performing the test permission to provide the drug screen test results to

the person designated by the School to receive student drug screen tests results under this policy.

6. Student Refusal to Consent to Drug Screen
Any student who fails or refuses to consent to a drug screen required by an Affiliated Entity to which the student has been assigned by his/her School shall be subject to disciplinary action in accordance with the TTUHSC Student Handbook/Code of Professional and Academic Conduct, the Schools' written policies, if any, and this policy.

7. Period of Validity – Drug Screen Results

a. Unless otherwise required by an Affiliated Entity, drug screen test results will generally be valid for the time the student is in the program within the School unless there is a break in enrollment, defined as not enrolled for one full semester.

b. Students may be required to undergo drug screening more than once depending on the requirements of each Affiliated Entity in which the student is placed to meet their learning objectives or the number of Affiliated Entities at which the student is placed.

8. Drug Screen Results

a. Diluted Specimen. Should the vendor report that the screening specimen was diluted, thereby precluding an accurate drug screen test, the student, at his/her expense, will be required to complete and successfully pass a new drug screen test.

b. Negative Drug Screen Results. The School which receives the a student's drug screen test results, may release negative drug screen test results to the student, provided the student has signed the appropriate release form, Attachment A.

c. Positive Drug Screen Results.
1) A positive drug screen is any instance in which a drug screen report shows a positive test for one or more of the drugs on the panel required by the Affiliated Entity.

2) Any student with a positive drug screen will not be placed in any clinical facility pending review and outcome of appeal with the vendor.

3) The student has the right, at his/her expense, to request an independent review of any positive drug screen, by an independent Medical Review Officer, provided by the vendor. There will be an additional charge if review by the Medical Review Officer is requested, and the student is responsible for all costs related to this review.

4) Any appeal based on a positive drug screen is solely between the student, the Medical Review Officer and the vendor. The student's School will not become involved in the appeal of a positive drug screen.

5) If, after review by the independent Medical Review Officer, there is no valid medical basis which would cause or contribute to the positive drug screen, the test results will stand, at which point the student will be referred to the School's Office of Student Affairs for disciplinary action in accordance with this policy and the School's written policies.

9. Confidentiality of Records
Drug screening reports and all records pertaining to the results are considered confidential information with restricted access to the extent allowed by law.

10. Readmission

a. Any student who is withdrawn due to a positive drug screen without medical validation will only be eligible for readmission to any TTUHSC program of study in accordance with the School's readmission policies.

b. If accepted for readmission after the required period of time, the student must, at his/her own expense, provide a negative drug test and satisfactory documentation of completion of any remedial action required by the School.

11. Right to Change Policy.
TTUHSC reserves the right to change, modify, amend or rescind this policy in whole, or in part. at any time.

9.. Credit by Exam

Specific credit by examination policies may be found in each of the Schools' catalogs and/or student handbooks; however, the School of Nursing does not offer Credit by Exam. Pass or fail grades earned on examinations for these courses will not be considered in determining grade-point averages. TTUHSC Schools may elect not to accept credit by examination, where it is determined that such academic achievement may hinder the success on national licensure exams/certifications. 10. Disabilities (Students)

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

Students with grievances related to discrimination on the basis of a disability should review the Student Handbook, Part IV Anti-Discrimination and Grievance Policy. The

grievance process would include the ADA Compliance Officer for Students.. Any student seeking accommodations on the basis of disability must register as a disabled student with the ADA Compliance Officer for Students in the Office of Student Services and must provide all required documentation of disability. Students seeking accommodations must complete an application for disability services and provide supporting documentation. For more information, visit www.ttuhsc.edu/HSC_OP10.15.pdf.

11. Discrimination/Equal Opportunity

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored by TTUHSC on any basis prohibited by applicable law, including but not limited to, race, color, national origin, religion, sex, veteran status or disability. Grievances related to discrimination on the basis of race, religion, national origin or age should be pursued through regular administrative channels. Academic problems are to be handled in the academic administrative structure culminating in review by the individual School's Dean. The individual Schools as noted in their Schools' catalogs should direct non-academic student matters to the Office of Student Services. For more information, visit www.ttuhsc.edu/HSC OP 51.01, Equal Employment Opportunity Policy and Affirmative Action Plan.

12. Employment Grievance

A student wishing to pursue a grievance concerning employment with the University and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Office of Equal Employment Opportunity in accordance with the grievance procedures outlined in the TTUHSC OP 70.10, Non-faculty Employee Complaint and Grievance Procedures. The procedures manual may be reviewed in the Office of Equal Employment Opportunity.

13. Exams

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

14. Financial Policies

Students must meet all financial responsibilities due the University. The writing of checks on accounts with insufficient funds, the non-payment or delinquent payment of outstanding loans, and failure to meet any other financial obligations to the University, are considered a lack of financial responsibility. Financial irresponsibility can subject

the student to action by TTUHSC, including, but not limited to, denial of registration, withholding of grades and transcripts and possible adjudication under the Code of Professional and Academic Conduct. In addition, failure to meet financial obligations to the University will result in:

a. Cancellations of the student's registration if tuition and registration fees are not paid by the 20th class day (15th class day in summer), or if a returned check given in payment of tuition and fees is not redeemed by that time;

b. Loss of University check writing privileges and possible criminal prosecution for writing insufficient fund checks and for failure to pick up a returned check;

c. A flag placed on a student's academic records preventing future registration (before registering or requesting a transcript, students may check on the presence of flags on their records by contacting the Office of the Registrar); and/or,

d. Reporting of financial problems to a credit agency or a collection agent.

15. Grades/Grading

a. The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance.

b. The processing of formal appeal procedures is the responsibility of the School which administers the course. A copy of the grade appeal procedures may be found in the individual Schools' catalogs and/or handbooks. A student must file a formal written appeal within 5 days of the beginning of the next ~~long~~ semester in accordance with the individual Schools' policy regarding student grade appeals. A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. Only final course grades may be formally appealed to the responsible academic dean. Earlier grades and other academic grievances may be discussed with the instructor involved and with the chair of the department or division involved.

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

16. Graduation Procedures

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

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

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

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

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

17. Health Services and Health Insurance Information

a. The Texas Tech Physicians Family & Community Medicine clinic provides health services to TTUHSC students who are currently enrolled and have paid the Student Health Fees as part of tuition and fees. To receive health services, you must present a Student I.D. card at the time of the appointment. If you also have private insurance in addition to Student Health Services, you will need to submit your receipt for the co-pay to your insurance company for reimbursement.

The Student Health Fee covers only those services provided by the Family & Community Medicine clinic and specific laboratory and radiology service performed at cooperating locations. ***All other charges incurred are your responsibility.***

b. Clinic Procedures
Please call to make an appointment. If you need to be seen for a sudden illness, please call that day as early as possible. If you need to be seen after clinic hours, call your campus's clinic phone number and ask to leave a message for the on-call physician. When you check in, please inform the receptionist that you are a TTUHSC student. If you come to the clinic without an appointment, it may be necessary for you to wait for a physician. Immunizations, paper work, and routine procedures are not ordinarily considered urgent care, and may not be taken care of on the same day as requested. If you have a health emergency that requires you to be seen at a hospital emergency room, go to the hospital listed for your campus under "Clinic Locations." *Visits to an emergency room that generate a charge from either TTUHSC or the hospital are your responsibility.*

c. If the student receives a bill from the Health Sciences Center for services covered by the medical service fees, please contact the Office of Student Services at (806) 743-2300.

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

e. TTUHSC will make available information on student health insurance providers for all registered students in the University. Students may investigate other insurance plans. Insurance information can be found on the Office of Student Services, www.ttuhsc.edu/studentservices.

18. Interprofessional Education

All TTUHSC students, regardless of school affiliation, will be required to complete a non-credit, online course in interprofessional education. Implementation of this requirement will vary across schools and degree programs. Students should consult their academic/program advisor and/or school catalog for additional information.

19. Notification of Student Death

The Office of Student Services is the Office of the Chancellor's liaison regarding notification of any student deaths. Schools must be notified the Assistant Vice President for Student Services immediately in the event of any student death.

20. Program of Assistance for Students

Personal counseling services are available to all TTUHSC students through the Program of Assistance for Students (PAS). Through the PAS, licensed counselors are available to assist students with all types of problems, including stress associated with academic, legal, or financial concerns; depression, anxiety, and/or other emotional problems; family and relationship issues; alcohol and drug abuse; and other mental health and wellness issues. For more information or to request assistance, please call 1-806- 743-1327 or 1-800-327-0328. In after-hours situations, these PAS phone numbers serve as a 24-hour crisis line. In the event of an emergency, the answering service will connect the student with the counselor who is on call. Through PAS, TTUHSC students and their dependents are eligible to receive five free counseling sessions per year. Additional information about PAS services is published in a brochure that is available from student affairs personnel on all campuses and is also posted on the Office of Student Services website at the following address: http://www.ttuhsc.edu/studentservices/documents/PAS_Document.pdf.

21. Student Emergency Contact Information

Students must keep their Emergency Contact Information current. To do so, visit webraider.ttuhsc.edu and sign in. Select the "MyTech (for Students)" tab and look in the "Personal Information" box. Click "Update Emergency Contacts" and fill in your information.

22. Student Publications

a. The Daily Toreador student newspaper and La Ventana yearbook are free of arbitrary and capricious censorship and advance-copy approval, when operated and published within the canons of responsible journalism as established by the University Committee on Student Publications.

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

23. Registration

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

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

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

24. Religious Holy Days

a. A student who intends to observe a Religious Holy Day should provide written notice, at the earliest possible date prior to the absence, to the following: (1) the instructor of each affected class and (2) the Director of Student Affairs of his/her School. A student will be excused from attending class(es), examinations, or other required activities for the observance of a Religious Holy Day, including travel for that purpose. A student whose absence is excused under this section will be allowed to take an examination or complete an assignment within a

reasonable time and at the sole discretion of the instructor of record and/or the Director of Student Affairs before or after the absence.

b. A student who is excused under the above provision may not be penalized for the absence; however, the instructor may appropriately respond if the student fails to satisfactorily complete the missed assignment or examination within the above-stated time.

c. Any disputes regarding this policy should be submitted in writing to the TTUHSC President or his/her designee. Any decision by the President or his/her designee regarding the dispute shall be final.

d. This policy does not apply to any student absence for a Religious Holy Day which may interfere with patient responsibilities or patient care.

25. State Residency Classification

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

26. Sexual Harassment Policy

Harassment of students of the basis of sex is a violation of §106.31 of Title IX of the Education Amendments of 1972. The Title IX Coordinator for Students is the Assistant Vice President for Student Services, 2C400 Academic Classroom Building, (806) 743-2300. Student concerns about sexual harassment which include faculty, staff, or students should be directed to the individual School's Dean

27. Tuition and Fees Installment Payment Options

a. Texas Education Code, Section 54.007, provides that state-supported institutions of higher education shall provide students with the election to pay tuition and fees during the fall, spring, or long summer semesters in installments. TTUHSC offers the following payment alternatives:

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

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

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

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

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

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

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

28. Tuition and Fees Refund Policies

Withdrawal / Refund Policies

Refund Policies (Institutional and Title IV Withdrawal / Refund Policies)

Detailed information about the impact of decreasing course load on:

- ✓ Institutional Refund Policy - All students who withdraw from TTUHSC or drop all courses during a term
- ✓ Additional considerations for students who received financial aid and withdraw from TTUHSC or drop all courses during a term

Institutional Refund Policy

Refund Policies for Tuition and Fees. Texas Education Code, Section 54.006, provides the amount of tuition and fees to be refunded to students who drop courses or withdraw from the institution. Class day count is based on the official institution calendar for the school, not the specific course dates.

Students who drop a course, but remain enrolled at the institution will be refunded at the following rate:

Term	Class Day	Percent of Refund of Charges
Summer - More than 5 weeks but less than 10 weeks in duration	1st class day through 4th class day	100%
	After the 4th day of class	None
Fall, Spring or Summer - Duration of 10 weeks or longer	1st class day through 12th class day	100%
	After the 12th day of class	None

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

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

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

It's important for students who receive financial aid and withdraw or drop all courses during the term to be aware of the refund policies and to understand the impact they will have on the aid released and the continued financial aid eligibility. Current refund policies for students who withdraw or drop all courses during a term are determined by the Higher Education Title IV refund regulations.

Federal Refund and Repayment calculations must be performed for students who receive Title IV (Pell, FSEOG, Perkins and/or Stafford Loans) funds and officially withdraw from all courses, drop out of all courses, are expelled, take an unapproved leave of absence, or fail to return from an approved leave of absence prior to the 60% date of the term. All "unearned aid" must be returned to the federal aid programs as determined by the Federal Refund and Repayment calculations.

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

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

In order to keep all the financial aid issued in each term, students must be enrollment for at least 60% of the term. After this point in the term students have earned 100% of the Title IV funds released for the term. Therefore, it is in your best interest to maintain attendance and complete at least one class each term that you receive federal aid to avoid repayment of funds

How the calculation works:
1) Number of days attended ÷ Days in semester = % of semester completed
2) Total $ disbursed X % completed = Earned $
3) Total $ disbursed - Earned $ = $ to be returned
Once it is determined that you owe money back to any of the federal aid programs, you will be ineligible to receive further federal aid at TTUHSC or any other institution, until this debt is cleared.

To remain eligible for financial aid, a student must maintain satisfactory academic progress. This consists of two categories: (1) grade point average on hours attempted (qualitative) and (2) hours successfully completed (quantitative) based on hours enrolled. As a general rule, a student must successfully pass 75% of the hours they attempt (hours as of the census date). You can find more information here: http://www.ttuhsc.edu/financialaid/faqs.aspx/#section27

PART XI. STUDENT COMPLAINT OR GRIEVANCE POLICIES AND PROCEDURES

The following narrative summarizes TTUHSC's student complaint or grievance policies and procedures. Links to specific policies and procedures are provided on the Office of Student Services website: http://www.ttuhsc.edu/studentservices/default.aspx.

It is the policy of the Texas Tech University Health Sciences Center to affirm the right of its students to a prompt and fair resolution of a complaint or grievance involving allegations of inappropriate behavior by other TTUHSC students or by TTUHSC personnel toward students. Policies and procedures exist for the following areas of student complaints:

- Complaints regarding the general or academic misconduct of another student
- Complaints regarding discrimination
- Complaints regarding student records
- Complaints regarding employment at TTUHSC
- Complaints regarding grades or grading
- Complaints regarding other types of mistreatment
- Other institutional-level student complaint procedures

The Office of the Ombudsman for Students, which is located on the Texas Tech University campus in Lubbock, serves as a neutral, objective third party to provide students in the Texas Tech University System including TTUHSC with informal assistance in resolving student-related problems, conflicts, and disputes. The Student Ombudsman is available by phone to assist all TTUHSC students in identifying appropriate complaint-resolution procedures and resources.

A. Complaints regarding the general or academic misconduct of another student

Policies and procedures governing complaints regarding the general or academic misconduct of students are defined in the Code of Professional and Academic Conduct (Student Code), which is published as Part II of this handbook. Students, faculty, and staff are all encouraged to report violations of the Student Code in accordance with the Disciplinary Procedures outlined in the Student Code.

B. Complaints regarding discrimination

This handbook identifies several policies intended to ensure the fair and equitable treatment of all members of the university community. The processes for filing complaints are detailed in the TTUHSC Operating Policies and Procedures. The following list identifies key institutional policies governing complaints regarding discrimination:

- HSC OP 10.15, Americans with Disabilities Act
- HSC OP 51.01, Equal Employment Opportunity Policy and Affirmative Action Plan

C. Complaints regarding student records

HSC OP 77.13, Student Education Records, provides detailed information about filing complaints relating to student records.

D. Complaints regarding employment at TTUHSC

Information about employment grievances for students who are employed at TTUHSC is provided in HSC OP 70.10, Non-faculty Employee Complaint and Grievance Procedures. This policy covers complaints concerning issues pertaining to wages, hours, working conditions, performance evaluations, merit raises, job promotions, job assignments, or similar matters involving management decisions concerning the employee.

E. Complaints regarding grades or grading

The processing of formal grade appeal procedures is the responsibility of the school which administers the course. Relevant school policies are listed below:

- School of Allied Health Sciences: Student Complaint Resolution and Hearing Policy (addresses academic and non-academic issues, including grade appeals)
- School of Medicine–Lubbock: Student-Faculty Dispute Resolution Policy, Grading Policy, Promotions Policy , and policies and procedures for Challenging Student Records or Grades
- Paul L. Foster School of Medicine at El Paso: ~~Student Faculty Dispute Resolution Policy~~ Challenging Student Records or Grades
- ~~Anita Thigpin Perry~~ TTUHSC School of Nursing, Gayle Greve Hunt School of Nursing: Academic Grade Challenges/Appeals
- School of Pharmacy: Grade Grievance Resolution
- Graduate School of Biomedical Sciences: Grade Appeals Policy

F. Complaints regarding other types of mistreatment

Students who feel that they have been mistreated in a manner that is not directly addressed by any of the specific policies identified above are encouraged to refer to the policies and procedures governing student complaints, grievances, and appeals within their school. Relevant school policies include the following:

- School of Allied Health Sciences: Student Complaint Resolution and Hearing Policy (addresses academic and non-academic issues, including grade appeals) and Academic Misconduct Policy (addresses academic complaints against a student)
- School of Medicine–Lubbock: Student-Faculty Dispute Resolution Policy, Student-Student Dispute Resolution Policy, Sexual Harassment Policy,
- Paul L. Foster School of Medicine at El Paso: ~~Student Faculty Dispute Resolution Policy~~ Appropriate Treatment of Medical Students
- School of Nursing: Academic Grade Challenges/Appeals and Complaint or Grievance Resolution (Non-Grade Related)
- School of Pharmacy: NonGrade Grievance Resolution

- Graduate School of Biomedical Sciences: Appeals Policy for Students and Grade Appeals Policy

Students should process their complaints or appeals through the appropriate channels. Procedures are delineated in the policies identified above. Students are encouraged to bring their concerns to the designated student affairs officer of their school. The student affairs officer in each school is as follows:

- School of Allied Health Sciences: Associate Dean for Admissions and Student Affairs
- School of Medicine-Lubbock: Assistant Dean for Student Affairs
- Paul L. Foster School of Medicine in El Paso: Associate Dean for Student Affairs
- ~~Anita Thigpin Perry~~ TTUHSC School of Nursing: Assistant Academic Dean for Student Affairs
- Gayle Greve Hunt School of Nursing: Associate Dean
- School of Pharmacy: Assistant Dean for Student Services
- Graduate School of Biomedical Sciences: Assistant Dean

The deans of the schools have final authority in resolving disputes related to academic issues, such as grading and promotion, and in non-academic issues involving the school's faculty and staff.

Every effort should be made to resolve complaints against faculty and other school personnel at the school level. If the complaint is about personnel or services at the institutional level, the student is advised to contact the TTUHSC Office of Student Services in accordance with the following institutional-level student complaint procedures. These procedures are also published on the Office of Student Services website.

G. Other Institutional-Level Student Complaint Procedures

The procedures defined below apply to student complaints that fall outside the scope of other institutional and school-based policies and procedures governing specific types of student complaints (Student Complaint or Grievance Policies and Procedures), including, for example, student complaints against staff members employed at the institutional level or against TTUHSC administrators. The TTUHSC Office of Student Services will administer this institutional policy and will insure that due process is afforded to all concerned.

1. Early Resolution

    a. Prior to contacting the TTUHSC Office of Student Services, the student shall attempt to resolve the issue with the individual(s) involved. If the student is not satisfied with the outcome after meeting with the individual or does not feel comfortable talking to the administrator or staff member involved, the student

may contact the Assistant Vice President for Student Services. The student shall address the issue and initiate action under this policy within 30 days of the event giving rise to the complaint.

b. The Assistant Vice President for Student Services may counsel the student to discuss the issue with the involved administrator or staff member. If the student does not feel comfortable talking to the person involved, the Director of Student Services will investigate the complaint, attempt to reconcile differences, and propose a solution. The Assistant Vice President for Student Services will provide a written statement of his or her recommendation to all parties within ten working days following the initial receipt of the student's report of the complaint. All involved parties will then have ten working days to respond. Every effort should be made to resolve the issue without going beyond this level. The Director of Student Services will attempt to facilitate a resolution before proceeding with a hearing, as described below.

(If the complaint is against the Assistant Vice President for Student Services, the student should meet with the Senior Senior Vice President for Academic Affairs Affairs, who will follow the procedures outlined here.)

2. Filing a Hearing Request

a. If the student is not satisfied with the recommendation of the Assistant Vice President for Student Services, he/she may file a request for a hearing by submitting a written complaint to the Assistant Vice President for Student Services (Attachment F). The hearing request must include a specific statement of the student's complaint, an explanation of what remedy the student seeks, and a copy of the Assistant Vice President for Student Services' recommended resolution.

b. If the student files a request for a hearing, a Student Hearing Committee as defined below must convene within 15 working days.

3. Hearing Procedure

Upon receipt of a written request for a hearing, the Assistant Vice President for Student Services will appoint a Hearing Committee according to the following procedure:

a. Each party will propose in writing a list of four TTUHSC faculty, staff, and/or students to serve on the Hearing Committee. The Assistant Vice President for Student Services will contact one person from each list in order of the submitting party's preference to determine the person's willingness to serve. Through this process, one person will be selected from each list. The two people selected will then select a third member (a TTUHSC faculty or staff member) and these individuals will comprise the Hearing Committee. This group will select a chair from among themselves.

b. The Assistant Vice President for Student Services will provide technical assistance and support to this committee.

c. As soon as the hearing is scheduled, the chair of the Hearing Committee will send a written notice to all involved parties. The notice will specify the time, place, and nature of the hearing, plus a brief description of the complaint. The notice will also confirm the right of all involved parties to present witnesses and evidence and to be accompanied by counsel for advisory purposes only.

d. At least three days prior to the hearing, all parties will provide to the chair of the Hearing Committee and the Assistant Vice President for Student Services a list of the names of any witnesses or counsel who will attend the hearing. If the student will be represented by counsel, the University will be represented by the Office of General Counsel. The student and the involved individuals(s) shall have access to all information to be considered by the Hearing Committee, including the names of all persons giving evidence.

e. The student and the involved parties shall attend the hearing and be offered an opportunity to state their positions and present testimony and other evidence relevant to the case. The responsibility of establishing the validity of the complaint rests with the student.

f. The Hearing Committee chair shall keep a recording of the hearing, which shall include date, time, and location of the hearing, names of those present, and any evidence introduced (e.g., records, written testimony, duplicated materials).

4. Committee Decision

a. After completion of the hearing, the Hearing Committee shall meet in closed session and prepare a written recommendation. Copies of the Hearing Committee chair's report shall be forwarded to the involved parties within five working days.

b. The student may request a reconsideration of the case in instances where he or she is dissatisfied with the decision of the Student Hearing Committee. The appeal must be made, in writing, within five working days, to the Senior Vice President for Academic Affairs .

c. The Senior Vice President for Academic Affairs will review the complaint resolution and render a decision within five working days. The decision of the Senioir Vice President for Academic Affairs is final.

d. If the Senior Vice President for Academic Affairs is serving as a mediator in the case, then the President or his designee will review the complaint resolution and render a decision within five working days. The decision of the President is final.

PART XII. CONTACT INFORMATION FOR STUDENT SERVICES PERSONNEL

Student Business Services	(806) 743-7867
Office of Student Services	(806) 743-2300
Office of Student Financial Aid	(806) 743-3025
Office of the Registrar	(806) 743-2300
Graduate School of Biomedical Sciences	(806) 743-2556
School of Allied Health Sciences Admissions and Student Affairs	(806) 743-3220
School of Medicine Student Affairs	(806) 743-3005
~~Anita Thigpin Perry~~ School of Nursing Student Affairs	(806) 743-1732
Gayle Greve Hunt School of Nursing Student Affairs	(915) 545-9700
School of Pharmacy Student Services	(806) 354-5463
Paul L. Foster School of Medicine Student Affairs	(915) ~~783-5130~~ 215-4370

ATTACHMENTS

Attachment A: Complaint of Misconduct
Attachment B: Sample Letter from Student Conduct Administrator
Attachment C: Guidelines for Student Conduct Board Hearing
Attachment D: Sample Hearing Notice
Attachment E: Sample Findings and Recommendations
Attachment F: Institutional-Level Student Complaint Form

ATTACHMENT A

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER (TTUHSC)
Code of Professional and Academic Conduct

Complaint of Misconduct

This form serves as an official charge against a TTUHSC student or student organization for alleged violations of the Code of Professional and Academic Conduct (referred to as the "Student Code") in the TTUHSC Student Handbook. This form is to be submitted to the Student Conduct Administrator for the applicable TTUHSC School. A separate Complaint of Misconduct must be completed for each student or student organization accused of violations of the Student Code.

Please complete the following:

Name of Accused Student/Registered Student Organization:_____

School, Department and Program of Accused Student *(if known)*:_____

List the course name, number, and section *(if applicable)* in which the alleged misconduct occurred._____

Please provide a clear and concise explanation of the circumstances of the alleged misconduct. Include all relevant information, including, but not limited to, the name of the person(s) who witnessed the incident(s) and where the incident(s) occurred. Use additional pages if necessary. Please attach relevant supporting documents, e.g., copy of assignment, source of plagiarism, etc.

_____
_____
_____
_____

Date of discovery of alleged violation *(please report within 20 business days of discovery)*:_____

Date of alleged violation *(if different from above)*:_____

Please cite the Student Code(s) and the provision(s) of such code(s) that the Accused Student allegedly violated._____

What remedy are you seeking for your complaint (e.g., reduction of grade for particular work and/or class, warning, probation, suspension, dismissal, restitution, etc.)?

_____

I certify that all information provided herein is accurate and complete.

_____ _____
Printed Name Complainant Date

_____ _____

Complainant's Signature Contact Information (Address/Email/Phone Number)

Refer to the TTUHSC Student Handbook for more information regarding the Student Code, which is available through the TTUHSC Office of Student Services or at http://www.ttuhsc.edu/studentservices/doc/student_handbook.pdf.

The following notice is provided in accordance with Texas Government Code § 559.003(a) of the Texas Government Code: (1) with few exceptions, you are entitled on your request to be informed about the information TTUHSC collects about you; (2) under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information; and (3) under Section 559.004 of the Texas Government Code, you are entitled to have TTUHSC correct information that is incorrect in accordance with TTUHSC policies and procedures.

Form Approved by_____*[Insert proper authority]* *[Insert date]*

ATTACHMENT B

Sample Letter from Student Conduct Administrator

Date

Name of Accused Student
Address
Anywhere, Texas XXXXX

PRIVILEGED & CONFIDENTIAL
CERTIFIED MAIL#_____
RETURN RECEIPT REQUESTED &
REGULAR MAIL

[In the alternative, "HAND DELIVERY"]

Re: Complaint of Misconduct

Dear Accused Student:

The Texas Tech University Health Sciences Center (TTUHSC) School of _____ has initiated an investigation based upon allegations that you have violated the Code of Professional and Academic Conduct (Student Code) in the TTUHSC Student Handbook, as more fully described below. This investigation was initiated based on the Complaint of Misconduct, which is attached hereto.

On or about *[Provide date; detailed circumstances & conduct; time(s); location(s); individual(s) involved]*.

Under Part II.F of the Student Code, you are required to meet with me within five (5) business days from the date of this letter. It is your responsibility to call my office to schedule an appointment at your earliest convenience. If you fail to meet with me within this time period, you will be in violation of the Student Code and disciplinary action may be taken against you on that basis.

A copy of the Student Code, which is annually published in the TTUHSC Student Handbook, is attached and is available at _____*[Insert website]* for your review. Until the Student Conduct Board has selected a Chair, I will be your contact for all matters concerning these proceedings. All information concerning this matter is regarded as confidential to the extent allowed by law.

I look forward to meeting with you about this matter.

Sincerely,

Student Conduct Administrator School of _____

xc: Complainant
Department Chair
Enclosures:

ATTACHMENT C

GUIDELINES FOR STUDENT CONDUCT BOARD HEARING

The following should be used as guidelines for conducting Student Conduct Board Hearings under the Code of Professional and Academic Conduct (Student Code) in the TTUHSC Student Handbook. These are not mandatory procedures. The Chair may develop other procedures that fit the particular situation, as long as the procedures do not contradict the provisions of the Code of Professional and Academic Conduct.

A. INTRODUCTION BY CHAIR

The Chair should do the following.

1. Begin recording.

2. Introduce himself/herself and identify his/her role (i.e., to oversee the Student Conduct Board Hearing).

3. Notify parties present that the Hearing is being recording and that the recording is the property of TTUHSC.

4. Ask Board members, the Accused Student (and advisor, present), and the Complainant (and advisor, if present) to identify themselves.

5. If the Complainant or the Accused Student has an advisor, read the following statement:
   a. The role of the advisor during this Student Conduct Board Hearing is limited. It reflects that this process is not a courtroom proceeding but is part of TTUHSC's program designed to provide a good learning environment for all members of our academic community.
   b. An advisor may not question witnesses or make statements before the Student Conduct Board. The only appropriate role for the advisor is to provide advice to the student who has requested his/her presence in a manner which does not disturb the proceedings of the Student Conduct Board.
   c. If an advisor fails to act in accordance with the procedures of the Student Conduct Board, he/she may be barred from these proceedings by the Chair.

6 Remind all persons participating in the Hearing that falsification, distortion, or misrepresentation before the Student Conduct Board is a violation of the Student Code and that any person who abuses the Student Code System in this way may face disciplinary charges for the violation.

7. Advise that witnesses, other than the Accused Student and the Complainant, are present in the Student Conduct Board Hearing only while offering their information. All witnesses, other than the Accused Student and the Complainant, shall be instructed to leave the Student Conduct Board Hearing room and wait outside. Witnesses may be asked to affirm that they are presenting the truth before information is provided.

8. Address whether the Accused Student or the Complainant challenged any member of the Student Conduct Board for reasons of bias at least 3 days prior to the hearing in accordance with Section F.2.d and whether any new member(s) has been appointed to replace the challenged member.

9. State the allegations that have been brought against the Accused Student and the provisions of the Student Code which have been violated.

10. Explain that the Board will receive information, interview the parties and any witnesses for the parties or the Board, and review documents. At the conclusion of the hearing, the Board will confer privately and issue Findings and Recommendations to the Dean.

11. Advise that the proceedings are not intended to follow courtroom or judicial procedures and are part of an educational process by which the University applies its values to establishing the best possible learning environment for its students. Rules of procedure and evidence applicable to trials will not apply in this hearing. Hearsay evidence may be admitted with consideration given to the source, its credibility, and the nature of the evidence.

12. Remind the parties that professional decorum will be maintained at all times by the participants. Any person may be requested to leave at the discretion of the Chair.

B. COMPLAINANT'S AND ACCUSED STUDENT'S OPENING REMARKS

The Chair should do the following:

1. Chair may allow questions before proceeding with introductory remarks.

2. Ask whether the Accused Student admits or denies the allegations.

3. Both Complainant and Accused Student shall have an opportunity to present opening remarks, not to exceed 5 minutes each. Further time may be allowed in the Chair's discretion. (Opening remarks are not required, and there shall not be a negative assumption should Accused Student and/or Complainant elect not to do so.) If either party has prepared a written Impact or Position Statement or wishes to make an oral statement, he/she may do so within the prescribed time frame.

4. Complainant makes opening remarks.

5. Accused Student makes opening remarks.

C. COMPLAINANT'S CASE PRESENTATION

The Chair should do the following:

1. Inform the Complainant of his/her responsibility to provide information regarding the allegations. Provide the Complainant an opportunity to present his/her case. The complainant may be questioned by the Student Conduct Board. The Accused Student will then be given the opportunity to question the Complainant. The Chair will then ascertain whether members

of the Student Conduct Board and the Accused Student have any final questions for the Complainant.

The Complainant may call his/her witnesses during the case presentation to provide relevant information. For each witness, the Complainant, and the Student Conduct Board will have opportunity to question the witness. Questioning by the Complainant and the Accused Student may be limited in the sole discretion of the Chair of the Student Conduct Board to such things as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for efficient administration of the Hearing.

2. Before a witness is excused, the Chair will ascertain whether members of the Student Conduct Board, the Complainant and the Accused Student have any final questions of the witness.

3. Instruct the witness not to discuss with other potential witnesses the information the witness shared with the Student Conduct Board.

D. ACCUSED STUDENT'S WITNESSES

The Chair should do the following:

1. Provide the Accused Student an opportunity to present his/her case regarding the allegations. Inform the Accused Student of his/her responsibility to provide information regarding the allegations. He or she may be questioned by the Student Conduct Board. The Complainant will then be given the opportunity question the Accused Student. The Chair will then ascertain whether members of the Student Conduct Board and the Complainant have any final questions for the Accused Student.

   The Accused Student may call his/her witnesses during the case presentation to provide relevant information. For each witness, the Complainant and the Student Conduct Board will have an opportunity to question the witness. Questioning by the Accused Student and the Complainant may be limited in the sole discretion of the Chair of the Student Conduct Board to such things as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for efficient administration of the Hearing.

2. Before a witness is excused, the Chair will ascertain whether members of the Student Conduct Board, the Complainant and the Accused Student have any final questions of the witness.

3. Instruct the witness not to discuss with other potential witnesses the information the witness shared with the Student Conduct Board.

E. STUDENT CONDUCT BOARD'S WITNESSES (IF ANY)

1. If the Student Conduct Board requires further witnesses, it may call them at this time. The witnesses initially will be questioned by the Student Conduct Board. The Complainant and the Accused Student will then be given the opportunity to question the witnesses. Questioning by the Complainant and the Accused Student may be limited at the sole discretion of the Chair of the Student Conduct Board for such things, as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for efficient administration of the Hearing.

2. Before a witness is excused, the Chair will ascertain whether members of the Student Conduct Board and the Complainant and the Accused Student have any final questions of the witness.

3. Instruct the witness not to discuss with other potential witnesses the information the witness shared with the Student Conduct Board.

4. If the Board intends to visit a location where the alleged violation occurred, the Accused Student and Complainant shall accompany the Board to the location and be allowed to participate in discussion by the Board. All discussions regarding the matter made the subject of the Hearing will be "on hold" while traveling to and from a location. Members of the Board should not independently visit the location to investigate the allegations, without the Accused Student and Complainant present.

F. CONCLUDING REMARKS

The Chair should do the following:

1. Provide the Complainant an opportunity for concluding remarks.

2. Provide the Accused Student an opportunity for concluding remarks.

3. Concluding remarks are not required and there shall not be a negative assumption should the Accused Student and/or Complainant elect not to do so.

G. DELIBERATIONS

The Chair should do the following:

1. Inform the parties that the written Findings and Recommendations of the Student Conduct Board ("Findings") will be forwarded to the Dean, the Complainant, and the Accused Student.

2. Refer the parties to the Code of Professional and Academic Conduct in the TTUHSC Student Handbook if they have further questions regarding this proceeding or the appeal process. Questions should not be directed to any member of the Student Conduct Board.

3. Caution members of the Student Conduct Board not to discuss this matter with anyone in order to respect the privacy of all persons involved.

4.Excuse the Complainant, Accused Student, and their advisors *(if any)* from the Student Conduct Board Hearing room so that the members of the Student Conduct Board may determine if the Accused Student is responsible for any of the violations of the Student Code with which he/she has been charged.

5, Cease all recording of the proceeding.

6 .After the parties have left the Hearing site, deliberate regarding appropriate sanctions, if any.

H. FINDINGS AND RECOMMENDATIONS

The Chair is responsible to prepare the Student Conduct Board's Findings and Recommendations. If the Findings and Recommendations are not unanimous, minority opinion(s) may be written by those who differ with the majority's Findings and Recommendations. The Chair will forward the written Findings and Recommendations, including minority opinion(s), to the Dean with copies to the Accused Student, the Complainant, and the Department Chair.

ATTACHMENT D

Sample Hearing Notice

Date

PRIVILEGED & CONFIDENTIAL

Name of Accused Student
Address
Anywhere, Texas XXXXX

CERTIFIED MAIL#_____
RETURN RECEIPT REQUESTED

Name of Complainant
Address
Anywhere, Texas XXXXX

CERTIFIED MAIL#_____
RETURN RECEIPT REQUESTED

TTUHSC School of _____
Notice for Student Conduct Board Hearing

A Student Conduct Board Hearing will begin on _____*[Insert date]* at_____*[Insert time]* in room_____. The purpose of this Hearing is to review the Complaint of Misconduct filed against you. The Complaint alleges that on or about *[provide date, time(s) and location(s); summarize circumstances & conduct].*

In this connection, it is alleged that _____*[Insert name of Accused Student]* violated *[Identify section of Student Code and quote section]* of the Code of Professional and Academic Conduct (Student Code) in the TTUHSC Student Handbook, a copy of which was made available to you by the Student Conduct Administrator.

If the Hearing is not concluded by_____, the session may be adjourned and continued until a later date to be determined by the members of the Student Conduct Board.

The following individuals will serve on the Student Conduct Board and will make a finding on whether a violation has occurred and recommend appropriate sanctions, if any:

- *[List members of the Board.]*

You may challenge the impartiality of any member of the Student Conduct Board up to three (3) days prior to the Hearing by providing in writing to the _____*[Insert name]* Student Conduct Administrator,_____, those reasons for the challenge.

At least (7) business days prior to the Student Conduct Board Hearing, you must submit the following information to me:

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

- The name of your advisor, if any, who may be present only in an advisory capacity at the Hearing. The advisor must be a member of the TTUHSC community and may not be an attorney, unless you are also the subject of a pending criminal investigation, indictment or charge arising out of the same circumstances.

After receiving the above information from each party, I will exchange the information with the respective parties prior to the Hearing. At the Student Conduct Board Hearing, you will be provided an opportunity to make opening remarks, call witnesses, question witnesses, be present when testimony/evidence is being presented, respond to questions of the committee and make closing remarks after all evidence is presented.

At the conclusion of the Student Conduct Board Hearing, I will notify you in writing regarding the Findings and Recommendations of the Student Conduct Board.

Please be advised that if you do not appear before the Student Conduct Board at the above-referenced date and time, the information in support of the Complaint shall be presented and considered even if you are not present.

Sincerely,

Chair, Student Conduct Board

xc: Members of the Student Conduct Board
Dean
Department Chair
Student Conduct Administrator

ATTACHMENT E

Sample Findings and Recommendations

Date

PRIVILEGED & CONFIDENTIAL

Dean of the School

Name of Accused Student
Address
Anywhere, Texas XXXXX

CERTIFIED MAIL#_____
RETURN RECEIPT REQUESTED

Name of Complainant
Address
Anywhere, Texas XXXXX

CERTIFIED MAIL#_____
RETURN RECEIPT REQUESTED

TTUHSC School of _____
Findings and Recommendations

The Student Conduct Board met on _____*[Insert date]* at_____*[Insert time]* in room_____ to review the Complaint of Misconduct filed against _____*[Insert name of student].* The Complaint alleges that on or about *[Provide date, time(s) and location(s); summarize circumstances & conduct].* It is further alleged that _____*[Insert name of Accused Student]* violated *[Identify section of Student Code and quote section]* of the Code of Professional and Academic Conduct (Student Code) in the TTUHSC Student Handbook.

[Identify names and titles of the Student Conduct Board members present at the meeting and whether or not they were challenged by any of the parties. Identify all other individuals present at the meeting.]

[Identify whether the hearing was recorded.. If so, indicate that the recording was delivered to the Office of the Dean.]

[Identify whether the parties submitted written evidence prior to the hearing and on what date. Attach written evidence.]

[Identify whether Accused Student admitted or denied the allegations.]

[Identify any witnesses and provide a brief summary substance of their testimony.]

[Provide a brief summary of the evidence that supported and/or refuted the Complaint.]

[Identify findings of the Committee and the vote numbers.]

[Identify recommended sanctions, if any.]

[Identify whether there are any dissenting opinions and attach the opinions.]

Please direct any further questions that you may have to the Student Conduct Administrator.

Sincerely,

Chair, Student Conduct Board

xc: Members of the Student Conduct Board
Chair of the Student Promotions and Professional Conduct Board
Student Conduct Administrator
Department Chair

Enclosures: Written evidence presented by the parties

ATTACHMENT F

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER (TTUHSC)

Institutional-Level Student Complaint Form

Use this form for filing an official complaint that fall outside the scope of other institutional and school-based policies, including, for example, student complaints against staff members employed at the institutional level or against TTUHSC administrators. The TTUHSC Office of Student Services will administer the institutional policy and will insure that due process is afforded to all concerned. *This form is to be submitted to the Director of Student Services.*

Please complete the following:

Name of Accused:_____

School, Department *(if known)*:_____

List the course name, number, and section *(if applicable)* in which the alleged misconduct occurred._____

Please provide a clear and concise explanation of the circumstances of the alleged incident. Include all relevant information, including, but not limited to, the name of the person(s) who witnessed the incident(s) and where the incident(s) occurred. Use additional pages if necessary. Please attach relevant supporting documents.

_____

_____

_____

_____

Date of alleged violation:_____

I certify that all information provided herein is accurate and complete.

_____ _____

Printed Name Complainant Date

_____ _____

Complainant's Signature (Email/Phone Number)

Refer to the TTUHSC Student Handbook for more information regarding the Student Code, which is available through the TTUHSC Office of Student Services or at http://www.ttuhsc.edu/studentservices/doc/student_handbook.pdf.

ANGELO STATE UNIVERSITY
Holiday Schedule for 2013-2014

	DATE	DAY OF WEEK	HOLIDAY
2013	Sep 2	Monday	Labor Day
	Nov 28	Thursday	Thanksgiving Day
	Nov 29	Friday	Thanksgiving Day
	Dec 23	Monday	Winter Holiday
	Dec 24	Tuesday	Winter Holiday
	Dec 25	Wednesday	Winter Holiday
	Dec 26	Thursday	Winter Holiday
	Dec 27	Friday	Winter Holiday
	Dec 30	Monday	Winter Holiday
	Dec 31	Tuesday	Winter Holiday
2014	Jan 1	Wednesday	New Year's Day
	Jan 20	Monday	Martin Luther King Day
	Apr 18	Friday	Spring Holiday
	May 26	Monday	Memorial Day
	July 4	Friday	Independence Day
TOTAL ALLOWABLE HOLIDAYS			**15**

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 2014. In FY 2014, two (2) holidays fall on weekends and cannot be substituted for other regular working days. The result is fifteen (15) observable holidays for FY 2014.

ANGELO STATE UNIVERSITY
TRAFFIC AND PARKING REGULATIONS
~~2012-2013~~ 2013-2014

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, traffic congestion and special events. All changes will be made available through the Parking Services Web page http://www.angelo.edu/parking 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.
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. <u>These rules and regulations shall be reviewed to ensure their viability and continued adherence to the university's goals and mission.</u>

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.

I. **Alternative Fuel Vehicle"** is any vehicle that runs on a fuel other than "traditional" petroleum fuels (gasoline or diesel). This would include electric, hybrid electric & flex-fuel vehicles. The United States Department of Energy officially recognizes the following as alternative fuels: biodiesel, electricity, ethanol, hydrogen, natural gas & propane. Ethanol blends must be 15% or greater to be considered an alternative fuel.

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. "**S**" zone- Special vendor parking or contracted parking.

6. **"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~~A $5 fee 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 vehicle pricing, permits must be purchased at same time.

Single or Two Vehicle(s)	
Single Permit (August – August)	$90.00
Two Vehicles (August-August)	$144.00

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

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" A/B/C Zones included

Automobiles or Motorcycles	
Flat Fee (per vehicle)	$120

Student Two Vehicle Permits

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

Reserved "D" Zones Not Offered in Combination

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 or Replacement Permits

Students/Faculty/Staff additional ~~or replacement of lost~~ permits are priced the same as applicable permits. Replacement or lost permits are $5.00. ~~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.

- 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 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	25%
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 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 vehiclcle 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 front windshield. It must be affixed in a manner as to not interfere with the visibility of the state registration and/or inspection sticker.
   B. Students driving convertible type vehicles may obtain a motorcycle decal to place on the front windshield above the vehiclcle registration/ safety inspection sticker(s).

   C. 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.

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.

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."

P. Spaces marked for "Alternative Fuel" vehicles are reserved for vehicles that meet the definition of alternative fuel. Vehicle parking in these spaces must also abide by the lot zone designation. Currently these spaces are only available in lot P-13 and are zoned for "C" parking permit holders.

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 request by a university police officer, display a valid operator's license. If the operator is a university student, he or she may also be required to present an Angelo State University I.D. card.

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
Unauthorized 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, bad weather,not being able to find a parking space,or only parking in violation for a short period of time 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. 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://www.angelo.edu/parking.

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.

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 and properly display your parking permit.

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 HEALTH SCIENCES CENTER
TRAFFIC AND PARKING REGULATIONS
~~2012~~-2013-2014

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. Additional permits 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:

	Violation	Fine
**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.ttuhsc.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.ttuhsc.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 be 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 Sate 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.ttuhsc.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.ttuhsc.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.ttuhsc.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. <u>University Service Vehicle Parking</u>

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.

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

Parking Fees and Refunds - Texas Tech University Health Sciences Center

2013-2014 Rates Through	Faculty/Staff Reserved Space 12 months		Faculty/Staff Area Reserved 12 months		Two-Wheeler 12 months	
	Cost	Refund	Cost	Refund	Cost	Refund
Sep. 30	$552.00	$501.00	$156.00	$138.00	$39.60	$31.30
Oct. 31	506.00	455.00	143.00	125.00	36.30	28.00
Nov. 30	460.00	409.00	130.00	112.00	33.00	24.70
Dec. 31	414.00	363.00	117.00	99.00	29.70	21.40
Jan. 31	368.00	317.00	104.00	86.00	26.40	18.10
Feb. 28	322.00	271.00	91.00	73.00	23.10	14.80
Mar. 31	276.00	225.00	78.00	60.00	19.80	11.50
Apr. 30	230.00	179.00	65.00	47.00	16.50	8.20
May. 31	184.00	133.00	52.00	34.00	13.20	4.90
Jun. 30	138.00	87.00	39.00	21.00	9.90	0.00
Jul. 31	92.00	41.00	26.00	8.00	6.60	0.00
Aug. 31	46.00	0.00	13.00	0.00	3.30	0.00

2013-2014 Rates Through	Commuter 12 months		Commuter 9 months		Extended Commuter 14 months	
	Cost	Refund	Cost	Refund	Cost	Refund
Jul. 31					$119.00	$105.50
Aug. 31					110.50	97.00
Sep. 30	$102.00	$88.50	$76.50	$63.00	102.00	88.50
Oct. 31	93.50	80.00	68.00	54.50	93.50	80.00
Nov. 30	85.00	71.50	59.50	46.00	85.00	71.50
Dec. 31	76.50	63.00	51.00	37.50	76.50	63.00
Jan. 31	68.00	54.50	42.50	29.00	68.00	54.50
Feb. 28	59.50	46.00	34.00	20.50	59.50	46.00
Mar. 31	51.00	37.50	25.50	12.00	51.00	37.50
Apr. 30	42.50	29.00	17.00	3.50	42.50	29.00
May. 31	34.00	20.50	8.50	0.00	34.00	20.50
Jun. 30	25.50	12.00			25.50	12.00
Jul. 31	17.00	3.50			17.00	3.50
Aug. 31	8.50	0.00			8.50	0.00

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 – 1st Replacement	$5.00
Transferable permit – 2nd 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
TEXAS TECH UNIVERSITY SYSTEM ADMINISTRATION
HOLIDAY SCHEDULE 2013-2014

	DATE	DAY OF WEEK	HOLIDAY
2013	Sep 2	Monday	Labor Day
	Nov 28	Thursday	Thanksgiving Day
	Nov 29	Friday	Thanksgiving Day
	Dec 23	Monday	Winter Break
	Dec 24	Tuesday	Winter Break
	Dec 25	Wednesday	Winter Break
	Dec 26	Thursday	Winter Break
	Dec 27	Friday	Winter Break
	Dec 30	Monday	Winter Break
	Dec 31	Tuesday	Winter Break
2014	Jan 1	Wednesday	New Year's Day
	Jan 20	Monday	Martin Luther King Day
	Mar 21	Friday	Spring Break
	May 26	Monday	Memorial Day
	July 4	Friday	Independence Day
TOTAL ALLOWABLE HOLIDAYS			**15**

NOTE: University employees who wish to observe Rosh 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 2014. In FY 2014 two (2) holidays fall on weekends and cannot be substituted for other regular working days. The result is fifteen (15) observable holidays for FY 2014.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
HOLIDAY SCHEDULE
2013-2014

	DATE	DAY OF WEEK	HOLIDAY
2013	Sep 2	Monday	Labor Day
	Nov 28	Thursday	Thanksgiving
	Nov 29	Friday	Thanksgiving
	Dec 24	Tuesday	Christmas Eve
	Dec 25	Wednesday	Christmas Day
	Dec 26	Thursday	Christmas
	Dec 31	Tuesday	New Year's Eve
2014	Jan 1	Wednesday	New Year's Day
	Jan 20	Monday	Martin Luther King Day
	Mar 21	Friday	Spring Holiday
	May 26	Monday	Memorial Day
	July 4	Friday	Independence Day
TOTAL ALLOWABLE HOLIDAYS			**12**

NOTE: State law provides for 17 state holidays. In FY 2014, two (2) state holidays fall on a weekend. The appropriations bill disallows state holidays occurring on weekends. Therefore, the state will observe fifteen (15) holidays in FY 2014, which is two more than FY 2013. TTUHSC will observe 12 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 Chavez Day in lieu of any holiday(s) on which the institution is required to be open and staffed to conduct business.

Leading the Way 2020

TEXAS TECH UNIVERSITY SYSTEM *Strategic Priorities and Goals*

2012 REPORT
PERFORMANCE & ACCOUNTABILITY

ABOUT
THE TEXAS TECH UNIVERSITY SYSTEM

VISION 2020

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TEXAS TECH UNIVERSITY SYSTEM



MESSAGE
FROM THE CHAIRMAN

Sincerely,

Mickey Long

BOARD
OF REGENTS

Mickey L. Long, *Chairman*
Larry K. Anders, *Vice Chairman*
John Esparza
L. Frederick "Rick" Francis
Tim Lancaster
Debbie Montford
Nancy Neal
John D. Steinmetz
John Walker
Suzanne Taylor, *Student Regent*

VISION 2020



MESSAGE
FROM THE CHANCELLOR

Yours truly,

Kent Hance

Kent Hance

TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY SYSTEM

The mission of the Texas Tech University System is to provide leadership and support services for Texas Tech University, the Texas Tech University Health Sciences Center and Angelo State University in the attainment of each component's individual mission.

TEXAS TECH UNIVERSITY

As a public research university, Texas Tech advances knowledge through innovative and creative teaching, research and scholarship. The university is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. The university is committed to enhancing the cultural and economic development of the state, nation and world.

ANGELO STATE 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, Angelo State prepares students to be responsible citizens and to have productive careers.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

The mission of Texas Tech University Health Sciences Center is to improve the health of people by providing educational opportunities for students and health care professionals, advancing knowledge through scholarship and research and providing patient care and service.

STRATEGIC PRIORITY I
Increase Enrollment and Promote Student Success

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

STRATEGIC PRIORITY II
Strengthen Academic Quality and Reputation

We will attract and retain the best possible faculty to enhance our teaching excellence and grow our number of nationally recognized programs.

STRATEGIC PRIORITY III
Expand and Enhance Research and Creative Scholarship

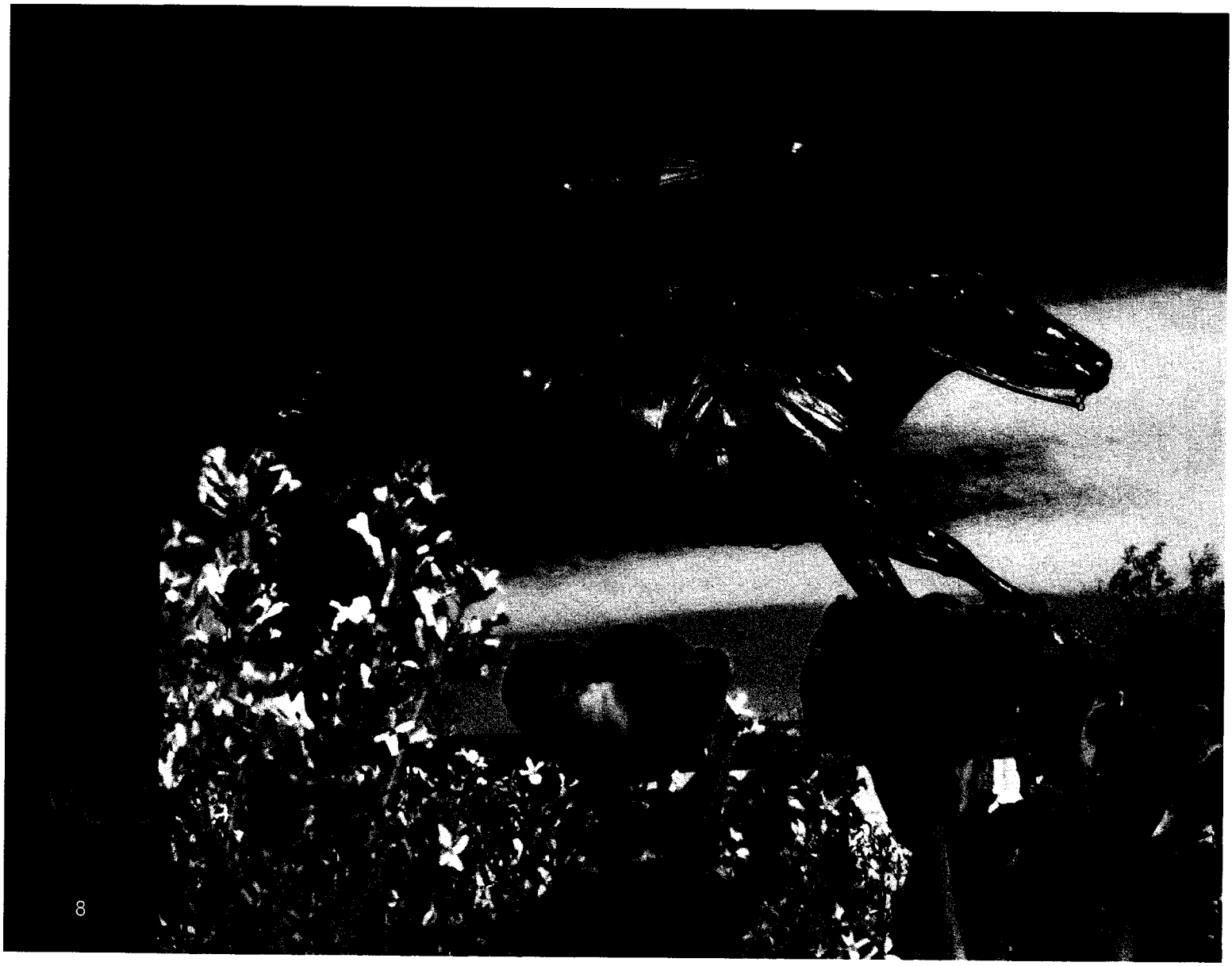
We will significantly increase the amount of public and private research expenditures to advance knowledge, improve the quality of life in our state and nation, and enhance the state's economy and global competitiveness.

STRATEGIC PRIORITY IV
Further Outreach and Engagement

We will expand our community outreach, promote higher education and continue to deliver quality, affordable health care to underserved Texans to improve our communities and enrich quality of life.

STRATEGIC PRIORITY V
Increase and Maximize Resources

We will increase funding for scholarships, professorships and world-class facilities and maximize those investments through more efficient operations to ensure affordability for students and accountability to the state of Texas.



TEXAS TECH UNIVERSITY

LAWRENCE SCHOVANEC, PH.D.
INTERIM PRESIDENT

TEXAS TECH UNIVERSITY

EXECUTIVE SUMMARY
Strategic Priorities & Goals

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Fall Enrollment (IPEDS[1])	32,327	32,467	0.43%	33,028	33,330	35,131	40,000
NEW Fall Total Transfer Students from Texas [2] (THECB[3])	5,750	6,025	4.78%	5,834	6,166	6,500	7,500
Total Weighted Student Credit Hours	2.02 M	2.11 M	4.46%	2.07 M	2.15 M	2.21 M	2.51 M
One-year Retention Rate (IPEDS[1])	82.00%	80.70%	-1.59 %	81.4%	81.5%	82.00%	84.00%
Six-year Graduation Rate [4] (IPEDS[1])	62.60%	61.40%	-1.92 %	61.70%	62.60%	63.00%	65.00%
Total Research Expenditures	$142.76 M	$132.54 M	-7.16%	$145 M	$145 M	$160 M	$250 M
Restricted Research Expenditures	$50.2 M	$46.1 M	-8.17%	$55 M	$50 M	$65 M	$90 M
Total Doctorates Awarded Annually [5] (IPEDS[1])	262	254	-3.05%	280	270	280	320
Total Endowment [4] (IPEDS[1])	$434 M	$474 M	9.22%	$484 M	$511 M	$660 M	$1 B
Faculty Receiving Nationally Recognized Awards	2	7	250%	9	11	13	15

1 Integrated Postsecondary Education Data System (IPEDS).
2 Students with at least 30 credit hours.
3 Texas Higher Education Coordinating Board (THECB).
4 Some data items reported in IPEDS are a year behind. For example, the data from 2011 is reported in 2012.
5 IPEDS data uses the federal year (July 1 through June 30) to define annual doctorates awarded.

STRATEGIC PRIORITY I

Increase Enrollment and Promote Student Success

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Total Fall Enrollment (IPEDS[1])	**32,327**	**32,467**	**0.43%**	**33,028**	**33,330**	**35,131**	**40,000**
NEW Total Undergraduate Enrollment (IPEDS[1])	26,063	26,481	1.60%	27,286	27,832	28,105	30,000
NEW Total Graduate and Law Student Enrollment (% of Total Enrollment) (IPEDS[1])	**6,264 (19.38%)**	**5,986 (18.44%)**	**-4.44%**	**6,606 (20.00%)**	**6,735 (20.00%)**	**7,728 (22.00%)**	**10,000 (25.00%)**
NEW Freshman Classification Enrollment	6,540	6,278	-4.01%	6,698	6,700	6,954	7,073
NEW Fall Total Students Enrolled in Honors College (THECB[3])	**1,022**	**1,050**	**2.74%**	**NA**	**1,166**	**1,405**	**2,000**
NEW Fall Total Transfer Students from Texas [2] (THECB[3])	5,750	6,025	4.78%	5,834	6,166	6,500	7,500
NEW International Enrollment as % of Total Enrollment	**6.70%**	**4.70%**	**-29.85%**	**7.00%**	**7.00%**	**7.80%**	**8.50%**
One-year Retention Rate (IPEDS[1])	82.00%	80.70%	-1.59%	81.40%	81.50%	82.00%	84.00%
Two-year Retention Rate	**70.00%**	**70.10%**	**0.14%**	**70.03%**	**71.50%**	**72.00%**	**75.00%**
Four-year Graduation Rate [4] (IPEDS[1])	37.00%	35.30%	-4.59%	33.00%	35.00%	37.00%	40.00%
Six-year Graduation Rate [4] (IPEDS[1])	**62.60%**	**61.40%**	**-1.92%**	**61.70%**	**62.60%**	**63.00%**	**65.00%**
Total Degrees Awarded Annually (IPEDS[1])	6,190	6,682	7.95%	6,745	7,000	7,280	8,000
REVISED Progress Toward Diversity in TX [5] (THECB[3])	**State/TTU**	**State/TTU**	**TTU**	**State/TTU**	**State/TTU**	**State/TTU**	**State/TTU**
African-American	13.6%/6.1%	13.3%/6.4%	4.92%	11.8%/4.9%	11.9%/5.3%	12.0%/6.0%	12.3%/7.8%
Hispanic	39.7%/19.6%	44.0%/20.0%	2.04%	28.7%/16.5%	30.1%/17.9%	32.8%/20.8%	39.8%/27.9%
Asian	4.0%/2.6%	3.7%/2.7%	-3.57%	6.5%/2.6%	6.6%/2.8%	6.7%/3.2%	7.0%/4.2%
REVISED Freshmen in Top 25% of High School Class	56.40%	51.90%	-7.98%	51.50%	52.00%	52.50%	55.00%
REVISED Average Freshmen ACT/SAT Score for 25-75 Percentile (IPEDS[1])	**26/1010-1200**	**27/1020-1210**	**1/10 pts.**	**27/1020-1210**	**27/1020-1210**	**27/1020-1220**	**28/1030-1230**

1 Integrated Postsecondary Education Data System (IPEDS).
2 Students with at least 30 credit hours.
3 Texas Higher Education Coordinating Board (THECB).
4 Some data items reported in IPEDS are a year behind. For example, the data from 2011 is reported in 2012.
5 TTU Strategic Plan defines this as data for Region 1 High School Grads. This is THECB Accountability system statewide data.

TEXAS TECH UNIVERSITY

STRATEGIC PRIORITY II

Strengthen Academic Quality and Reputation

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Total Doctorates Awarded Annually (IPEDS[1])	262	254	-3.05%	280	270	280	320
Faculty Receiving Nationally Recognized Awards	2	7	250%	9	11	13	15
NEW Master's Graduation Rate	70.10%	72.00%	2.71%	71.00%	72.00%	75.00%	80.00%
Doctoral Graduation Rate	58.20%	62.40%	7.22%	61.00%	63.00%	70.00%	75.00%
Doctoral Time to Degree (Years)	< 8	TBD[2]	NA	8	8	8	8
Percent of FTE Teaching Faculty Who are Tenured/ Tenure-track	77.60%	77.10%	-0.64%	75.00%	75.00%	75.00%	75.00%
Tenure/Tenure-track Faculty Teaching Lower Division Student Credit Hours[3]	34.60%	31.10%	-10.12%	35.00%	35.00%	35.00%	35.00%
NEW National Scholarship Applicants/Recipients for Fulbright, Rhodes, etc.	TBD	TBD	NA	7	9	11	15

1 Integrated Postsecondary Education Data System (IPEDS).
2 The Texas Higher Education Coordinating Board has not published an updated number for this item.
3 All faculty data posted by the Texas Higher Education Coordinating Board are behind one year; Data in 2012 column is for 2011, but was published in 2012.

STRATEGIC PRIORITY III
Expand and Enhance Research and Creative Scholarship

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Total Research Expenditures	**$142.76 M**	**$132.54 M**	**-7.16%**	**$145 M**	**$145 M**	**$160 M**	**$250 M**
Restricted Research Expenditures	$50.20 M	$46.01 M	-8.17%	$55 M	$50 M	$65 M	$90 M
Federal Research Expenditures (NSF [1])	**$35.19 M**	**$29.97 M**	**-14.83%**	**$40 M**	**$40 M**	**$65 M**	**$150 M**
NEW Federal & Private Research Expenditures per Faculty Full-time Equivalent	$60,616	$55,579	-8.31%	$75,000	$77,500	$100,000	$200,000
Number of TTU-led Collaborative Research Projects with TTUHSC	**3**	**2**	**-33.33%**	**5**	**5**	**5**	**10**
Proposals Submitted	1,035	929	-10.24%	1,150	1,150	1,200	1,500
Research Space in Square Feet	**461,656**	**490,015**	**6.10%**	**520,000**	**520,000**	**700,000**	**1 M**
NEW New Inventions	30	51	70.00%	40	54	65	105

1 National Science Foundation (NSF).

TEXAS TECH UNIVERSITY

STRATEGIC PRIORITY IV
Further Outreach and Engagement

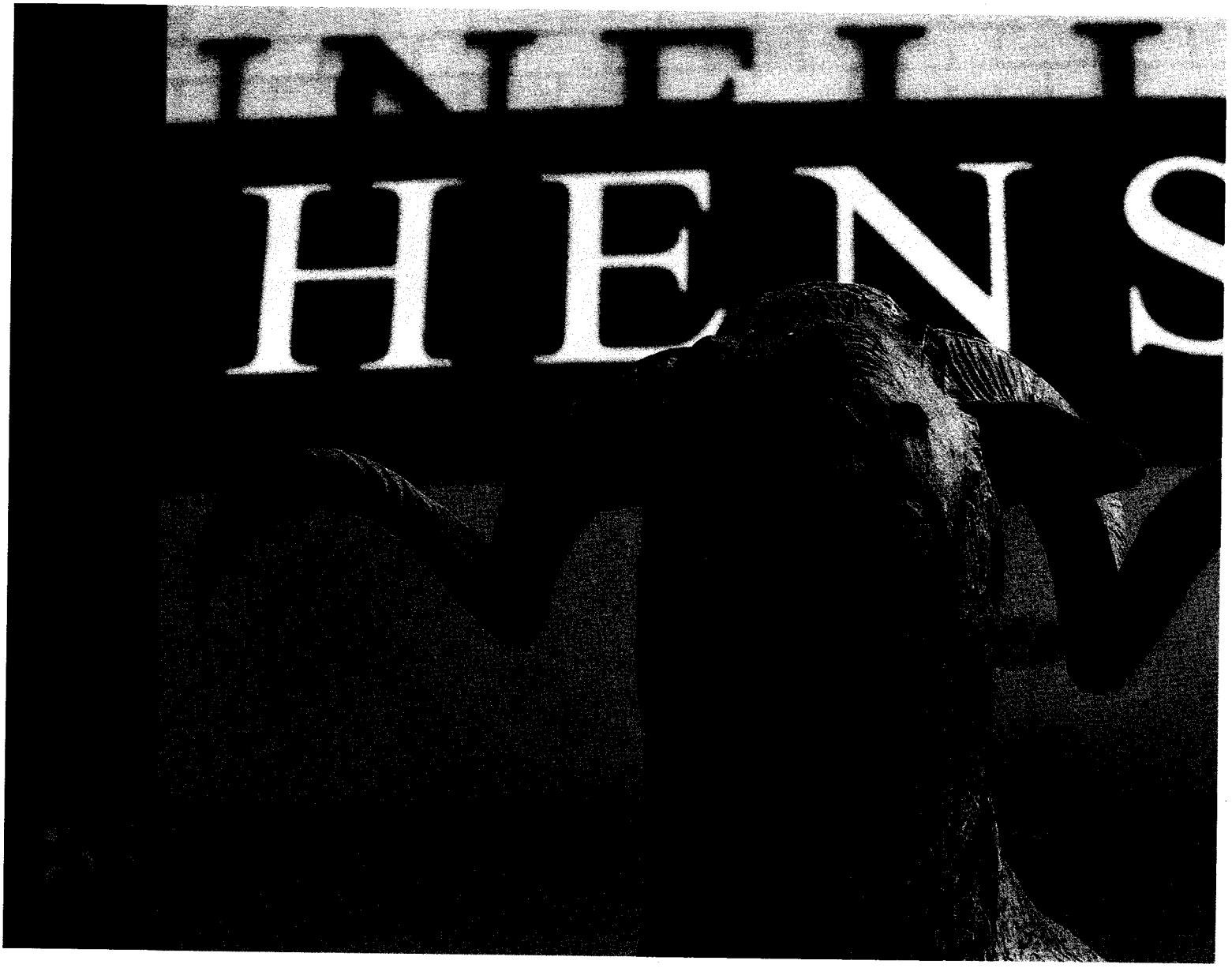
Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Total Non-TTU Attendees and Participants in TTU Outreach and Engagement Activities [1]	**198,397**	**141,684**	**-28.58%**	**250,000**	**250,000**	**300,000**	**350,000**
K-12 Students and Teachers Participating in TTU Outreach and Engagement Activities [1]	148,091	85,489	-42.27%	200,000	200,000	200,000	250,000
Total Funding Generated by TTU Institutional and Multi-Institutional Outreach and Engagement Activities [2]	**$41.50 M**	**$35.70 M**	**-13.98%**	**$40 M**	**$40 M**	**$50 M**	**$60 M**
Economic Impact on State and Region [3]							
NEW Statewide Impact	***NA [4]***	***$2.28 B***	***NA***	***NA***	***$2.44 B***	***$2.59 B***	***$3.24 B***
Economic Impact on the South Plains Region [5]	$1.39 B [4]	$1.92 B	38.13%	$1.47 B	$2.05 B	$2.17 B	$2.73 B
Annual Contribution to the Texas Workforce by Graduates of TTU	**$3.39 B [4]**	**$3.73 B**	**10.03%**	**$3.46 B**	**$3.98 B**	**$4.54 B**	**$6.36 B**
Total Jobs Created Statewide from TTU Operations, Employees, Research, Students, University-related Visitors and Red Raider Home Football Games	16,207 [4]	21,791	34.45%	16,920	23,260	24,828	31,596
Total Household Income Created from TTU Operations, Employees, Research, Students, University-related Visitors and Red Raider Home Football Games	**$673 M [4]**	**$916 M**	**36.10%**	**$700 M**	**$977.65 M**	**$1.04 B**	**$1.30 B**

1 Duplicated headcount.
2 Non-TTU sources; May include duplicated sums.
3 Ewing, B. The 2012 Economic Impact of Texas Tech University System, (Study published in February 2013).
4 All 2011 data was based on the impact of Lubbock County and not statewide.
5 South Plains Region as defined by the Texas Workforce Commission.

STRATEGIC PRIORITY V
Increase and Maximize Resources

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
NEW Total Student Credit Hours	848,001	871,311	2.75%	864,961	888,737	917,904	1.1 M
Total Weighted Student Credit Hours	2.02 M	2.11 M	4.46%	2.07 M	2.15 M	2.21 M	2.51 M
Administrative Cost as Percent of Operating Budget	6.20%	6.10%	-1.61%	6.20%	6.00%	6.00%	6.00%
Total Endowment (IPEDS [1])	$434 M	$474 M	9.22%	$484 M	$511 M	$660 M	$1 B
Total Budgeted Revenue	$648.82 M	$677.60 M	4.44%	$660.91 M	$723.94 M	$755 M	$808.22 M
Classroom Space Usage Efficiency Score	92	83	-9.78%	92.75	93	95	100
Operating Expense per Full-time Equivalent Student [2]	$16,837	$17,065	1.35%	$17,735	$17,406	$18,127	$19,000
REVISED License/Option Agreements	2	2	0.00%	N/A	4	8	20
NEW Gross Licensing Revenue	$192,920	$182,803	-5.24%	$151,000	$225,000	$325,000	$650,000
Total Funds Raised Annually [3]	$163 M	$78 M	-52.15%	$125 M	$125 M	$125 M	$150 M

1 Integrated Postsecondary Education Data System (IPEDS).
2 Public service expenditures are no longer included in operating expenses. Prior years' data has been recast.
3 In Fiscal Year 2012, the Council for Advancement and Support of Education (CASE) Reporting Standards made a guideline change that prohibited the counting of academic software licensing agreements in reported gift totals. In Fiscal Year 2011, there were several millions of dollars of these types of gifts allowed and reported.


HENS

ANGELO STATE UNIVERSITY

BRIAN J. MAY, PH.D.
PRESIDENT

Leading the Way | 2012 Performance and Accountability Report

ANGELO STATE UNIVERSITY

EXECUTIVE SUMMARY
Strategic Priorities & Goals

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Fall Enrollment	7,084	6,888	-2.77%	7,325	7,277	8,363	10,000
Undergraduate Transfer Students w/ More Than 30 Hours	444	536	20.72%	470	550	600	650
First-year Retention Rate [1]	61.40%	58.60%	-4.56%	64.00%	61.00%	66.00%	70.00%
Six-year Graduation Rate	31.00%	31.00%	-	32.00%	33.00%	34.00%	37.00%
Sustainment of Hispanic Serving Institution Status [2]	27.10%	29.20%	7.75%	28.00%	30.00%	32.00%	35.00%
Percent of Lower-division Courses Taught by Tenure-track Faculty	55.80%	52.30%	-6.27%	56.00%	56.00%	58.00%	61.00%
Total External Dollars Expended Annually	$3.90 M	$3.74 M	-4.10%	$4.50 M	$2.50 M	$5 M	$6 M
Classroom Space Usage Efficiency Score	66	66	-	70	70	74	91
Total Endowment	$117.99 M	$119.08 M	0.92%	$120 M	$121 M	$125 M	$150 M

1 These measures include only students by head count that began at ASU as new, first-time students and continued at or graduated from ASU.
2 Percentages reflect Hispanic student enrollment as a portion of total undergraduate FTE (full-time equivalent) enrollment. Graduate enrollment is not a factor.

STRATEGIC PRIORITY I

Increase Enrollment and Promote Student Success

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Fall Enrollment	**7,084**	**6,888**	**-2.77%**	**7,325**	**7,277**	**8,363**	**10,000**
NEW Enrollment from Outside Service Area [1]	3,913	3,946	0.84%	4,400	4,200	5,000	6,000
Graduate Student Enrollment as a Percentage of Total Enrollment	**11.50%**	**12.80%**	**11.30%**	**12.00%**	**13.00%**	**15.00%**	**18.00%**
Number of Undergraduate Transfer Students w/ More Than 30 Hours	444	536	20.72%	470	550	600	650
Number of Students Receiving Carr Scholarship	**1,833**	**1,663**	**-9.27%**	**1,465**	**2,000**	**2,300**	**2,600**
NEW Number of Students Enrolled in Honors Program	130	112	-13.85%	160	160	250	300
First-year Retention Rate [2]	**61.40%**	**58.60%**	**-4.56%**	**64.00%**	**61.00%**	**66.00%**	**70.00%**
Second-year Retention Rate [2]	49.90%	45.60%	-8.61%	50.00%	50.00%	60.00%	70.00%
Four-year Graduation Rate [2]	**14.40%**	**17.00%**	**18.06%**	**17.00%**	**18.00%**	**19.00%**	**22.00%**
Six-year Graduation Rate [2]	31.00%	31.00%	-	32.00%	33.00%	34.00%	37.00%
Total Degrees Awarded Annually	**1,148**	**1,367**	**19.08%**	**1,200**	**1,435**	**1,582**	**2,019**
Sustainment of Hispanic Serving Institution [3]	27.10%	29.20%	7.75%	28.00%	30.00%	32.00%	35.00%

1 Enrollment Outside of Service Area – Texas counties outside of the 21 counties surrounding San Angelo.
2 These measures include only students by head count that began at ASU as new, first-time students and continued at or graduated from ASU.
3 Percentages reflect Hispanic student enrollment as a portion of total undergraduate FTE (full-time equivalent) enrollment. Graduate enrollment is not a factor.

ANGELO STATE UNIVERSITY

STRATEGIC PRIORITY II

Strengthen Academic Quality and Reputation

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Percent of Lower-division Courses Taught by Tenure-track Faculty	55.80%	52.30%	-6.27%	56.00%	56.00%	58.00%	61.00%
NEW Number of Students Enrolled in Honors Program	130	112	-13.85%	160	160	250	300
Pass Rates on Professional Examinations							
Nursing	75.00%	86.00%	14.67%	80.00%	90.00%	92.00%	95.00%
Teacher Certification	93.40%	95.00%	1.71%	99.00%	99.00%	99.00%	99.00%
Physical Therapy [1]	NA	89.50%	89.50%	96.00%	96.00%	98.00%	98.00%
Medical School Acceptance Rate	50.00%	46.00%	-8.00%	52.00%	50.00%	55.00%	60.00%

1 No pass rate reported for Fiscal Year 2011 because the transition to the Doctorate of Physical Therapy program did not yield graduates until Fiscal Year 2012.

STRATEGIC PRIORITY III

Expand and Enhance Research and Creative Scholarship

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
External Project Proposals Submitted Annually	35	31	-11.43%	38	39	45	60
Total External Dollars Expended Annually [1]	$3.90 M	$3.74 M	-4.10%	$2.50 M	$2.50 M	$3 M	$4 M
Number of Students Involved in Undergraduate and Graduate Research [2]	59	48	-18.64%	100	100	150	225

1 Reflects the expenditure of external dollars for the Center for Security Studies.
2 Numbers reported reflect students participating in the annual Student Academic Showcase (fall) and Student Research Fellowships Symposium (spring).

ANGELO STATE UNIVERSITY

STRATEGIC PRIORITY IV
Further Outreach and Engagement

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Total Hours Spent by Faculty, Staff and Students in Outreach and Engagement Activities	49,206	148,105 [1]	201.00%	50,000	52,000	55,000	60,000
Number of Documented K-12 Students Participating in Outreach & Engagement Activities	6,666	20,034 [1]	200.54%	7,000	7,500	8,500	10,000
External Funding Based on Outreach and Engagement Activities	$389,955	$893,035 [1]	129.01%	$400,000	$417,000	$450,000	$600,000
Nursing Outreach Hours	3,580	3,468	-3.13%	4,000	4200	4,547	5,456
Economic Impact on State and Region [2]							
NEW Statewide Economic Impact	NA [3]	$382 M	NA	NA	$398 M	$480 M	$615 M
Economic Impact on the Concho Valley Region [4]	$238 M [3]	$293 M	23.12%	$254 M	$306 M	$369 M	$474 M
Annual Contribution to the Texas Workforce by Graduates of ASU	$503 M [3]	$554 M	10.14%	$513 M	$593 M	$678 M	$949 M
Total Jobs Created Statewide from ASU Operations, Employees, Research, Students and University-related Visitors	2,387 [3]	3,895	63.17%	2,547	4,102	4,957	6,462
Total Household Income Created from ASU Operations, Employees, Research, Students and University-related Visitors	$111 M [3]	$154 M	38.74%	$118 M	$161 M	$195 M	$250 M

1 A more inclusive approach is now being taken to track funding and activities that yields data to better represent the outreach and engagement involvement at ASU.
2 Ewing, B. The 2012 Economic Impact of Texas Tech University System, (Study published in February 2013).
3 All 2011 data was based on the impact of Tom Green County and not statewide.
4 Concho Valley Region as defined by the Texas Workforce Commission.

STRATEGIC PRIORITY V
Increase and Maximize Resources

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Total Student Credit Hours	**178,829**	**181,906**	**1.72%**	**180,000**	**180,000**	**200,000**	**240,000**
NEW Total Weighted Student Credit Hours	291,373	297,954	2.26%	283,929	303,913	309,991	371,990
Administrative Cost as Percent of Operating Budget	**10.40%**	**9.89%**	**-4.90%**	**10.20%**	**9.80%**	**9.70%**	**9.50%**
Total Endowment	$117.99 M	$119.08 M	0.92%	$120 M	$121 M	$125 M	$150 M
Total Budgeted Revenue	**$103.80 M**	**$104.90 M**	**1.06%**	**$110 M**	**$103.50 M**	**$129.00 M**	**$158.79 M**
Classroom Space Usage Efficiency Score	66	66	-	70	70	74	91
Operating Expense per Full-time Equivalent [1]	**$15,245**	**$15,113**	**-0.87%**	**$14,462**	**$14,595**	**$13,561**	**$13,088**
Total Funds Raised Annually	$7.72 M	$5.95 M	-22.93%	$3 M	$3 M	$5 M	$7.50 M

1 Based on 12 undergraduate and 9 graduate student credit hours.



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

TEDD L. MITCHELL, M.D.
PRESIDENT

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

EXECUTIVE SUMMARY

Strategic Priorities & Goals

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Fall Enrollment	4,094	4,370	6.74%	4,498	4,613	5,514	6,901
Total Research Expenditures	$58.35 M	$60.60 M	3.87%	$65 M	$65 M	$70 M	$85 M
Total National Institutes of Health (NIH) Awards	$15.95 M	$13.71 M	-14.02%	$17 M	$15 M	$20 M	$25 M
NEW Total Cancer Prevention Research Institute of Texas (CPRIT) Awards	$4.10 M	$5.99 M	46.14%	$6 M	$6 M	$8 M	$10 M
Total Number of Outpatient and Inpatient Visits in State-owned and State-affiliated Facilities	774,864	772,984	-0.24%	800,648	786,083	878,000	921,000
Total Endowment Assets	$267.00 M	$265.79 M	-0.45%	$329.00 M	$292.37 M	$353.77 M	$569.74 M
Administrative Cost as % of Total Expenditures	4.38%	4.31%	-1.60%	4.41%	4.50%	4.50%	4.50%

STRATEGIC PRIORITY I

Increase Enrollment and Promote Student Success

Goals Fall Enrollment	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
TTUHSC	4,094	4,370	6.74%	4,498	4,692	5,601	6,901
NEW **Allied Health Sciences**	1,281	1,325	3.43%	1,281	1,330	1,350	1,380
Lubbock	585	605	3.42%	585	605	605	605
Amarillo	44	46	4.55%	44	44	44	44
Permian Basin	164	167	1.83%	164	164	164	164
Distance Education	488	507	3.89%	488	517	537	567
NEW **Biomedical Sciences**	113	108	-4.42%	128	127	145	162
Lubbock	76	71	-6.58%	80	80	85	90
Amarillo	37	37	0.00%	40	40	45	50
Abilene	---	---	---	4	0	5	10
El Paso	---	---	---	4	7	10	12
NEW **Medicine**	572	572	0.00%	593	593	593	602
Lubbock	411	414	0.73%	446	446	446	461
Amarillo	83	82	-1.20%	107	107	107	102
Permian Basin	39	37	-5.13%	40	40	40	39
El Paso	39	39	0.00%	0	0	0	0
NEW **Medicine (Paul L. Foster)**	177	253	43.00%	257	280	400	400
NEW **Nursing**	1,333	1,409	5.70%	1,523	1,558	2,092	3,120
Lubbock (ATP)	311	310	-0.32%	440	325	557	608
Abilene	58	96	65.52%	84	120	160	306
Permian Basin	35	50	42.86%	57	60	75	147
El Paso	27	NA[1]	NA	NA	NA	NA	NA
Distance Ed.	902	953	5.65%	954	1,053	1,381	2,059
NEW **Nursing (Gayle G. Hunt)**	38	112	194.70%	110	110	300	600

1 In 2012, nursing students on the El Paso campus became part of the Gayle G. Hunt School of Nursing.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

STRATEGIC PRIORITY I (continued)

Increase Enrollment and Promote Student Success

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Fall Enrollment							
NEW **Pharmacy**	**580**	**599**	**3.28%**	**606**	**615**	**634**	**635**
Amarillo	295	293	-0.68%	295	295	300	300
Abilene	148	156	5.41%	155	155	156	156
Lubbock	38	37	-2.63%	38	38	38	38
Dallas	99	113	14.14%	118	127	140	140
Student Success							
TTUHSC Degrees Awarded (Annually)	**1,418**	**1,674**	**18.00%**	**1,592**	**1,788**	**2,113**	**2,586**
NEW **Allied Health Sciences** *Graduation Rate*	91.00%	90.00%	-1.10%	92.00%	>90.00%	>90.00%	>90.00%
NEW **Biomedical Sciences** *Doctoral-Time to Degree (years)*	4.90	5.17	5.43%	<5.00	<5.00	<5.00	<5.00
NEW **Medicine** *Percent of Students Entering Primary Care Specialty*	42.60%	38.00%	-10.80%	>45.00%	>45.00%	>45.00%	>45.00%
NEW **Medicine (Paul L. Foster)** *Residency Match Results to Specialty of Choice*	NA [1]	NA [1]	NA [1]	>95.00%	>95.00%	>95.00%	>95.00%
NEW **Nursing** *First Time Licensure Pass Rate*	92.60%	94.00%	1.51%	>87.00%	>87.00%	>87.00%	>87.00%
NEW **Nursing (Gayle G. Hunt)** *Retention Rate*	NA	94.00%	NA	NA	>94.00%	>94.00%	>95.00%
NEW **Pharmacy** *First Time Licensure Pass Rate*	96.20%	100.00%	3.95%	>95.00%	>95.00%	>95.00%	>95.00%

1 The Paul L. Foster School of Medicine will not graduate a class until 2013; therefore, it has also not participated in the match.

STRATEGIC PRIORITY II
Strengthen Academic Quality and Reputation

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Percent of FTE Faculty who are Tenured or Tenure-track	29.00%	29.00%	0.00%	28.00%	30.00%	30.00%	30.00%
Allied Health Sciences							
First Time Licensure/Certification Exam Pass Rate	92.80%	91.00%	-1.94%	>90.00%	>90.00%	>90.00%	>90.00%
Percent of Faculty Recognized by Professional Organizations	17.00%	22.00%	29.41%	20.00%	20.00%	20.00%	20.00%
Biomedical Sciences							
Qualifying Exam Pass Rate	100.00%	100.00%	0.00%	100.00%	100.00%	100.00%	100.00%
Percent of Faculty Recognized by Professional Organizations	NA	51.00%	NA	50.00%	53.00%	55.00%	60.00%
Medicine							
First Time Pass Rate USMLE [1] (Step 1)	97.00%	97.00%	0.00%	>95.00%	>95.00%	>95.00%	>95.00%
First Time Pass Rate USMLE [1] (Step 2-Clinical Knowledge)	94.00%	98.00%	4.26%	>95.00%	>95.00%	>95.00%	>95.00%
First Time Pass Rate USMLE [1] (Step 2-Clinical Skills)	98.00%	99.00%	1.02%	>95.00%	>95.00%	>95.00%	>95.00%
Percent of Faculty Recognized by Professional Organizations	46.00%	46.00%	0.00%	46.00%	46.00%	48.00%	50.00%

1 United States Medical Licensing Examination (USMLE).

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

STRATEGIC PRIORITY II (continued)

Strengthen Academic Quality and Reputation

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Medicine (Paul L. Foster)							
First Time Pass Rate USMLE [1] (Step 1)	97.00%	98.00%	1.03%	>95.00%	>95.00%	>95.00%	>95.00%
First Time Pass Rate USMLE [1] (Step 2-Clinical Knowledge)	NA	Pending	Pending	>95.00%	>95.00%	>95.00%	>95.00%
First Time Pass Rate USMLE [1] (Step 2-Clinical Skills)	NA	Pending	Pending	>95.00%	>95.00%	>95.00%	>95.00%
Percent of Faculty Recognized by Professional Organizations	46.00%	42.00%	-8.70%	46.00%	46.00%	48.00%	50.00%
Nursing							
Percent of Faculty Recognized by Professional Organizations	11.00%	13.00%	18.18%	12.00%	15.00%	20.00%	25.00%
Nursing (Gayle Greve Hunt)							
First Time Licensure/Certification Exam Pass Rate	NA	NA	NA	NA	>87.00%	>87.00%	>87.00%
Percent of Faculty Recognized by Professional Organizations	16.00%	22.00%	37.50%	12.00%	23.00%	24.00%	30.00%
Pharmacy							
Pharmacy Curriculum Outcomes Assessment Composite Score	NA	>90.00%	NA	NA	>95.00%	>95.00%	>95.00%
Percent of Faculty Recognized by Professional Organizations	19.00%	19.00%	0.00%	19.00%	23.00%	25.00%	30.00%

1 United States Medical Licensing Examination (USMLE).

STRATEGIC PRIORITY III
Expand and Enhance Research and Creative Scholarship

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target [1]	2020 Target [1]
Total Research Expenditures	$58.35 M	$60.60 M	3.87%	$65 M	$65 M	$70 M	$85 M
Total External Research Awards	$25.90 M	$27.67 M	6.86%	$30 M	$30 M	$35 M	$45 M
Total National Institutes of Health (NIH) Awards	$15.95 M	$13.71 M	-14.02%	$17 M	$15 M	$20 M	$25 M
NEW Total Cancer Prevention Research Institute of Texas (CPRIT) Awards	$4.10 M	$5.99 M	46.14%	$6 M	$6 M	$8 M	$10 M
NEW Total External Grants Submitted	329	359	9.12%	400	400	450	500
NEW National Institutes of Health (NIH) Grants Submitted	163	167	2.45%	200	175	200	225
Percent FTE Tenured and Tenure-track Faculty with External Grants	27.00%	26.00%	-3.70%	30.00%	30.00%	33.00%	35.00%
NEW Number of Publications by all TTUHSC Faculty	417	499	19.66%	450	500	550	600
NEW Number of Publications in which TTUHSC Students are Authors	47	44	-6.38%	60	50	60	70
NEW Internal Seed Grants for Research	$607,894	$458,635	-24.55%	$1 M	$1 M	$1 M	$1 M
Invention Disclosures – Technology Commercialization	26	21	-19.00%	32	26	35	45

1 Targets are based on significant increases in faculty that were projected for these years. Targets may not be realized given the economic situation in the state and at TTUHSC.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

STRATEGIC PRIORITY IV
Further Outreach and Engagement

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Total Number of Outpatient and Inpatient Visits in State-Owned and State-affiliated Facilities	774,864	772,984	-0.24%	800,648	786,083	801,883	809,902
Unreimbursed Cost of Uncompensated Care	$72.84 M	$74.10 M	1.73%	$74.83 M	$75.20 M	$80.79 M	$91.41 M
NEW Number of Students Participating in Global Health Initiatives [1]	36	78	116.66%	NA	65	TBD	TBD
NEW Number of People Served by West TX AHEC [2]	69,120	48,747	-29.47%	50,000	45,000	40,000	45,000
Economic Impact on State and Region [3]							
NEW *Statewide Economic Impact*	NA [3]	$1.73 B	NA	NA	$1.86 B	$2.23 B	$2.83 B
Economic Impact on the Regions where TTUHSC Operates [5]	$923 M [4]	$1.50 B	62.51%	$948 M	$1.60 B	$1.91 B	$2.44 B
Annual Contribution to the Texas Workforce by Graduates of TTUHSC	$902 M [4]	$1.26 B	39.67%	$902 M	$1.52 B	$2.20 B	$5.61 B
Total Jobs Created Statewide from TTUHSC Operations, Employees, Research, Students and University-related Visitors	12,139 [4]	14,802	21.94%	12,468	15,881	19,067	24,517
Total Household Income Created from TTUHSC Operations, Employees, Research, Students and University-related Visitors	$548 M [4]	$682 M	24.45%	$562 M	$731 M	$873 M	$1.11 B

1 Includes academic and service-oriented activities which take place abroad or with a domestic organization whose primary objective is to positively affect global health outcomes.
2 Area Health Education Center (AHEC); AHECs are considering more longitudinal activities and less one-touch activities, meaning more time spent individually with fewer students.
3 Ewing, B. The 2012 Economic Impact of Texas Tech University System, (Study published in February 2013).
4 All 2011 data was based on the impact of counties where TTUHSC operates and not statewide.
5 South Plains Region as defined by the Texas Workforce Commission.

STRATEGIC PRIORITY V
Increase and Maximize Resources

Goals	2011	2012	% Change	2012 Target	2013 Target	2015 Target	2020 Target
Administrative Cost as Percent of Total Expenditures	4.38%	4.31%	-1.60%	4.41%	4.50%	4.50%	4.50%
Total Endowment Assets	$267.00 M	$265.79 M	-0.45%	$329.00 M	$292.37 M	$353.77 M	$569.74 M
State Appropriated as a Percentage of Total Institutional Revenue	29.87%	29.30%	-1.91%	25.00%	25.00%	25.00%	25.00%
Total Institutional Revenue	$703.55 M	$698.54 M	-0.71%	$715.26	$719.50 M	$763.31 M	$884.89 M
NEW Licenses with Royalties	2	3	50.00%	2	3	5	12
NEW Gross License Revenue	$6,000	$24,000	300.00%	$6,000	$40,000	$100,000	$300,000
Total Funds Raised Annually	$11.8 M	$40 M	239.00%	$16.40 M	$20 M	$30 M	$50 M

TEXAS TECH UNIVERSITY SYSTEM

DEFINITIONS
and Sources for Key Performance Indicators

Administrative Cost as Percent of Operating Budget: Legislative Budget Board.
Administrative costs are Institutional Support expenditure items as designated in the institution's annual financial reports included in the following subcategories: executive management, fiscal operations, general administration and logistical services, administrative computing support, and public relations/development.

Operating Expenses per FTE Student: THECB Sources and Uses.
Operating expenses divided by the number of full-time equivalent students. Operating expenses include instruction, research, public service, academic support, student services, institutional support, operations and maintenance of plant, scholarships and fellowships, and capital outlay from current fund sources (except those related to auxiliary enterprises). These uses numbers come from the Sources and Uses report submitted by institutions.

Total Endowment: THECB Accountability System.
This total is comprised of three subgroups: (1) True Endowment Funds, (2) Term Endowment Funds, and (3) Quasi Endowment funds. True and Term Endowments are Restricted Nonexpendable Net Assets as defined by the Governmental Accounting Standards Board (GASB) and Permanently Restricted Net Assets as defined by the Financial Accounting Standards Board (FASB). Quasi Endowments, or Funds Functioning as an Endowment, can be either Restricted Expendable or Unrestricted, depending on the source of the funding. Funds held by a foundation or trust for the express use of the component should be included.

Total Budgeted Revenue: THECB Accountability System.
The board is required by law and Section 01.01, Regents' Rules, to approve an annual budget covering the operation of the ensuing fiscal year. This budget shall be prepared within the limits of revenue available from legislative appropriations and estimated local and other funds. The budget is to be constructed along organizational lines and using appropriate fund groupings required by state law or recommended by the State Auditor's Office or the State Comptroller's Office. The annual budget shall be prepared and adopted well in advance of the fiscal period and shall include all anticipated operating revenues, expenditures, transfers, and allocations. The expenditure budget approved by the board of regents shall be used for this strategic measure.

Classroom Space Utilization Efficiency Score: THECB Accountability System.
A measure from the Texas Higher Education Coordinating Board that is comprised of the scores from three individual metrics including Classroom Utilization, Classroom Demand, and Classroom Percent Fill. Classroom utilization is the hours per week that a classroom is used. Classroom percent fill compares a classroom's available capacity to actual enrollment. It is reported for the Fall Semester of each Fiscal Year. The maximum classroom usage efficiency score is 100.

Restricted Research Expenditures: THECB Accountability System.
Restricted research expenditures include externally funded grants (federal, state agencies, corporate, foundation), contracts (federal, state agencies, corporate) and gifts (corporate, private, foundation) in all fields that are restricted by the external entity to be used for "research." This accounting does not include recovered indirect cost and funds passed through to other institutions and agencies.

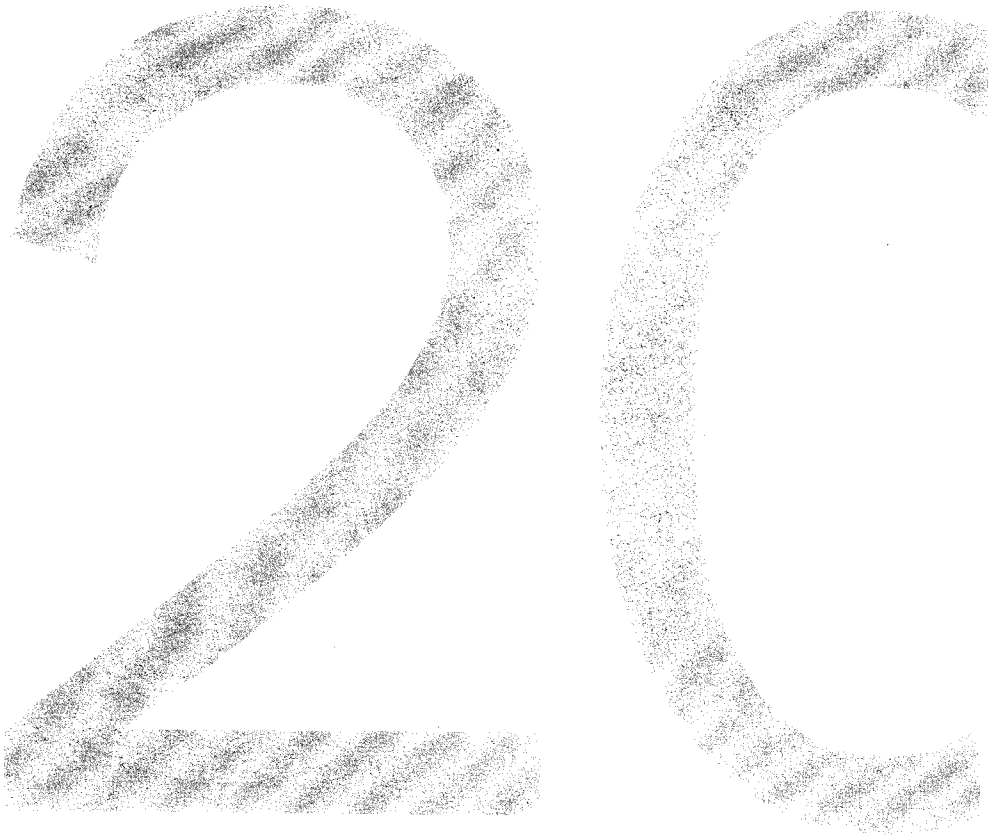
LEADERSHIP
AND ADMINISTRATION

Kent R. Hance, *Chancellor*
Jodey Arrington, *Vice Chancellor for Research, Commercialization & Federal Relations*
Jim Brunjes, *Vice Chancellor and Chief Financial Officer*
John Huffaker, *Vice Chancellor and General Counsel*
Michael Molina, *Vice Chancellor for Facilities Planning & Construction*
John Opperman, *Vice Chancellor for Policy & Planning*
Kelly Overley, *Vice Chancellor for Institutional Advancement*
Joseph C. Rallo, *Vice Chancellor for Academic Affairs*
Mike Sanders, *Vice Chancellor for Governmental Relations*
Kim Turner, *Chief Audit Executive*
Russell Thomasson, *Chief of Staff and Counsel to the Chancellor*
Ben Lock, *Executive Assistant to the Chancellor and Secretary to Board of Regents*
Robert Giovannetti, *Associate Vice Chancellor for Communications & Marketing*

STRATEGIC PLANNING
COMMITTEE

2012 Performance and Accountability Report to strategic plan, *Leading the Way: Vision 2020,* was prepared in February 2013 for presentation to the Board of Regents.

Joseph Rallo, Ph.D., Chairman
Jodey Arrington
Jim Brunjes
Dailey Fuller
Robert Giovannetti
Casey L. Harmon
John Opperman, Ph.D.
Russell Thomasson



TEXAS TECH UNIVERSITY SYSTEM

Office of the Chancellor | Box 42013 | Lubbock, Texas 79409-2013 | T 806.742.0012 | F 806.742.8050 | www.texastech.edu

Value Added, Value Accounted

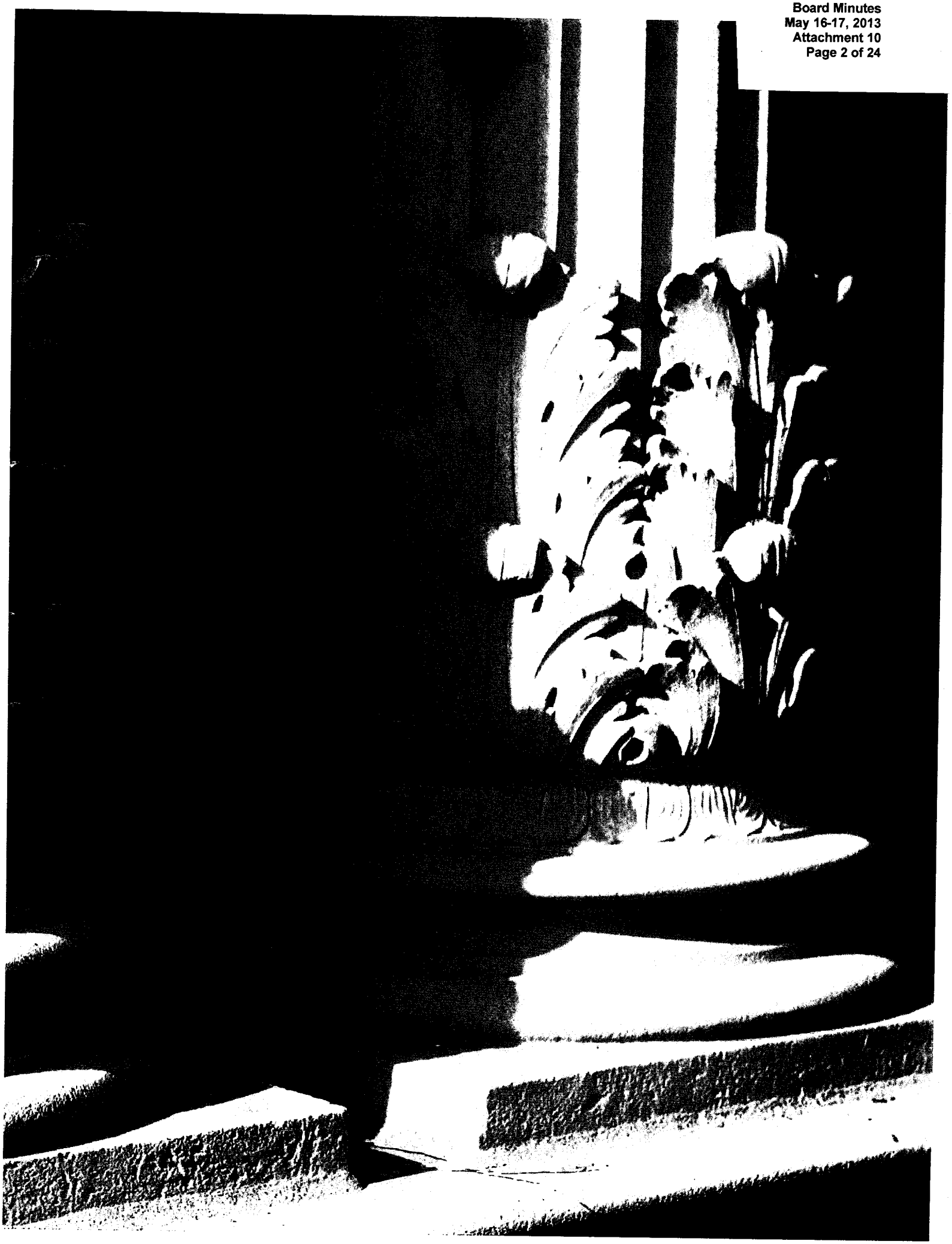
DRAFT

The **STRATEGIC PLAN** *and* **VALUE REPORT** *for the*

TEXAS TECH UNIVERSITY SYSTEM

ADMINISTRATION

May 2013



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TEXAS TECH UNIVERSITY SYSTEM™

From the very beginning, the Texas Tech University System administration has been vital to the success of our component institutions.

The administration's commitment to the institutions has never been stronger and is evident through the development of *Value Added, Value Accounted,* the first of its kind in the state.

With this plan, the TTU System showcases a bold vision for guiding our universities to great heights. The priorities and goals outlined in *Value Added, Value Accounted* will help shape a brighter future for the entire TTU System.

On behalf of the Board of Regents, I strongly support and endorse *Value Added, Value Accounted,* and look forward to a successful year ahead.

Sincerely,

Mickey Long
CHAIRMAN
Board of Regents



TEXAS TECH UNIVERSITY SYSTEM™

I am pleased to present *Value Added, Value Accounted,* the Texas Tech University System administration plan and value report and the first plan of its kind in the state of Texas. This plan outlines the priorities and goals of the TTU System administration, as well as the value our system provides to the component institutions.

After successfully coordinating the development and implementation of *Leading the Way: Vision 2020,* our strategic plan for the component institutions, the TTU System is poised to make another breakthrough with *Value Added, Value Accounted.* This plan is a clear and concise articulation of the TTU System administration's services and strategies to support the component institutions in achieving their missions.

While planning for the TTU System and its component institutions is a major responsibility of the Chancellor, it is also an important tool for communicating our value and performance. The development of this plan demonstrates our commitment to positioning each component institution for the brightest future possible. Additionally, this plan helps align our administration around common goals and will serve as a framework for monitoring our progress.

Countless hours of work by individuals at every level of our organization went into creating this plan, and I thank everyone involved for their dedication to improving the TTU System. We look forward to fulfilling our vision as we continue to meet the changing needs in higher education.

Yours truly,

Kent Hance
CHANCELLOR

TEXAS TECH UNIVERSITY SYSTEM™

The Texas Tech University System is one of the top public university systems in the state of Texas, consisting of three component institutions and operating at approximately 15 academic sites and centers. Headquartered in Lubbock, Texas, the TTU System has an annual operating budget of $1.5 billion and approximately 17,000 employees focused on advancing higher education, health care, research and outreach.

In 2012, total research expenditures approached $200 million and total enrollment exceeded 43,700 students for the first time in the TTU System's history. Whether it's contributing nearly $10 billion in economic impact statewide or being the only system in Texas to have a general academic university, law school and health-related institution on the same campus, the TTU System continues to prove that anything is possible.

VISION

The Texas Tech University System will be internationally recognized for its ability to effectively and efficiently provide leadership and support for its component institutions in the achievement of their respective missions to prepare students for leadership and success, address important societal needs, contribute to a stronger economy and better quality of life, and to serve the citizens of the state of Texas and the nation.

MISSION

The mission of the Texas Tech University System is to provide leadership and support services for Texas Tech University, the Texas Tech University Health Sciences Center and Angelo State University in the attainment of each component's individual mission.

PLANNING HISTORY

Less than 20 years ago, the Texas Tech University System administration was created by the Board of Regents and then formally established by the Texas legislature. Since that time, the TTU System has added Angelo State University and led its institutions through very ambitious fundraising campaigns, enrollment growth initiatives and research development and expansion.

Now as the TTU System anticipates the legislature adding Texas Tech University Health Sciences Center at El Paso to the system, it is important to clearly articulate and communicate the TTU System's plan to support the mission of each component institution.

Nearly four years ago, the Board of Regents and Chancellor developed *Leading the Way: Vision 2020,* a plan focused on the priorities and goals of the component institutions through the year 2020. This plan was formally adopted in 2009 and continues to provide the component institutions with a definitive framework to realize the vision for each institution.

Last year, on the heels of successfully implementing *Leading the Way: Vision 2020,* the Board of Regents and Chancellor agreed to develop a plan and value report focused exclusively on the priorities and goals of the TTU System administration.

Early in 2012, the Chancellor appointed a planning committee to review the existing priorities and goals of the TTU System. Throughout the year, this group received input from the Chancellor, all Vice Chancellors, the Chancellor's senior staff and university presidents to develop this strategic plan and value report for the TTU System administration, which is the first of its kind in the state.

OFFICES

The Chancellor is the chief executive officer of the Texas Tech University System. Pursuant to *Regents' Rules* and under the direction of the Board of Regents, this position is responsible for major areas of system oversight which include: (1) coordination of the component institutions; (2) customer-oriented service and equal employment opportunity instruction; (3) facilities planning and construction; (4) legal services; (5) state and federal government affairs; (6) communications and marketing; (7) financial services and oversight; (8) technology commercialization; and (9) fundraising. The Chancellor oversees nine primary offices within the TTU System administration that fulfill these responsibilities. These offices include:

- ***CHANCELLOR'S OFFICE***
- ***COMMUNICATIONS & MARKETING***
- ***ACADEMIC AFFAIRS***
- ***INSTITUTIONAL ADVANCEMENT***
- ***CHIEF FINANCIAL OFFICER***
- ***FACILITIES PLANNING & CONSTRUCTION***
- ***GENERAL COUNSEL***
- ***STATE GOVERNMENTAL RELATIONS***
- ***RESEARCH, COMMERCIALIZATION & FEDERAL RELATIONS***

The Secretary of the Board of Regents and Office of Audit Services report directly to the Board of Regents. However, both offices are instrumental and highly involved in supporting the Chancellor and TTU System administration in meeting system objectives and goals.

OFFICE MISSIONS *and* PRIORITIES

Each office adds tremendous value to the TTU system and component institutions and the following provides an overview of each office's mission and major priorities within the TTU System administration.

Secretary of the Board of Regents

Mission:
To coordinate board meetings, facilitate the development of board agenda items, maintain meeting minutes and other official documents of the Board, maintain the official copy of the *Regents' Rules*, interpret the *Regents' Rules*, and prepare and coordinate amendments to the *Regents' Rules*. Serves as a liaison for the Board and administration in the implementation of the above.

Priorities:

1. Serve as the principal officer to the board in the administration of the responsibilities of the board office and as the principal staff officer to each member of the Board of Regents in the discharge of the board member's responsibilities

2. Coordinate preparations and logistics for all meetings of the board

3. Coordinate TTU System and component administrators to ensure meetings of the Board of Regents are properly organized

4. Advise the Chancellor, TTU System executives and institutional staff on the policy requirements of the *Regents' Rules* and, where appropriate, intervene to ensure compliance

5. Facilitate effective communication between the Board of Regents and Chancellor

Value Added, Value Accounted

Chancellor's Office

Mission:
To anticipate needs, execute details and create opportunities to ensure the Chancellor can effectively lead the TTU System

Priorities:

1. Direct Support of the Chancellor

2. Coordination and Support of TTU System and Component Administration – coordinate and facilitate efficient and effective information flow and decision making between Chancellor, system administrators and component administrators

3. Stakeholder Relations – maintain quality engagement of alumni, legislators, students, faculty, community members and others

Communications & Marketing

Mission:
To coordinate communications and marketing at the component institutions, enhance the TTU System brand and identity and support the communication and marketing needs of the Chancellor, Regents and system administration

Priorities:

1. Marketing - focus marketing efforts on the 5 strategic priorities, chiefly increasing revenues, growing enrollment and increasing research through enhanced utilization of web, social media, TV, radio and print media within the TTU System administration and component institutions

2. Rapid Response Communication Plan – develop full implementation of Rapid Response Plan

3. Brand Consistency/Visual Identity – ensure brand consistency and quality control throughout the TTU System

4. Public Broadcasting - oversee and manage the operations of KTTZ TV and radio on behalf of the TTU System

5. Communications – manage the message in response to media opportunities throughout the TTU System

OFFICE MISSIONS *and* PRIORITIES *(continued)*

Academic Affairs

Mission:
To provide leadership and coordination to TTU System administration and component institutions through the initiation, integration and continuation of programs related to academic affairs and strategic planning

Priorities:
1. Lead, oversee and facilitate the TTU System strategic planning process
2. Consult with institution presidents, provosts and academic leadership, staying apprised of academic initiatives, accreditation processes, programs and procedures
3. Explore and develop new opportunities for revenue and enrollment growth synergies at the component institutions and beyond
4. Anticipate and pursue opportunities created by emerging trends in higher education
5. Stay apprised of cultural diversity programs

Institutional Advancement

Mission:
To increase resources by cultivating and stewarding the donors of TTU System

Priorities:
1. Raise funds on behalf of the TTU System
2. Steward donors and their funds and report on gifts and endowments
3. Cultivate donors from within and outside TTU System including those connected with colleges, schools, programs and campuses of the system

Value Added, Value Accounted

Chief Financial Officer

Mission:
To coordinate sound fiscal management of the TTU System, effectively oversee information services, maximize investment returns, manage risks through cost effective and efficient business operations and ensure all employees are treated with fairness and respect in all aspects of employment within the TTU System

Priorities:

1. Coordinate fiscal affairs of component institutions around mutual goals and objectives to increase and maximize resources which include preparation of budgets, managing debt and achieving other financial objectives

2. Directly support and oversee system administration with regard to those services covered by the office mission

3. Maximize rate of return on TTU System investments, within acceptable risk levels

4. Protect the people, property, reputation and the campus community by optimizing our contracts, insurance and loss prevention initiatives

5. Achieve shared information systems services throughout the system

6. Educate, train and support system-wide management to impact compliance with Equal Employment Opportunity rules and regulations

Research, Commercialization & Federal Relations

Mission:
To provide leadership and support for university research and commercialization through public and private sector engagement

Priorities:

1. Increase funding through public and private sponsored research

2. Enhance social and economic impact through licensed technologies and start-up companies

3. Establish priorities and strategies for federal relations and corporate engagement

4. Create an environment that promotes collaboration, innovation and entrepreneurship

OFFICE MISSIONS *and* PRIORITIES *(continued)*

Facilities Planning & Construction

Mission:
To provide system-wide master planning, design and construction solutions focused on ultimate service and superior quality through excellent management practices

Priorities:
1. Coordinate master planning and strategic analysis for future growth and current-day facility demands
2. Facilitate achievement of project budget, quality and scheduling commitments
3. Provide real-time transparency and accurate financial accounting, tracking, reporting and auditing management for all stakeholders
4. Encourage competitive and attractive environment for external construction and design firms
5. Cultivate environment of cooperation and engagement with TTU System customers and stakeholders

General Counsel

Mission:
To serve as legal counsel for the TTU System and its component institutions, provide advice and services across the entire spectrum of legal issues which affect TTU System institutions and to do so consistently in a timely, efficient and ethical manner

Priorities:
1. Provide accurate, timely and thorough response and execution
2. Minimize exposure to legal risks
3. Assist system leaders in achieving their goals
4. Educate system stakeholders regarding legal rights, issues and responsibilities
5. Operate efficiently as a legal department

Practice Areas include:
- Business transactions
- Employment
- Administrative procedure
- Regulatory compliance
- Commercial, employment and tort litigation (investigation and management)
- Commercialization
- Athletics compliance
- Medical malpractice defense
- Administration of the TTUHSC Medical Self-Insurance Plan

Value Added, Value Accounted

State Governmental Relations

Mission:
To develop and implement governmental relation programs for the TTU System. The office has been designated by the Chancellor as the representative of the TTU System in all matters relating to external communications with state governmental entities

Priorities:
The office is responsible for the general coordination of all state governmental activities of the institutions including:

1. Represent the institutions in their relations with the agencies and institutions of the state of Texas
2. Advise the Chancellor, Vice Chancellors, and other TTU System and institution officials, on relations with all such agencies and institutions
3. Inform appropriate administrative officers and staff personnel of current and long-range developments on the state level which may affect the institutions
4. Distribute information on state programs for appropriate action by the institutions on pertinent matters pending before state agencies
5. Represent the institutions with regard to providing the members and staff of the Texas Legislature information and facts pertinent to the official activities and responsibilities of the institutions

Audit Services

Mission:
To assist the Board of Regents and other units of the TTU System in identifying, avoiding and mitigating risks

Priorities:
1. Provide independent, objective assurance and consulting services designed to add value and improve the operations of the TTU System
2. Assist the TTU System in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes

PRIORITIES *of the* TTU SYSTEM ADMINISTRATION

Early in the process, the planning committee set out to identify the major functions of the TTU System administration. After much input, discussion and refining, the following priorities emerged as the most accurate description of the primary areas of focus for the TTU System administration. All goals of the Board of Regents, Chancellor and TTU System administration support at least one or more of these priorities.

The priorities of the strategic plan for the TTU System administration are as follows:

1. *Leadership & Coordination of Components:*
   The TTU System provides leadership and coordination to the component institutions along with initiating, monitoring and approving short- and long-range planning and policies for the entire organization.

2. *Institutional Support:*
   The TTU System provides many direct services to the component institutions including, but not limited to, audit, cultural diversity, equal employment opportunity education and training, facilities planning, legal counsel, government relations, communications, marketing, development, fiscal support and commercialization.

3. *Revenue Generation:*
   The TTU System generates revenue through fundraising, commercialization, state, federal and corporate engagement, and sound fiscal management of investments, funds and assets in support of the missions of the component institutions.

4. *Efficiencies & Productivity:*
   The TTU System seeks to centralize and share services with its component institutions where the service is needed by multiple component institutions, the service is more efficiently distributed by the TTU System or the service is more likely to increase productivity of the organization.

5. *External Relations:*
   The TTU System manages relationships with external stakeholders[1] to enhance the organization's brand, increase support and raise awareness of the entire TTU System.

For each of the five priorities established, the offices of the TTU System administration have identified multiple goals to achieve these primary areas of focus. Unless otherwise noted, the measurements for all goals under the following priorities are based on a fiscal year ending on August 31st and any reports or updates related to the goals will be made at the December 2013 Board of Regents meeting.

1 - Stakeholders include students (prospective and current), faculty, staff, parents, donors, education colleagues, alumni, elected officials and leaders (community, state and federal), etc.

Leadership & Coordination of Components

The TTU System provides leadership and coordination to the component institutions along with initiating, monitoring and approving short- and long-range planning and policies for the entire organization.

1.1 GOAL: Identification of TTU System risks

RESPONSIBLE OFFICE:
Audit Services

MEASUREMENT:
- Total risk failures not identified on annual risk assessment

1.2 GOAL: Coordinate strategic planning process culminating with Regent approval

RESPONSIBLE OFFICE:
Academic Affairs; Chancellor's Office; Facilities Planning & Construction

MEASUREMENT:
- Incorporate academic and facilities master plan elements
- Regents approve goals and metrics by May 31, 2013
- Regents approve FY14 goals and metrics for *Value Added, Value Accounted* at December 2013 Board of Regents meeting
- Regents approve MP1 Report aligning institutional priorities with planned infrastructure projects

1.3 GOAL: Coordinate TTU System and component budget requests pursuant to *Leading The Way: Vision 2020* and *Value Added, Value Accounted* culminating with Regent approval

RESPONSIBLE OFFICE:
Chief Financial Officer

MEASUREMENT:
- Budget briefing materials provided to the Chancellor and Regents, during the weeks leading up to the August Board of Regents meeting, will reference the alignment of system and institutional budgets with *Leading the Way: Vision 2020* and *Value Added, Value Accounted*, respectively.
- Regents approve the budget

1.4 GOAL: Coordinate, develop and monitor legislative policies and objectives approved by Chancellor

RESPONSIBLE OFFICE(S):
State Governmental Relations; Research, Commercialization & Federal Relations

MEASUREMENT:
- Report progress and outcome of approved state policies and objectives to Chancellor by July 31, 2013
- Report progress and outcome of approved federal policies and objectives to Chancellor by September 30, 2013

1.5 GOAL: Identify and pursue emerging opportunities in higher education

RESPONSIBLE OFFICE:
Academic Affairs

MEASUREMENT:
- Report and recommend action regarding emerging trend opportunities during 2013 Board of Regents Strategic Planning Retreat and during the August Board of Regents meeting

1.6 GOAL: Coordinate Rapid Response Communication Plan

RESPONSIBLE OFFICE:
Communications & Marketing

MEASUREMENT:
- Complete Phase I by May 31, 2013
- Complete Phase II by December 31, 2013

1.7 GOAL: Coordinate campus master planning initiative for the TTU System campuses

RESPONSIBLE OFFICE:
Facilities Planning & Construction

MEASUREMENT:
- Develop final land-use plan and a process for TTU and TTUHSC Lubbock campuses to ensure improvement and preservation of architectural aesthetics, campus beautification, public art and campus icons and monuments by December 31, 2013
- Provide status update on land-use plan at ASU by December 31, 2013
- Develop land-use planning concept for TTUHSC El Paso campus by December 31, 2013
- Develop land-use planning concept for TTUHSC campuses in Amarillo, Abilene, Dallas, Odessa and Midland, collectively, by December 31, 2013
- Provide update to Facilities Committee at the May and October Board of Regents meetings

Institutional Support

The TTU System provides many direct services to the component institutions including, but not limited to, audit, cultural diversity, equal employment opportunity education and training, facilities planning, legal counsel, government relations, communications, marketing, development, fiscal support and commercialization.

2.1 GOAL: Achieve superior satisfaction score from component institutions

MEASUREMENT:
- Survey presidents, with input from their executive teams, with questionnaire document that solicits input regarding the performance of all TTU System offices by October 31, 2013
- 3.0 or higher survey score on a 4.0 scale by November 15, 2013

RESPONSIBLE OFFICE(S):
All TTU System Offices

2.2. GOAL: Complete the website portion of the TTU System Integrated Marketing Initiative

MEASUREMENT:
- Update all system administration websites and include user tracking enhancements
- Complete integrated website design for all components by December 31, 2013

RESPONSIBLE OFFICE:
Communications & Marketing

2.3 GOAL: Ensure all construction projects are completed on time, on budget and adhere to or exceed campus quality and safety standards

MEASUREMENT:
- Provide report showing: 1) approved construction schedules and final completion dates; 2) Board of Regents approved project budgets compared to audited and reconciled cost of each project; 3) claims during the 12 month warranty period for each project and results; and 4) safety claims and results at the December 2013 Board of Regents meeting

RESPONSIBLE OFFICE:
Facilities Planning & Construction

2.4 GOAL: Increase engagement with faculty regarding commercialization activity

MEASUREMENT:
- Number of new invention (unpatented) increased by 9% (from 75 to 82)
- Number of applications submitted for Commercial Development Grants increased by 28% (from 21 in Round 4 to 27 in Round 5)

RESPONSIBLE OFFICE:
Research, Commercialization & Federal Relations

2.5 GOAL: Maintain a quality donor prospect services operation

MEASUREMENT:
- Survey deans and associated academic leadership with a questionnaire document that solicits input regarding Institutional Advancement's accuracy of reporting, responsiveness, quality of information and effectiveness in connecting donors to the colleges by September 30, 2013
- 3.0 or higher survey score on a 4.0 scale by October 31, 2013

RESPONSIBLE OFFICE:
Institutional Advancement

2.6 GOAL: Communicate specific legal matters addressed and priority of time given to those matters on a quarterly basis

MEASUREMENT:
- Provide calendar-year quarterly reports to the Chancellor and component presidents detailing counsel provided for each institution, priority of time spent and amount of staff working on each matter by the last day of the month following the previous quarter

RESPONSIBLE OFFICE:
General Counsel

Revenue Generation

The TTU System generates revenue through fundraising, commercialization, state, federal and corporate engagement, and sound fiscal management of investments, funds and assets in support of the missions of the component institutions.

3.1 GOAL: Maximize total funds raised for the TTU System annually

MEASUREMENT:
- TTU System will raise $110,000,000

RESPONSIBLE OFFICE: Institutional Advancement

3.2 GOAL: Maximize investment returns from the TTU System endowment

MEASUREMENT:
- Rank greater than top half of peers according to NACUBO[1] annual survey of endowments
- 8% Return on endowment investments
- Achieve a return greater than half of our peers in "up" periods
- Achieve a return greater than half of our peers in "down" periods

RESPONSIBLE OFFICE: Chief Financial Officer

3.3 GOAL: Increase research funding from university technologies, private partnerships and government grants

MEASUREMENT:
- Amount of gross license revenue increased by 28.6% (from $206K to $265K)
- Amount of other commercialization revenue increased by 360% (from $100K to $460K)
- Amount of government funding for research attributed to the office increased by 11% (from $8.5M to $9.5M)
- Amount of private sector funding for research attributed to the office increased by 23% (from $325K to $400K)

RESPONSIBLE OFFICE: Research, Commercialization & Federal Relations

[1] National Association of College and University Business Officers

Efficiencies & Productivity

The TTU System seeks to centralize and share services with its component institutions where the service is needed by multiple component institutions, the service is more efficiently distributed by the TTU System or the service is more likely to increase productivity of the organization.

4.1 GOAL: Incorporate TTUHSC El Paso into the centralized TTU System shared Banner system

MEASUREMENT:
- El Paso transition committee presents draft of working goals and timeline for integration to Chancellor by April 30, 2013
- Incorporate the university into the Banner system by August 31, 2014

RESPONSIBLE OFFICE: Chief Financial Officer

4.2 GOAL: Coordinate opportunities for net new market enrollments throughout the TTU System

MEASUREMENT:
- Number of agreements created for net new market opportunities
- Number of net new market enrollments created by these initiatives

RESPONSIBLE OFFICE: Academic Affairs

4.3 GOAL: Complete final phase of ASU integration into the TTU System donor development system

MEASUREMENT:
- Complete integration by December 31, 2013

RESPONSIBLE OFFICE: Institutional Advancement

4.4 GOAL: Maximize response time to faculty

MEASUREMENT:
- Between the time a faculty member discloses an invention and a decision on a patent strategy, we want to have a 60-day turnaround. Our goal is to provide a decision for 100% faculty disclosures within 60 days.

RESPONSIBLE OFFICE: Research, Commercialization & Federal Relations

4.5 GOAL: Maximize efficiency of planning and construction processes

MEASUREMENT:
- Maintain operational expenses not to exceed 8% of overall budget
- Maintain construction costs within the Texas Higher Education Coordinating Board Project Construction Analysis Model
- Achieve a 21-day turnaround on all contracting processes

RESPONSIBLE OFFICE: Facilities Planning & Construction

4.6 GOAL: Coordinate more efficient use of communications and marketing resources throughout the TTU System by reducing costs 5%

MEASUREMENT:
- Provide a report to Chancellor of efficiency initiatives and the cost savings associated with those initiatives by September 30, 2013

RESPONSIBLE OFFICE: Communications & Marketing

4.7 GOAL: Increase productivity of staff through innovative web based tools and links

MEASUREMENT:
- Enhance website with legal tools and services

RESPONSIBLE OFFICE: General Counsel

4.8 GOAL: Increase productivity of staff through innovative web based tools and links

MEASUREMENT:
- Enhance website with additional governmental relations reports and links

RESPONSIBLE OFFICE: State Governmental Relations

External Relations

The TTU System manages relationships with external stakeholders to enhance the organization's brand, increase support and raise awareness of the entire TTU System.

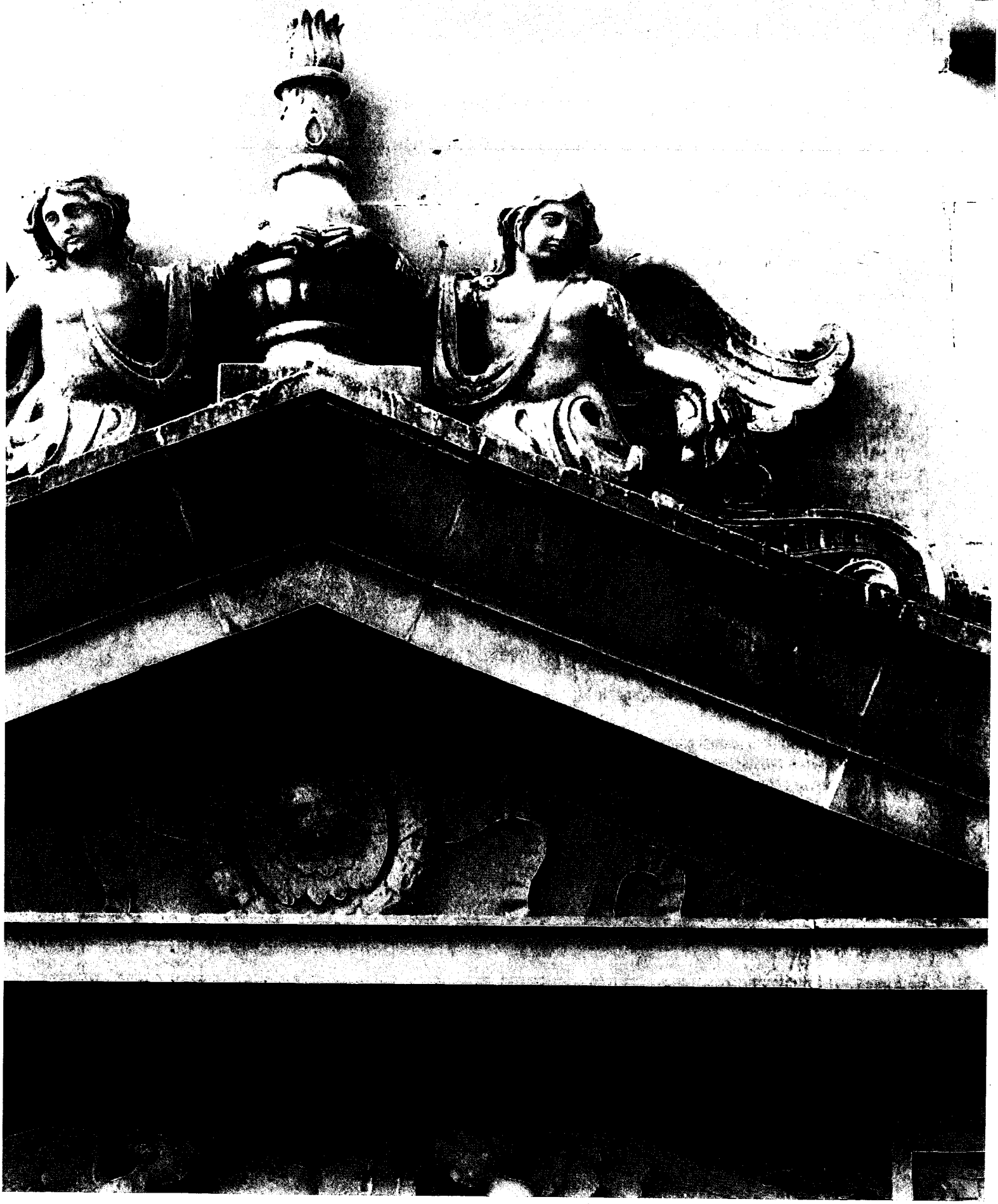
5.1 GOAL: Increase federal and corporate research awards and agreements **MEASUREMENT:** • Number of successful federal proposals attributed to the office increased by 33% • Number of successful corporate agreements increased by increased by 33%	**RESPONSIBLE OFFICE:** Research, Commercialization & Federal Relations
5.2 GOAL: Maximize solicitations to and interest from industry partners **MEASUREMENT:** • Maintain a minimum of 10 architect/engineer teams and 10 construction companies per response to RFQs[1], RFPs[2] and CSPs[3] inside and outside the region • Report on participation by Historically Underutilized Businesses (HUB) at December 2013 Board of Regents meeting • Provide ranking reports of selection results for all selected partners to Chancellor by September 30, 2013	**RESPONSIBLE OFFICE:** Facilities Planning & Construction
5.3 GOAL: Maximize positive media and marketing exposure for TTU System **MEASUREMENT:** • Number of features in top tier news or media publications • Report tracking results on marketing buys and promotions to Chancellor by September 30, 2013	**RESPONSIBLE OFFICE:** Communications & Marketing
5.4 GOAL: Maintain high level of donor stewardship **MEASUREMENT:** • Survey donors through the annual endowment report packets addressing use of funds, timely reporting and overall satisfaction with donor stewardship by December 31, 2013 • 3.0 or higher survey score on a 4.0 scale by January 31, 2014	**RESPONSIBLE OFFICE:** Institutional Advancement
5.5 GOAL: Maintain high stakeholder[4] relations **MEASUREMENT:** • Provide Board of Regents calendar-year quarterly reports of stakeholder engagement by the last day of the month following the previous quarter	**RESPONSIBLE OFFICE:** Chancellor's Office

[1] Request for Qualifications

[2] Request for Proposals

[3] Competitive Sealed Proposals

[4] Stakeholders include students (prospective and current), faculty, staff, parents, donors, education colleagues, alumni, elected officials and leaders (community, state and federal), etc.



Board of Regents

Mickey L. Long, *Chairman*
Larry K. Anders, *Vice Chairman*
John Esparza
L. Frederick "Rick" Francis
Tim Lancaster
Debbie Montford
Nancy Neal
John D. Steinmetz
John Walker
Suzanne Taylor, *Student Regent*

Leadership and Administration

Kent R. Hance, *Chancellor*
Jodey Arrington, *Vice Chancellor for Research, Commercialization & Federal Relations*
Jim Brunjes, *Vice Chancellor and Chief Financial Officer*
John Huffaker, *Vice Chancellor and General Counsel*
Michael Molina, *Vice Chancellor for Facilities Planning & Construction*
John Opperman, *Vice Chancellor for Policy & Planning*
Kelly Overley, *Vice Chancellor for Institutional Advancement*
Joseph C. Rallo, *Vice Chancellor for Academic Affairs*
Mike Sanders, *Vice Chancellor for Governmental Relations*
Kim Turner, *Chief Audit Executive*
Russell Thomasson, *Chief of Staff and Counsel to the Chancellor*
Ben Lock, *Executive Assistant to the Chancellor and Secretary of Board of Regents*
Robert Giovannetti, *Associate Vice Chancellor for Communications & Marketing*

Strategic Planning Committee

The strategic plan and value report for the Texas Tech University System administration, *Value Added, Value Accounted*, was prepared in February 2013 for presentation to the Board of Regents.

Russell Thomasson, *Committee Chairman, Chief of Staff and Counsel to the Chancellor*
Casey L. Harmon, *Deputy Chief of Staff*
Dailey Fuller, *Associate Director for Communications & Marketing*
John Opperman, *Vice Chancellor for Policy & Planning*

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2013

PRIORITY	ENTITY	AUDIT AREA		BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF MAY 4	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		TOTAL ENGAGEMENT HOURS AVAILABLE		**19,175**					
		REQUIRED AUDITS							
Required	ALL	State Auditor's Office and Comptroller's Office Misc. Projects	Miscellaneous (assist)	20	(15)				5
		TTU and ASU: 2012 Statewide Federal Financial Audit	**Financial/Compliance (assist)**		**10**	**Complete**	**10**		**0**
		TTUHSC: Comptroller/Experis Overpayment Recovery Audit	Financial/Compliance (assist)		5	In Progress		5	0
Required	TTUS	Texas Tech University Foundation	Financial (assist)	120		Complete	75		45
Required	**TTUS**	**Regents, Chancellor, & Presidents Travel and Other Expenses**	**Compliance (assist)**	**50**		**Complete**	**52**		**(2)**
Required	TTUS	Office of Audit Services Annual Report	Compliance	30		Complete	19		11
Required	TTUS	Office of Audit Services Annual Plan	Compliance	40		In Progress	19	21	0
Required	**ALL**	**Office of Audit Services Quality Assurance Activities Review**	**Compliance**	**60**					**60**
Required	TTU	Texas Higher Education Coordinating Board ARP Grants	Compliance	80		Complete	250		(170)
Required	**TTU**	**Texas Higher Education Coordinating Board Facilities Audit**	**Compliance**	**100**		**Complete**	**105**		**(5)**
Required	TTU	NCAA Rules Compliance Program	Compliance	300		Complete	319		(19)
Required	TTU	Athletics Financial Review	Financial (assist)	175		Complete	152		23
Required	**TTU**	**Texas Tech Public Broadcasting Financial Statement Audit**	**Financial (assist)**	**300**		**Complete**	**293**		**7**
Required	TTU	Joint Admission Medical Program Grants	Compliance	60		Complete	123		(63)
Required	TTU	Football Attendance Certification	Compliance	10		Complete	7		3
Required	**HSC**	**Texas Higher Education Coordinating Board ARP Grants**	**Compliance**	**40**		**Complete**	**146**		**(106)**
Required	HSC	Texas Higher Education Coordinating Board Residency Grants	Compliance	80		Complete	98		(18)
Required	HSC	Correctional Managed Health Care Committee Contract	Compliance	200	(200)	Cancelled			0
Required	**ASU**	**Carr Foundation**	**Financial (assist)**	**10**		**Complete**			**10**
Required	ASU	SACS Financial Statement Review	Financial (assist)	400		Complete	807		(407)
		TOTALS FOR REQUIRED AUDITS		**2,075**	**(200)**		**2,475**	**26**	**(626)**
		AUDITS IN PROGRESS AT AUGUST 1, 2012							
Prior Year	**TTUS**	**Assessment of Risk Management Processes**	**Risk Management**	**175**		**Complete**	**1**		**174**
Prior Year	TTUS	Construction Project Expenses—TTU Rawls College of Bus. Admin.	Financial/Compliance (assist)	5		Complete			5
Prior Year	TTUS	Construction Project Expenses—TTU Talkington Hall	Financial/Compliance (assist)	5		Complete			5
Prior Year	**N/A**	**TeamMate Suite Software Implementation**	**Operational**	**50**		**In Progress**	**89**	**25**	**(64)**
Prior Year	TTU	Physical Plant	Operational	300		Complete	392		(92)
Prior Year	TTU	Enrollment Management	Operational	75		Complete	67		8
Prior Year	**TTU**	**Small Business Program (SBIR/STTR) Federal Grants**	**Financial/Compliance**	**40**		**Complete**	**44**		**(4)**
Prior Year	TTU	Student Business Services	Operational/Controls	525	150	Complete	1,138		(463)
Prior Year	HSC	El Paso Claims Transaction Denials	Operational	275		Complete	476		(201)
Prior Year	**HSC**	**El Paso Department of Obstetrics & Gynecology**	**Operational/Financial**	**250**		**Complete**	**611**		**(361)**
Prior Year	HSC	Lubbock Department of Internal Medicine	Operational/Financial	40		Complete	79		(39)
Prior Year	HSC	El Paso Department of Family Medicine	Operational/Financial	200		Complete	254		(54)
Prior Year	**ALL**	**Wrap-up on Audits Included in August BOR Report**		**20**		**Complete**	**32**		**(12)**
		TOTALS FOR AUDITS IN PROGRESS		**1,960**	**150**		**3,182**	**25**	**(1,098)**
		UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS							
		Total Hours Budgeted for Special Projects & Investigations		**3,750**	**(2,853)**				**897**
		IN PROGRESS AT AUGUST 1, 2012							
Special	HSC	Correctional Managed Health Care Committee Contract	Investigation		225	In Progress	191	34	0
		BEGUN AFTER AUGUST 1, 2012							
Special	TTU	Animal and Food Sciences	Special		1,242	Complete	1,242		0
Special	TTU	Civil Engineering	Special		116	Complete	116		0
Special	ALL	Data Analysis Framework	Special		300	In Progress	270	30	0
Special	HSC	El Paso MPIP Cash Handling	Special		40	In Progress	21	19	0
Special	HSC	El Paso Employee One-Time Payment and Stipend Special	Special		200	In Progress	17	183	0
Special	**HSC**	**Odessa Cash Receipts**	**Special**		200	In Progress	158	42	0
Special	HSC	Lubbock Orthopaedic Surgery Cash Special	Special		200	In Progress	114	86	0
Special	ASU	Student Financial Aid Special	Special		80	In Progress	61	19	0
Special	ALL	Miscellaneous Hotline Projects	Special		250	In Progress	166	84	0
		SPECIAL PROJECTS AND INVESTIGATIONS TOTALS		**3,750**	**2,853**		**2,356**	**497**	**897**

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2013

PRIORITY	ENTITY	AUDIT AREA		BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF MAY 4	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		HIGHEST PRIORITY							
1	TTUS	Construction Project Expenses	Financial/Compliance (assist)	40					40
1	TTU	Payment Card Industry Data Security Standards	IT/Compliance	400		Complete	549		(149)
1	TTU	Graduate School	IT/Operational/Financial	500		Complete	706		(206)
1	TTU	Institutional Compliance and Ethics Program	Compliance/Operational	400		Complete	391		9
1	HSC	Institutional Compliance and Ethics Program	Compliance/Operational	400		In Progress	335	65	0
1	HSC	Payment Card Industry Data Security Standards	IT/Compliance	400		In Progress	19	381	0
1	HSC	El Paso Clinical Research Administration	Controls/Compliance	300		In Progress	255	45	0
1	HSC	El Paso Southwest Endocrine Consultants	Controls	100		Complete	131		(31)
1	HSC	El Paso EMR Post-Implementation Review	IT Controls	400		In Progress	29	371	0
1	ASU	Enrollment Management	Operational/Compliance	350	(100)	Complete	172		78
1	ASU	Office of Business Services and Special Events	Operational/Financial	250		Complete	428		(178)
		HIGHEST PRIORITY TOTALS		3,540	(100)		3,015	862	(437)
		MODERATE PRIORITY							
2	TTUS	Payment Card Industry Data Security Standards	IT/Compliance	150		On Hold	67	83	0
2	TTU	University Libraries	IT/Operational/Financial	400		In Progress	64	336	0
2	TTU	Barnes & Noble Contract	Financial/Compliance	400		Complete	319		81
2	HSC	Lubbock Clinical Research Administration	Controls/Compliance	400		In Progress	115	285	0
2	HSC	Lubbock Department of Ophthalmology	IT/Operational/Financial	400		Complete	324		76
2	HSC	Laura W. Bush Institute for Women's Health	Governance/Financial	350		On Hold	25	325	0
2	HSC	Information Application Services	IT/Operational	400		In Progress	108	292	0
2	HSC	El Paso Department of Anesthesiology	Operational/Financial	325		Complete	387		(62)
2	ASU	HIPAA Compliance	IT Controls/Compliance	200		In Progress	5	195	0
2	ASU	Payroll Processes	IT Controls/Operational	325		In Progress	6	319	0
2	ASU	Human Resource Processes	Operational/Compliance	325	25	In Progress	143	207	0
		MODERATE PRIORITY TOTALS		3,675	25		1,563	2,042	95
		LOWER PRIORITY							
3	ALL	Audit Report Follow-Up Procedures and Reporting	Follow-Up	300		In Progress	419	40	(159)
3	TTU	United Spirit Arena Operations	Operational/Financial	400		Complete	428		(28)
3	TTU	Vacation and Sick Leave Reporting	Compliance	300		In Progress	108	192	0
3	TTU	President's Office	Management Advisory	400					400
3	HSC	Lubbock Graduate School of Biomedical Sciences	Operational/Financial	200		In Progress	28	172	0
3	HSC	Libraries of the Health Sciences	IT/Operational/Financial	300		In Progress	52	248	0
3	HSC	Lubbock Department of Medical Education	Financial	250		Complete	271		(21)
3	HSC	El Paso Department of Medical Education	Financial	200					200
3	HSC	El Paso Gail Greve Hunt School of Nursing	Operational/Financial	300					300
3	HSC	El Paso Department of Orthopaedic Surgery and Rehabilitation	Operational/Financial	325		Complete	528		(203)
3	ASU	Payment Card Industry Data Security Standards	Compliance	100	100	Complete	143		57
3	ASU	President's Office	Management Advisory	200					200
		LOWER PRIORITY TOTALS		3,275	100		1,977	652	746

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2013

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF MAY 4	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		OTHER VALUE-ADDED WORK						
		Total Hours Budgeted for Other Value-Added Work	**900**	**(768)**				**132**
Other	TTUS	Fraud Prevention Training			Ongoing	109		
Other	TTUS	Cash Handling and Control Environment Training			Ongoing	102		
Other	TTUS	Enterprise Application Steering Committee			Ongoing			
Other	TTUS	Enterprise Application Council			Ongoing			
Other	TTUS	Enterprise Application Work Group			Ongoing	7		
Other	TTUS	Research Projects Executive Steering Committee			Ongoing			
Other	TTUS	Data Governance Committee			Ongoing			
Other	TTUS	El Paso Transition Committee			Ongoing	5		
Other	TTU	Institutional Compliance Committee			Ongoing			
Other	HSC	Institutional Compliance Working Committee			Ongoing			
Other	N/A	Professional Organizations (ACUA, TACUA, IIA, TSCPA, SAIAF)			Ongoing	193		
Other	TTUS	Other Miscellaneous Projects			Ongoing	352		
		OTHER VALUE-ADDED WORK TOTALS	**900**	**-**		**768**	**-**	**132**
		TOTAL ENGAGEMENT HOURS	19,175	(25)		15,336	4,104	(291)

		KEY
	TTUS	Texas Tech University System and/or inclusive of multiple Texas Tech institutions
	TTUSA	Texas Tech University System Administration
	TTU	Texas Tech University
	HSC	Texas Tech University Health Sciences Center
	TTU & HSC	Areas with parallel functions or shared responsibility
	ASU	Angelo State University
	N/A	Work that is not attributable to a particular institution or campus
Required	Audits that are mandated by law, Operating Policies, standards, contracts, etc. Will be performed based on timing of external deadlines.	
Prior Year	Engagements from prior year annual plan that were in progress at August 1. Goal is to complete them early in the year.	
Special	Unplanned special projects and investigations.	
1	Engagements that were deemed most critical per the risk assessment at August 1.	
2	Engagements that were deemed to be moderately critical per the risk assessment at August 1.	
3	Engagements that were deemed least critical per the risk assessment at August 1.	
4	Areas of exposure that need attention, but have not been included in the official plan because of resource constraints.	
Other	Other projects, including committee service, class development and instruction, professional organizations, etc.	

TEXAS TECH UNIVERSITY SYSTEM

Institutional Compliance and Ethics Program

AT TEXAS TECH UNIVERSITY

Kimberly F. Turner, CPA
Chief Audit Executive

May 16, 2013

Office *of* Audit Services

U.S. Federal Sentencing Guidelines

Rules that set out a uniform sentencing policy for individuals and organizations convicted of felonies and serious misdemeanors.

Of greatest interest to TTUS: Chapter 8 of the Guidelines outlines elements of an effective compliance program that are considered to be best practices.

Key Criteria for an Effective Compliance Program

1. Establish policies and procedures to prevent and detect criminal conduct

- TTU has implemented robust policies and procedures to
  - promote an ethical environment,
  - require compliance with applicable laws and regulations, and
  - prevent, detect and address instances of non-compliance and unethical or criminal conduct

2. Exclude from positions of significant authority persons who have engaged in unethical or criminal behavior

- Faculty and staff selected for new employment, promotion, or reclassification at the University are subject to a criminal background check prior to employment or a position change becoming effective.

Key Criteria for an Effective Compliance Program

3. Periodically communicate policies and procedures and other aspects of the program through appropriate training and other means of information dissemination

- Operating policies and procedures are located on the University's website for easy reference.
- Notification of policy updates is sent to all employees via the *TechAnnounce* system.
- Promotion of policies and compliance requirements occurs through
  - Ethics Center events and materials
  - New Employee Orientation
  - Office of Audit Services and other training classes
  - Specific training opportunities for employees with compliance-related duties.

Key Criteria for an Effective Compliance Program

4. Monitor and evaluate the program and its effectiveness, and establish and publicize an anonymous reporting system

- Texas Tech contracts with a third-party provider, EthicsPoint, to administer a hotline for reporting unethical or criminal conduct.
- The EthicsPoint hotline is promoted through New Employee Orientation, brochures and posters, the University's website, and Office of Audit Services training courses.
- Departments responsible for compliance requirements or ethics initiatives evaluate their program's success through internal assessments, peer reviews, and annual reporting.

Key Criteria for an Effective Compliance Program

5. Promote and enforce the program

- The Program and related initiatives or activities are promoted through campus marketing campaigns, campus and department-specific training opportunities, and New Employee Orientation. Programs are enforced through graduated disciplinary procedures ranging from additional training to immediate termination.

6. Appropriately respond to instances of criminal conduct and take reasonable steps to prevent future similar conduct

- Instances of criminal conduct or unethical behavior are addressed through investigations by the Texas Tech Police Department or the Office of Audit Services, and in some cases, jointly. Investigations may result in legal action, disciplinary procedures, and audit recommendations for process enhancements.

Key Criteria for an Effective Compliance Program

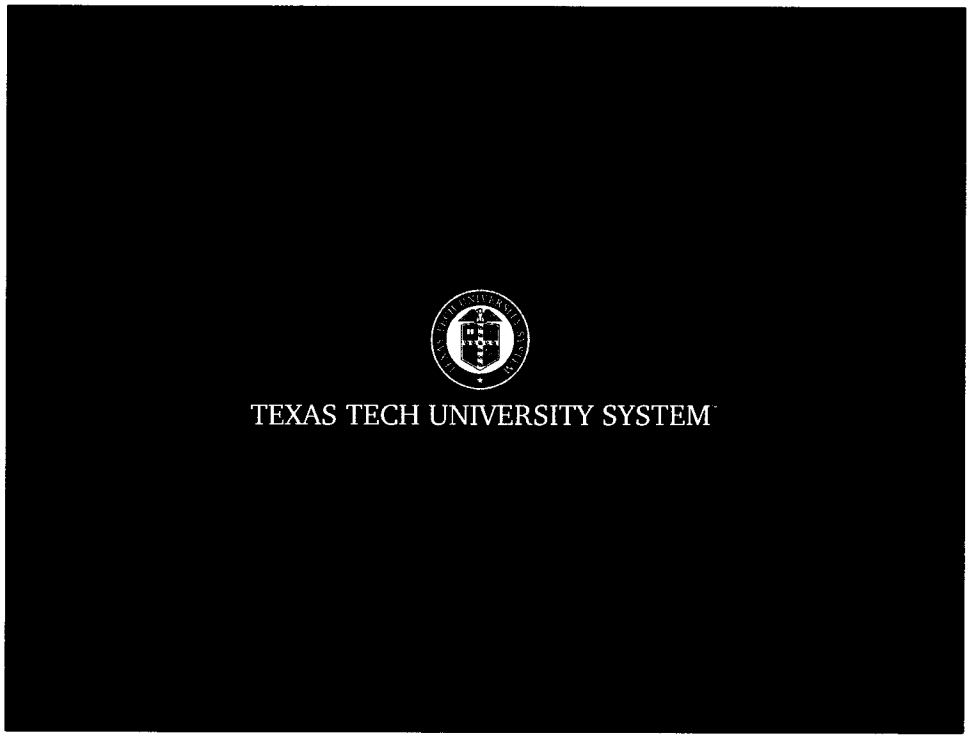
7.a. Provide individuals with day-to-day program responsibilities with adequate resources, authority and periodic, direct access to high-level personnel and the governing authority, or an appropriate subgroup of the governing authority.

- Persons responsible for day-to-day compliance activities report either directly or indirectly through their supervisor(s), to executive management.
- The President's Office/University Counsel has recently established a University Compliance Committee charged with developing a more formal university compliance program and coordinating communication between the multiple compliance areas.

Key Criteria for an Effective Compliance Program

7.b. The governing authority should be knowledgeable about the compliance and ethics program and provide reasonable oversight of its effectiveness.

- Senior management will work with General Counsel to develop direct access and communication avenues for institutional compliance reporting to the Board of Regents.


TEXAS TECH UNIVERSITY SYSTEM

FIVE-YEAR CAPITAL PROJECTS PLAN

Angelo State University

May 17, 2013

GENERAL PROJECT INFORMATION													FINANCIAL INFORMATION													
			Project Type						Square Footage				Project Budget	Funding Source (Millions)												
Priority	Site No.	Project Description	New Construction	Additions	Renovations	Land Acquisition	Infrastructure	Leased Space	Gross	Assignable	Auxiliary	CIP Code	Total Project Cost	Bond Proceeds	HEAF Funds	Other Educational and General Funds	Auxiliary Funds	Other Funds	Federal Funds	Restricted Funds	Designated Funds	Construction Appropriations	Private Donations	Grants/Contracts	Other	Unknown
1	NEW	College of Health and Human Services	X						40,000	30,000	0	260100	$ 18,620,000													$ 18.62
2	103	Cavness Science Building Renovation			X				82,543	53,312	0	260100	$ 48,000,000													$ 48.00
3	107	Academic Building Renovation and Addition		X	X				77,532	46,519	0	260100	$ 35,000,000													$ 35.00
4	IN	Mayer Administration Renovation and Addition		X	X				74,200	52,000	0	130406	$ 30,000,000													$ 30.00
5	IN	Real Property Purchase				X			0	0	12	000000	$ 5,000,000													$ 5.00
		TOTALS											$ 136,620,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 136.62

FIVE-YEAR CAPITAL PROJECTS PLAN

Texas Tech University

May 17, 2013

GENERAL PROJECT INFORMATION														FINANCIAL INFORMATION													
			Project Type						Square Footage					Project Budget	Funding Source (Millions)												
Priority	Bldg. No.	Project Description	New Construction	Additions	Major Repair & Renovation	Land Acquisitions	Infrastructure	Leased Space	Gross	Educational & General NASF	Acres	CIP Code	Total Project Cost	HEAF - Cash	HEAF - Bond	Other Revenue Bonds	Auxiliary Enterprise Funds	Other Local Funds	Gifts, Donations	Federal Grants	Unexpended Plant Funds	Legislative Appropriations	Private Development	Tuition Revenue Bonds	Other	Unfunded
1	NEW	Research Building (ESB II)	X						150,000	97,500	0	818900	$ 87,750,000													$ 87.75
2	206	College of Engineering Expansion/Renovation (Ph II)		X	X				155,178	100,866	0	140965	$ 90,000,000													$ 90.00
3	NEW	Research & Technology Park - Phase I (4th & Quaker)	X						125,000	75,000	0	818900	$ 65,000,000												$ 65.00	
4	322	Engineering & Materials Research Center Renovation (former Mass Communication Building)			X				73,562	48,104	0	142463	$ 33,000,000													$ 33.00
5	1	College of Human Sciences Life Safety Upgrade			X				166,674	102,660	0	190901	$ 9,650,000												$ 9.65	
6	442	University College Building Research Facility & Greenhouse/Headhouse	X		X				73,850	0	0	811300	$ 20,000,000													$ 20.00
7	NEW	Plant & Soil Sciences Building	X		X				30,000	18,000	0	011201	$ 15,000,000													$ 15.00
8	191	Weeks Hall Abatement and Renovation			X				84,373	50,624	0	819900	$ 21,000,000													$ 21.00
9	205	Library Life Safety Upgrade			X				314,166	252,157	0	827100	$ 7,900,000													$ 7.90
10	245	Museum Life Safety Upgrade			X				195,515	37,250	0	712000	$ 2,500,000													$ 2.50
11	27	Doak Hall Renovation and Life Safety Upgrade			X				81,752	49,051	0	819900	$ 15,000,000													$ 15.00
12	7	Agricultural Sciences Renovation			X				40,920	25,855	0	010190	$ 5,000,000													$ 5.00
13	IN	Utility Infrastructure Upgrade Phase II					X		0	0	0	831000	$ 6,000,000													$ 6.00

14	NEW	Texas Tech Town Center	X						250,000	0	0	745000	$	75,000,000																$ 75.00
15	NEW	Research Building II in Research Park	X						125,000	75,000	0	818900	$	25,000,000																$ 25.00
16	IN	Utility Infrastructure Upgrade Phase III					X		0	0	0	831000	$	7,000,000																$ 7.00
17	NEW	New Residence Hall II / Parking Facility	X						602,000	0	0	733000	$	65,000,000																$ 65.00
18	445	Athletic Facilities Upgrades			X				49,250	0	0	720600	$	22,000,000																$ 22.00
19	NEW	Animal Biosafety Level 3 Facility in Research Park	X						7,292	5,469	0	818900	$	7,500,000																$ 7.50
20	NEW	New Data Center	X						24,000	17,000	0	827100	$	20,000,000																$ 20.00
21	NEW	Real Property Purchase				X			0	0	10	000000	$	6,000,000																$ 6.00
22	NEW	Research Building III in Research Park	X						125,000	75,000	0	818900	$	35,000,000																$ 35.00
												TOTALS	$	640,300,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	74.65	585.65	

FIVE-YEAR CAPITAL PROJECTS PLAN

Texas Tech University Health Sciences Center

May 17, 2013

GENERAL PROJECT INFORMATION														FINANCIAL INFORMATION														
			Project Type						Square Footage					Project Budget	Funding Source (Millions)													
Priority	Book No.	Project Description												Total Project Cost														
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						227,000	100,000	0	511201		$ 99,000,000.00														$ 99.00
3	0	El Paso Clinical Sciences Building	X						87,500	38,500	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	6000	Abilene School of Pharmacy Addition		X					12,671	6,330	0	512001		$ 3,000,000.00						$ 3.00								
7	6001	Abilene School of Nursing	X						37,813	24,578	3	513801		$ 12,000,000.00						$ 12.00								
8	0	El Paso School of Nursing	X						33,000	21,450	0	513801		$ 14,500,000.00						$ 14.50								
9	1000	Various Facility Modernization and Renewal Renovations			X				25,000	11,000	0	511201		$ 5,500,000.00	$ 5.50													
10	0	Lubbock VA Clinic	X						120,000	52,800	0	511201		$ 63,000,000.00														$ 63.00
11	1005	Clinical & Academic Expansion (HCC)		X					42,000	18,480	0	511201		$ 16,800,000.00														$ 16.80
12	0	Dental School Building	X						150,000	66,000	0	510504		$ 60,000,000.00														$ 60.00
13	1000	Lubbock LARC Expansion & Upgrades			X				31,584	13,897	0	511201		$ 13,440,000.00														$ 13.44
14	0	Lubbock Thermal Energy Plant & Parking Garage	X						200,000	7,920	0	831000		$ 45,000,000.00														$ 45.00
15	N	Lubbock Infrastructure Improvements					X		0	0	0	839900		$ 5,000,000.00														$ 5.00

16	0	Lubbock Childcare Center	X						20,000	0	0	739999	$ 5,000,000.00																$ 5.00
17	1001	Lubbock Preston Smith Library Basement Build-Out			X				16,232	7,142	0	739900	$ 5,200,000.00																$ 5.20
18	0	Amarillo - Student Synergistic Center	X						10,000	2,000	0	511201	$ 4,000,000.00																$ 4.00
19	4000	Odessa RAHC Auditorium Upgrade			X				4,190	3,771	0	511201	$ 1,200,000.00																$ 1.20
20	4001	Odessa Clinic Building 3rd Floor Expansion		X					6,100	5,490	0	511201	$ 2,000,000.00																$ 2.00
21	2002	Amarillo Renovate Women's Health & Research Institute			X				72,684	31,981	0	511201	$ 12,800,000.00																$ 12.80
22	0	El Paso Thermal Energy Plant & Parking Garage No. 1	X						230,000	9,108	0	831000	$ 45,000,000.00																$ 45.00
23	0	El Paso Parking Garage No. 2	X						420,000	0	0	819900	$ 22,000,000.00																$ 22.00
24	0	SW SOP Dallas Renovation			X				4,115	1,810	0	512001	$ 4,400,000.00																$ 4.40
25	1000	West HSC Expansion		X					23,100	15,015	0	511201	$ 10,400,000.00																$ 10.40
26	5002	Jenna Welch Expansion		X					7,800	3,430	0	511201	$ 3,120,000.00																$ 3.12
27	N	Real Property Purchase - El Paso (Adjacent to Main Campus)				X			0	0	10	000000	$ 10,000,000.00																$ 10.00
28	N	Real Property Purchase - El Paso (Remote)				X			0	0	5	000000	$ 5,000,000.00																$ 5.00
29	N	Real Property Purchase - Lubbock				X			0	0	5	000000	$ 5,000,000.00																$ 5.00
30	N	Real Property Purchase - Abilene				X			0	0	10	000000	$ 5,000,000.00																$ 5.00
31	N	Real Property Purchase - Dallas				X			0	0	2	000000	$ 8,500,000.00																$ 8.50
32	N	Real Property Purchase - Amarillo				X			0	0	5	000000	$ 3,000,000.00																$ 3.00
33	N	Real Property Purchase - Permian Basin				X			0	0	5	000000	$ 3,000,000.00																$ 3.00
34	0	Lubbock Institute on Aging	X						69,444	30,555	0	511201	$ 25,000,000.00																$ 25.00
												TOTALS	$ 227,200,000.00	$ 8.50	$ -	$ -	$ -	$ -	$ 20.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

FIVE-YEAR CAPITAL PROJECTS PLAN

Texas Tech University System Administration

May 17, 2013

GENERAL PROJECT INFORMATION														FINANCIAL INFORMATION														
			Project Type						*Square Footage*					*Project Budget*	*Funding Source (Millions)*													
Priority	Bldg. No.	Project Description	New Construction	Additions	Major Repair & Renovation	Land Acquisition	Infrastructure	Leased Space	Gross	Educational & General NASF	Acres	CIP Code	Total Project Cost	HEAF - Cash	HEAF - Bond	Other Revenue Bonds	Auxiliary Enterprise Funds	Other Local Funds	Gifts, Donations	Federal Grants	Unexpended Plant Funds	Legislative Appropriations	Private Development	Tuition Revenue Bonds	Other	Unfunded
1	405	Texas Tech Plaza Renovation			X				65,085	0		812000	$ 7,500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 7.50
2	NEW	System Building Phase 1	X						55,000	0		812000	$ 17,000,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 17.00
3	NEW	System Building Phase 2	X						25,000	0		812000	$ 10,000,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10.00
												TOTALS	$ 34,500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 34.50

Item 5

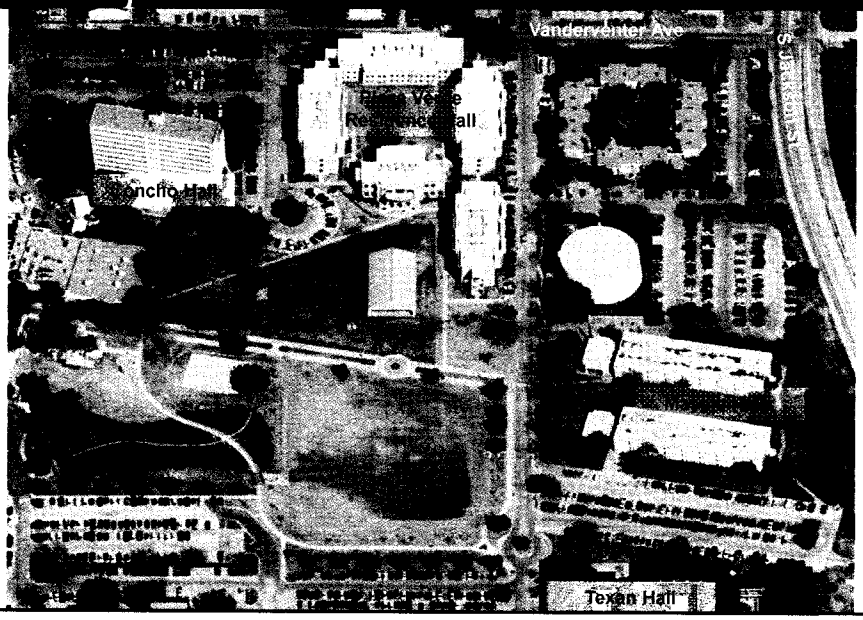
Angelo State University

Authorize cancellation of project to abate and demolish Concho Hall

Michael S. Molina

Item 5

Angelo State University
Campus Aerial Photo



Item 5

Strategic Reasoning

- Phase II of Plaza Verde delayed due to reduced need for additional beds
- Provide lower cost housing alternative:
  - Summer sessions
  - International students
  - Camps
  - Conference housing

Item 5

Recommendation

- Authorize cancellation of the project to abate and demolish Concho Hall.

Item 6

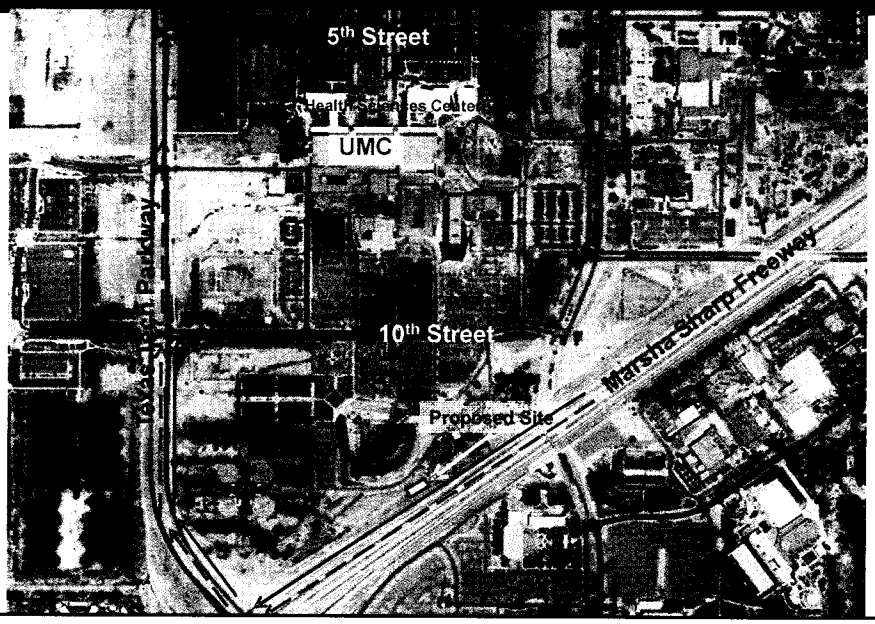
Texas Tech University

Authorize a ground lease of Texas Tech University land

Michael S. Molina

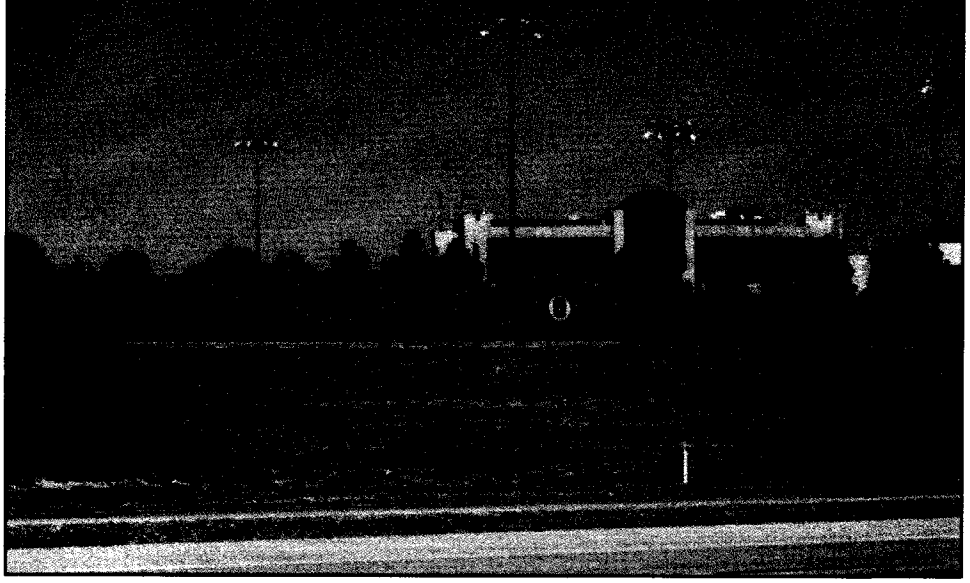
Item 6

Campus Aerial Photo



Item 6

Photo Rendering



Item 6

Scope of Work

- Lease approximately 1/8 acre of TTU land
- Construct a masonry monument sign 77 feet long with two sections of the sign a maximum height of 13 feet
- Monument sign located along the north side of the Marsha Sharp Freeway just west of the pedestrian bridge near the Texas Tech Parkway north exit ramp.
- Sign to highlight both University Medical Center and Texas Tech University Health Sciences Center.

Item 6

Recommendation

- Authorize negotiation of a ground lease of approximately 1/8 acre of Texas Tech University land for construction of a monument sign co-branded for University Medical Center and Texas Tech University Health Sciences Center; and
- Authorize the Office of Facilities Planning & Construction to coordinate the monument's site location, plans, and construction.
- The project's construction, maintenance and operation will be funded totally by University Medical Center.

Item 7

Texas Tech University

Approve a project to construct the College of Human Sciences Building Life Safety Upgrade

Michael S. Molina

Item 7

College of Human Sciences Building



Item 7

Scope of Work

- Provide life safety upgrades within the existing multi-story College of Human Sciences:
  - Automated fire sprinkler
  - Fire and smoke notification system
  - Fire hydrant
  - Fire pump
  - Control cabinet
  - Emergency generator
  - Selective asbestos abatement
  - HVAC components of the buildings infrastructure
  - Electrical system
  - Affected interior finishes
- Compliance with current life safety codes

Item 7

Planned Schedule

▪ Start Construction	December 2013
▪ Substantial Completion	July 2015
▪ Final Completion	August 2015

Item 7

Project Budget

Total Project Budget	**$**	**9,650,000**
Construction	$	8,089,363
Professional Services	$	701,828
FF&E	$	3,250
Administrative Costs	$	55,550
BOR Directed Fees	$	625,310
Contingency	$	174,700



Item 7

Recommendation

- Approve a project to plan and design the College of Human Sciences Building Life Safety Upgrade, with a project budget of $9,650,000; complete the 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 repaid with Higher Education Assistance Funds (HEAF)



Item 8

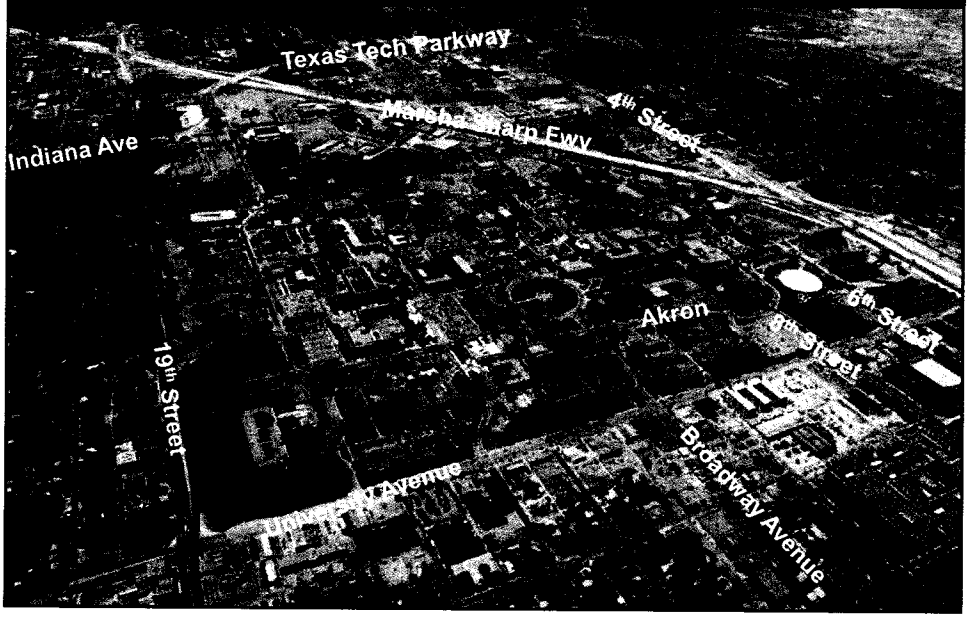
Texas Tech University

Approve strategy for New Student Housing Complex

Michael S. Molina
Dr. M. Duane Nellis

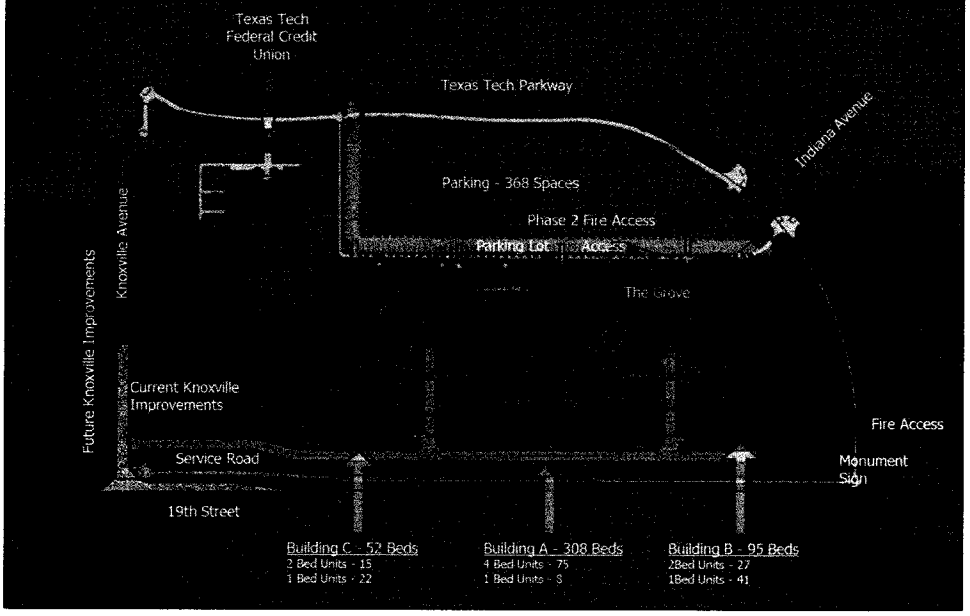
Item 8

New Student Housing Complex



New Student Housing Complex – Site Plan

Item 8



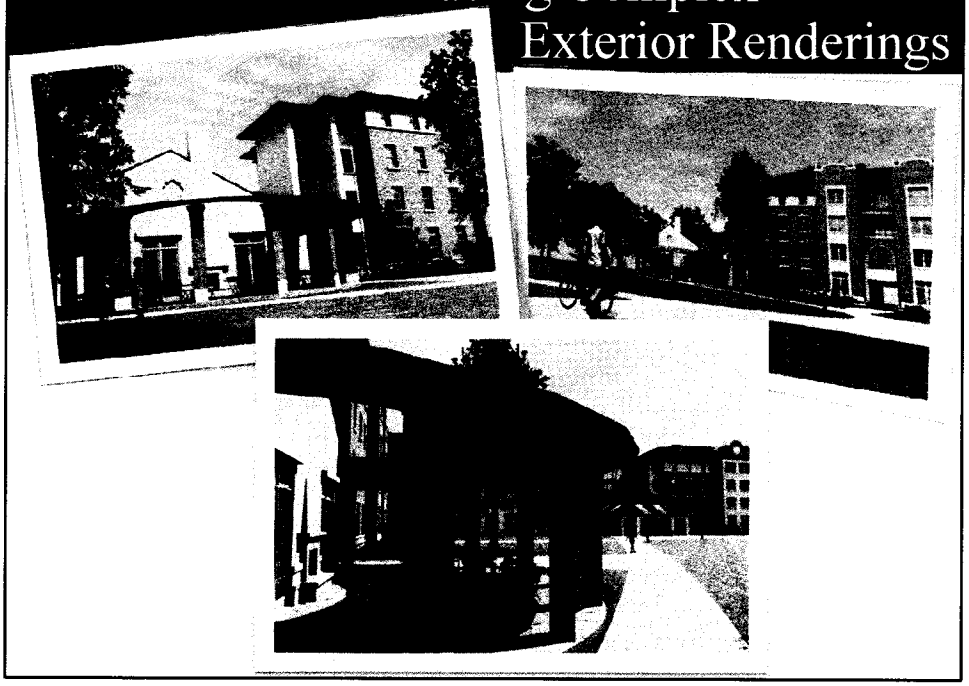
New Student Housing Complex – Exterior Renderings

Item 8



New Student Housing Complex – Exterior Renderings

Item 8



New Student Housing Complex – Exterior Renderings

Item 8



Item 8

Program Defined Scope of Work

- Construct 455-bed student residential village style complex positioned around courtyards and green zones.
- Unit Types structured for graduate and international students and upper-class students:
  - 71 1-bedroom
  - 42 2-bedroom
  - 75 4-bedroom
- Street/circulation improvements for access to and within the site; utility infrastructure
- Integrated 5,000 GSF food/retail space managed by University Hospitality Services.
- Landscape enhancements and public art

Item 8

New Student Housing Complex Comparison

Original Design Assumptions	**Current Program**
Total Project Budget - $50,000,000 Residential GSF – 185,000 GSF Food/Retail GSF - 15,000 GSF	Total Project Budget - $54,800,000 Residential GSF – 231,500 GSF Food/Retail GSF - 5,000 GSF
500 Bed Village Style Complex 10 1-BDR units (10 beds) @ 120 NASF 115 2-BDR units (230 beds) @ 437 NASF 65 4-BDR units (260 beds) @ 897 NASF	455 Bed Village Style Complex 71 1-BDR units (71beds) @ 447 NASF 42 2-BDR units (84 beds) @ 689 NASF 75 4-BDR units (300 beds) @ 1,216 NASF
Construction type – Structural Metal Stud Walls (178,000 GSF)	Construction type – ICF Wall System; Approx. 20,000 SF increase overall building Gross Square Footage
Limited number of Single Unit Types	Maximum number of Single Unit Types

Item 8

New Student Housing Complex Comparison

Original Design Assumptions	Current Program
SF based on project concept:	SF increase due to defined program criteria:
Laundry room on each floor	Washer/Dryer in all singles & doubles
Kitchenettes (microwave, stove top, refrigerator)	Full kitchen (microwave, stove top, refrigerator, oven, dishwasher, expanded cabinetry, and breakfast bar with stools)
1-BDR and 2-BDR with one bathroom	Higher bath to bed ratio
Living space area	Expanded living space area
Unit SF comparable to Talkington Hall	Unit SF comparable to local housing market
Undocumented Site Conditions	$700K impact for depressed site ~ 3 feet

Item 8

Revised Total Project Budget

Project Budget	December 2012	May 2013
	$ 50,000,000	**$ 54,800,000**
Construction	$ 38,041,763	$ 44,973,500
Professional Services	$ 4,390,968	$ 3,291,020
FF&E	$ 3,700,000	$ 3,050,000
Administrative Costs	$ 169,845	$ 240,225
BOR Directed Fees	$ 2,432,734	$ 2,432,734
Contingency	$ 1,264,690	$ 812,521

Item 8

Planned Schedule

▪ Board of Regents Approval	December 2012
▪ Start Design	February 2013
▪ Start Construction	June 2013
▪ Substantial Completion	July 2014
▪ Final Completion	August 2014

Item 8

Institutional Comments

Dr. M. Duane Nellis

Item 8

Recommendation

- Approve an increase to the project's residential square footage from 185,000 GSF to 231,500 GSF; decrease the project's food service square footage from 15,000 GSF to 5,000 GSF; increase the project budget by $4,800,000 for a total project budget of $54,800,000; obtain re-approval from the Texas Higher Education Coordinating Board; and amend the design build contract.
- The project will be funded through the Revenue Finance System to be repaid with University Student Housing ($52.7 million) and Hospitality Services funds ($2.1 million).

Item 10

Texas Tech University

Approve budget increase and change in funding for the Jones AT&T Stadium North End Zone Colonnade and Infill Seating

Michael S. Molina

Item 10

Recommendation

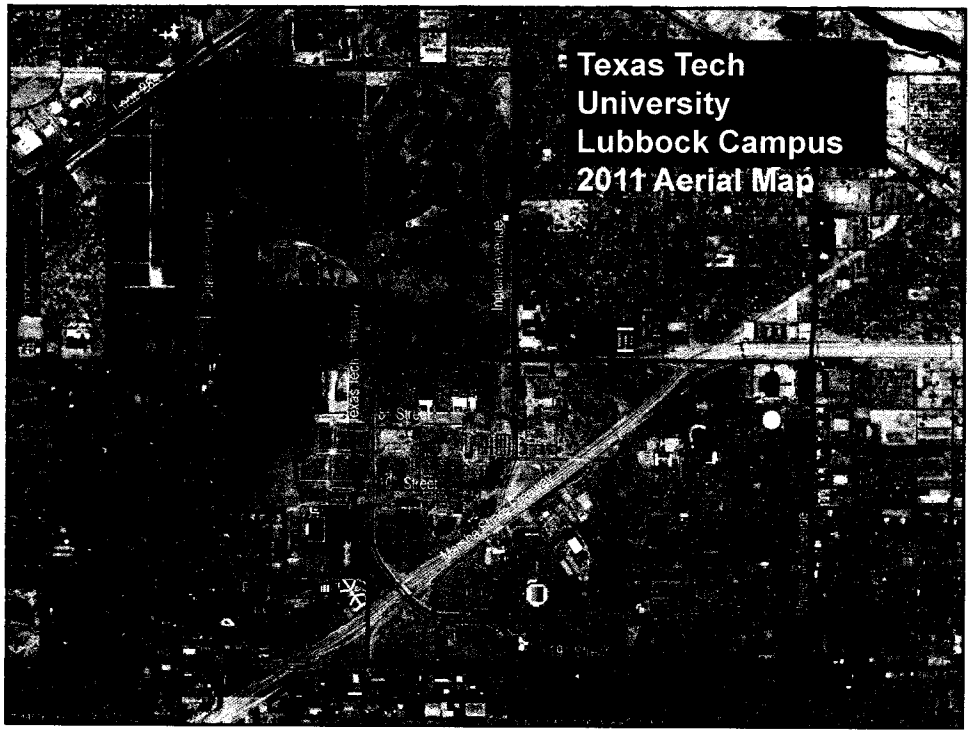
- Authorize increase to project budget by $350,000 for a total of $5,350,000 and change the funding for the Jones AT&T Stadium North End Zone Colonnade and Infill Seating project.
- The project will be funded with a donation ($3,100,000) and the balance through the Revenue Finance System repaid with Athletic Revenue ($2,250,000).

Item 11

Texas Tech University System

Report on the TTU/TTUHSC Campus Master Plan Update

Michael S. Molina



TTU / TTUHSC Campus Master Plan Process

Item 11

- Master Plan Adopted – Nov 1997
  - Seven (7) Amendments
  - Three (3) Reports
- Master Planning Committee Established – Sept 2012
  - TTUSA – 6 members
  - TTU – 12 members
  - HSC – 4 members
  - Advisory – 7 members
- Master Plan Update Criteria
  - Established Baseline
  - Integrate Five-Year Capital Projects List (MP1) based on Strategic Plans
  - TTUS Infrastructure & Service Planning Committee Report
  - Develop Facility Renewal Strategy

TTU / TTUHSC Campus Master Plan Process (cont.)

Item 11

- Identify Opportunities / Property Analysis
  - Academic / Research
  - Health Sciences Center
    - VA Clinic
    - Research
  - Auxiliary Units (Housing, Athletics, Recreational)
  - Research & Technology
  - Analyze Land Endowment
    - Mixed-Use Developments
    - Ground Leases
- Update Land Use Plan to Provide Framework and Guidance for Future Building Site Locations

TTU / TTUHSC Campus Master Plan Process (cont.)

Item 11

- Determine Infrastructure Impact
  - CHACP 1 and 2 Utilities
  - IT Infrastructure
  - Vehicular & Bike Traffic
  - Pedestrian and Bike Paths
  - Parking Structures
  - Auxiliary Services

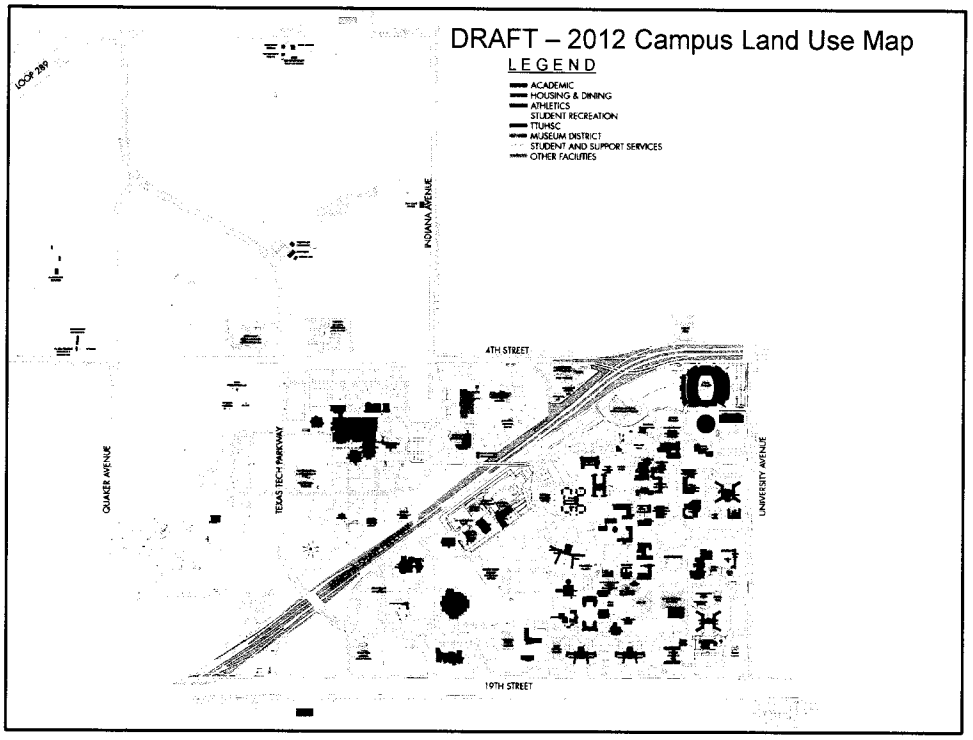
TTU / TTUHSC Campus Master Plan Process (cont.)

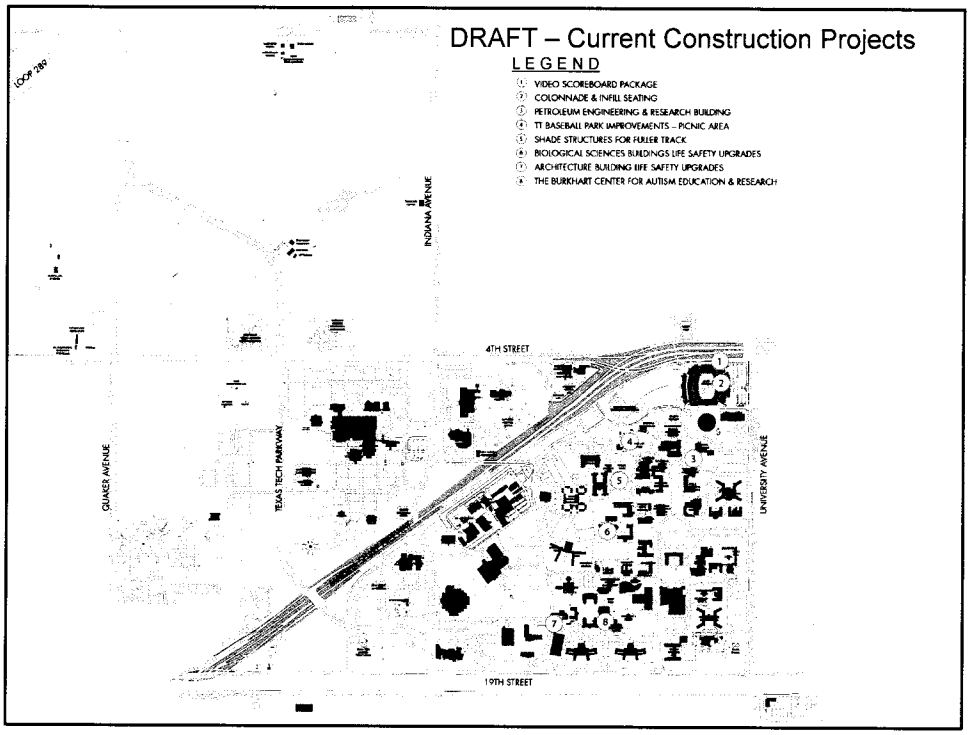
Item 11

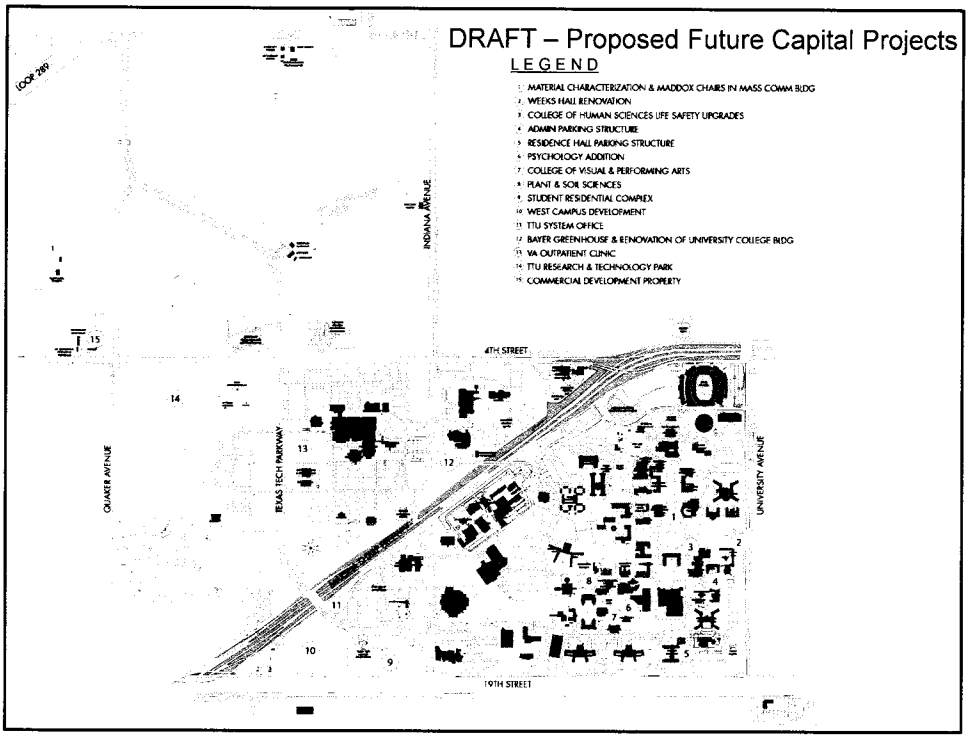
- Meeting Schedule Established

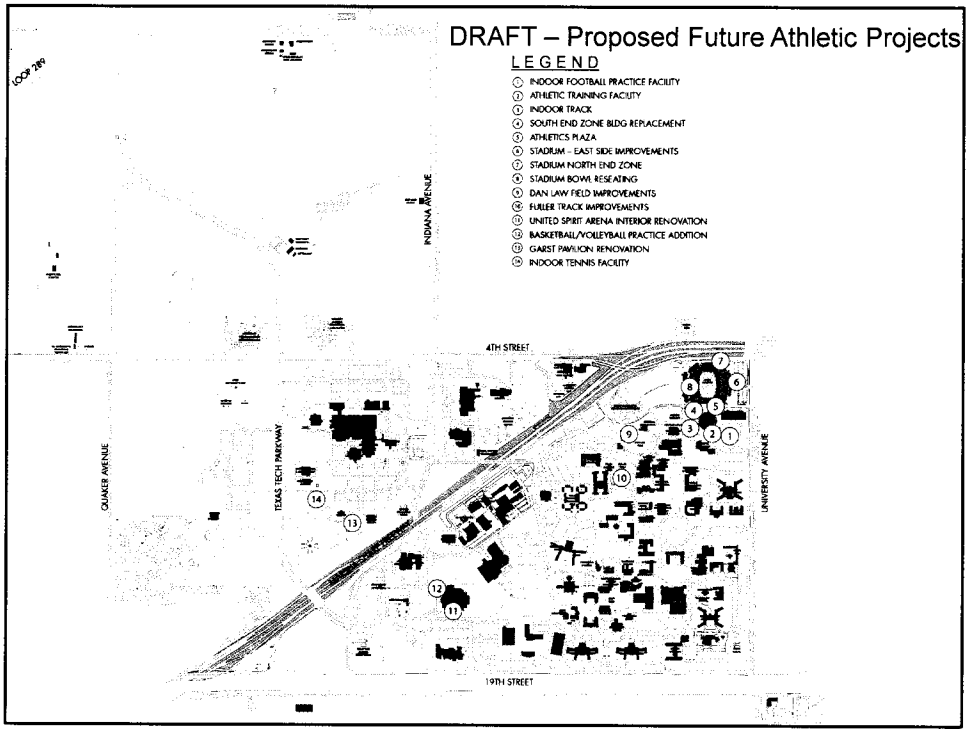
Kick-off Meeting	October 15, 2012
Committee Meeting	October 29, 2012
Board of Regents Report	December 13, 2012
Committee Meeting	January 25, 2013
Board of Regents Update	March 2013
Committee Meeting	March 21, 2013
Committee Meeting	May 1, 2013
Board of Regents Update	May 16, 2013
Leadership Work Sessions	May/Aug 2013
Committee Meeting	Aug/Sept 2013
Board of Regents Update	October 2013
Final Report – Goal	December 2013

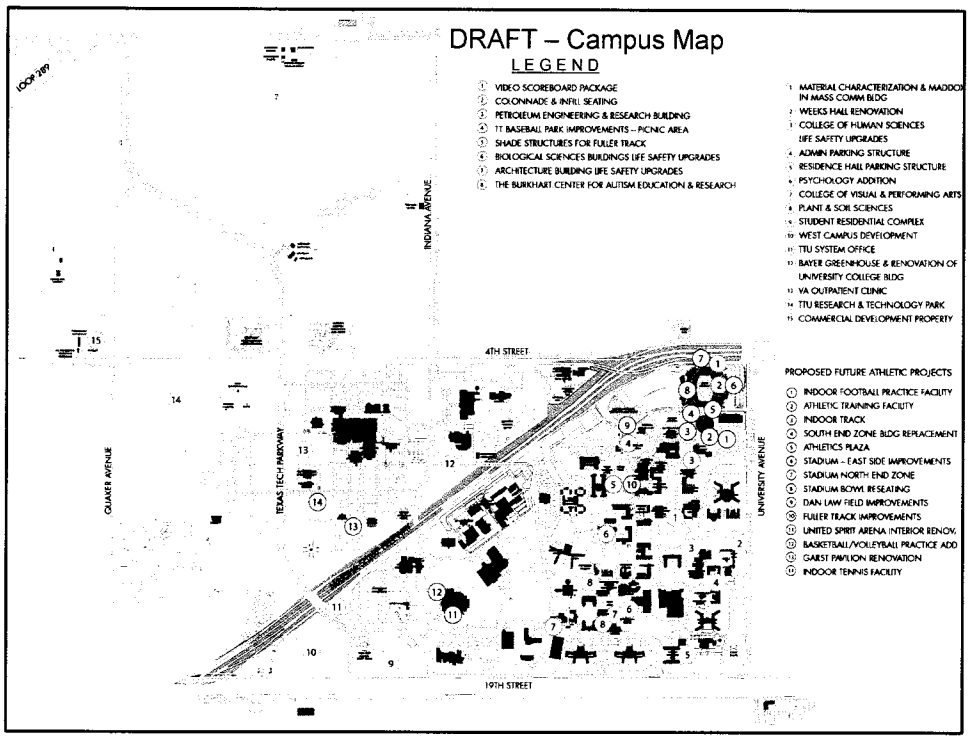
- Next steps

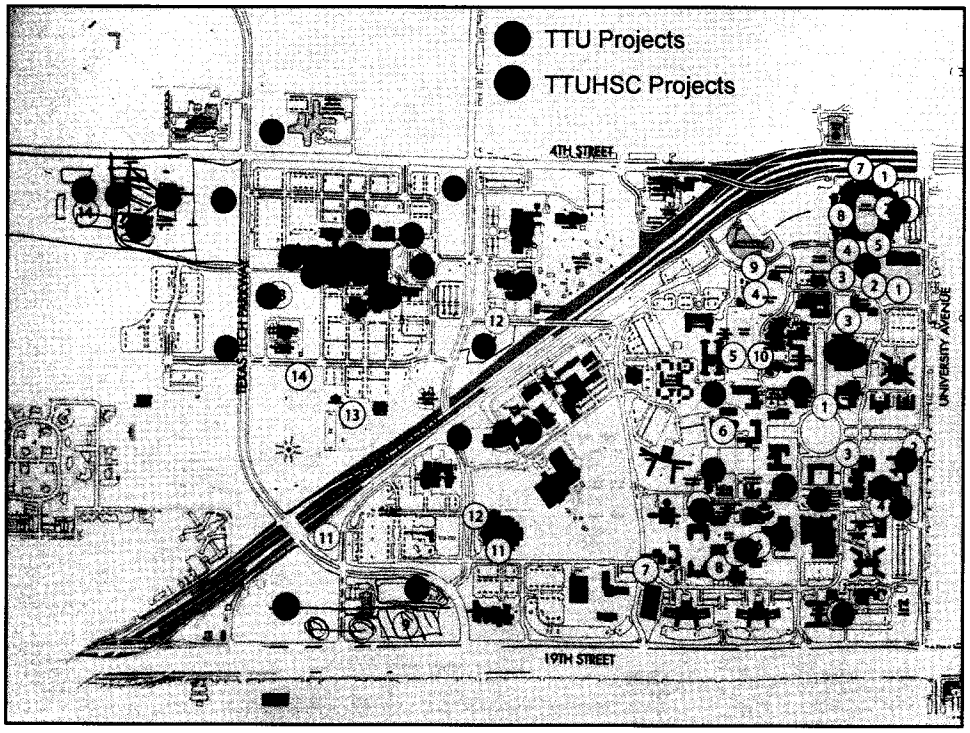

DRAFT – 2012 Campus Land Use Map
LEGEND
ACADEMIC
HOUSING & DINING
ATHLETICS
STUDENT RECREATION
TTUHSC
MUSEUM DISTRICT
STUDENT AND SUPPORT SERVICES
OTHER FACILITIES
LOOP 289
INDIANA AVENUE
4TH STREET
QUAKER AVENUE
TEXAS TECH PARKWAY
UNIVERSITY AVENUE
19TH STREET

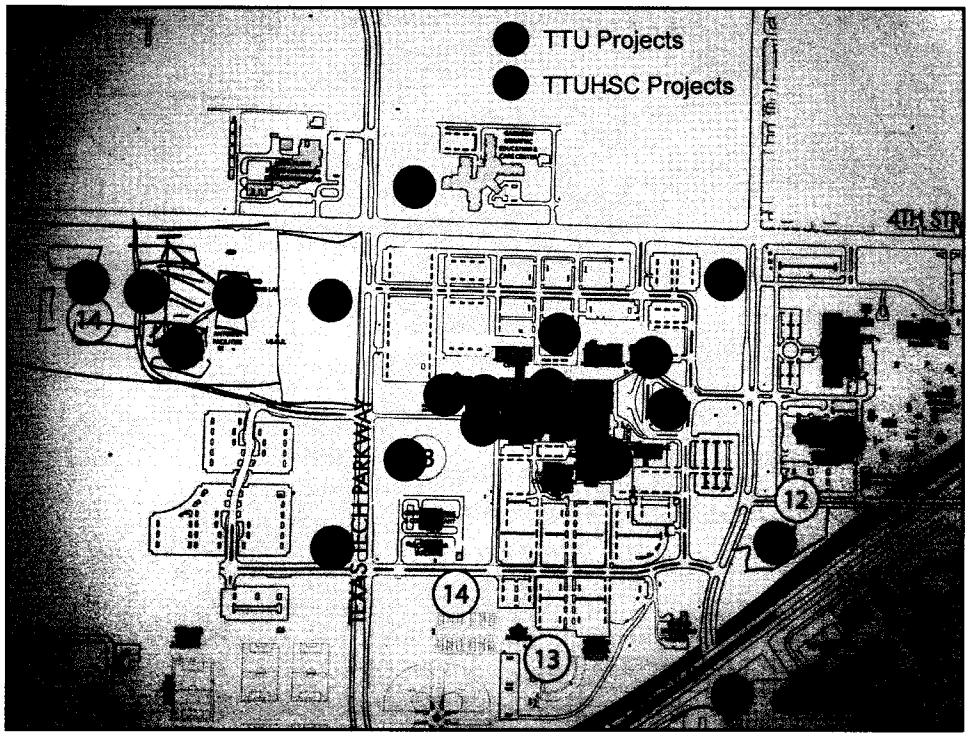

DRAFT – Current Construction Projects
LEGEND
1 VIDEO SCOREBOARD PACKAGE
2 COLONNADE & INFILL SEATING
3 PETROLEUM ENGINEERING & RESEARCH BUILDING
4 TT BASEBALL PARK IMPROVEMENTS – PICNIC AREA
5 SHADE STRUCTURES FOR FURLER TRACK
6 BIOLOGICAL SCIENCES BUILDINGS LIFE SAFETY UPGRADES
7 ARCHITECTURE BUILDING LIFE SAFETY UPGRADES
8 THE BURKHART CENTER FOR AUTISM EDUCATION & RESEARCH
LOOP 289
INDIANA AVENUE
4TH STREET
QUAKER AVENUE
TEXAS TECH PARKWAY
UNIVERSITY AVENUE
19TH STREET

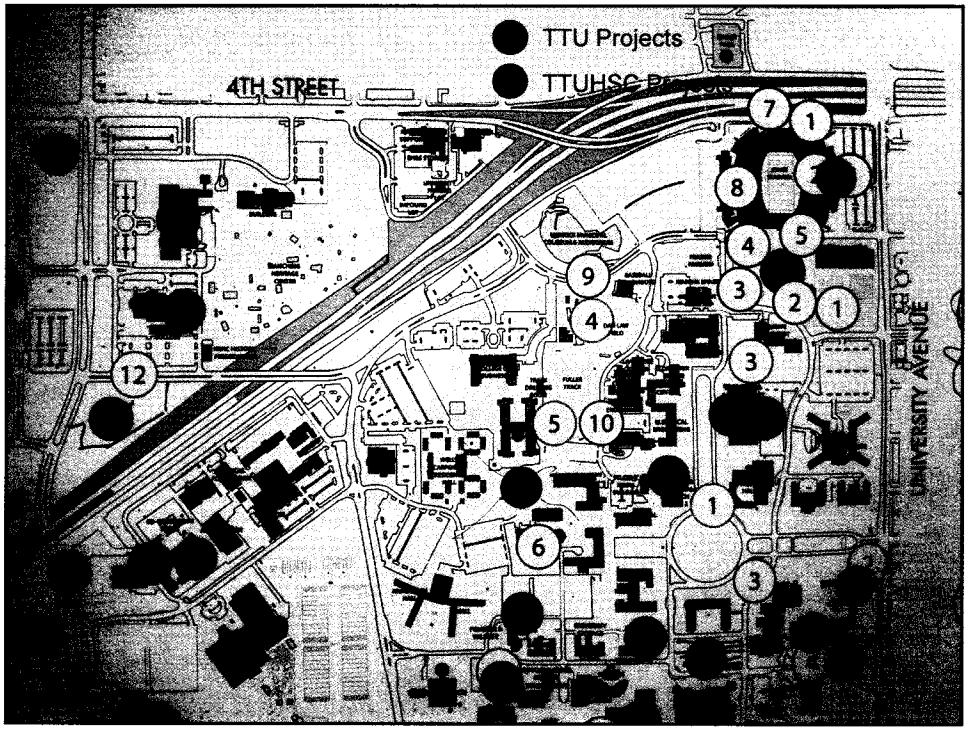

DRAFT – Proposed Future Capital Projects
LEGEND
1 MATERIAL CHARACTERIZATION & MADDOX CHAIRS IN MASS COMM BLDG
2 WEEKS HALL RENOVATION
3 COLLEGE OF HUMAN SCIENCES LIFE SAFETY UPGRADES
4 ADMIN PARKING STRUCTURE
5 RESIDENCE HALL PARKING STRUCTURE
6 PSYCHOLOGY ADDITION
7 COLLEGE OF VISUAL & PERFORMING ARTS
8 PLANT & SOIL SCIENCES
9 STUDENT RESIDENTIAL COMPLEX
10 WEST CAMPUS DEVELOPMENT
11 TTU SYSTEM OFFICE
12 BAYER GREENHOUSE & RENOVATION OF UNIVERSITY COLLEGE BLDG
13 VA OUTPATIENT CLINIC
14 TTU RESEARCH & TECHNOLOGY PARK
15 COMMERCIAL DEVELOPMENT PROPERTY
LOOP 289
INDIANA AVENUE
4TH STREET
QUAKER AVENUE
TEXAS TECH PARKWAY
UNIVERSITY AVENUE
19TH STREET

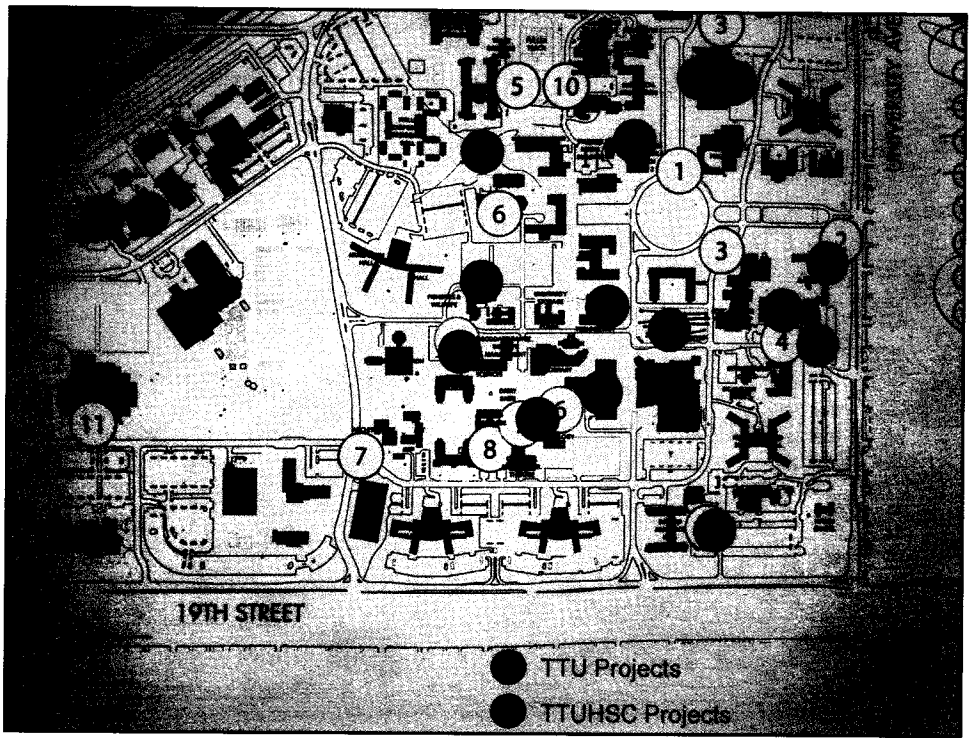

DRAFT – Proposed Future Athletic Projects
LEGEND
1 INDOOR FOOTBALL PRACTICE FACILITY
2 ATHLETIC TRAINING FACILITY
3 INDOOR TRACK
4 SOUTH END ZONE BLDG REPLACEMENT
5 ATHLETICS PLAZA
6 STADIUM - EAST SIDE IMPROVEMENTS
7 STADIUM NORTH END ZONE
8 STADIUM BOWL RESEATING
9 DAN LAW FIELD IMPROVEMENTS
10 FULLER TRACK IMPROVEMENTS
11 UNITED SPIRIT ARENA INTERIOR RENOVATION
12 BASKETBALL/VOLLEYBALL PRACTICE ADDITION
13 GARST PAVILION RENOVATION
14 INDOOR TENNIS FACILITY
LOOP 289
INDIANA AVENUE
4TH STREET
QUAKER AVENUE
TEXAS TECH PARKWAY
UNIVERSITY AVENUE
19TH STREET

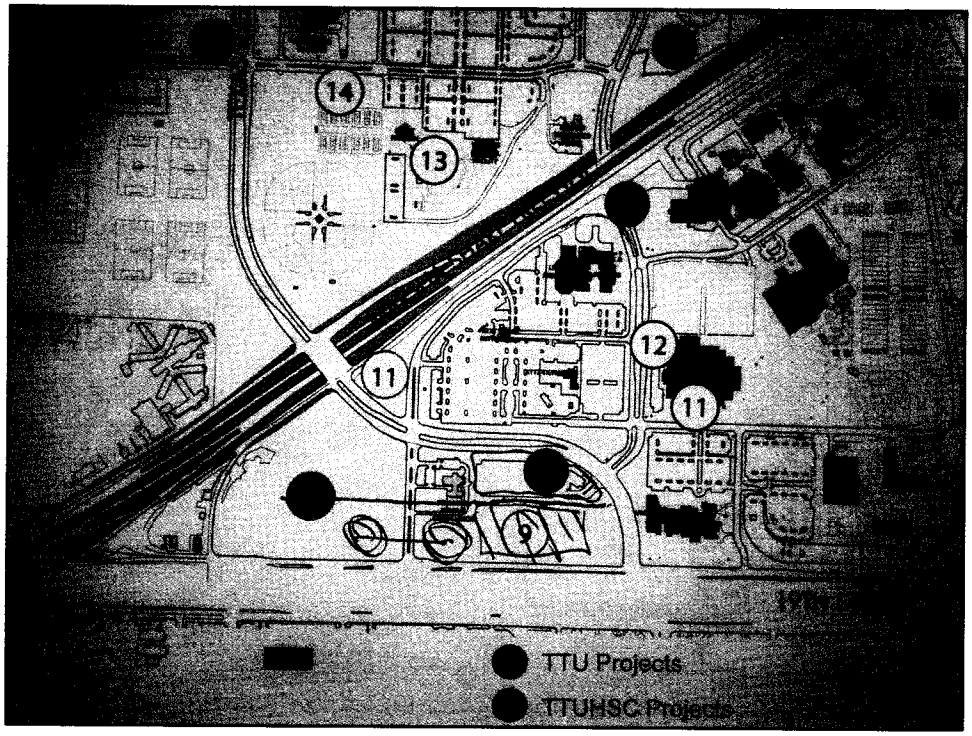

DRAFT – Campus Map
LEGEND
1 VIDEO SCOREBOARD PACKAGE
2 COLONNADE & INFILL SEATING
3 PETROLEUM ENGINEERING & RESEARCH BUILDING
4 TT BASEBALL PARK IMPROVEMENTS – PICNIC AREA
5 SHADE STRUCTURES FOR FULLER TRACK
6 BIOLOGICAL SCIENCES BUILDINGS LIFE SAFETY UPGRADES
7 ARCHITECTURE BUILDING LIFE SAFETY UPGRADES
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14 TTU RESEARCH & TECHNOLOGY PARK
15 COMMERCIAL DEVELOPMENT PROPERTY
PROPOSED FUTURE ATHLETIC PROJECTS
1 INDOOR FOOTBALL PRACTICE FACILITY
2 ATHLETIC TRAINING FACILITY
3 INDOOR TRACK
4 SOUTH END ZONE BLDG REPLACEMENT
5 ATHLETICS PLAZA
6 STADIUM – EAST SIDE IMPROVEMENTS
7 STADIUM NORTH END ZONE
8 STADIUM BOWL RESEATING
9 DAN LAW FIELD IMPROVEMENTS
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4TH STREET
19TH STREET
INDIANA AVENUE
QUAKER AVENUE
TEXAS TECH PARKWAY
UNIVERSITY AVENUE


TTU Projects
TTUHSC Projects
4TH STREET
19TH STREET
TEXAS TECH PARKWAY
UNIVERSITY AVENUE


TTU Projects
TTUHSC Projects
4TH ST
TEXAS TECH PARKWAY
14
12
14
13


TTU Projects
4TH STREET
UNIVERSITY AVENUE
12
5
10
6


19TH STREET
TTU Projects
TTUHSC Projects


TTU Projects
TTUHSC Projects

Item 11

Leadership Work Sessions – Next 90 Days

- Alignment of Capital Projects with Land Use Map
- Analysis of Infrastructure Needs and Impact
  - CHACP 1 & 2 Utilities
  - IT Infrastructure
  - Municipal Infrastructure connectivity
  - Vehicular, Bus, Bike, and Pedestrian Traffic/Paths
  - Parking Structures
  - Safety and Security
  - Auxiliary Services
- Fiscal and Schedule Impact
- Protective Areas / Features
  - Green Zones and Landscape Enhancements
  - Historical Icons / Didactics
  - Public Art
- Analyze Land Endowment

TEXAS TECH UNIVERSITY SYSTEM
Facilities Planning and Construction

TTUS Design & Construction Review

Under Construction

May 2013

www.fpc.ttu.edu

	Project		Cost	Status	Completion Date
TTU	Business Administration Building Renovation	$	25,000,000	Complete	August 2012
	Printech Building Renovation (Exercise & Sports Sciences)	$	7,200,000	Complete	June 2012
	Boston Avenue Residence Hall and Dining Facility	$	47,000,000	Complete, Warranty	July 2012
	BSL-3 Lab at the institute of Environmental & Human Health	$	2,400,000	Under Construction	April 2013
	The Burkhart Center for Autism Education and Research	$	10,600,000	Under Construction	September 2013
	Architecture Building Life Safety Upgrades	$	7,400,000	Under Construction	August 2013
	Petroleum Engineering and Research Building	$	22,800,000	Under Construction	January 2014
	Biological Sciences Buildings Life Safety Upgrades	$	8,300,000	Under Construction	January 2014
	Video Scoreboard Package	$	11,000,000	Under Construction	August 2013
	Jones AT&T Stadium Colonnade and Infill Seating	$	5,000,000	Under Construction	August 2013
	Texas Tech Baseball Park Improvements & Picnic Area (Phase I Complete)	$	5,124,000	Under Construction (Phase II)	July 2013
	TTU Total	**$**	**151,824,000**		
ASU					
	ASU Total	**$**	-		
HSC	The Larry Combest Health and Wellness Center Expansion	$	5,108,500	Under Construction	January 2014
	HSC Total	**$**	**5,108,500**		
	Under Construction Grand Total	**$**	**156,932,500**		

Revised 7/11/2013

TEXAS TECH UNIVERSITY SYSTEM
Facilities Planning and Construction

TTUS Design & Construction Review

In Design
May 2013
www.fpc.ttu.edu

	Project		Cost	Status	Completion Date
TTU	Petroleum Engineering Bldg Renovation for Maddox Chairs	$	2,900,000	On Hold	TBD
	Texas Tech Plaza Renovation Phase II	$	7,500,000	On Hold	TBD
	Plant & Soil Sciences Building	$	15,000,000	In Design	TBD
	College of Visual and Performing Arts		TBD	In Design	TBD
	College of Human Sciences Life Safety Upgrade	$	9,650,000	In Design	July 2015
	Research & Technology Park Phase I		TBD	In Design	TBD
	New Student Housing Complex		TBD	In Design	July 2014
	University College Building (Bayer CropScience) Research Facility & Greenhouse/Headhouse	$	20,000,000	Proposed	TBD
	Track Team Building Renovation	$	629,500	In Design	TBD
	Track Throws Area - Restroom/Storage/Shade Facilities	$	365,500	In Design	TBD
	Admin Bldg Parking Feasibility Study		TBD	In Design	TBD
	TTU Total	**$**	**56,045,000**		
ASU	Agriculture Education Training Center	$	1,077,000	In Design	TBD
	College of Health & Human Services	$	18,620,000	On Hold	TBD
	ASU Total	**$**	**19,697,000**		
HSC	Amarillo Simulation Center	$	5,500,000	In Design	TBD
	Amarillo Student Synergistic Center		TBD	In Design	TBD
	El Paso School of Nursing	$	14,500,000	In Design	August 2014
	HSC Total	**$**	**20,000,000**		
	In Design Grand Total	**$**	**95,742,000**		

Revised 7/11/2013

TEXAS TECH UNIVERSITY SYSTEM
Facilities Planning and Construction

TTUS Design & Construction Review

Prospective
May 2013

www.fpc.ttu.edu

	Project		Cost	Status	Completion Date
TTU	Research Building (ESB II)		$ 87,750,000	Proposed	TBD
	College of Engineering Expansion/Renovation Phase II		$ 90,000,000	Proposed	TBD
	Engineering & Materials Research Center Renovation		$ 33,000,000	On Hold	TBD
	Weeks Hall Abatement and Renovation		$ 21,000,000	Proposed	TBD
	University Data Center		$ 20,000,000	On Hold	TBD
	Jones AT&T Stadium East Building Finish Out		$ 13,000,000	Proposed	TBD
		TTU Total	**$ 264,750,000**		
ASU	Cavness Science Building Renovation		$ 48,000,000	Proposed	TBD
		ASU Total	**$ 48,000,000**		
HSC	Lubbock Education, Research & Technology Renovation		$ 45,000,000	Proposed	TBD
	El Paso Medical Science Building II		$ 99,000,000	Proposed	TBD
	El Paso Clinical Sciences Building		$ 30,000,000	Proposed	TBD
	Permian Basin AcademicFacility		$ 18,900,000	Proposed	TBD
	Amarillo Panhandle Clinical/Hospital Simulation Center		$ 16,500,000	Proposed	TBD
	Amarillo Women's Health & Research Institute Renovation		$ 12,800,000	Proposed	TBD
		HSC Total	**$ 222,200,000**		
		Future Grand Total	**$ 534,950,000**		

Revised 7/11/2013

TEXAS TECH UNIVERSITY SYSTEM
Facilities Planning and Construction

TTUS Design & Construction Review

Completed
May 2013
www.fpc.ttu.edu

TTU

Project		Cost	Status	Completion Date
Gerald and Carol Myers Indoor Soccer Facility	$	1,080,000	Complete	November 2012
Kent R. Hance Chapel	$	3,464,447	Complete, Warranty	March 2012
Admin Building 3rd Floor Interior Finish Out	$	2,400,000	Complete	October 2012
Rawls Course Clubhouse and Team Facility	$	3,700,000	Complete	August 2012
Multi-Purpose Performance Studio	$	2,200,000	Complete	September 2012
Rawls College of Business Administration	$	70,000,000	Complete	January 2012
Admin Bldg Abatement and Renovation	$	3,850,000	Complete	April 2012
Softball Seating Expansion	$	257,136	Complete	March 2012
NRHC North Addition	$	1,833,000	Complete	September 2011
NRHC Historic Preservation Building	$	664,721	Complete	September 2011
Art 3D Annex Finish Out (Sculpture)	$	3,800,000	Complete	August 2011
Experimental Science Bldg Build Out	$	12,100,000	Complete	July 2011
Jones AT&T Stadium East Side Expansion	$	33,061,726	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	$	3,183,279	Complete	February 2010
Pulse Power Lab	$	1,178,371	Complete	October 2009/February 2010
Soccer Team Facility	$	4,077,587	Complete	September 2009
Rawls CoBA Tunnel Project	$	1,700,000	Complete	October 2009
Horn/Knapp Window Replacement	$	2,361,339	Complete	November 2009
Memorial Circle Utility Tunnel Replacement	$	3,887,819	Complete	August 2009
Student Leisure Pool	$	8,247,813	Complete	May 2009
SPICE Chess Garden	$	71,000	Complete	July 2009
Thompson Gaston Demolition	$	2,071,218	Complete	March 2009
Engineering Expansion/Renovation Phase I	$	9,595,587	Complete	March 2009
Track Renovation/Relocation	$	3,322,212	Complete	May 2009
Softball Field Improvements	$	859,472	Complete	March 2009
Art 3D Annex Ceramics/Kiln Yard	$	1,522,012	Complete	October 2008

Revised 7/11/2013

TTU

High Performance Research Computer Facility	$	1,540,017	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	$	13,450,433	Complete	April 2008
NCAA Soccer Complex	$	1,899,323	Complete	August 2007
Art 3-D Annex	$	8,603,315	Complete	September 2007
Outreach & Extended Studies Building	$	7,811,920	Complete	October 2007
Softball Field Repairs	$	509,055	Complete	September 2007
Discovery Mall	$	1,167,698	Complete	July 2007
Student Wellness Center	$	9,229,767	Complete	March 2007
CDRC / CSAR	$	8,146,094	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	$	6,030,962	Complete	November 2006
Student Union Building Phase III	$	1,287,444	Complete	July 2006
NRHC - Christine DeVitt Wing	$	3,278,509	Complete	June 2006
Experimental Sciences Building	$	36,682,783	Complete	March 2006
Texas Tech Parkway	$	9,222,073	Complete	February 2006
Grover E. Murray Residence Hall	$	24,604,339	Complete	January 2006
Animal and Food Sciences Building	$	16,809,505	Complete	February 2006
Wall/Gates LifeSafety Upgrade	$	3,087,287	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	$	3,552,256	Complete	August 2005
Admin Building Stone Repair	$	2,262,839	Complete	January 2005
Jones SBC Stadium Stage IIA /IIB	$	53,713,138	Complete	May 2004/Sept 2004
Hulen Clement Fire Protection	$	3,262,806	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

TTU	Campus Conference Bonfire Circle		$ 400,000	Complete	September 2002
	English-Philosophy & Education Complex		$ 46,199,000	Complete	August 2002
	Flint Avenue Parking Facility		$ 10,550,979	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
	Stangel/Murdough Fire Suppression		$ 1,616,293	Complete	August 2001
	Chitwood/Weymouth Fire Suppression		$ 2,779,706	Complete	August 2000
		TTU Total	**$ 601,429,069**		
ASU	Plaza Verde Residence Hall Phase I (Design Phase I & II / Construct Phase I)		$ 35,000,000	Complete	February 2012
	Porter Henderson Library IT Commons Renovation		$ 4,371,390	Complete	December 2010
	Recreation/Wellness Ctr & Center for Human Performance Expansion		$ 6,941,505	Under Construction	May 2011
	Centennial Village Residence Hall		$ 28,215,000	Complete	August 2008/March 2009
	University Hall/Abatement Demolition		$ 2,500,000	Complete	January 2010
	UC Dining Services Expansion		$ 2,500,000	Complete	January 2009
		ASU Total	**$ 79,527,895**		
HSC	Abilene School of Nursing		$ 12,000,000	Complete, Warranty	December 2012
	Abilene School of Pharmacy Addition		$ 3,000,000	Complete, Warranty	December 2012
	The F. Marie Hall SimLife Center		$ 6,350,659	Complete	September 2010
	4C Cancer Research Lab		$ 3,504,108	Complete	October 2010
	Lubbock Memorial Garden		$ 181,130	Complete	January 2010
	Amarillo School of Pharmacy Expansion		$ 7,905,531	Complete	November 2009
	Amarillo Family Medicine Relocation		$ 7,227,532	Complete	July 2009
	Amarillo Research Building		$ 18,152,430	Complete	March 2009
	El Paso Vivarium Upgrade		$ 737,479	Complete	December 2008

HSC	International Pain Center		$ 6,704,956	Complete	November 2008
	El Paso Strategic Space Study		$ TBD	Complete	TBD
	El Paso - Archer Building Renovations		$ 1,541,604	Complete	March 2008
	Texas Tech Physicians Medical Pavilion		$ 35,697,952	Complete	June 2006/Dec 2007
	El Paso Medical Education Bldg.		$ 44,810,194	Complete	November 2007
	Abilene School of Pharmacy		$ 9,087,743	Complete	July 2007
	El Paso Medical Science Bldg. I Build Out		$ 3,547,351	Complete	July 2006
	Amarillo Campus Improvements		$ 1,424,677	Complete	September 2006
	HSC Roof Replacement		$ 1,747,867	Complete	April 2006
	The Larry Combest Health & Wellness Center		$ 1,551,549	Complete	January 2006
	El Paso Medical Science Bldg. I		$ 36,906,174	Complete	February 2006
	HSC Campus Infrastructure Improvement		$ 4,996,136	Complete	January 2006
	HSC El Paso Clinic Expansion/Renovation		$ 9,638,830	Complete	February 2005
	HSC El Paso Hydronic Pipe Replacement		$ 1,552,209	Complete	February 2005
	HSC Academic Classroom Bldg.		$ 14,963,993	Complete	October 2003
	HSC Synergistic Center		$ 1,995,105	Complete	March 2003
	Amarillo Academic/Clinic Facility		$ 23,636,894	Complete	April 2002
	Midland Physicians Assistant Building		$ 6,000,000	Complete	August 2001
	HSC Admin Relocation		$ 1,862,000	Complete	March 2001
	Odessa Clinic Renovation		$ 1,200,000	Complete	September 2000
	Communications Disorders Renovation		$ 2,161,000	Complete	May 2000
		HSC Total	**$ 270,085,103**		
		Completed Total	**$ 951,042,067**		
		TTUS Capital Project Total	**$ 1,738,666,567**		

ANGELO STATE UNIVERSITY
Global Fee Document
Effective Beginning Fall 2013 Semester
Summary of Tuition, Fees, and Other Charges

All tuition, fees, rentals, rates, and charges of Angelo State University are charged and collected under specific authorization of the laws of the State of Texas, including, but not limited to, the authorization in Texas Education Code Section 54.504, Section 54.0513, Section 55.16, and other applicable sections.

The Board of Regents has authorized the president of Angelo State University to establish waiver criteria and waiver approval procedures for the fees, rentals, rates, and charges in accordance with state laws, including, but not limited to, the Texas Education Code, Section 54.216, Section 54.218, Section 54.261, Section 54.5035, and Section 54.0513.

Tuition and fees for FY 2013-2014 are recommended based on enrollment of 180,000 credit hours. Enrollments exceeding 180,000 credit hours will result in additional funds that will be directed to strategic initiatives.

(A) TUITION

The following tuition rates will be in effect for the academic year beginning with the Fall 2013 semester:

1. State Tuition

A. Undergraduate

1. Residents of Texas: $50.00 per semester credit hour
2. Non-Resident Students: $404.00 per semester credit hour
3. Bordering Counties to Texas and residents of New Mexico or Oklahoma: $50.00 per semester credit hour

B. Graduate

1. Residents of Texas: $50.00 per semester credit hour
2. Non-Resident Students: $404.00 per semester credit hour
3. Bordering Counties to Texas and residents of New Mexico or Oklahoma: $50.00 per semester credit hour

2. Designated Tuition

A. Undergraduate

$105.68 per semester credit hour for all university students

B. Graduate

$105.68 per semester credit hour for all university students

3. Board Authorized Tuition

A. Masters

$45.00 per semester credit hour, in addition to state and designated tuition, for all masters courses.

B. Doctoral

$50.00 per semester credit hour, in addition to state and designated tuition, for all doctoral level courses.

C. Department of Security Studies (DSS) Differential Tuition

Students enrolled in the Department of Security Studies degree programs will be charged differential tuition. Students enrolled in these programs will not be charged fees. The rates for these students are:

DSS Differential Undergraduate Residents:
$200.00 per semester credit hour, in addition to state tuition

DSS Differential Undergraduate Non-Residents:
$209.50 per semester credit hour, in addition to state tuition

DSS Differential Graduate Residents:
$209.50 per semester credit hour, in addition to state tuition and graduate differential

DSS Differential Graduate Non-Residents:
$209.50 per semester credit hour, in addition to state tuition and graduate differential

(B) FEES

Mandatory--Statutory

1. **International Education Fee:** In accordance with Texas Education Code, Section 54.5132, an International Education Fee will be charged and collected from students not less than $1.00 and not more than $4.00 for each fall/spring semester or each summer session. It is recommended to continue the International Education Fee of $4.00 flat fee during the fall and spring semesters and $2.00 flat fee for each summer term for all enrolled students.

2. **Medical Services Fee:** This fee provides funds for the cost of providing medical services for students enrolled in the university. In accordance with Texas Education Code, Section 54.508, a flat fee of $59.50 will be charged during fall and spring semesters and a $37.50 flat fee for every summer term for all enrolled students.

3. **Recreation Sports Fee**: In accordance with Texas Education Code, Section 54.509, a $100.00 flat fee for recreation sports will be charged during the fall and spring semesters and a $50.00 flat fee for each summer term for all enrolled students.

4. **Student Services Fee:** In accordance with Texas Education Code, Section 54.503, a $23.75 per semester credit hour will be charged. A cap of $250.00 and a minimum of $100.00 will be charged during the fall and spring semesters and a cap of $120.00 and a minimum of $50.00 will be charged for each summer term for all enrolled students.

5. **University Center Fee:** In accordance with Texas Education Code, Section 54.5241, the University Center Fee will charge a flat fee of $66.00, during each fall and spring semester and for each summer term for all enrolled students.

Mandatory--Incidental

In accordance with Texas Education Code, Section 54.504 and 55.16(a), the following fees are recommended by the President.

1. **Technology Service Fee:** (Per Semester) The fee will be assessed as follows: $300.00 for fall and spring semesters for students taking nine or more hours; $125.00 for fall and spring semesters for students taking four to eight hours; $75.00 for fall and spring semesters for students taking one to three hours. The fees for each summer term will be assessed at $150.00 for students taking six or more hours and $72.50 for students taking from one to five hours. This fee is assessed and collected for the purpose of providing technology support and services for the operation and online access to technology services for the campus environment.

2. **Library Fee:** (Per Semester Credit Hour) This fee provides funds to support library operations and for the acquisition and access of materials used for teaching and research. This fee will be charged at $10.00 per semester credit hour during the fall and spring semesters and each summer term, not to exceed $120.00 per semester.

3. **Advising Center Fee:** (Per Semester) Angelo State University uses this fee to fund advising programs and services for its students. The fee of $25.00 per semester is charged to students for the fall and spring semesters and $12.50 for each summer term for all enrolled students.

4. **Athletic Fee**: (Per Semester Credit Hour) The Student Athletic Fee allows students entrance to all home sporting events as long as seats are available. The fee of $16.50 per semester credit hour will be charged to students during the fall and spring semesters and each summer term, not to exceed $187.00 per semester.

5. **Distance Learning Fee:** (Per Semester Credit Hour) The Distance Learning Fee of $50.00 per semester credit hour is charged to partially cover the additional costs incurred by offering distance learning courses.

6. **Off-Campus Course Fee:** This fee may be charged for individual courses for expenditures directly related to the cost of the course. The Off-Campus Course Fee varies and ranges from $10.00 to $6,000.00 per course (study abroad programs). This fee primarily will be charged for study abroad courses and selective courses with extraordinary costs.

7. **Instructional Enhancement Fee:** ASU will charge an Instructional Enhancement Fee at a rate of $12.50 per semester credit hour, not to exceed $150.00 per semester. This fee will be used to fund instructional technology expenses and direct instructional enhancement, including student success measures. The funds will be allocated by the Provost, based on academic priorities, to the college deans who will be accountable for the use of the funds.

8. **International Student Fee:** This fee is charged to each non-immigrant international student. Students are charged a $150.00 flat fee for each fall and spring semester. Students enrolled during the summer term(s) will be charged $75.00 per term. This fee is non-waivable regardless of any agreements with sending institutions.

9. **Education Abroad Medical, Accident, Political Evacuation and Natural Disaster Insurance:** All study abroad students are required to purchase health insurance through the university as a condition of enrollment for the time period they are travelling and living abroad.

10. **Financial and Records Service Fee:** (Per Semester Credit Hour) This fee provides funds to support student service areas of the university including but not limited to Recruitment & Admissions, Registrar, Financial Aid, Enrollment Management Technology Operations, Student Business Services, Accounts Receivable, Academic Affairs, Undergraduate Affairs, and Academic Support. This fee will be assessed to all students at a rate of $11.25 a semester credit hour, not to exceed $135.00 per semester.

11. **Undergraduate Research Fee:** (Per Semester Credit Hour) This fee provides funds to support undergraduate research, including internal grants awarded to students on a competitive basis. This fee will be assessed to all undergraduate students at a rate of $1.25 a semester credit hour, not to exceed $15.00 per semester.

12. **Non-Immigrant Health, Evacuation, and Repatriation Insurance:** All ASU non-immigrant students enrolled in one credit hour or more are required to have health insurance as a condition of enrollment. Students to which this requirement applies will purchase the ASU Student Health Insurance Plan through the university (ASU OP 10.16).

13. **Graduate Internship Fee:** This fee will be used to support the extensive travel that university faculty have to do to supervise interns in the field, making several trips to the internship site. This $275.00 fee would be assessed to all graduate internship candidates.

(C) MISCELLANEOUS FEES

1. **Admission Application Fee:** will be charged for the following applications from prospective students:

    - Undergraduate (United States Citizens) $35.00
    - Graduate (United States Citizens) $40.00
    - International Student $50.00
    - Physical Therapy $25.00
      (provide discretionary funds for student orientation)

2. **Off-Campus Travel Fee:** This fee will be a flat fee and will reflect the cost of faculty members traveling off-campus to deliver a course. This fee will not exceed the actual cost of traveling off-campus.

3. **Parking Fines:** Fines from $15.00 to $200.00 per occurrence.
4. **Installment Payment of Tuition/Fees Option Fee:** Assessed upon selecting the installment pay plan when registering for classes during each long semester. $30.00

5. **Late Charges on Installment Payment:** $40.00

6. **Cancellation Fee:** This fee is assessed when a student's schedule is cancelled after classes have begun. $300.00

7. **Return Check Fee or e-payment fee:** $30.00

8. **Late Registration Fee:** Assessed when late registration enrollment begins $50.00

9. **New Student Orientation Fee:** This fee provides funds to cover the costs associated with the various activities, facilities, programs, and services provided to assist all new (freshman and transfer) students and their family members in transitioning to the university community. $25.00

10. **Library:**
    Porter Henderson Library:
    Overdue Fines: ranges from $.10/minute, $.25/day to $1.00/day per item

Fees:

Processing Fee (for lost and/or replaced items)	$10.00
Replacement Fee – all other-(if still available, otherwise, average cost of item in same subject area)	cost of item
Damage Fee	$30.00
Interlibrary Loan Fee-(unless lending library assesses a fee; passed on to ASU requestor)	no charge
Transparencies	$.25/ea
Microform Copiers	$.10/page
Laminations:	
1/2 sheet	$.35/ea
Up to 8.5 x 11	$.70/ea
Up to 11 x 17	$1.40/ea
Community borrower's card	$50.00
Photos:	
Publication fee to "for profits"	$50.00
8x10	$12.00
11x14	$24.00
Scanned and printed on plain paper or saved on customer's CD	$3.00
Custom microform copying	$3.00/up to 10 pages
Additional pages	$.20/ea
Custom scan & print	$.25/ea
Thesis Binding (fee dependent on vendor charges) (optional)	$9.50

11. **Extended Studies Course Fees:** $6.00 - $600.00

12. **Post Office:**

Post Office Box Rental:

Fall and Spring (per semester)	$23.50
Summer (per semester)	no charge

Fees:

Post Office Box Key Replacement	$25.00/ea
Post Office Box Lock Replacement	$35.00/ea

13. **ASU OneCard Replacement Fee:** $20.00

14. **ASU Faculty/Staff ID Card Replacement Fee:** $10.00

15. **Prior Term Statement Printing Fee:** $1.00

16. **Department of Art & Music Equipment Use Deposit:** $40.00

17. **Diploma Replacement Fee:** $25.00

18. **English Language Learning Tuition and Fees:** Tuition and fees for 7 week and 14 week courses ranging from $2,500.00 to $5,000.00 could include textbooks and supplies, technology service fee, medical service fee, financial records and service fee, library fee, athletic fee, recreational sports fee, university center fee, and international service fee.

19. **Probation/Post Suspension Assistance Fee:** This $200.00 fee provides funds for the cost to offer sections of the no-credit study strategy assistance courses required of freshman on probation and

first-return suspension students. The course is also available to any student who wishes to solidify or improve cognitive-based study techniques. This fee is non-refundable to students required to enroll in the course.

20. **University Recreation Center Program Fees:** Miscellaneous fees charged by the University Recreation Center for equipment rentals, damaged equipment, facility rentals, instructional classes, clinics and outdoor trips ranging from $2.00 to $500.00.

(D) RESIDENCE LIFE ROOM RATES

In accordance with Texas Education Code (Vernon's Texas Codes Annotated, Higher Education, Title 3, April 2006), Section 51.002, Angelo State University recommends the following room rates effective fall, 2013.

Room Rates (10 Month)	**Current 2012-2013**	**Proposed 2013-2014**
Vanderventer Apartments	$4,630	$4,630
Massie Hall	$4,552	$4,552
Carr Hall	$4,100	$4,100
Texan Hall	$6,048	$6,048
Centennial Village (2 persons, 2 bd, 1 bath)	$5,978	$5,978
Centennial Village (4 persons, 4 bd, 2 bath)	$5,810	$5,810
Plaza Verde I	$5,972	$5,972
Concho Hall*	$5,298	$3,000

*Only available to special population

(E) BOARD RATES

In accordance with Texas Education Code (Vernon's Texas Codes Annotated, Higher Education, Title 3, April 2006), Section 51.002, Angelo State University recommends the following Board rates effective fall, 2013.

Fall 2013 – Spring 2014

Board Plans	Current 2012-2013	Proposed 2013–2014
7-day (21 meals/week)	$2,728	$2,800
7-day (15 meals/week)	$2,676	$2,750
5-day (15 meals/week)	$2,624	$2,700

Summer 2014

Board Plan	Current Summer 2013	Proposed Summer 2014
7-day (15 meals/week)	$546	$560

ANGELO STATE UNIVERSITY
TUITION AND FEES
FIVE-YEAR HISTORY
15-SEMESTER CREDIT HOUR ENROLLMENT

	Fall, 2009	Fall, 2010	Fall, 2011	Fall, 2012	Fall, 2013
State Tuition	750.00	750.00	750.00	750.00	750.00
Designated Tuition	1,372.50	1,527.90	1,675.05	1,747.20	1,585.20
Financial and Records Service	0	0	135.00	135.00	135.00
Student Service	235.00	235.00	250.00	250.00	250.00
Library	67.50	108.75	120.00	120.00	120.00
Recreation Sports	37.00	100.00	100.00	100.00	100.00
University Center	60.50	60.50	66.00	66.00	66.00
Technology Services	300.00	300.00	300.00	300.00	300.00
Medical Services	42.35	57.35	59.50	59.50	59.50
International Education	4.00	4.00	4.00	4.00	4.00
Advising Center	25.00	25.00	25.00	25.00	25.00
Athletic Fee	25.00	25.00	25.00	25.00	187.00
Instructional Enhancement	150.00	150.00	150.00	150.00	150.00
Undergraduate Research Fee	0	0	15.00	15.00	15.00
Total	$3,068.85	$3,343.50	$3,674.55	$3,746.70	$3,746.70

ANGELO STATE UNIVERSITY

Angelo State University

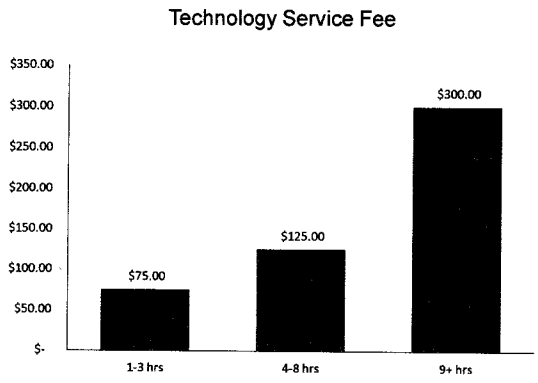
Tuition and Fee Proposal 2013-2014 Academic Year

ANGELO STATE UNIVERSITY

Proposal #1

Adjust the technology service fee

- ✓ Remove cost barriers for students taking one course
- ✓ Additional $75 tier added for students taking 1-3 hours



ANGELO STATE UNIVERSITY

Proposal #2

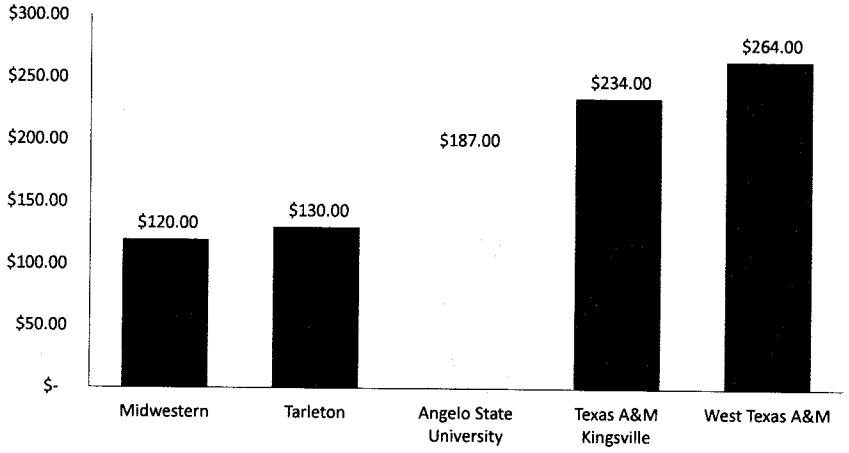
Shift present designated tuition funding of athletics to an athletic fee

- ✓ Provides more transparency on how fees are used
- ✓ Maintains input on student support to athletics through the student service fee (already at Max of $250)
- ✓ Restricts future cost increases on SSF

	Cost Basis	Current Rate	Proposed Rate	Fall 2012 at 15 SCH	Fall 2013 at 15 SCH	Difference at 15 SCH
Designated tuition	SCH	$ 116.48	$ 105.68	$ 1,747.20	$ 1,585.20	$ (162.00)
Athletic fee Max =$187	SCH	$ 1.67	$ 16.50	$ 25.00	$ 187.00	$ 162.00
Total				$ 1,772.20	$ 1,772.20	$ -0-
Net Change						$ -0-

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Comparison of Athletic Fee to Peer Institutions



*Athletic Fee for 15 SCH

ANGELO STATE UNIVERSITY

Proposal #3

Calibrate fees to reflect FTE cost (15 to 12 SCH):

- Financial & records service fee
- Undergraduate research fee
- Instructional enhancement fee
- Library fee

✓ Incentivize full load – "15 is the new 12"

✓ Improve time to graduation rates

	Cost Basis	Current Rate	Proposed Rate	Fall, 2012 at 15 SCH	Fall 2013 at 15 SCH	Difference at 15 SCH
Financial & records service fee Max = $135.00	SCH	$ 9.00	$ 11.25	$ 135.00	$ 135.00	$ -0-
Undergraduate research fee Max = $15.00	SCH	$ 1.00	$ 1.25	$ 15.00	$ 15.00	$ -0-
Instructional enhancement fee Max = $150.00	SCH	$ 10.00	$ 12.50	$ 150.00	$ 150.00	$ -0-
Library fee Max = $120.00	SCH	$ 8.00	$ 10.00	$ 120.00	$ 120.00	$ -0-
Net Change						$ -0-

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Summary of Proposed Changes at 15 SCH

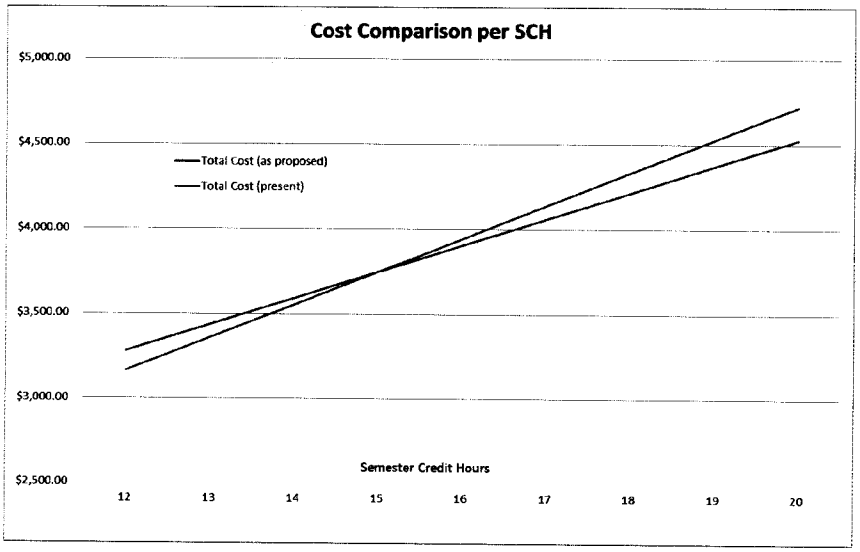
	Cost Basis	Current Rate	Proposed Rate	Fall, 2012 at 15 SCH	Fall, 2013 at 15 SCH	Difference at 15 SCH
Designated tuition 20% Financial Aid Set Aside	SCH	$ 116.48	$ 105.68	$ 1,747.20	$ 1,585.20	$ (162.00)
Athletics fee Max = $187.00	SCH	$ 1.67	$ 16.50	$ 25.00	$ 187.00	$ 162.00
Financial & records service fee Max = $135.00	SCH	$ 9.00	$ 11.25	$ 135.00	$ 135.00	$ -0-
Undergraduate research fee Max = $15.00	SCH	$ 1.00	$ 1.25	$ 15.00	$ 15.00	$ -0-
Instructional enhancement fee Max = $150.00	SCH	$ 10.00	$ 12.50	$ 150.00	$ 150.00	$ -0-
Library fee Max = $120.00	SCH	$ 8.00	$ 10.00	$ 120.00	$ 120.00	$ -0-
Technology services fee	Flat fee	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ -0-
$75.00 for 0-3 hrs		$ 125.00	$ 125.00			
$125.00 for 4-9 hrs			$ 75.00			
$300.00 for 9+hrs						
Net Change						$ -0-

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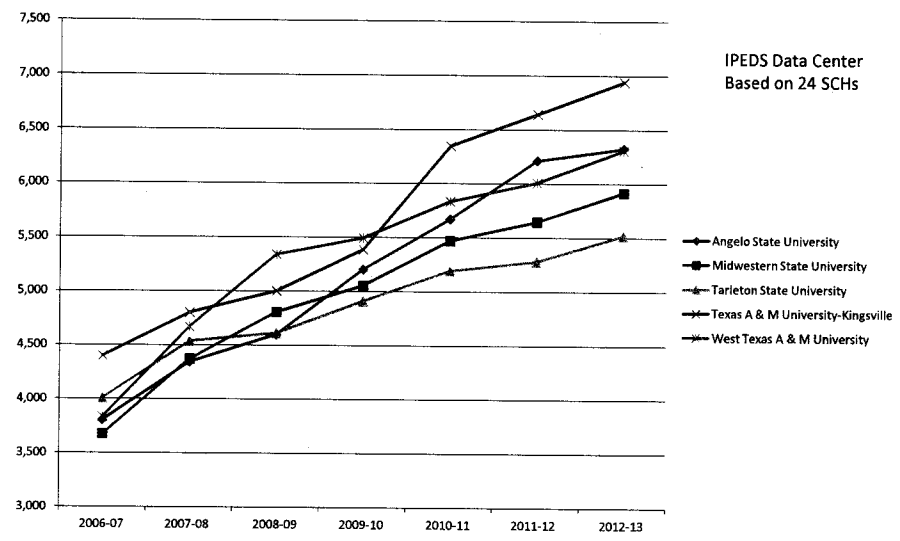
Results

- ✓ There is no increase for a student taking 15 SCH
- ✓ Cost savings for students taking over 15 SCH
- ✓ Provides an incentive for students to take 15 SCH

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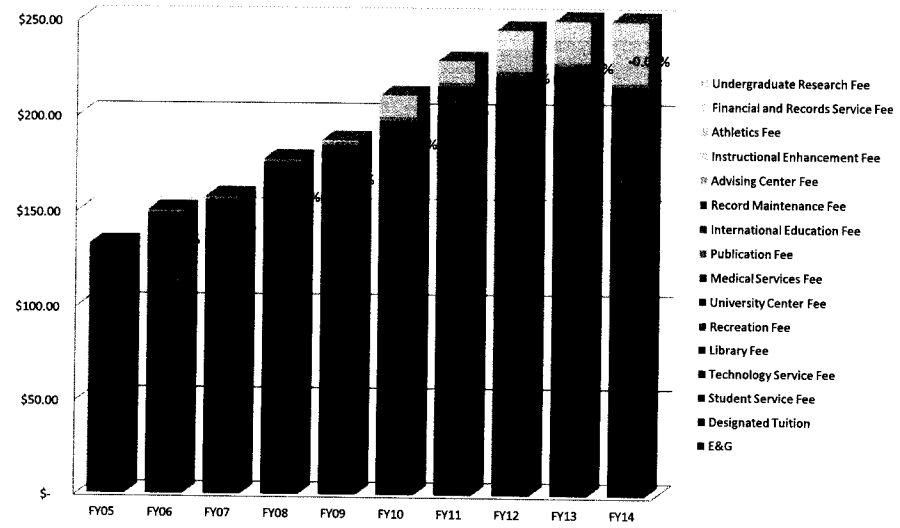


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Tuition & Fee History



ANGELO STATE UNIVERSITY

Housing

Room Rates (10 Month) Based on double occupancy	Current 2012-2013	Proposed 2013-2014
Vanderventer Apartments	$4,630	$4,630
Massie Hall	$4,552	$4,552
Carr Hall	$4,100	$4,100
Texan Hall	$6,048	$6,048
Centennial Village (2 person)	$5,978	$5,978
Centennial Village (4 person)	$5,810	$5,810
Plaza Verde I	$5,972	$5,972
Concho Hall*	$5,298	$3,000

- No proposed increase

*Only available to special population

ANGELO STATE UNIVERSITY

Meal Plans

Plan	Current 2012-2013 Rates	Proposed 2013-2014 Rates
7-day (21 meals/week)	$2,728	$2,800
7-day (15 meals/week)	$2,676	$2,750
5-day (15 meals/week)	$2,624	$2,700

- Average increase of 2.77%
- Increase based on CPI data and will defray anticipated routine increases in general operations of this area (i.e. increasing food costs.)

TEXAS TECH UNIVERSITY
Global Fee Document
Effective Beginning Fall 2013 Semester
Summary of Tuition, Fees, and Other Charges

All tuition, fees, rentals, rates, and charges of Texas Tech University are charged and collected under specific authorization of the laws of the State of Texas, including, but not limited to, the authorization in Texas Education Code Section 54.504, Section 54.0513, Section 55.16, and other applicable sections.

The Board of Regents has delegated to the President of Texas Tech University the authority to establish waiver and exemption criteria and waiver and exemption approval procedures for the fees, rentals, rates, and charges in accordance with state laws, including but not limited to Texas Education Code, Section 54.218, Section 54.5035, and Section 54.0513.

(A) TUITION

The following tuition rates are in effect for the academic year beginning with the Fall 2013 semester:

1. State Tuition

A. Undergraduate

Residents of Texas: $50.00 per semester credit hour

Non-Resident Students: $404.00 per semester credit hour. The President of Texas Tech University is authorized, in accordance with state statutes, to establish non-resident tuition at the rate determined by the Texas Higher Education Coordinating Board.

Residents of New Mexico or Oklahoma bordering counties to Texas: $50.00 per semester credit hour

Residents of New Mexico or Oklahoma bordering states to Texas and not eligible for bordering counties tuition: $80.00 per semester credit hour

B. Graduate

1. Residents of Texas: $50.00 per semester credit hour
2. Non-Resident Students: $404.00 per semester credit hour. The President of Texas Tech University is authorized, in accordance with state statutes, to establish non-resident tuition at the rate determined by the Texas Higher Education Coordinating Board.
3. Residents of New Mexico or Oklahoma bordering counties to Texas: $50.00 per semester credit hour
4. The President of Texas Tech University is authorized (Texas Education Code Section 54.012) to require resident graduate students exceeding the cap on maximum doctoral hours to pay non-resident tuition regardless of residency status.

C. Law

1. Residents of Texas: $80.00 per semester credit hour

2. Non-Resident Students: $404.00 per semester credit hour. The President of Texas Tech University is authorized, in accordance with state statutes, to establish non-resident tuition at the rate determined by the Texas Higher Education Coordinating Board.

2. Designated Tuition

A. Undergraduate

1. $152.57 per semester credit hour for all university students

B. Graduate

1. $152.57 per semester credit hour for all university students

C. Law

1. $152.57 per semester credit hour for all university students

2. Plus $205.00 per semester credit hour for all law students – Law students enrolled under the Global Fee Document for 2010 – 2011 and that remain continuously enrolled are only charged $105 per semester credit hour.

3. Board Authorized Tuition

A. Graduate

1. $50.00 per semester credit hour, in addition to state and designated tuition, on all graduate courses

B. Law

1. $160.00 per semester credit hour, in addition to state and designated tuition, on all law courses

(B) FEES

Mandatory – Statutory

1. **Laboratory Fee:** (Flat Fee) This fee of not less than $2.00 and not more than $30.00 per laboratory course provides funds to cover the costs of the laboratory materials and supplies used by a student. The fee shall be determined and approved under a policy established by the administration.

2. **International Education Fee:** (Flat Fee) This fee provides funds to assist students participating in international student exchange or study programs (study abroad). This fee is charged at a $4.00 flat fee for each term for all enrolled students.

3. **Student Services Fee:** (Flat Fee) This fee provides funds to cover the costs of various activities, facilities, programs, and services which are separate and apart from the regularly scheduled academic functions of the university and directly involve or benefit students. This fee is charged in accordance with recommendations of the Student Services Fee Advisory Committee. Students enrolled in four or more semester credit hours are charged a $142.00 fee for each fall and spring semester. Students enrolled in less than four semester credit hours will be charged a $71.00 fee for each fall and spring semester. Students enrolled in multiple parts of term during the summer or full summer will be charged a $142.00 fee. Students enrolled in a single part of term during the summer will be charged a $71.00 fee. Students enrolled in a Study Abroad program will be credited 50% of their Student Services fee for that term. This fee applies to all enrolled students.

4. **Medical Services Fee:** (Flat Fee) This fee provides funds for the cost of providing medical services to students enrolled at the university. This fee is charged in accordance with recommendations of the Medical Services Fee Advisory Committee. Students enrolled in four or more semester credit hours are charged a $75.00 flat fee for each fall and spring semester. Students enrolled in less than four semester credit hours will be charged a $37.50 flat fee for each fall and spring semester. Students enrolled in multiple parts of term during the summer or full summer will be charged a $75.00 flat fee. Students enrolled in a single part of term during the summer will be charged a $37.50 flat fee. This fee only applies to students taking courses at the Lubbock campus.

5. **Student Recreation Fee**: (Flat Fee) This fee provides funds for operating, maintaining, improving, and equipping student recreation facilities and programs, and/or acquiring or constructing additions to those facilities. This fee is charged in accordance with recommendations of the Student Recreation Fee Advisory Committee. Students enrolled in four or more semester credit hours are charged a $75.00 flat fee for each fall and spring semester. Students enrolled in less than four semester credit hours will be charged a $37.50 flat fee for each fall and spring semester. Students enrolled in multiple parts of term during the summer or full summer will be charged a $75.00 flat fee. Students enrolled in a single part of term during the summer will be charged a $37.50 flat fee. This fee only applies to students taking courses at the Lubbock campus.

6. **Student Union Fee:** (Flat Fee) This fee provides funds to cover operating, maintaining, improving, and equipping student union facilities and programs, and/or acquiring or constructing additions to those facilities. This fee is charged in accordance with recommendations of the Student Union Fee Advisory Committee. Students enrolled in four or more semester credit hours are charged a $93.00 flat fee for each term. Students enrolled in less than four semester credit hours will be charged a $46.50 flat fee for each term. This fee only applies to students taking courses at the Lubbock campus.

Mandatory – Incidental (Texas Education Code, Section 54.504 and 55.16): The rate of the incidental fee must reasonably reflect the actual cost to the university for the associated materials or services. Incidental fees do not include a fee for which a governing board makes a charge under the authority of any other provision of the law (statutory fees).

1. **Application Fee:** (Flat Fee) This fee provides funds to support costs associated with providing, receiving, and processing student admissions and financial aid applications:

- Undergraduate (United States Citizens) $60.00
- Graduate $65.00
- Graduate Change Fee $50.00
- Law School (United States Citizens) $60.00
- Foreign (Undergraduate, Graduate, and Law) $125.00
- Honors College $25.00

2. **Information Technology Fee:** (Per Semester Credit Hour) This fee provides funds for the information technology infrastructure within the university. This fee is assessed to all enrolled students. $22.00

3. **Library Fee:** (Flat Fee) This fee provides funds to support library operations and for the acquisition and access of materials used for teaching and research. Students enrolled in four or more semester credit hours are charged a $329.50 flat fee for each fall and spring semester. Students enrolled in less than four semester credit hours will be charged a $164.75 flat fee for each fall and spring semester. Students enrolled in multiple parts of term during the summer or full summer will be charged a $329.50 flat fee. Students enrolled in a single part of term during the summer will be charged a $164.75 flat fee. This fee is assessed to all enrolled students.

4. **University ID Fee:** (Flat Fee) This fee provides funds for University student identification. This fee is charged in accordance with recommendations of the University ID Fee Advisory Committee. This fee is charged at a $5.00 flat fee for each term for all enrolled students.

5. **Financial and Record Services Fee:** (Per Semester Credit Hour) This fee provides funds to support student service areas of the university including Recruitment & Admissions, Registrar, Financial Aid, Enrollment Management, Technology Operations, Student Business Services, Accounts Receivable, Academic Affairs, Undergraduate Affairs, and Academic Support. This fee is assessed to all enrolled students. $9.00

6. **Academic Department Instructional Assessment Fee:** (Per Semester Credit Hour) This fee provides funds for all aspects of academic department instructional expense and is used to enhance academic excellence at Texas Tech. This fee shall be used to support academic instructional activities of the classroom. This fee is not less than $3.00 but not more than $45.00 per semester credit hour. The fee established shall be determined and approved under a policy established by the administration.

7. **Advising and Retention Fee:** (Per Semester Credit Hour) This fee provides funds for enhanced student advising, counseling, and retention programs (undergraduate and graduate). $4.00

8. **Rawls College of Business (RCBA) Facility Fee:** (Per Semester Credit Hour) This fee funds the continued growth and associated debt for the enhancement of facilities for the Rawls College of Business. This fee is only charged for courses held in the RCBA. Up to $21.00

9. **Placement Fee:** (Per Semester Credit Hour) This fee provides funds for advising and placement efforts with potential employers. This fee is only charged to students enrolled in the degree plans offered by the following colleges:
   - Rawls College of Business (undergraduate and graduate) $4.00
   - Whitacre College of Engineering (undergraduate and graduate) $3.25

10. **Cultural Activities Fee:** (Flat Fee) This fee provides funds for all aspects of the presentational elements for the College of Visual & Performing Arts and allows students to fully participate in the widely diverse presentations, performances, and events without an additional charge. Students enrolled in four or more semester credit hours are charged an $18.80 flat fee for each fall and spring

semester. Students enrolled in less than four semester credit hours will be charged a $9.40 flat fee for each fall and spring semester. Students enrolled in multiple parts of term during the summer or full summer will be charged an $18.80 flat fee. Students enrolled in a single part of term during the summer will be charged a $9.40 flat fee. This fee only applies to students taking courses at the Lubbock campus.

11. **Student Transportation Fee:** (Flat Fee) This fee provides funds to cover the costs of providing students with various transportation services and facilities which may include, but not be limited to bus transportation, shuttle service, and bicycle lanes. This fee is charged in accordance with the recommendations of the Student Transportation Fee Advisory Committee. Students enrolled in four or more semester credit hours are charged a $48.00 flat fee for each fall and spring semester. Students enrolled in less than four semester credit hours will be charged a $24.00 flat fee for each fall and spring semester. Students enrolled in multiple parts of term during the summer or full summer will be charged a $48.00 flat fee. Students enrolled in a single part of term during the summer will be charged a $24.00 flat fee. This fee only applies to students taking courses at the Lubbock campus.

12. **Student Athletic Fee:** (Flat Fee) This fee provides funds for athletic operations and allows students to access the student seating for all home sporting events on a first come basis. Pursuant to an agreement between the Student Government Association and the Athletic Department, this fee is charged to students enrolled in four (4) or more semester credit hours during each fall and spring term. This fee only applies to students taking courses at the Lubbock campus.
$57.20

13. **Energy Fee**: (Flat Fee) This fee provides funds for the utility costs of the institution. Students enrolled in four or more semester credit hours are charged a $60.00 flat fee for each term. Students enrolled in less than four semester credit hours will be charged a $30.00 flat fee for each term. This fee only applies to students taking courses at the Lubbock campus.

14. **Law School Academic Support Fee:** (Per Semester Credit Hour for all Law School students) This fee provides funds for implementation of a formal academic support system to enhance student success. $7.00

15. **Law School Classroom and Infrastructure Technology Fee:** (Per Semester Credit Hour for all Law School students) This fee provides funds for investment in classroom technology used specifically by law students. $6.00

16. **Law School Legal Resources Fee:** (Per Semester Credit Hour for all Law School students) This fee provides funds for investment in resources and materials used specifically by law students.
$30.00

17. **Law School Student Advocacy & Competition Fee**: (Per Semester Credit Hour for all Law School students) This fee funds the Law School advocacy programs, which are essential components of the Law School skills program and an important element of the curriculum required by the Law School accrediting body. $5.50

18. **Law School Career Services Fee:** (Per Semester Credit Hour for all Law School students) This fee funds the Law School's career services programs. $3.00

19. **Residence Hall IT Support Fee:** (Flat Fee) This fee funds the additional IT support needed in the student residence halls. This fee provides funds to cover maintenance, support and life cycle replacement of the network infrastructure within the residence halls to provide network and wireless connections in the common areas. This fee will also provide funds to cover the on-site and phone specialized desktop support. Students enrolled are charged a $25.00 flat fee for each fall and spring term. Students enrolled in multiple parts of term during the summer or full summer will be charged a

$25.00 flat fee. Students enrolled in a single part of term during the summer will be charged a $12.50 flat fee. This fee applies only to students living in the residence halls.

20. **Off-Campus Facilities Fee:** (Per Semester Credit Hour) This fee funds the cost of facility rental, maintenance and renewal at all off-campus educational sites. This fee applies only to those students enrolled in courses at established, physical off-campus educational sites and does not apply to online distance education. Rate is to be determined by the Distance Learning Council.
    Up to $50.00

21. **Junction Medical Services Fee**: (Per Semester Credit Hour) This fee provides funds for student medical insurance for students enrolled at the TTU Center at Junction. $3.00

22. **International Student Fee:** This fee is charged to each non-immigrant international student. Students are charged up to a $75.00 flat fee for each fall and spring semester. Students enrolled in multiple parts of term during the summer or full summer will be charged up to a $75.00 flat fee. Students enrolled in a single term during the summer will be charged up to a $37.50 flat fee.

23. **Non-Immigrant Health, Evacuation, and Repatriation Insurance**: All TTU non-immigrant students enrolled in one credit hour or more are required to have health insurance as a condition of enrollment. Students to which this requirement applies will purchase the TTU Student Health Insurance Plan through the university (TTU OP 34.24). Fee amount is set by the third party insurance provider.

24. **Sponsored International Student Administrative Fee:** (Flat Fee) This fee (charged to sponsored international students) provides funds to support services to non-immigrant international students. Students are charged up to a $350.00 flat fee for each fall and spring semester. Students enrolled in multiple parts of term during the summer or full summer will be charged up to a $350.00 flat fee. Students enrolled in a single term during the summer will be charged up to a $175.00 flat fee.

Discretionary – Incidental

1. **Special Instruction Fee**: This fee is a cost associated with a particular or special section of a course. This fee shall be determined and approved under a policy established by the administration.

2. **Field-Trip Fee:** This fee will be assessed to students for courses that require travel by students for field trips associated with the course. This fee will not exceed the actual cost of the related field trip. This fee shall be determined and approved under a policy established by the administration. Field trip fees may be non-refundable as determined by the department and based on the existence of sunk-costs related to the trip.

3. **Off-campus Travel Fee:** This fee will be a set fee and will reflect the cost of faculty members traveling off-campus to deliver a course. The academic department will determine if a fee can be refunded due to incurrence of sunk costs. This fee shall be determined and approved under a policy established by the administration.

4. **Student Orientation Fee:** (Flat Fee) This fee provides funds to cover the costs associated with the various activities, facilities, programs, and services provided to assist all new (freshmen and transfers) students and their family members in transitioning to the university community. This fee is assessed to all students attending new student orientation.

    - One Day $ 60.00
    - Three Day $175.00

5. **Law School Deposit:** Each accepted applicant is required to pay a deposit immediately after being accepted to hold a place in the entering class.

- Applicants accepted in the Early Decision Program $750.00
- Applicants accepted in the Regular Decision Admission $300.00
- The School of Law requires an additional deposit in June to continue holding a place in the entering class $1,000.00

6. **Auditing Fee:** (Per Semester Credit Hour) This fee is charged to students enrolled in less than 12 semester credit hours and auditing courses for non-credit. $10.00

7. **Probation/Post Suspension Assistance Fee:** This fee covers the cost of the XL – Strategies for Learning Program. This non-credit curriculum is required of freshmen on probation and first-return suspension students. The flat fee of $200.00 is non-refundable to students required to enroll in the course. The course is also available through registration for any student who wishes to improve cognitive-based study techniques and is refundable following established drop date percentages.

8. **Library Fines:** Fines from $1.00 to $225.00 per occurrence. This fee provides funds to cover the actual replacement costs of lost books, including staff time.

9. **Student Judicial Administrative Fee**: Students obligated, or choosing to participate, in the Student Judicial process may be assessed a fee based on the Student Judicial Programs guidelines.

10. **Diploma Replacement Fee:** (Flat Fee) $20.00

11. **Diploma Insert Fee:** (Flat Fee) $2.00

12. **Duplicate Copy of Registration Fee Receipt:** (Flat Fee) $0.50

13. **Thesis and Dissertation Fee:** (Flat Fee) This fee is charged to all thesis option masters students, doctoral students, and music performance/conducting students. $50.00

14. **Education Abroad Fee:** (Flat Fee) This fee provides funds to support education abroad programs. This fee may be set in an amount not to exceed the cost of offering the program but not less than $50.00 and not more than $500.00. This fee shall be determined and approved under a policy established by the administration.

15. **Installment Payment Fee:** This fee is assessed at the time of signing the installment payment plan or emergency loan promissory note. $25.00
16. **Late Payment Fee:** This fee is assessed monthly when a payment becomes delinquent. $50.00

17. **Late/Dropped Registration Fee:** This fee is assessed for class registrations occurring after classes begin or for registrations dropped due to non-payment. $50.00

18. **Cancellation Fee:** This fee is assessed when a student's schedule is cancelled after classes have begun. $300.00

19. **Returned Payment Charge:** This fee is assessed for all returned payments. $30.00

20. **Transcript Processing Fee:** This fee is assessed to process transcripts printed upon request. $5.00

21. **Student Health Fees**: Students choosing to utilize Student Health services may be assessed a fee or co-payment charge which, at the student's discretion, can be charged to their student account based on Student Health Services guidelines.

22. **Student Parking**: Students may, at their discretion, agree to have charges for parking permits added to their student account. Students may also have unpaid citations charged to their student account if the citation is not addressed timely with and per Parking Services guidelines.

(C) PROGRAM FEES

Program fees may be determined to be non-refundable by the administering department based on the occurrence of previously committed expenses.

1. **MBA Enhancement Program Fee:** This fee is for the costs of MBA orientation and program enhancements outside of the graduate curriculum which may include but not be limited to instruction, support, and administrative overhead. Up to one half of the total program fee may be waived for students in dual degree programs. MBA students will be charged up to $1,500 per semester not to exceed a total of $3,000 over the degree program.

2. **Master of Science in MIS-Business Intelligence Program Fee:** This fee is for the cost of cohort programs with language supplement, including instruction, support, and administrative overhead. This program fee may be waived for students with spoken English language skills that do not require the non-English speaking language cohort. Students will be charged up to $2,500 for each fall and spring semester and up to $1,000 for summer enrollment.

3. **MBA Executive Format for Working Professionals Program Fee:** Cohort program consisting of seven semesters, including summer terms. Each applicant is required to pay an advance program fee of $1,000 (deposit) immediately upon acceptance to hold a place in the entering class. For cohorts beginning during FY2014: Residents of Texas will be charged up to $6,285 for each semester; non-residents will be charged the same program fee as residents plus the applicable state tuition surcharge rate per semester credit hour as authorized annually by the Texas Higher Education Coordinating Board. Students enrolled in this program are eligible to be counted for formula funding.

4. **MBA Executive Format for Physicians and Dentists Program Fee:** Cohort program consisting of six semesters, including summer terms. Each applicant is required to pay an advance program fee of $1,000 (deposit) immediately upon acceptance to hold a place in the entering class. For cohorts beginning during FY2014: Residents of Texas will be charged up to $7,333 for each semester; non-residents will be charged the same program fee as residents plus the applicable state tuition surcharge rate per semester credit hour as authorized annually by the Texas Higher Education Coordinating Board. Students enrolled in this program are eligible to be counted for formula funding.

5. **IMBA Energy Executive Format Fee**: Cohort program consisting of six semesters, including summer terms. Each applicant is required to pay an advance program fee of $1,000 (deposit) immediately upon acceptance to hold a place in the entering class. For cohorts beginning during FY2014: Residents of Texas will be charged up to $11,167 for each semester; non-residents will be charged the same program fee as residents plus the applicable state tuition surcharge rate per semester credit hour as authorized annually by the Texas Higher Education Coordinating Board. Students enrolled in this program are eligible to be counted for formula funding. .

6. **Study Abroad Program Fee for the TTU Centers:** This fee is to cover operational expenses at the TTU centers as well as student costs for housing, excursions, and insurance. Other uses of the fee include, but may not be limited to, facility expenses, furniture, furnishings and equipment, special maintenance and repairs, an accumulated reserve fund to residual revenues not to exceed one year's budgeted operations to pay for emergency and unavoidable expenses, supplemental travel to/from the TTU centers as authorized, and scholarships for future program participants. This fee is charged during the fall or spring semester as a flat fee to the student upon admission and cost determination of the travel program.
7. **Study Abroad Program Fee for Faculty-Led Programs:** This fee is to cover expenses for faculty-led study abroad programs. Uses of this fee may include, but are not limited to, student expenses such as housing, meals, local transportation, insurance, excursions, cell phones and faculty costs for airfare, housing, meals, and excursions. This fee may also be used by departments and colleges to help establish new study abroad programs or to subsidize a current program. Faculty-led programs may be held at the TTU Center facilities and associated costs will be paid to the Center accordingly. This fee is charged as a flat fee to the student upon admission and cost determination of the travel

program.

8. **Technical Communications and Rhetoric (TCR) Online Orientation Fee:** This fee is to cover the costs of the technical communication and rhetoric online PhD annual orientation outside of the graduate curriculum. Expenses may include but are not limited to food, housing, professional development activities, materials, and administrative support. Online PhD students will be charged up to $2,000 during the spring term for each May Orientation session until they successfully defend their dissertation.

9. **School of Law LLM Program Fee:** This fee is for the costs of the program. The program, once approved by the Board of Regents, will consist of 24 credit hours spread over two full semesters. The program is designed for foreign citizens who desire a background in the American legal system. Students in the program will pay up to $9,000 for each fall and spring semester.

10. **Graduate Level Personal Financial Planning (PFP) Program Fee:** This fee is needed to cover the costs of PFP program enhancements outside of the curriculum which may include but not be limited to instruction, support, and administrative overhead. This fee is also needed to cover the operational expenses associated with the state-of-the art Schwab Technology Complex. The Schwab Complex consists of two classrooms, a technology lab, and conference room space. Costs related with the Schwab Technology Complex include, but may not be limited to, facility expenses, furniture, furnishings and equipment, and special maintenance and repairs. Students in the PFP program will be charged up to $75 per semester (fall, spring, and each summer term). This fee is only charged to graduate students.

11. **Graduate Level Marriage and Family Therapy Program Fee:** This fee is to cover operational expenses for the Family Therapy Clinic as well as faculty costs for supervision and excursions. Other uses of the fee include, but may not be limited to, facility expenses, furniture, furnishings and equipment, special maintenance and repairs, an accumulated reserve fund for residual revenues not to exceed one year's budgeted operations to pay for emergency and unavoidable expenses, supplemental travel to/from the Clinic as authorized, and scholarships for future Clinic clients. This fee of $75.00 will be charged each semester (fall, spring, and each summer term) as a flat fee upon admission to the program. This fee is only charged to graduate students.

12. **Executive-Style MS in Personal Financial Planning Program Fee:** Cohort program consisting of seven semesters, including summer terms. Each applicant is required to pay an advance program fee (deposit) of $1,000 immediately upon acceptance to hold a place in the entering class. For cohorts beginning during FY 2014, residents of Texas will -be charged up to $5,750 for each six semester. Non-residents will be charged the same program fee as residents plus the applicable state tuition surcharge rate per semester credit hour as authorized annually by the Texas Higher Education Coordinating Board. Students enrolled in this program are eligible to be counted for formula funding.

13. **Executive-Style Graduate Certificate in Personal Financial Planning Program Fee:** Cohort program consisting of five semesters, including summer terms. Each applicant is required to pay an advance program fee (deposit) of $1,000 immediately upon acceptance to hold a place in the entering class. For cohorts beginning during FY 2014, residents of Texas will be charged up to $5,750 for each semester. Non-residents will be charged the same program fee as residents plus the applicable state tuition surcharge rate per semester credit hour as authorized annually by the Texas Higher Education Coordinating Board. Students enrolled in this program are eligible to be counted for formula funding.

(D) TTU Independent School District, K-12

Fees are not to exceed amounts shown below.

1.	**K-12 Correspondence and On-Line Courses Tuition per .5 Credit Course:**	$300.00
2.	**Credit by Examination:** (will vary depending on quantity ordered)	$75.00
3.	**Transfer Fee:**	$50.00
4.	**Student Course Maintenance Fee:**	$200.00
5.	**Administrative Processing Fee:**	$50.00
6.	**Materials Replacement Fee:** (will vary by material replaced)	$50.00
7.	**TAKS Proctor Fee:**	$175.00
8.	**TTUISD Transcript Evaluation Fee:**	$200.00
9.	**TTUISD Transcript Re-evaluation Fee/Re-admission Fee**	$100.00
10.	**Re-exam Fee**	$75.00
11.	**Print Course Surcharge**	$50.00
12.	**Transcript Fee**	$10.00
13.	**Diploma Replacement Fee**	$25.00
14.	**Proctor Service Fee**	$75.00
15.	**Proctor Change Fee**	$50.00
16.	**Print Supplement Fee**	$50.00
17.	**Dual Credit Administration Fee**	$200.00
18.	**Special Project Course Tuition Fee**	$700.00
19.	**Special Project Student Admission Fee**	$600.00

(E) UNIVERSITY STUDENT HOUSING ROOM RATES

In accordance with Texas Education Code Section 51.002 and the recommendations of the Residence Halls Association, reviewed by the Vice President for Administration and Finance and Chief Financial Officer, proposed room rates for the 2013-2014academic school year.

Room Rates (9 Month)	2013-2014
Traditional Hall Room	$4,380
Traditional Hall w/Single Room Fee	$5,475
Traditional Hall Suite (Private Bathroom)	$5,065
Gordon Honors Suite Efficiency	$5,065
Gordon Honors Suite Two Bedroom	$5,065
Gordon Honors Suite One Bedroom	$5,065
Gordon Including Single Room Fee	$6,330
Single Room Fee	25% prorated room/suite fee
Carpenter Wells 4 Bedroom	$5,660
Carpenter Wells 3 Bedroom	$5,660
Carpenter Wells 2 Bedroom	$5,660
Carpenter Wells 1 Bedroom	$5,660
Murray Suites	$5,660
Talkington Hall Suites	$6,250

Room Rates (Summer per part of term)	
Carpenter Wells 4 Bedroom	$760
Carpenter Wells 3 Bedroom	$760
Carpenter Wells 2 Bedroom	$760
Carpenter Wells 1 Bedroom	$760
Murray Suites	$760
Boston Hall Suites	$835

Fines and other incidentals may be applied to your student account based on Student Judicial decisions and authority or per your housing agreement.

(F) HOSPITALITY SERVICES BOARD RATES

In accordance with Texas Education Code Section 51.002 and the recommendations of the Residence Halls Association, and Managing Director of Hospitality Services, reviewed by the Vice President for Administration and Finance and Chief Financial Officer, proposed board of rates for the 2013-2014 academic school year.

9 Month Dining Plan Contracts

Red & Black	$3,895
Matador	$3,445
Double T	$2,945

Summer Dining Plan Contracts

	(per session)
Red & Black	$520
Matador	$450
Double T	$390

Fines and other incidentals may be applied to your student account based on Student Judicial decisions and authority or per your housing agreement.

TEXAS TECH UNIVERSITY
Estimated Cost of Tuition and Fees
Five Year Comparison - Fall Semester Estimates
Undergraduate Resident Student Basis - 15-hour Enrollment

	2009-10 Academic Year	Percent Increase/Decrease	2010-2011 Academic Year	Percent Increase/Decrease	2011-2012 Academic Year	Percent Increase/Decrease	2012-2013 Academic Year	Percent Increase/Decrease	2013-2014 Academic Year	Percent Increase/Decrease
Tuition (SCH)	$2,437.50	$282.45	$2,684.85	$247.35	$2,937.00	$252.15	$3,038.55	$101.55	$3,038.55	No Change
Student Services Fee (Flat)	$138.00	No Change	$138.00	No Change	$145.00	$7.00	$142.00	($3.00)	$142.00	No Change
Student Union Fee (Flat)	$98.00	No Change	$98.00	No Change	$98.00	No Change	$93.00	($5.00)	$93.00	No Change
Medical Services Fee (Flat)	$75.00	No Change	$75.00	No Change	$75.00	No Change	$75.00	No Change	$75.00	No Change
Recreation Sports Fee (Flat)	$75.00	$10.00*	$75.00	No Change	$75.00	No Change	$75.00	No Change	$75.00	No Change
Student Athletics Fee (Flat)	$52.00	No Change	$52.00	No Change	$52.00	No Change	$57.20	$5.20	$57.20	No Change
Student Transportation Fee (Flat)	$48.00	$6.00	$48.00	No Change	$48.00	No Change	$48.00	No Change	$48.00	No Change
Cultural Activities Fee (Flat)	$15.00	No Change	$15.00	No Change	$18.80	$3.75	$18.80	No Change	$18.80	No Change
International Education Fee (Flat)	$4.00	No Change	$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	$5.00	No Change
Information Technology Fee (SCH)	$330.00	$22.50	$330.00	No Change	$330.00	No Change	$330.00	No Change	$330.00	No Change
Library Fee (Flat)	$270.00	$60.00	$350.00	$80.00	$339.50	$10.50	$329.50	($10.00)	$329.50	No Change
Financial and Record Services Fee (SCH)	$135.00	No Change	$135.00	No Change	$135.00	No Change	$135.00	No Change	$135.00	No Change
Energy Fee (Flat)	$60.00	($30.00)	$60.00	No Change	$60.00	No Change	$60.00	No Change	$60.00	No Change
Advising & Retention Fee (SCH			$60.00	No Change	$60.00	No Change	$60.00	No Change	$60.00	No Change
Academic Dept. Instruc. Assess. Fees (Estimated**)	$150.00		$150.00		$150.00		$150.00		$150.00	
Total Estimate	$3,892.50	$350.95	$4,279.85	$387.35	$4,532.30	$252.45	$4,621.05	$88.75	$4,621.05	0.00% $0.00

****Certain duplicated fees may be waived by Governing board authorizrtion under TEC 54.5035 for students attending multiple components of the TTU system.*

Texas Tech University
Fiscal Year 2014
Tuition and Fees

Dr. Duane Nellis
President
Texas Tech University

Dr. Lawrence Schovanec
Interim President
Texas Tech University

Kyle Clark
Vice President for Administration and Finance
Texas Tech University

Thursday, May 16, 2013

Tuition Comparisons – State Peers

Based on 24 Semester Credit Hours – Source IPEDS & Institutional Responses

Institution	Annual Tuition and Fee Cost Resident 2010-2011	Annual Tuition and Fee Cost Resident 2011-2012	Annual Tuition and Fee Cost Resident 2012-2013
The University of Texas at Dallas	$9,886	$10,276	$10,666
The University of Texas at Austin*	$9,418	$9,794	$9,794
Texas A&M University-College Station*	$8,387	$8,421	$8,506
The University of Texas at Arlington	$8,500	$8,878	$8,878
University of North Texas	$7,306	$7,989	$8,357
University of Houston*	$7,342	$7,513	$8,094
Texas Tech University	$6,970	$7,380	$7,517
The University of Texas at San Antonio	$6,718	$7,042	$7,389
The University of Texas at El Paso	$6,713	$7,065	$7,214

* These numbers do not reflect college based fees. This may be more than $1,000 annually.

Tuition Comparisons – State Peers

Based on 24 Semester Credit Hours – Source IPEDS & Institutional Responses

Institution	Annual Tuition and Fee Cost Resident 2012-2013	PROJECTED Annual Tuition and Fee Cost Resident 2013-2014
The University of Texas at Dallas	$10,666	$11,071
The University of Texas at Austin*	$9,794	$9,794
The University of Texas at Arlington	$8,878	$9,108
University of North Texas	$8,357	$8,745
Texas A&M University-College Station*	$8,506	$8,565
University of Houston*	$8,094	
Texas Tech University	$7,517	$7,517
The University of Texas at San Antonio	$7,389	$7,515
The University of Texas at El Paso	$7,065	$7,214

* These numbers do not reflect college based fees. This may be more than $1,000 annually.

Tuition & Fee Comparisons – Big 12 Conference

Based on Fall Data, 12 Hours per Semester, 24 Semester Credit Hours per Year – Source: IPEDS

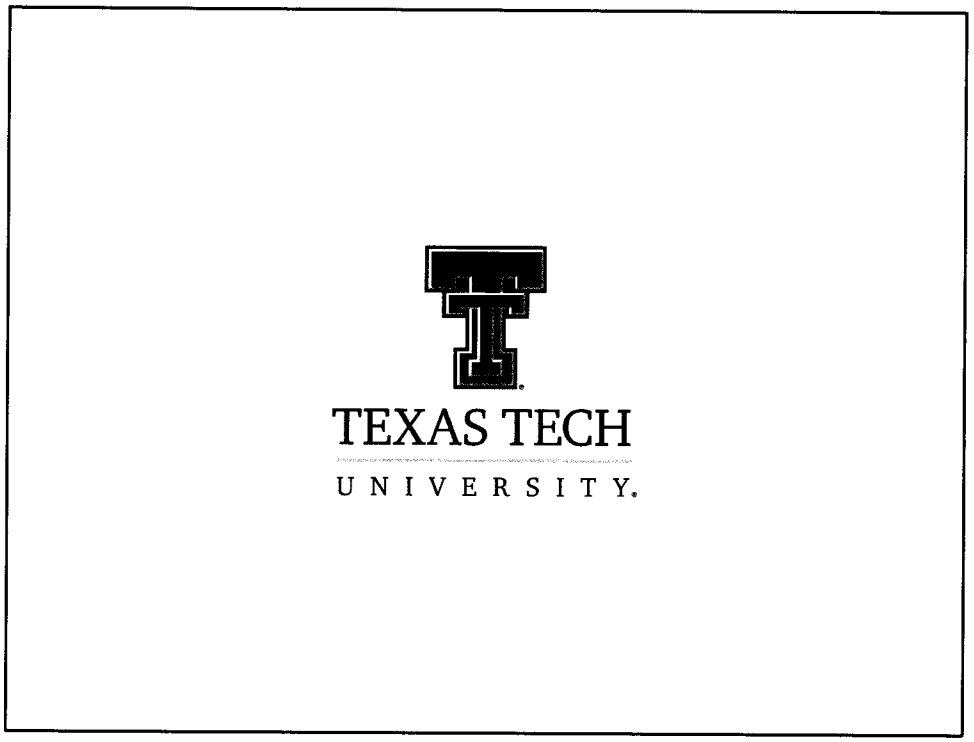
Institution	Annual Tuition and Fee Cost Resident 2011 - 2012	Annual Tuition and Fee Cost Resident 2012 - 2013
Texas Christian University	$32,490	$34,950
Baylor	$31,658	$33,716
The University of Texas at Austin	$9,794	$9,794
University of Kansas	$9,222	
University of Oklahoma	$8,325	$8,706
Kansas State University	$7,657	$8,047
Iowa State University	$7,486	$7,726
Texas Tech University	$7,380	$7,517
Oklahoma State University	$7,107	$7,442
West Virginia University	$5,344	$6,090

Out-of-State Tuition Comparisons

Based on Fall 2011 Data, 12 Hours per Semester, 24 Semester Credit Hours per Year – Source IPEDS		
Institution	Annual Tuition and Fee Cost - Resident	Annual Tuition and Fee Cost - Non-Resident
Pennsylvania State University	$15,984	$28,066
University of Illinois	$13,838	$27,980
University of Minnesota	$13,022	$18,022
University of California- Berkeley	$12,834	$35,712
Rutgers University	$12,754	$25,416
University of California- Los Angeles	$12,686	$35,564
University of Michigan	$12,634	$37,782
Michigan State University	$12,202	$31,148
Washington State University	$10,799	$22,077
University of Washington	$10,574	$28,058
Ohio State University	$9,735	$24,630
Arizona State University	$9,720	$22,319
University of Wisconsin	$9,665	$25,415
Indiana University	$9,524	$29,540
University of Arizona	$9,286	$25,496
University of Kentucky	$9,128	$18,740
University of Alabama	$8,600	$21,900
University of Tennessee	$8,396	$25,538
Texas Tech University	$7,380	$14,892
University of Arkansas	$7,174	$17,606
University of North Carolina	$7,009	$17,606
Louisiana State University	$6,354	$19,362
New Mexico State University	$5,825	$18,266
University of New Mexico	$5,809	$19,919

Student Charges

- No Change in Tuition
- No Change in Mandatory Fees
- No Increase in University Student Housing Room Rates for FY 2014
- No Increase in Hospitality Services Board Rates for FY 2014
- No Increase in University Parking Services Rates for FY 2014


TEXAS TECH
UNIVERSITY.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER – STUDENT FEES
Global Fee Document
Summary of Changes
Effective Beginning Fall Semester, 2013

(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 States Citizens and Foreign students, will increase from $401 per semester credit hour to $404 per semester credit hour with no maximum as determined by the Texas Higher Education Coordinating Board.

(B) Paul L Foster School of Medicine

Computer Usage Fee - Paul L Foster School of Medicine

The Paul L Foster School of Medicine recommends the elimination of the $250 annual Computer Usage Fee beginning with the entering class of 2013. This was a pilot project where the school bought computers for the students' use to assure consistency in format and security. Changes in the procedure of delivering the curriculum and testing eliminated the need for this program. Students enrolled in the graduating classes of 2014, 2015, and 2016 will continue to pay this annual fee as they will continue to use the school issued computers until graduation.

(1) TUITION

Statutory Tuition: (A)

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): $404.00 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: $125.00 per semester credit hour
Graduate School of Biomedical Sciences: $80.00 per semester credit hour
Schools of Medicine: $7,500.00 annual rate
School of Nursing: $125.00 per semester credit hour
School of Pharmacy: $175.00 per semester credit hour

(2) OTHER FEES, CHARGES, RATES OR RENTALS

Application Fee	- Allied Health Sciences	40.00
	- Graduate School of Biomedical Sciences	45.00
	- Medicine	50.00
	- Nursing (including Special Students)	40.00
	Late Application Fee	25.00
	- 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)	150.00
	- Medicine (Annual)	600.00
	- Pharmacy — (per clinical course)	100.00
Computer Usage Fee (B)	- Paul L Foster School of Medicine (Annual) (class of 2014, 2015, and 2016 only)	250.00

(2) OTHER FEES, CHARGES, RATES, OR RENTALS

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	- Pharmacy (fall semester)	160.00
ETD Processing Fee	- Masters and Doctoral	50.00
Graduation Fee	- 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
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

(2) OTHER FEES, CHARGES, RATES OR RENTAL

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
	- Paul L Foster Medicine (Annual)	46.80
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

(2) OTHER FEES, CHARGES, RATES, OR RENTALS

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 (1st and 2nd year)	100.00
NBME Testing Program Support Fee	- Medicine (first, second, and third year students)	250.00
Orientation Fee	- All Schools	50.00
Outcomes Assessment Fee 175.00	- School of Pharmacy (spring semester)	
Placement Guarantee Fee	Collected upon acceptance of admission	
	- Allied Health Sciences, Medicine, and Pharmacy	100.00
	- Graduate School of Biomedical Sciences, and Nursing	50.00
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	- 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
Screening and Immunization Fee	- 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

(2) OTHER FEES, CHARGES, RATES, OR RENTALS

Student Athletic Fee	- Allied Health Sciences, Graduate School of Biomedical Sciences, Nursing and Pharmacy (fall and spring; four or more sch)	57.20
	- Medicine (Annual)	114.40
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.

Texas Tech University Health Sciences Center
Tuition and Fee Schedule
Effective Fall Semester, 2013

Elmo M. Cavin
Executive Vice President for Finance & Administration

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER – STUDENT FEES
Effective Beginning Fall Semester, 2013
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 States Citizens and Foreign students, will increase from $401 per semester credit hour to $404 per semester credit hour with no maximum as determined by the Texas Higher Education Coordinating Board.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER – STUDENT FEES
Effective Beginning Fall Semester, 2013
Summary of Changes

(B) Computer Usage Fee - Paul L Foster School of Medicine

The Paul L Foster School of Medicine recommends the elimination of the $250 annual Computer Usage Fee beginning with the entering class of 2013. This was a pilot project where the school bought computers for the students' use to assure consistency in format and security. Changes in the procedure of delivering the curriculum and testing eliminated the need for this program. Students enrolled in the graduating classes of 2014, 2015, and 2016 will continue to pay this annual fee as they will continue to use the school issued computers until graduation.

TTUHSC

Schedule of Typical Tuition and Fees

	FY 13	Proposed FY 14	% Increase
School of Allied Health Sciences	4,122.70	4,122.70	0.00%
Graduate School of Biomedical Sciences	1,733.20	1,733.20	0.00%
School of Medicine - Annual Billing	16,181.90	16,181.90	0.00%
Paul Foster School of Medicine - Annual Billing	16,170.00	15,926.80	-1.50%
School of Nursing	3,775.20	3,775.20	0.00%
Gayle Greve Hunt School of Nursing	3,643.00	3,643.00	0.00%
School of Pharmacy	7,288.00	7,288.00	0.00%

Typical Tuition and Fees
2013-2014

	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	**4,122.70**	**1,733.20**	**16,181.90**	**3,775.20**	**7,288.00**
TTUHSC at El Paso			**15,926.80**	**3,643.00**	
UT Medical Branch – Galveston	4,692.69	2,022.25	16,611.50	3,842.79	
UT Southwestern – Dallas	4,014.36	2,502.58	17,843.00		
UT - San Antonio	4,299.00	1,802.00	17,087.50	3,829.00	
UT – Houston		1,468.30	15,345.60	3,304.80	
Texas A&M		2,640.51	16,431.36	4,401.39	6,928.64
University of North Texas		1,739.00	18,530.50		8,301.00
UT – Austin					7,915.00
University of Houston					10,070.00

Angelo State University
Summer School Room Waiver in Concho Hall Proposal

Proposal: To provide a double occupancy room waiver in Concho Hall for qualified students enrolled in summer classes at Angelo State.

Objective: Increase graduation and retention rates by 2% above the current graduation rate of 17.0% and the current fall-to-fall retention rate of 58.6% for first time, full-time, degree-seeking students by providing an incentive to enroll in summer classes.

Participation goal: Increase freshman and sophomore enrollment in summer school by 50% of the summer 2012 terms.

Qualifications/requirements: To qualify for the Concho Hall summer room waiver, a student must be enrolled in 6 semester credit hours or more in the student's degree plan on census date of the summer term. Note: Courses repeated for the 3rd time or more will not be recognized for purpose of the waiver.

To remain eligible for the Concho Hall Room Waiver, a student must earn credit for all of the hours attempted with a grade point average of 2.0 or higher in the term of enrollment. Eligibility requirements for the Concho Hall Room Waiver program will be reviewed at the end of each term. Students not meeting eligibility will not receive the waiver for the next term.

Students applying for the Concho Hall Room Waiver and on academic probation and/or academic suspension will be considered on a case-by-case basis by the Assistant Director of Housing and Residential Programs.

Students currently on disciplinary probation and/or disciplinary suspension do not qualify for the room waiver.

A student will be required to pay the summer housing application fee of $50 when submitting the summer housing application. Note: The summer housing application fee is not refundable and will not be covered by the Concho Hall Room Waiver.

Application process: Students will apply on-line through the housing application process and select that they would like to participate in the Concho Hall Room Waiver Program. The summer housing application fee is due at the time of submitting the housing application and the request for the room waiver. Note: A limited number of waivers will be available, and consideration will be based on a first-come first-served basis of eligible applicants.

Accommodations: The room waiver will cover only a double occupancy room in Concho Hall for the 2013 summer I and/or summer II terms.

The room waiver does not include a meal plan; however, students are strongly encouraged to purchase a meal plan.

Operational procedures: Charges will appear on the student's summer term account. Note: The Office of Housing and Residential Programs will place the charges on the student's account.

The Office of Housing and Residential Programs will provide the bursar's office a list of students meeting room waiver eligibility by the fourth day of classes for each term.

The room waiver will be placed on the student's account after census day. Note: The bursar's office will place the waiver on the students account.

Recent high school graduates will be assigned rooms on the same floor.

Cost to the university: Funds will be transferred from university accounts to the Office of Housing and Residential Programs to cover the cost for resident assistants (RAs), cleaning, and additional utilities of Concho Hall. One RA is needed for approximately every 100 residents in Concho Hall, which is equivalent to one RA on every other floor.

Note: Recent high school graduates may require additional supervision.

Estimated Costs:
Cost per RA- $6,750 x 2 = $13,500

Unbudgeted cost for cleaning and trash disposal - $18,000-$25,000

Unbudgeted cost for utilities (sewer, water, gas) - $25,000-$30,000 (pending FY13 rates)

Total estimated reimbursable amount = $49,750 (100 residents or fewer) - $68,500 (between 101 – 200 residents)

ANGELO STATE UNIVERSITY
MEMBER TEXAS TECH UNIVERSITY SYSTEM

Angelo State University

Summer Room Waiver Proposal

ANGELO STATE UNIVERSITY
MEMBER TEXAS TECH UNIVERSITY SYSTEM

Room Waiver Proposal

Proposal – To provide a double occupancy room waiver in Concho Hall for qualified students enrolled in summer classes at ASU

Objective – Increase graduation and retention rates

Participation goal – Increase freshman and sophomore enrollment in summer school by 50% of the summer 2012 terms

Qualifications/requirements

- ✓ Student must be enrolled in 6 semester credit hours or more in the student's degree plan on census date of the summer term
- ✓ Student must earn credit for all of the hours attempted with a GPA of 2.0 or above

ANGELO STATE UNIVERSITY
MEMBER TEXAS TECH UNIVERSITY SYSTEM

Angelo State University

Bookstore Contract

ANGELO STATE UNIVERSITY
MEMBER TEXAS TECH UNIVERSITY SYSTEM

ASU Bookstore Contract

- ✓ The ASU Bookstore has been outsourced since 1993
- ✓ Follett was selected through an RFP process
- ✓ Four vendors were invited to provide on campus presentations.
  - ✓ Follett
  - ✓ Barnes & Noble
  - ✓ Texas Book Company
  - ✓ Neebo
- ✓ Companies were rated by the committee on the following criteria
  - ✓ Company Information, Experience & Qualifications
  - ✓ Contractor Pricing and Economic Considerations
  - ✓ General Service
  - ✓ References & Historical Performance
  - ✓ Technology
  - ✓ Other Best Value Stands
- ✓ Follett has been in business for over 140 years and has operated bookstores in over 50 campuses in Texas alone including, UT Arlington, Baylor, University of North Texas, UT San Antonio and UT Permian Basin.

ANGELO STATE UNIVERSITY
MEMBER, TEXAS TECH UNIVERSITY SYSTEM

Angelo State University

Custodial Contract

ANGELO STATE UNIVERSITY
MEMBER, TEXAS TECH UNIVERSITY SYSTEM

ASU Custodial Contract

- ✓ ASU Custodial services were outsourced prior to 1990
- ✓ Current vendor is Aztec
- ✓ GCA Services Group was selected through an RFP process
- ✓ Companies were evaluated on the following criteria
  - ✓ Pricing
  - ✓ Performance, Management, Staffing & Quality Control
  - ✓ References
  - ✓ Employee Training Program
  - ✓ Employee Policy Manual
  - ✓ Key Personnel
- ✓ 13 proposals were submitted thru the RFP process
- ✓ GCA Services Group was founded in 2003 and currently has employees in 45 states, the district of Columbia and Puerto Rico
- ✓ Institutions GCA provide services to include
  - ✓ TTUHSC
  - ✓ UT Brownsville
  - ✓ Dallas County Community College District
  - ✓ Oregon State University

TEXAS TECH UNIVERSITY
TRAFFIC AND PARKING REGULATIONS
~~2012 – 2013~~ 2013-2014

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 21, 2012,~~ May 20, 2013, 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. 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.
   8. Safe means free of hazard.
   9. Hazard means a condition or circumstance involving the chance of injury or death.
   10. Pedestrian means a person whose mode of transit is ambulation or who is defined as a pedestrian under the Americans with Disabilities Act. Examples include a person walking or using a wheelchair, self-propelled wheelchair or handicap scooter. A service animal, as distinguished from a work animal or pet, employed by a person with a disability is granted the status of pedestrian for the purpose of these rules and regulations.
   11. Operator means a person who is not a pedestrian, as defined above, and who operates a non-pedestrian device or vehicle.
   12. Non-pedestrian device is any device, apparatus or contrivance operated as a means of transit and propelled solely by human power. Examples include bicycle, tricycle, pedal cart, velocipede, roller skate, in-line skate, skateboard and scooter.
   13. Vehicle means any device, apparatus or contrivance operated as a means of transit and propelled by means other than human power. Examples include a car, truck, motorcycle, electric cart, tractor, riding mower, forklift and motorized scooter. For the purposes of these rules and regulations, a work animal used for transit, as distinguished from a service animal, is classified as a vehicle and is subject to the requirements thereof, which as by their nature apply to an animal, including proper display of permits.

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~~ Transportation & Parking Services office as soon as possible. Operators should identify their problem immediately and follow the instructions given by ~~University Parking Services~~ Transportation & 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.~~

O. These regulations apply to all persons who operate vehicles on Texas Tech property.

P. 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~~ Transportation & Parking Services on the University campus are responsible for the implementation and the just and proper enforcement of these regulations.

Q. 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

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 decal or ePermit. That 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 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 and related parking privileges.

C. Access to the interior portion of the campus during the hours of 7:30am to 5:30pm, Monday thru Friday, is restricted to motor vehicles with reserved space, area reserved, vendor and visitor ePermits. ALL OTHERS MUST STOP AT THE ENTRY STATION FOR FURTHER INSTRUCTIONS. The interior portion of the campus is that area controlled by entry stations.

D. 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.

E. 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 in addition to the employee's parking ePermit. 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 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 is cancelled and decal (if any) is returned to ~~University Parking Services~~ Transportation & Parking Services, the refund in effect at the time it is returned will be issued.

F. Types of Parking Permissions

1. Traffic and parking control on the Texas Tech campus is accomplished by issuing parking ePermits or decals for specific lots, zones or spaces. Parking privileges are associated with decals (disability and some metered parking) or license plates (employee reserved and area reserved, contractor/vendor, visitor, commuter, residence hall, and metered parking). Parking 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) 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~~ Transportation & Parking Services. The recovery of a lost or stolen decal must be reported immediately to the Texas Tech Police Department or ~~University Parking Services~~ Transportation & Parking Services.

v. Replacement Decals
(a) 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.

b. ePermits
Certain parking permissions do not require that a decal be displayed. In those instances, the 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 must ensure their current vehicle is registered and associated with their ePermit. This process can be accomplished at the ~~University Parking Services~~ Transportation & 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~~
~~Temporary parking permissions will be issued for the fee indicated in the current fee schedule. Temporary permissions are not refundable.~~

2. Residence Hall Parking
Residence hall lots are reserved for respective residence hall parking ePermit 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).
b. Decals will not be issued for residence halls parking lots. Parking ePermits for residence hall parking will be associated with the registered vehicle's license plate.
c. The holder of a residence hall parking ePermit should use the commuter lots when space is not available in the residence hall parking lot.
d. 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~~ Transportation & Parking Services.
e. A student changing residence halls or moving off campus must change his parking ePermit at the ~~University Parking Services~~ Transportation & Parking Services website or office.
f. Residence hall parking ePermits are issued to individuals and OWNERSHIP is not transferable. Use of a residence hall ePermit 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 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.

b. Decals will not be issued for commuter parking lots. Parking ePermits for commuter parking will be associated with the registered vehicle's license plate.
c. Commuter parking ePermits are issued to individuals and OWNERSHIP is not transferable. Use of a commuter parking ePermit 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.
d. 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.
        (a) In addition to these lots, this ePermit is also honored in satellite parking and certain designated commuter areas at the Health Sciences Center.
        (b) Red Lot ePermits may also park in any west commuter lot after 2:30P.M.
        (c) 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.
        (d) Commuter parking east of Jones Stadium in the C2 lot excludes areas marked as reserved or visitor parking
        (e) 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.**
        (f) 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~~.
        (a) In addition to these lots, this ePermit is also honored in satellite parking and certain designated commuter areas at the Health Sciences Center.
        (b) Blue Lot ePermits may park in any north commuter lot after 2:30P.M.
        (c) 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.**
        (d) 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.**
        (e) 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 10th Street and Texas Tech Parkway and at the International Cultural Center.
(a) 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 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~~ Transportation & 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. Decals will not be issued for reserved spaces. 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 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. The interior portion of the campus is that area controlled by entry stations.~~
   c. Certain residence hall staff living in the residence halls may be assigned spaces that are reserved 24 hours daily.
   d. 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. Decals will not be issued for area reserved lots. 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 ePermit. Area reserved ePermit holders should overflow to 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. Green Vehicle Parking
   Green vehicle parking is available in some area reserved parking locations. To utilize green vehicle parking, ~~faculty and staff~~ permit holders must obtain a "green vehicle certification" in addition to an ~~area reserved~~ ePermit for the desired parking area. In order to be certified as green, a vehicle must meet current American Council for an Energy-Efficient Economy Green Book requirements or be a part of an active carpool. Vehicles parked in green parking spaces must have a current ~~area reserved~~ ePermit for the lot plus a certified green vehicle permission. Green vehicle parking is reserved ~~from~~

~~7:30 A.M. to 5:30 P.M., Monday through Friday,~~ the same hours as other spaces in the lot ~~unless otherwise indicated~~. Green parking reserved hours are indicated by signage. If all green vehicle parking is taken in the lot, ~~faculty staff~~ permit holders with green parking permissions may park in their regularly assigned ~~area reserved~~ spaces.

7. Garage Parking
   Spaces are provided in the Flint Ave. Parking Facility for faculty, staff and students. Both reserved and area reserved ePermits are provided for faculty and staff on a limited basis. A limited number of student ePermits are available on a first-come first-served basis. All ePermits will be issued according to the guidelines set forth above. Garage reserved and area reserved parking is reserved 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~~ Transportation & Parking Services.
8. 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
9. Motorcycle Parking
   a. Motorcycle ePermits allow parking of motorcycles or mopeds in designated two-wheel areas. 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 have a current reserved or area reserved ePermit.
   c. Scooters that are not required by state law to obtain vehicle registration and inspection are not required to obtain a parking 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.
10. Summer School Parking
    a. Summer school ePermits are issued following the same guidelines previously defined for commuter parking.
    b. Drivers who have a valid summer school parking ePermit may utilize residence hall and commuter parking lots.

G. 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 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 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~~ Transportation & Parking Services office for University parking ePermit holders who also need to park at the TTUHSC. This decal is available at no additional cost.

H. 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 ePermit 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.

I. Visitor and Time Limit Parking

1. Visitors are welcome to the campus and special parking areas are set aside for them. Visitor 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 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~~ Transportation & Parking Services to obtain a pre-paid parking 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.

J. 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 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~~ Transportation & 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, issued by ~~University Parking Services~~ Transportation & 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 .

VIII. ~~Bicycles~~ Use of Non-Pedestrian Devices

A. 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.

B. Bicycles
1. Bicycles may be operated on campus only if such operation is safe and complies with established University policies and state laws.
2. Bicycles ~~must~~ may only be parked in designated 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)
3. Routes
   a. A walkway may only be used by pedestrians. Examples include a breezeway or any walkway that runs in front of the external door to any building.
   b. A traveled way may be used by pedestrians and bicycle operators. A traveled way is any way, area, or region, other than a campus street, where bicycles are permitted to be operated or parked. Examples include a campus sidewalk, parking lot, service drive and loading bay, unless designated otherwise. Note: While a parking garage is a traveled way, operation of a bicycle is prohibited in a parking garage, excluding officers of the Texas Tech Police Department and Transportation & Parking Services.
   c. A campus street may be used in a manner consistent with State law.
   d. Any sidewalk that runs parallel to a street with a designated bike lane may not be used by a bicycle operator. Operators must use the provided on-street bike lane or dismount their bicycle.
4. A person may operate a bicycle on a traveled way of campus if and only if all rules controlling such operation are observed. Traffic control devices, including designated areas, zones, signage and signals are part of the rules controlling operation of bicycles and must be observed. Certain areas of campus with high levels of pedestrian traffic are signed as dismount zones during specified time periods. Operation of a bicycle on these marked traveled ways is prohibited during the times posted.
5. Bicycle operators may use a traveled way or campus street only for the purpose of simple transit. Simple transit is defined as the minimum actions necessary to safely convey a person or goods from one place to another via a transit route of the campus in a manner consistent with the regulations. Stunts, tricks, feats of skill, acrobatics and "extreme" sports activities are not simple transit and therefore are violations of the regulations.
6. A bicycle operator must immediately comply with any instruction relevant to the operation of a bicycle given by a police officer.
7. Right of Way
   a. Each operator shall yield the right of way to all emergency personnel.

b. Each operator shall yield the right of way to any pedestrian.
c. Each operator shall yield the right of way to any other operator of a bicycle as necessary to ensure safe, courteous transit.

8. A bicycle operator will bear to the right side of any traveled way as necessary to ensure safe, courteous transit unless preparing to turn left at an intersection.
9. The maximum speed at which a bicycle may be operated on a traveled way or campus street shall not exceed that which is reasonable and prudent for the conditions at the time or that which creates a hazard to any person or property. In no case shall that speed exceed 10 miles per hour on any traveled way or 20 miles per hour on any campus street. Note: 2.5 mph is approximately the speed of an average pedestrian walking under fair conditions.
10. Bicycle registration is encouraged and conducted free of charge at the Transportation & Parking Services website or office.
11. Any bicycle or locking device deemed abandoned at residence hall bike racks at the end of the spring semester or at any point during the year at other campus buildings 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 in residence hall bike parking areas are conducted once a year 30-45 days after the end of the spring semester and throughout the year at all other bike parking areas on campus.

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 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 update license plate / transfer permission(s)	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~~ **walkways** 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~~ Transportation & Parking Services website at 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 . For those who do not have access to the internet, appeals terminals are available at ~~University Parking Services~~ Transportation & 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~~ Transportation & 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~~ Transportation & 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~~ Transportation & 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~~ Transportation & 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
Projected Parking Fees
FY 2013 - FY 2017

	Current Number of Spaces	Fall 2012 Active Permits	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
SURFACE PARKING			3%	0%	3%	5%	5%	3%
Visitor/Metered Space	1,614		$1.50	$1.50	$1.50	$1.50	$1.75	$1.75
Faculty/Staff - Surface Space Res.	194	179	$802	$802	$826	$867	$910	$937
Faculty/Staff - Surface Area Res.	4,123	4,085	$236	$236	$243	$255	$268	$276
Student - Surface Commuter North	1,720	2,784	$146	$146	$150	$158	$166	$171
Student - Surface Commuter West	2,905	4,973	$128	$128	$132	$139	$146	$150
Student - Surface Commuter Satellite	1,697	1,450	$40	$40	$41	$42	$43	$44
Student - Surface Residence Hall	3,948	4,138	$237	$237	$244	$256	$269	$277
Summer Student - Surface	8,573	2,800	$79	$79	$81	$85	$89	$92
Two-Wheel	100	110	$78	$78	$80	$84	$88	$91
GARAGE PARKING								
Visitor/Metered Space	212		$1.50	$1.50	$1.50	$1.50	$1.75	$1.75
Faculty/Staff - Garage Space Res.	31	31	$1,202	$1,202	$1,274	$1,338	$1,405	$1,447
Faculty/Staff - Garage Area Res.	140	140	$619	$619	$656	$689	$723	$745
Student - Garage Area Res.	385	350	$620	$620	$657	$690	$725	$747
Summer Student - Garage	385	150	$207	$207	$219	$230	$242	$249
Leased Garage (RaiderPark)	1,000	408	$128	$128	$132	$139	$146	$150

Refunds are prorated weekly based on the start and end dates of the term.

Chancellor's Report
Texas Tech University System
Board of Regents Meeting
May 17, 2013

Chancellor Hance presented his report to the Board: "I have a couple of things to discuss today. One is fundraising—we have reached our Vision's goal at the end of last month."

Regent Francis commented, "That was quite an affair."

Chancellor Hance continued, "The gala was outstanding. I know some of you were able to make it and some couldn't but it was excellent.

"For this fiscal year, we are over $100 million already. When we talked about Scott Ridley and that $25 million that he received—that is not even part of fundraising. That was a federal grant. We are still getting federal grants and other grants despite the fundraising. That is going well.

"Scott Pelly from CBS evening news sent us a congratulatory e-mail which was previously sent to you but I'd like to have that played for everyone as well." [Video was shown.]

Chancellor Hance continued "That was very nice. CBS ran a story which I also sent to you all. I will not play that here but it was in regards to a young man in El Paso who helped a young man who was impaired to score the last goal of a game. Jonathan Montez is coming to Texas Tech. He is the one who threw the kid the ball and really showed the type of sportsmanship that we want. We gave him an impact scholarship and he is thrilled to be coming to Tech. He will be at orientation in June and CBS gave us two separate stories on that. We really appreciated that.

"At this time, I'd like to introduce the campaign video. We showed this at the gala. It is an eight minute video. Kelly Overley and her staff put this together. It was very well done and the people who filmed it did a great job. It talks about how we got to where we are today." [Video was shown.]

Chancellor Hance continued "In all of those interviews as seen on the video, no one was scripted. There were not Teleprompters. We just interviewed people and they just spoke what they wanted. I think we did a great job with that.

"As far as the legislative session, I talked yesterday about the numbers. The numbers still look good. At ASU, it is going to be about $499 million almost $500 million extra. The House is up to $33 on Tech and the Senate is at $41. The HSC looks good. We feel like we are in pretty good shape there. There are other bills that we will keep you apprised on that will have some impact but the main thing is the spending of the appropriations and what we will be able to receive.

"Also, sent out to you on Wednesday, from the Office of Research and Commercialization and Federal Relations, they closed a deal that will be about $1 million to us. We are starting to get deals in the pipeline that will make us money. That is what that office is set up for. The first few years they didn't make that much money but they are starting to do well now and we are very pleased with what they are doing.

"On March 18 – 20, we had our annual trip to Washington, D.C. We took all of the presidents and all of our top research people. We had one dinner where we had 11 congressmen attending. It's usually difficult to get that many congressmen at one dinner. I also met with three separate U.S. senators and discussed some issues with each. We also had meetings with the National Science Foundation and the Department of Energy and the Department of Agriculture and also the USAID (United States Agency for International Development) people. There is a new agency for international development that has come up with a proposal that will have to do with training young African leaders. They are going to select 50 universities nationwide that will be involved with this. We will be one of those universities. That announcement will be coming up. That will be a big deal for us. We will get about 50 students every summer for about six weeks. They will live in the dorm. It will be a program in which we will not lose money but would make some money on it. I think this will be great for international relations and establishing that footprint that we want to have worldwide. That is important.

"We also went by and briefed Dr. Hunter Rawlings on what we are doing at Tech. He is president of the Association of American Universities. One of his best friends, who he plays golf with a lot is Dr. Wayne Isom, one of our alumns. We had a good rapport there.

"On April 30, I attended the Education Conference in New York City. They invite 10 chancellors or presidents. The *New York Times*, *LA Times*, the *Washington Post*, the networks, and the *Chronicle of Higher Education* all discuss over the period of four hours higher education issues. I have attended this event twice in six years and it is really a good conference. You get a lot of different perspectives on what is happening in education.

"Also, we look forward to Dr. Nellis being here. He is kind of here now. He has really worked hard to get up-to-date and I think that we will love all that he will do for us.

"During the August meeting, Dr. Belle Wheelan—she is the president of the Southern Association of Colleges and Schools and the SACS accreditation people—will be here to speak. We will be very pleased to have her.

"That is the conclusion of my report."

President's Report
Texas Tech University
Board of Regents Meeting
May 17, 2013

Dr. Schovanec presented his report to the Board. "Today I will provide an update on some of the strategic priorities that I presented last fall. Then I will conclude with some information about a report that was recently released that ranks universities on their return on investment. You'll be interested to see how Tech fairs.

"I'll begin with the initiatives that we have in terms of growing enrollment research, recruiting faculty, enhancing the quality and also identifying the resources and infrastructure to achieve those objectives.

"Last fall, we committed considerable funds to scholarships focused to the very top students. We put half a million dollars into what we call our Freshmen Presidential Scholarships. Those are guaranteed scholarships available to students who score an excess of 1200 SAT and are in the top 25 percent of their class. There is also another category that are called Presidential Scholarships. Those are endowed. There are some holistic factors that go into the awarding of those scholarships. We have 61 of those students on campus now. The maximum award is $6,000. We raise those awards to $10,000 and we committed money to award 80 of those scholarships. Our intent was to try to be more aggressive in recruiting the very best students. Last fall, we put another $630 into transfer scholarships.

"I'll discuss hiring in a bit, but this year we decentralized our approach to hiring. We returned a lot of the money that was held essentially to the individual colleges and we used that unallocated salary money while it's there before the hires were made to increase support for graduate students—graduate teaching assistants and RAs. Also, this spring we put in some additional money but we have invested more than $3 million in additional graduate support to grow our graduate enrollment.

"Events that we held to enhance recruiting were the Top Scholars events in the fall. Many of you attended those road shows. Thank you to those regents who were able to attend. In the future, our Office will make sure that advance notice is given so that everyone will have the opportunity to attend. It is so impressive to have our regents there. The chancellor was there as well. Basically, we take the whole university on these Red Raider Road Shows. They are really great events for Texas Tech. Attendance at these events was up from 5 to 7 percent.

"This year we also put a greater focus on recruiting in West Texas. I traveled with Admissions to a lot of the local schools—Sweetwater, Littlefield, Snyder, Tascosa, Plainview, Estacado, and Lubbock High. We would take representatives from our Admissions Office. In the smaller schools, we would talk to all four grades. In the larger schools, we would talk with only juniors and seniors. The message was "Think about going to college and think about Texas Tech." They seemed to really appreciate that. We also had a print and a web campaign with a greater focus on West Texas. Admissions reached out to counselors as well. They attended 27 college fairs in the

Panhandle and West Texas and many other local schools beyond things that I was unable to attend. We will see what that returns.

"An admissions update, as of last Friday, for next fall applications are up 7.6 percent. Admissions are up 6.4 percent. They are not enrolled, those are just admits. Our acceptance rate is 63 percent. That is down from last year. So, we are being more selective. It's only about a 1 percent difference. The SAT of our admits is 1140. That compares to last year's freshmen class at 1117 but that admit SAT is always higher than what we eventually get. Transfers are up. New student housing registrations are up by 9.8 percent. So, as the chancellor just said, we expect good undergraduate enrollment in the fall. We are concerned about our graduate situation. Right now, applications are down by 12 percent and admits are down by 7 percent. Typically, the graduate process is a later developing process. We will act as aggressively as we can to get our numbers where they need to be. For this spring, we were equal to last spring's graduate enrollment. For the fall, we were down 4.5 percent. So, we put a big cushion in the fall adding about 600 graduate students. We have to make sure we stick to that.

"Last evening, I went around and I looked at what I could find on other Big XII schools to see what the issues were and nationally as well. Nationwide, graduate enrollment was down about 1.5 percent. I looked at a few schools where I could fit that information. I saw in the spring that Nebraska was down by 1.2 percent. Kansas State was down over three years ago 24 percent. There are exactly where they were 10 years ago. They may not appreciate me publicly stating this. The point I am trying to make is that this is a national issue. We will have to be more innovative in how we recruit those students.

"In terms of hiring, I received a report yesterday. So far this year, we have hired 108 new faculty. Thirty of those are new lines. The others are what you would call historical vacancies. Those historical vacancies could have been there for many years. In fact, I went back and looked at five years worth of faculty data. From the fall of 2010 to the fall of 2012, we had about a 4.8 percent drop in the number of tenure-track faculty. So, we were recovering from the budget decrease in the last biennium. We have been pretty much flat. You might ask, "How did you teach those students?" Well, there was about a 10 percent increase in adjunct instructors and that was the way it was done. I was informed yesterday that we have 16 resignations and retirements so far this year. So, if you take that out of the 100, it looks like we could add about 80 to 90 additional faculty which is more than we had a year ago. We had 1,021 in the fall. That is about a 9 to 10 percent increase in the number of tenure-track lines. As Dr. Nellis pointed out earlier, that is something that we will continue to push—to add to those faculty positions. You have heard this before but in terms of the quality. Deans and chairs have told me the pull was never stronger. That reflects on the growing reputation of this university. We have had two national academy members and we are negotiating very seriously right now with a third."

Chancellor Hance added, "Something I'd like to add, which is huge, the National Academy, every year with every president I've had, I've begged them to try and get us

more. Lawrence got two in his first three or four months. No one had worked on those until he started working on it. He has really done a good job."

Dr. Schovanec continued, "When Dr. Nellis sees what that costs..."

Dr. Nellis added, "It is true. When you look at AAU institutions and just having two automatically puts us in a different category. If we could get four or five, again it moves us up dramatically. It is very significant."

Dr. Schovanec continued, "In terms of the infrastructure to support that enrollment and the hires—I don't want to go over yesterday's Facilities report again, but you know a lot is going on. Petroleum Engineering is really coming along and the residence hall and such. We put about $2 million in deferred maintenance to improve laboratories and considerably more than that in start-ups. Start-ups have gotten very big. If you go out and hire someone in biology or chemistry, now the average package is somewhere around $700,000. That is just what you have to pay.

"In terms of quality, right now on campus, we have eight faculty members who have Fulbright Scholarships. Some of those are in place now and some are new awards. This year we had two more National Science Foundation career awards. Those are awards that NRUF counts in terms of measures of faculty quality to get NRUF status. We had a National Humanities Center Fellowship and an NAH new investigator award. That was an award in Chemical Engineering at $1.5 million for someone who is new. They give about 50 of those out per year. They identify people with great potential. So that speaks well for the future.

"I want to give you a sampling—there are so many things you can say in terms of academic highlights: the Law School; claim green national championships; meat judging continues to rack it up. We had a doctoral candidate in English who was a recipient of the Stanford Wallace Stegner Fellowship. He is in creative writing. There were about 1,700 applicants for that and he was one of ten who received that.

"In terms of new innovative instructional topics, we have a course that is offered as part of our GIS program. We are growing that right now. We created a minor that will be in place this fall. One course developed there was listed by texschool.com as one of the 10 technology classes we wish we took. I looked at the other universities that had those courses listed. It was Cal-Tech, Virginia Tech—some really outstanding schools. So, that speaks well to what was going on with that program."

Chancellor Hance added, "On the Law School, they received three national championships. Suzanne did you know any of the people on that team? She was on that team."

Dr. Schovanec continued, "I want to close with a discussion of return on investment. Pay Scale has done this now for three or four years. They rank 1,000 colleges and universities to determine potential financial return. They calculate this return on investment. The return on investment represents the net return after the opportunity costs of high school graduate earnings versus the cost of investment. Tuition, room,

board and such has been taken into account. The methodology on this is very convoluted. It does reflect, basically, it is used as a tool for high school students. It answers students questions: "If I go to that institution, how can I expect my costs to be reflected in enhanced earnings?" You will actually see 1,500 schools listed because, as with Texas Tech, they will have the return on investment for an in-state student and a return on investment for an out-of-state student. For private, it is all the same. Number one and number two are Harvey Mudd and Cal-Tech. Then, I just picked a few schools. I picked all of the emerging research universities, all of the Big XII and I looked at schools from states where we lose a lot of out-of-state enrollment. We are ranked 206. Keep in mind that there were 1,500 rankings there. We are number one in the Big XII. Except for UT-Dallas and Houston, we are above all of the other emerging research universities. I forgot about UT-Austin. There are some very excellent schools. We lose a lot of students to Mississippi, Alabama, and Louisiana. If students would look at the value they get, they would see that Tech is really excellent. This goes back to yesterday's conversation about keeping costs down but being valuable. I think we are doing a very good job in that regard.

"That concludes my report."

Regent Francis asked, "What is the message here, because Houston, A&M, and Austin are ahead of us."

Dr. Schovanec replied "In 2012, we were ranked 175. And you might wonder if our increase in cost reflected in this. This year in the *U.S. News and World Report* we were ranked 26th in the nation in terms of students with least indebtedness but the previous year, we were 7th. So, to hold tuition constant probably does address the increasing costs of attending Tech in that sense. Our costs have been going up."

Chancellor Hance added, "The message here, to me, is that we are ahead a lot of great schools but we have some catching up to do on a few schools. A&M and Texas—if we go out and recruit, those are the people we come across. We don't come across Houston. I never call up a top scholar when I ask what schools are you considering, they never say Houston. I've never had that happen in the last six years. That is nothing against Houston, it's just that we are recruiting in different areas. It does show that with Oklahoma, Iowa State, Arkansas, and LSU, that we are above those."

Dr. Schovanec replied, "There is probably not any statistical significance in the difference between 206 and 199. We are all very competitive."

Chairman Long asked if there were any other questions or comments.

Vice Chairman Anders asked for a copy of the PowerPoint slides of the presentation.

Regent Steinmetz added, "Something I heard was that we are full of candidates for faculty. Those have never been greater than they are today."

Dr. Schovanec replied, "The quality that they felt was the strongest they have ever seen."

Regent Steinmetz added, "Caliber, quality, but earlier we were hearing about faculty pay being too low and how that is going to impact us. I appreciate what you have done in recruiting. You don't meet with the chancellor without him mentioning what you have done with some of these new hires. So, I'm just saying if there is the balance, if the pay is too low, how are we getting these quality candidates."

Dr Schovanec replied, "That is an excellent point. It is reflected in compression and pay. You will see many of the younger faculty are coming in and earning more than tenured or even associates because you have to pay the market price. It's created real pressure points in terms of making equity adjustments for people who are already on the payroll."

Chancellor Hance addressed the Board and audience. "Mr. Chairman and members of the Board, at this time, I would like to make an award. We have what is called the Chancellor's Order of Merit. Dr. Lawrence Schovanec has earned that Order of Merit. He is done everything possible to help Texas Tech. He works long hours. I have always said, don't ask people to work longer hours than you do and he challenges me on that. He has been great. The faculty and administrators have loved him. If he makes a mistake it's not one of the heart, although he rarely makes one, but he just does an outstanding job and he loves Texas Tech. He has been at Tech for more than 30 years serving with dedicated service. He was named the interim president on August 10, 2012. He and his wife Patty, who is a lecturer and undergraduate advisor in the Department of Math, have both been great ambassadors for Texas Tech. Dr. Schovanec, if you will come forward, I would like to present you with this award."

Dr. Schovanec commented, "I'll repeat what I said last night. I have been thanked more than enough for the opportunity to have done this. Chancellor you have been wonderful to me. Thank you for making this possible. To the Board, I have been honored to work with you. It has been a blessing and all I can do is say thank you."

Chairman Long thanked Dr. Schovanec for his remarks.

SGA President's Report
Texas Tech University
Board of Regents Meeting
December 14, 2012

Alex Alston presented his report to the Board: "I would like to begin by thanking the Board. A motto I used throughout my term was, there are three things a student leader should learn: first is to define reality, last is to say thank you and in between that leader is a servant. So, since this is the last presentation that I will be giving to you, I say thank you. Thank you for your support and thank you for your passion, not only to the students of this university, but also to this amazing university.

"Throughout this year, we have achieved a lot. We have lights up on certain areas on campus that were dark which ensured student safety around the entire campus.

"We have extended the S-Bus Program to run to all student apartment complexes around the Lubbock area, helping students get home safely at night.

"We have also utilized a program called the Hit List at www.ttuhitlist.com which is a game for students to play any time of the day. All students have to do is click the number until their number matches the winning number then they win a free prize. The cool thing about this game is that as you click, survey questions will pop up randomly, allowing us to not only reach out to a wide range of students but also get feedback in a timely manner so we can make sure we are doing our job efficiently.

"We were also able to get a card scanner installed in the United Spirit Arena for students to use Raider Bucks to purchase concession stand items and our hopes are that this fall we will have some installed in the Jones AT&T Stadium as well.

"We have also worked on developing several campaigns, such as MyTech which encourages students to make Texas Tech their own, Grad Appreciation Day which in working with the President's Office, we show graduate students that we appreciate having them on campus. The Freshmen Tailgate Welcome allows us the opportunity to have freshmen come together and meet each other in a safe and fun environment.

"I also want to add that we stuck to our guns this year—and we did this all without spending a lot of money. This year could not have been any better as we feel we have accomplished a lot. There are still a few issues left standing. For example, while there are current operating policies for smoking, the smoking ban legislation will pop up again next year. After surveying the students, we found that the majority of them are in favor of some sort regulation or maybe enforcing the current operating policy that we currently have in place. There is still a lot more that we need to look into as only 15 percent of the students made their opinion known. My hope is that our new officers will go back to the drawing board and reach out to more students to get an accurate survey of the entire student population before they move forward with anything in regards to smoking policies.

"Another thing that I am constantly asked to talk about is the creation of a childcare facility. This facility will go hand-in-hand with the growth as we look into bringing more top graduate students and researchers into this institution. I feel this will be quite beneficial to our campus as well as promote a safe environment for faculty, staff and graduate students children as they work to help make our university excel. I understand that there are a lot of considerations that will go into the development of this plan, but I wanted to throw this out there as I feel that this will be a key topic in next year's student senate.

"Speaking of next year's student senate, I wanted to reintroduce the person who will be taking over as the president, Mr. Luke Cotton. Once again, thank you for your support and I appreciate everything you have done for my administration and me. I am going to allow Luke to briefly address the Board and then we'll be done. Thank you."

Luke Cotton addressed the Board. "Hello and thank you to Alex, Chairman Long, and members of the Board. My name is Luke Cotton. I am a senior supply chain management major out of League City, Texas. I look forward to working with every one of you, President Nellis and all of the other Texas Tech administrators here and around campus. We, the Student Government Association, here at Texas Tech will be promoting a few things. We will be focusing on increasing student athletic attendance, engaging the student body, promoting undergraduate research, promoting on-campus sustainability, and advertising a new free range bicycling campus that was just approved yesterday. We are very excited about that.

"Thank you again for your time. I look forward to working with each and every one of you and hearing your trials and tribulations as an undergraduate. I know that some of you also served as the student body president as well. Maybe we can share some insight with each other.

"Are there any questions for either Alex or me?"

Regent Taylor added, "I have had the opportunity to work, not only with Alex but with Hector and Jason throughout this year. They have worked very hard and put in a lot of hours to make sure that they have not just their own opinions but that they have the facts and opinions of what the student body thinks. I am very appreciative of them, especially in responding to my e-mails and getting on things when I asked for their perspective. I am appreciative to all three of you and that you have helped me in my job to do well this year."

That was the conclusion of Alex's report.

Chairman Long thanked Alex for his remarks to the Board.

President's Report
Texas Tech University Health Sciences Center
Board of Regents Meeting
May 17, 2013

Dr. Mitchell presented his report to the Board. "Thank you Mr. Chairman. A handout is being distributed to you all. It is our most recent copy of the Rawls College Economic Impact Study for the Health Sciences Center. Currently we have about a $3 billion annual impact. If you look at the folks who we have in our pipeline and our estimated growth, by 2020 we expect that to be an $8.4 billion annual economic impact on the communities we serve. You can look at that at your leisure. This is great information. At the end of the day, when we are talking to chambers of commerce and the like, this is the bottom line for the communities that we serve.

"I want to go over a few things. I'll go school by school and give you some highlights of some of the things happening. Lawrence earlier was talking about some of the great things that their students and faculty do. Mary Croyle just handed me this document. This is going out today. Dr. Steven Berk, who is our provost and dean of the School of Medicine, is today receiving the Frank Webber Award from the Texas Medical Association. Each year the TMA's medical student section honors a Texas physician for outstanding service to the student members of the TMA. Dr. Berk was honored for this. In addition to that, the TMA is also awarding Justin Berk, his son, the TMA student of the year. Keep that in mind. We have about 6,000 medical students in the State of Texas. And Justin was just selected as the TMA student of the year. These are the folks that we produce. So, when I said yesterday that we are at the top, I mean exactly that.

"With regards to our various schools—at the School of Medicine in Lubbock, we had all 151 of our students matched. That may sound like something mundane, but this year we had an increase of more than 15 percent of medical students going into the match program and as a consequence, there was a substantial percentage of students nationwide who did not match. So, having a 100 percent match at the school here was really impressive for us. Additionally, for the School of Medicine here, specifically the FMAT program, was aired on the NBC Nightly News with Brian Williams. They sent a crew here a few weeks ago and spent a day looking at our FMAT program with the graduates that we are going to be putting out this next week. We are trying to see if we can get them to run that during the first part of next week to coincide with our commencement and graduation. The School of Medicine was also selected as one of thirty-one from the AMA's Accelerating Change in Medical Education Initiative. Again, in talking about our FMAT program, this is 31 schools out of an initial 120 applications for this award. In the School of Medicine, many of you know Dr. John Buessler. Dr. Buessler was the founding dean of the School of Medicine in Lubbock. He passed away on March 7. We are working on a history of Texas Tech University Health Sciences Center. We'll have a display on every one of our campuses that gives a history of this university. Our university is 40 years old, so we do have enough history behind us that having this around for our students, staff and faculty to see will be

important for us. This was Dr. Buessler's high points that we wanted to see finished. I'm sorry he couldn't be around to see this completed project.

"At the Paul L. Foster School of Medicine, 40 students will be graduating this week. All 40 of the students there had a 100 percent successful match rate.

"At the School of Nursing, Dr. Michael Evans will be presenting a multi-million dollar proposal to a large foundation in Austin to build a state of the art simulation training center for use by our students as well as community folks in the Austin area.

"The Gayle Greve Hunt School of Nursing is growing rapidly. They are working in conjunction with our School of Nursing in Lubbock with Dr. Evans to develop a graduate program.

"At the Graduate School of Biomedical Sciences, we just finished our student research week. Last year, we had 119 students participate and give presentations; this year, we had 183. So, the percentage of both our students and faculty involved in research is going up significantly.

"As you know from yesterday, the master's of public health program that will be housed in the Graduate School of Biomedical Sciences and Dr. Brandt Schneider who has been working closely with Dr. Billy Philips in the F. Marie Hall Institute of Rural Health to make this a reality. We hope to have students in seats by the fall of 2014.

"The School of Pharmacy did a great job with recruitment this year. There are 155 positions for the fall of 2013. They went through a record number of applicants and filled those seats in record time.

"At the School of Allied Health Sciences, there is one specific program I would like to speak about—the Speech Language Pathology Program. This is the sixth year in a row that we have had a 100 percent pass rate on their national examination upon graduation. So, our schools are doing some phenomenal things.

"Outside of the schools, we also have with our institutes some good things going on. A Tele-mental Health initiative was—we were approached by the Governor's Office to put together a program for tele-mental health. We are going to do a beta project with three schools around the Lubbock area. Those towns are Abilene, Plainview and Amarillo. We will be looking at at-risk students and having a way to intervene with at-risk students who may show tendencies toward violence and identifying those who are problematic and getting them the help they need long before there is ever an issue with violence or anything on their campus. They approached us about this and it looks we will get funding for that from the state to conduct this program. In addition, one of the things being discussed about TTU earlier was the issue about faculty to student ratios. Dr. Michael San Francisco from TTU and Dr. Brandt Schneider who is the dean of our Graduate School are forming a committee. Duane, Lawrence and I got together about a month ago to talk about putting together a committee for cross appointments between the universities for faculty members. There is so much overlap between universities

that establishing some joint appointments will not only should help with their ratios but should help break down the challenges that we face because of the Marsha Sharp Freeway.

"Finally, we are undergoing a comprehensive space evaluation for our campus. As you can see, in all of our campus, it is basically one big building. Whoever the architect was who designed this building back in 1970, I think it came from the Soviet Union. Nonetheless, we are looking at various options we have for expanding our space as we continue to grow. Long story short, we are utilizing the space that we have as effectively as possible.

"One more statement and then I'm done and this affects all of us—Angelo State, TTU and TTUHSC. NIH funding has been dramatically hit. It is being hit again. If you look at the number of NIH funded research grants as projected for FY 13, it is going to be about $34,000. That is down from over $36,000. So that means 2,000 fewer projects. If you look at the competing awards, they are down by a total of 8.6 percent in funding. This is over what they dropped last time. If you look at the number of training slots, they are holding at NIH—they train a lot of post-docs there. They are decreasing those from over 16,000 to about 15,000. So, when we look at our external funding, the NIH as a source for that is being more and more difficult for everybody—all of our institutions together.

"That concludes my report."

Chairman Long thanked Dr. Mitchell for his report.

SGA President's Report
Texas Tech University Health Sciences Center
Board of Regents Meeting
May 17, 2013

Jason Chandrapal presented his report to the Board: "I'll keep this brief today. It is a pleasure to be a part of this meeting. A lot of my classmates and I were studying for our board exams coming up soon. So, we take every effort to talk with people instead of being by yourself studying at the library.

"Some of the things that we have done at the SGA which were a highlight for me—we did three things this year that really came to my attention.

"One, the HSC is unique in that we have different regional campuses. We are pretty spread out as a SGA, so one of the things that we wanted to do was get input from students from the other campuses. We held a TTUHSC Leadership Conference which was the first time done. We brought together students from the different regional campuses. They had a chance to voice their concerns and opinions. We took them to the Texas Tech versus Kansas game which turned out to be an epic game.

"Another thing that we did recently was with the School of Medicine. We created a Future Healthcare Providers Conference. We had about 160 students participate—any student interested in any program that we had here at the HSC campus. We held informational sessions for them. We also had them to utilize the SimLife Center and had a special appearance from Raider Red and the Masked Rider which was an excellent marketing opportunity for us.

"The last thing we did—the SGA wanted to create an incentive for our senators who were going above and beyond what they were doing. We created the SGA President's Award of Excellence. Basically, it consisted of those of us on the Executive Committee writing a recommendation letter for students and sent that letter to their dean's as a thank you for all of their hard work. One of those students, I am proud to say, is going to be out next TTUHSC SGA president. He is also my friend and fellow classmate, Hunter Atkins."

Chairman Long thanked Jason for his remarks.

Hunter Atkins addressed the Board. "I would like to start by introducing myself. My name is Hunter Atkins. I'll be a third year medical student soon. I am a proud Texas Tech graduate. As you will hear shortly, I have lengthy family history of Texas Tech degrees which I'll expand upon shortly.

"I'd like to start giving a personal thank you to everyone on the Board and all of the members of the executive committee.

"Briefly about my family history, I'd like to expound upon this because I think it is important for you guys to have a student stand in front of you to express gratitude and

appreciation for the work that you do in furthering this university. Four generations ago, my great grandfather was a share cropper in Mississippi. He had a sixth grade education. He was so poor that he couldn't afford shoes. Three generations ago, my family were roofers in Michigan. They had no college education. Even two generations ago, that legacy continued with blue collar workers and airline mechanics, etc. I am happy to announce that my generation, in my 28 years, my family has garnered 17 degrees from Texas Tech. I hope that you guys understand how important and valuable your work is in changing the lives of individuals such as me and family. So, I give you a deep, heartfelt thank you for all of your hard work and for that of your predecessors.

"Now, on to the Student Government affairs for this next year—I have had the opportunity to travel around the state to the other health sciences centers and I was very quickly able to recognize a couple of things that I would like to work on for our HSC. The number one thing I plan to tackle is the capability of wireless print for all students. Wireless printing is pretty ubiquitous across the state. Our Library needs it and our Academic Classroom Building needs it. We have worked with Chip Shaw, the CIO, and also Richard Wood at the Library. We are working quickly on this and hope to have a beta test program out by the end of the year at the Lubbock campus and shortly thereafter for the regional campuses as well.

"Second, we plan to work on video recording. Again, to be on the cutting edge and to continue to attract students, we feel it is important to offer our students video recording and leave those up to the individual schools, GSBS, Allied Health, Nursing on whether they want to implement or not.

"Lastly, as Jason hit on previously, and which I think is the most important is our Leadership Summit that we have between the campuses. There we bring representatives from all of the regional campuses to our campus so that they can tell us what they need and we can work diligently to make those things happen.

"I am excited to work with you all this next year. I am always at your service and please let me know if I can do anything for you. At this time, I'll field any questions."

Chairman Long thanked Hunter for his remarks.

President's Report
Angelo State University
Board of Regents Meeting
May 17, 2013

Dr. May presented his report to the Board: "Thank you Chairman Long. I'll keep my report short and without levity this time. We ended up in pandemonium last time."

Chairman Long asked what the discussion was at the last meeting.

President May replied, "It was about the skunk research.

"As a suggestion by the Board of Regents, ASU petitioned and has now been awarded a chapter of Phi Kappa Phi, one of the nation's oldest and more selective collegiate honor societies encompassing all disciplines. The Phi Kappa Phi Chapter 321 was chartered on April 25 at Angelo State University in a formal ceremony that included an installation of officers. Dr. Karl Havlak, from the mathematics faculty was installed as our inaugural president. Subsequently, we will start initiating and admitting students into this honor society. This is a big accomplishment for us. Certainly all of the regents had a part in this but Regent Neal, we certainly appreciate your leadership in that regard.

"Angelo State's Tri Beta Biological Honor Society has been named the outstanding chapter for the 2012-2013 academic year for the south central region which encompasses Arkansas, Louisiana, Oklahoma and Texas.

"Angelo State has also earned A+ for both its initial and advanced teacher preparation programs from the National Academy of Accreditation of Teacher Education. The NCATE unit accreditation board continued the 2011 accreditation of ASU's professional education offerings without identifying any areas for needing improvement. So, this is a big step forward for our College of Education and as far as NCATE.

"Another of our students who has done an outstanding job is Joshua McGuire. He is a junior ASU Honors Program student. He has been selected to attend the College of Charleston's neuroscience seminar in Germany this summer. Joshua is a biochemistry major and aspiring neurosurgeon. He is one of only eight students chosen throughout the U.S. and Canada to attend this seminar. He will study in Berlin in the month of May and continue his studies in Munich in June.

"Duncan Knox a sophomore in our ASU Honors Program and a history major with interests in colonial America and European history has received a placement in the Fulbright Summer Institute to study at internationally renowned Bristol University for the month of June. Knox will join nine other students from across the United States to study slavery and the Atlantic heritage. This institute is staffed by scholars from Africa, North America, and the United Kingdom and will offer American students an unprecedented perspective from all three continents on the slave trade.

"In April, we held a Laura Bush gala from our Laura Bush Institute. It was very well attended. I think it was probably one of the biggest attended bashes that we've had in San Angelo in a long time. That gala raised $287,000."

Chancellor Hance added, "It was the best one that we have had. It raised the most money of any that we've had in Lubbock, Midland, Amarillo or wherever. They really did well."

President May continued, "It was attended by Regent Neal who is on the national board as well as Chancellor Hance and he behaved. It worked out well. The people of San Angelo really appreciated it and Chancellor Hance recognized them as well. So, the give and take there was excellent.

"During the search for president in my interview, one of the things that I was asked was "what is the most pressing issue for Angelo State." I said at the time—Regents Neal, Steinmetz and Taylor were there—the greatest issue was accreditation and that we needed to accomplish that. The SACS team did visit Angelo State in March. We had one recommendation from the SACS visitation team. We are one of three institutions in the Southern Association that had one or less. That will be voted on officially in December by the Board of Trustees which Dr. Rallo is a member of. So, that was a good thing. I want to commend not only the administration but the faculty and the students. Everyone got involved with this accreditation process. This ten-year visit is very important. It turned out very well.

"We are in the middle of a lot of searches going on at ASU and I will report to you that the pools of applicants, especially with faculty are very high quality. We intend to commence with the rest of those next fall to finish up.

"That is the conclusion of my report."

Chairman Long stated, "Dr. May did a great job with SACS. Regent Neal and I went and they really interacted with him they appreciated the job that you did. They had great remarks with nice things to say."

SGA President's Report
Angelo State University
Board of Regents Meeting
May 17, 2013

Hector Romo presented his report to the Board: "The first order of business will be the introduction of my successor. Preston Wimberly will be the new ASU SGA president. Preston is from Richardson, Texas. He is a political science major with a philosophy minor. He is also a member of the Honors Program. Preston has been very involved at ASU ranging from participating in student organizations, such as being the president of the Honor's Student Association, Political Science Honor Society and he was also a former football player at ASU as well as a member of other university committees. He is also very involved with the community through the Honor's Program Community Leadership Initiative, with the San Angelo Chamber of Commerce. Preston served the SGA first as a senator for the Center for Securities Studies and then he became a member of my cabinet. He was coordinating the external affairs for the SGA. Preston was my designee for the public transportation initiative to establish that program at ASU and he will be taking that over as president. So it is great that there won't be much of a transition process in that regard.

"I also wanted to introduce the incoming vice president, Connor Frankhouser. He is not here today but he did attend the December meeting. Connor is currently in Bulgaria via a study abroad program.

"I will continue with my report and highlight some of our accomplishments this past year. One of the big things we accomplished at the beginning of the year was the designation of smoking areas due to student concerns. I am happy to report that we have had no further complaints throughout the year after the implementation of these areas.

"Another one of our initiatives was to increase transparency between students and what we do with their money. The Board recently approved this. At ASU, the Athletics Department was funded through designated tuition as well as a service fee and we had an athletic fee. What we did was take that funding from designated tuition and then increase the athletic fee. So, that way the students know what we are doing with that money.

"We re-established the student endowment scholarship. As a side note, the student endowment scholarship was created by the SGA about 10 years ago. We collected student fees and from that pot of money we rewarded students for their leadership. If they had leadership components in their university involvement we would give back to them. About three years ago, we changed the way that students applied for this scholarship and how they were awarded. At that time, the scholarship was put on hold. We weren't distributing that but thanks to the instrumental assistance of our vice president for student affairs, Dr. Flores we were able to establish that scholarship and start awarding it again beginning with this past spring. We awarded $21,000 in student scholarships and we have now awarded 40 more $1,000 scholarships for the upcoming year.

"Another thing we spearheaded was the book program. We asked faculty who could to use the same textbook requirement for at least two years. The senate has voted on that and we have recommended it to the administration and it is currently in the faculty senate committee.

"Other changes that we made pertained to internal changes to the SGA that helped us to make our processes more efficient. It ranges from improving the election system to allowing for more time to campaign and thus more student involvement as well a more efficient and reliable method for voting and also establishing methods for the branches of our SGA to work together.

"Also, in order to have better prepared leaders we increased our academic requirements for the president, vice president and our senators. There were various miscellaneous things that we did including taking our legislative trip to Austin where we promoted higher education. We took gifts to the representatives and senators in the legislature. And there were many other accomplishments including setting the foundation for the public transportation being brought to SGA which Preston will be taking over.

"This is the conclusion of my report. Now, here is Preston for some brief remarks."

Preston Wimberly addressed the Board. "Thank you for the time to speak with you. I know that Connor would also like to thank you all even though he is in Bulgaria.

"We have a lot of big ideas as Hector just stated. We like to reach out to the community. Being on the Chamber of Commerce, I know Phil Neighbors in San Angelo. I imagine some of you know him as well. He is a great guy. I think we really need to get connected more with the community. As far as involvement on campus, I also believe that we need to get everyone more involved as well and give the students different ways that they can be involved.

"Thank you Hector for everything. They have set quite a precedent for me to follow. I have some big shoes to fill. Hector and Josh has made it so that we can get a lot more support from the administration and everybody has good faith that the SGA will be able to be productive and actually be accountable for their work. Again, thank you all. I look forward to working with you."