INDEX OF ATTACHMENTS

Attachment 1	Laying the Foundation for the Future of Higher Education PowerPoint
Attachment 2	ASU 2014-2015 *Student Handbook*
Attachment 3	TTU 2014-2015 *Student Handbook*
Attachment 4	TTUHSC 2014-2015 *Student Handbook/Code of Professional Conduct*
Attachment 5	ASU 2014-2015 Traffic and Parking Regulations and Fee Schedule
Attachment 6	TTUHSC 2014-2015 Traffic and Parking Regulations and Fee Schedule
Attachment 7	TTU Traffic and Parking Regulations, 2014-2015 along with the Parking Fee Schedule
Attachment 8	TTUS Medical Liability Self-Insurance Plan
Attachment 9	TTUS Prioritized Audit Plan 2014
Attachment 10	ASU Five-Year Capital Projects Plan
Attachment 11	TTU Five-Year Capital Projects Plan
Attachment 12	TTUHSC Five-Year Capital Projects Plan
Attachment 13	TTUHSC at El Paso Five-Year Capital Projects Plan
Attachment 14	TTUSA Five-Year Capital Projects Plan
Attachment 15	ASU Approve use of Revenue Finance System to Install Synthetic Turf on the Intramural Fields PowerPoint
Attachment 16	TTU Approve Naming of the New Student Housing Complex PowerPoint
Attachment 17	TTU Approve a Project to Renovate the United Spirit Arena PowerPoint
Attachment 18	TTU Approve a Project to Construct New Synthetic Turf Intramural Recreation Fields PowerPoint
Attachment 19	TTUSA Approve a Project to Construct a New System Office Building PowerPoint
Attachment 20	TTUS Report on Facilities Planning and Construction Projects PowerPoint
Attachment 21	TTUS Design and Construction Review Report
Attachment 22	Chancellor's Report
Attachment 23	TTU President's Report
Attachment 24	TTU SGA President's Report
Attachment 25	TTUHSC President's Report
Attachment 26	TTUHSC SGA President's Report
Attachment 27	ASU President's Report
Attachment 28	ASU SGA President's Report

I, Ben Lock, the duly appointed and qualified Secretary of the Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the Minutes of the Texas Tech University System Board of Regents meeting on May 15-16, 2014.

Ben Lock
Secretary

SEAL

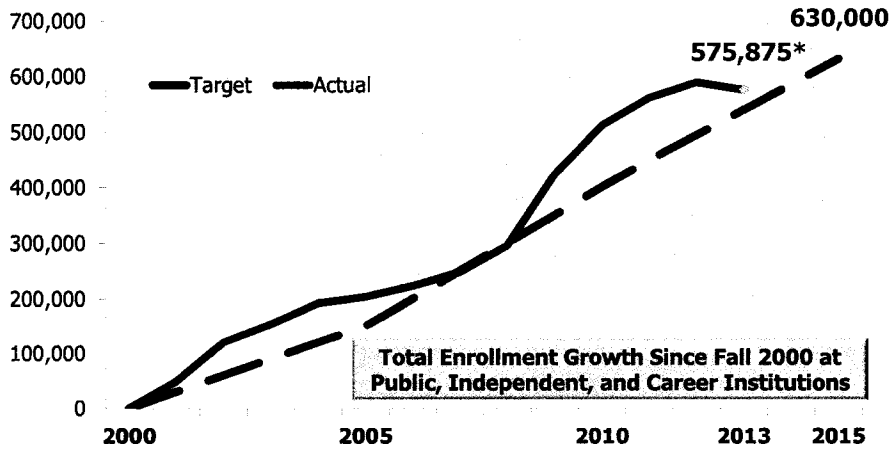
Laying the Foundation for the Future of Higher Education

Raymund A. Paredes, Ph.D
Commissioner of Higher Education

TEXAS HIGHER EDUCATION COORDINATING BOARD

Presentation to The Texas Tech University System Board of Regents

Texas needs 54,000 additional students to reach 2015 goal for participation



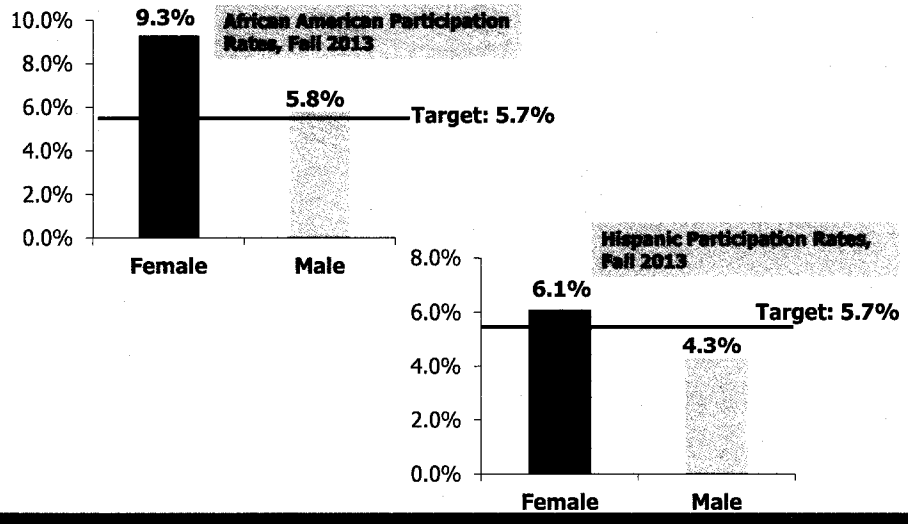
* These data are certified fall 2013 data for public and independent institutions. Flexible (flex) entry data not yet available. Flex entry students are those enrolled in classes that began after the official reporting date of the semester.

Texas experienced a decline in overall enrollments

	Fall '13 Total	Change From '12	% Change From '12	2000 Total (comparison)
White	638,269	**(20,036)**	**(3.04)**	579,344
Hispanic	526,312	10,937	2.12	241,418
African American	229,697	**(4,466)**	**(1.91)**	112,839
Other	220,362	**(378)**	**(0.17)**	105,164
Total	**1,614,640**	**(13,943)**	**(0.86)**	**1,038,765**

3

Hispanic males continue to miss participation target, but African American males exceed target



6

The Texas Tech University System has increased enrollments since 2000

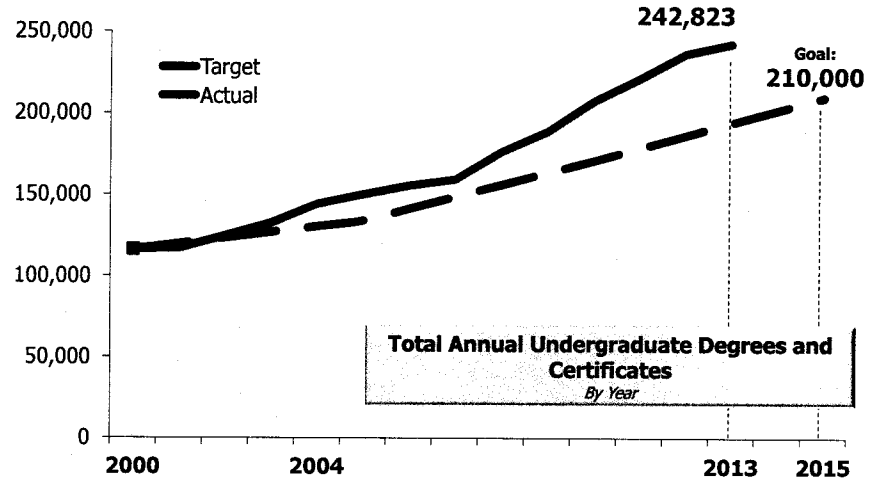
Texas Tech University System Enrollments	Fall 2013 Total	Change From 2000	% Change
Texas Tech University	32,797	8,598	35%
Angelo State University	6,430	140	2%
Texas Tech Health Science Center	3,959	2,240	130%
System Total	**43,186**	**10,978**	**32%**

Texas has achieved the participation target of 5.7% of the population but remains lower than peer states



Source: U.S. Dept. of Education and Census Bureau

In 2013, the state surpassed the 2015 goal for annual undergraduate credentials awarded

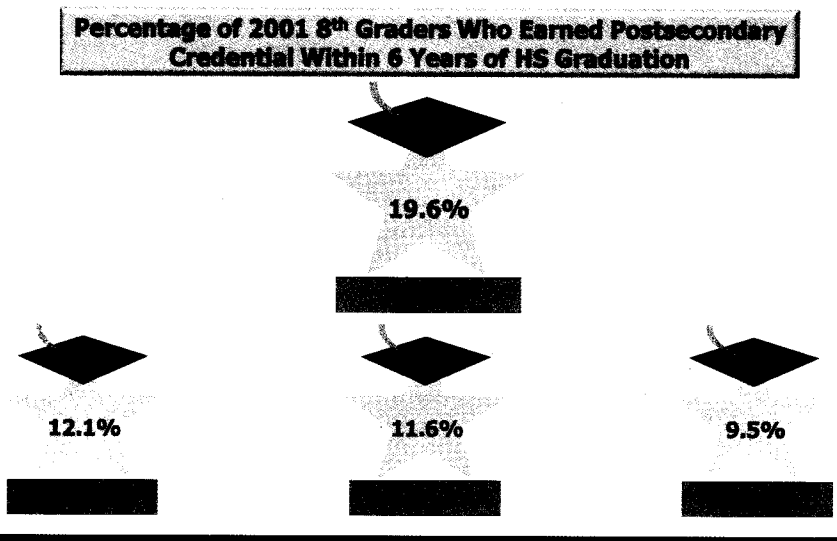


NOTE: Collection of career institution data began in 2004

The Texas Tech University System has increased the number of annual undergraduate credentials

Texas Tech University System Undergraduate Credentials	FY 2013 Total	Change From 2000	% Change
Texas Tech University	5,206	1,563	43%
Angelo State University	1,098	257	31%
Texas Tech Health Science Center	961	786	449%
System Total	**7,265**	**2,606**	**39%**

Despite more postsecondary completions, attainment among Hispanics, African Americans and poor students remains low

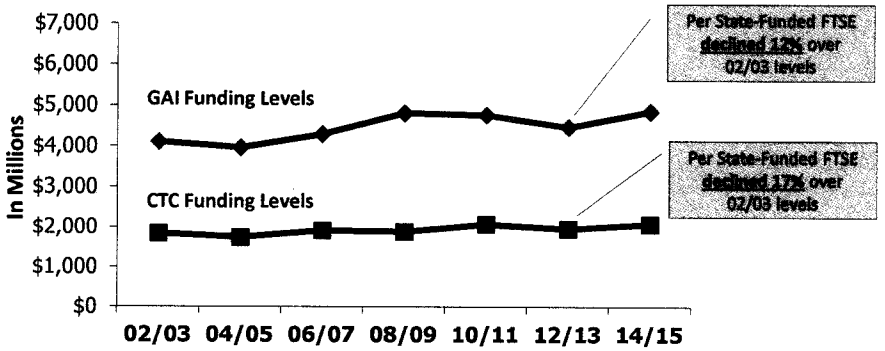


SOURCE: Texas Higher Education Coordinating Board

9

General Revenue Appropriations by Higher Education Sector

Sector	02/03	14/15	% Chg.
GAI	$4.103B	$4.884B	19%
CTC	$1.833B	$2.073B	13%



NOTE: Includes adjustments for budget reductions; includes HEGI and Retirement Benefits payments made on behalf of institutions

SOURCE: THECB, *An Overview of Article III, House Bill 1, 82nd Texas Legislature* June 2012; FY 14/15 are estimates

Texas Higher Education Coordinating Board

Significant work remains to ensure Texas sustains progress made and establishes a game-changing framework for the next long-range strategic plan.

HB 5 MAJOR CHALLENGES

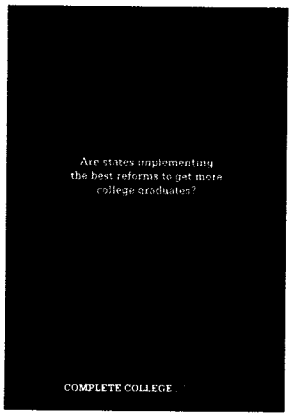
- Requires close collaboration among the THECB, Texas Workforce Commission and the TEA.
- Requires close collaboration between public school districts and local institutions of higher education
- Requires more effective advising and counseling
- Requires rigor in the development of local college prep courses

TEXAS WORKFORCE COMMISSION

TEA TEXAS EDUCATION AGENCY

Texas Higher Education Coordinating Board

Texas must implement game-changing strategies to dramatically improve student outcomes



- Outcomes-based Funding
- Co-requisite Remediation
- Full-time is 15 credits
- Structured Schedules and Guided Pathways

www.completecollege.org

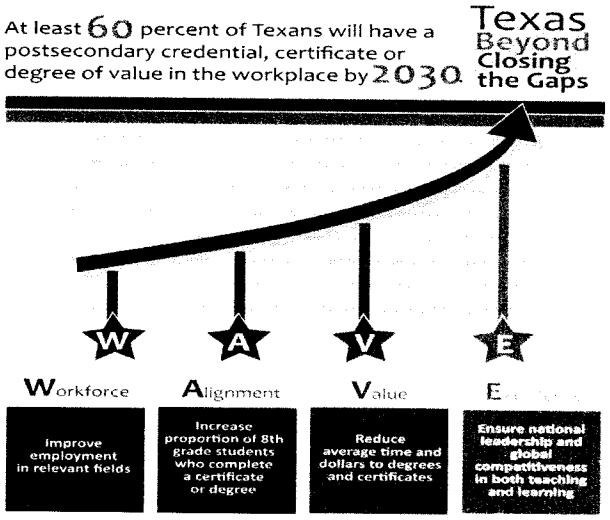
Other Challenges

- Consistent and predictable infrastructure funding
- Alignment with workforce
- SB 414
- Student learning outcomes
- Faculty tenure and promotion

Developing the Next Higher Education Strategic Plan

THECB established a strategic planning committee consisting of former higher education leaders, P-12 officials, and business representatives.

The dialogue has begun with an examination of Workforce, Alignment, Value and Excellence as possible goals.



~~2013-14~~2014-2015 ANGELO STATE UNIVERSITY STUDENT HANDBOOK

REVISED

Table of Contents

GENERAL PURPOSE 4
Membership in the ASU Community 4
Mission of the University 4
Disciplinary Authority 5
Definitions 6

GENERAL ACADEMIC POLICIES OF THE UNIVERSITY 12
Class Attendance 12
Student Absence for Observance of Religious Holy Day 12
Class Absences and Emergency Notification 12
Schedule Changes 13
Withdrawal from the University 13
Grade Grievances 13

STUDENT RECORDS 15
Notification of Rights under Federal Family Educational Rights and Privacy Act (FERPA) 15
Access to Student Records 16
Parental Access to Student's Records 16
Educational Records 16
Location of Student Records 17

UNIVERSITY POLICIES AND REGULATIONS 18
Alcoholic Beverage Regulation 18
Anti-Discrimination Policy 19
A. Definitions 19
B. Reporting Concerns 20
C. Office of Civil Rights Complaints 20
D. Non-Retaliation 20
E. Confidentiality 21
F. Faculty/Staff and Student Relationships 21
G. Dissemination of Discriminatory and Sexual Harassment Information 21
H. Discrimination and Harassment Grievances and Investigations 21
I. Non-AcademicStudent Grievance Procedures 24
1. Discriminatory Harassment 24
2. Sexual Harassment 24
3. Students with Disabilities 24
4. Employment 25
5. Parking Citations 25
Distribution Policy 27
Electronic Communication Policy 28
Erection of Structures 29
Freedom of Expression Activities 29

Identification Cards 31
Involuntary Withdrawals 32
Placing of Banners or Signs on Buildings 35
Posting Rules and Regulations 36
Privacy of Student-Occupied Units 39
Solicitation 39
Student Dress on Campus 39
Use of Advertising Media 40

UNIVERSITY HONOR CODE 41
Student Academic Honor Code Statement 41
Academic Honor Code 41
Student Responsibility 41
Faculty Responsibility 41
Revisions to the Academic Honor Code 42
Procedures 42
Academic Integrity 42

CODE OF STUDENT CONDUCT 55
A. Disciplinary Authority 55
1. Jurisdiction 56
2. Timelines 56
3. Notice 56
4. Standards of Evidence 56
B. Misconduct 57
1. Academic Dishonesty 57
2. Actions Against Members of the University Community and Others 57
a. Disruptive and/or Obstructive Conduct 57
b. Harmful, Threatening, or Endangering Conduct 57
c. Hazing 58
d. Discriminatory Harassment 59
e. Retaliation 59
3. Alcoholic Beverages 59
4. Narcotics or Drugs 59
5. Firearms, Weapons and Explosives 59
6. Flammable Materials/Arson 59
7. Theft, Damage, Littering or Unauthorized Use 60
8. Gambling, Wagering, Gaming and/or Bookmaking 60
9. False Alarms or Terroristic Threats 60
10. Unauthorized Entry, Possession or Use 60
11. Failure to Comply 60
12. Abuse, Misuse or Theft of University Information Resources 61
13. Providing False Information or Misuse of Records 62
14. Skateboards, Rollerblades, Scooters, Bicycles or Similar Modes of Transportation 62
15. Violation of Published University Policies, Rules or Regulations 62
16. Violation of Federal, State, Local Law 62
17. Abuse of the Discipline System 62
C. Reporting Allegations of Misconduct 63

D. CONDUCT PROCEDURES 63
1. Initial Inquiry 73
2. Remedies & Resources 73
3. Notice 74
4. Interim Actions 75
5. Student Rights & Responsibilities 77
6. Formal Investigation 78
7. Pre-Hearing/Formal Allegations Assigned 79
8. Informal Resolution 80
9. Formal Conduct Hearings 80
10. Conduct Outcomes/Findings (Sanctions, Conditions, Restrictions) 82
11. Conduct Appeal Procedures 84
12. Former Student Conduct & Readmission 86
Student's Right to Challenge Impartiality 87
Civil Proceedings 87

STUDENT ORGANIZATIONS 87
Categories and Definitions 87
Conditions for Registration and Renewal 88
Registration of New and Re-forming Groups 90
Annual Registration and Renewal Process 90
Benefits of Registration 91
Faculty or Staff Advisor 91
Prerequisites for Maintaining Registration 91
Denial of Registration, Temporary Suspension, and Revocation 92
Protocols Applying to Events Sponsored by Student Organizations 93

REGISTERED STUDENT ORGANIZATION (RSO) GRIEVANCE AND APPEAL PROCEDURES 94
1. Policy 94
2. Applicability 94
3. General Provisions 94
4. The Registered Student Organization Grievance Procedure 95
5. Decision on Grievances 96
6. Student Communication 97

PREVENTION OF ALCOHOL ABUSE AND ILLICIT DRUG USE 98
STANDARDS OF CONDUCT 98
HEALTH RISKS OF ALCOHOL AND DRUGS 98

DRUG AND ALCOHOL ABUSE COUNSELING SERVICES 100

DISCIPLINARY SANCTIONS 100

LEGAL SANCTIONS AND PENALTIES UNDER TEXAS LAW 101

~~2013-14~~2014-2015 ANGELO STATE UNIVERSITY
STUDENT HANDBOOK

This Student Handbook is a publication of Angelo State University. Its purpose is to provide students with general information regarding the policies, rules, and regulations concerning student activities, academic issues, and expected standards of student behavior. The policies, rules and regulations contained in this Student Handbook are subject to change at any time without notice. Students are expected to be familiar with the behavioral expectations contained herein and to conduct themselves in a manner consistent with them.

~~INTRODUCTION~~GENERAL PURPOSE

~~The~~ A ~~university~~ University~~community~~, like any community, must have regulations and/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~~ University community and to discipline those who violate its standards, rules, and/or policies. Enrollment requires students to share this responsibility. ~~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~~ University publications, as well as the *Texas Education Code*.

The Student Handbook was approved by the Board of Regents on May 15-16, 2014, to be effective with the start of the 2014-2015 academic year.

Membership in the ASU Community

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

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<u>s</u>. 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 ~~Services~~ <u>Affairs</u> 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 Affairs, the Director of Student Services, and the Director of Housing and Residential Programs~~ <u>officials listed above</u> 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 Director of Student 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 Director of Student 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~~Affairs~~, 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.~~

Academic Work, Test, Quiz, or Other Assignment

The terms "academic work, test, quiz, or other assignment includes any required or optional academic work that is assigned. Examples include, but are not limited to, exams, quizzes, tests, homework, case studies, essays, research papers, group work, extra credit assignments, class attendance, experiential learning activities, internship or externship components, resumes, comprehensive exams, and thesis and dissertation drafts and submissions.

Administrative Hold

The term "administrative hold" refers to the indicator placed on a student's record preventing access to such University procedures as registration, release of transcripts, and course add/drops until the student meets the requirements of the University office placing the indicator as described in the Undergraduate/Graduate Catalogs.

Administrative Hearing Officer

The term "administrative hearing officer" indicates a Student Conduct Officer who will determine a finding of responsible or not responsible for violations of the *Code of Student Conduct* in a formal conduct hearing. The administrative hearing officer will also determine and assign sanctions, conditions, and restrictions for responsible findings.

Code of Student Conduct Review Committee

The Code of Student Conduct is reviewed every year by the Code of Student Conduct Review Committee in conjunction with the Office of Student Affairs, Housing and Residential Programs, Director of Student Services, and the Vice President for Student Affairs and Enrollment Management. Questions of interpretation regarding the *Code of Student Conduct* should be referred to the Office of Student Affairs at (325) 942-2047.

1. Committee Composition

   The Code of Student Conduct Review Committee will conduct an annual review of the *Code of Student Conduct* and make recommendations to the Vice President for Student Affairs and Enrollment Management regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the *Code of Student Conduct*. The Vice President for Student Affairs and Enrollment Management will then present the *Code of Student Conduct* to the University President for review and consideration by the Board of Regents.

2. Committee Appointment

   a. The chair will be the Director of Student Services.
   b. 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.
   c. Two (2) full-time undergraduate student members and one (1) full-time graduate student member will be appointed by the Director of Student Services who will invite recommendations by the Student Government Association.
   d. Three (3) full-time faculty members will be appointed by the Director of Student Services who will invite recommendations by the President of the Faculty Senate.
   e. Two (2) full-time staff members will be appointed by the Director of Student

Services who will invite recommendations by the President of the Staff Senate.

3. Committee Removals
   The Director of Student Services may remove a member from this committee when, in his/her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

4. Committee Resource Person
   A Student Conduct Officer, or designee, will serve as a resource person for the committee and record changes.

5. Committee Meetings
   The Office of Student Affairs 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.

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

7. Additional Committee Members
   The Director of Student Services may appoint additional members of the Code of Student Conduct Review Committee to expedite the review process of the code.

Complainant

The term "complainant" refers to the party reporting the complaint or concern against another party.

Disciplinary Good Standing

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.

Discipline Body

The term "discipline body" means any University official or group of officials authorized by the Director of Student Services to determine whether a student has violated the *Code of Student Conduct* and to recommend imposition of sanctions, conditions and/or restrictions.

Investigator

The term "investigator" is defined as a trained University staff member whose role is to conduct a thorough, reliable, and impartial investigation of alleged violations of the *Code of Student Conduct* and to present allegations and share evidence that is obtained regarding the allegations with an administrative hearing officer or conduct hearing committee.

In most cases of actions against members of the University community, the investigator will not be the administrative hearing officer, but in other types of conduct allegations, they may play both roles in the process.

Investigators are assigned to cases by the Director of Student Services, or designee. Investigators may be Student Conduct Officers or trained staff in other departments such as the Office of Student Life, University Recreation, Housing and Residential Programs.

Member of the University Community

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.

Official Academic Record

The term "official academic record" includes, but is 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.

Policy

The term "policy" is defined as the written regulations, standards, and/or rules of the University.

Preponderance of Evidence

The term "preponderance of evidence" is the standard of proof used by Student Conduct Hearing Officers and the Office of Student Affairs. 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.

Religious Holy Day

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.

Respondent

The term "respondent" refers to the party responding to the complaint or concern reported regarding their behavior or actions

Sponsorship and/or co-sponsorship

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.

Student

The term "student" includes all persons admitted to or enrolled in courses at the University, either full time or part time, pursuing undergraduate, graduate or professional studies, and/or those who attend postsecondary educational institutions other than Angelo State University and who reside in University residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students".

Student Conduct Officer

The term "student conduct officer" means a University designee authorized by the Director of Student Services, Executive Director of Student Affairs, and/or the Director of Housing and Residential Programs pursuant to the *Code of Student Conduct* to adjudicate alleged violations of the *Code of Student Conduct*.

Student Organization

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

University

The term "University" means Angelo State University.

University Judicial Committee

1. University Judicial Committee

   The composition of the University Judicial Committee consists of a pool of thirty (30) faculty, staff, and students. The Academic Integrity Committee will hear cases that involve academic integrity. In cases involving sexual misconduct, if the alleged victim does not want student representatives on the University Judicial Committee, student representatives will be removed. Students may also request that the committee only include faculty and staff in cases including sensitive content.

2. Committee Composition

   The University Judicial 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 one-year or two-year term by the Vice President for Student Afairs and Enrollment Management, in consultation with the Director of Student Services and approved by the University President. Committee members may be re-appointed for consecutive one-year terms.

3. Committee Appointments

   University Judicial Committee appointments will be made as follows:
   The chair will be the Vice President for Student Affairs and Enrollment Management. Ten (10) full-time student members will be appointed by the Director of Student Services, in consultation with the Director of Student Life, who will invite recommendations by the Student Government.

   Ten (10) full-time faculty members will be appointed by the Director of Student Services, in consultation with the Provost and Vice President for Academic Affairs who will invite recommendations by the Faculty Senate.

   Ten (10) full-time staff members will be appointed by the Director of Student Services, in consultation with the Vice President for Student Affairs and Enrollment Management who will invite recommendations by the Staff Senate.

4. Committee Removals

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

5. Committee Resource Person

   The committee chair or designee will serve as a non-voting resource person for the committee as well as being responsible for audio recording of the hearing.

6. Committee Meetings

The Office of Student Affairs 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.

7. 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 representative categories.

8. Committee Deliberation
   When deliberating a case, the committee will meet in closed session with only voting members and the resource person present. The committee deliberation will not be recorded.

9. Additional Committee Members
   The Director of Student Services or designee may appoint additional members of the University Judicial Committee to expedite the orderly disposition of cases and/or to aid in the administration of disciplinary action within the University. The additional members of the University Judicial Committee will have the same composition of membership, the same duties and the same authority as the original University Judicial Committee.

10. Committee Orientation & Training
    Prior to serving in a committee hearing, members of the University Judicial Committee will be required to participate in an orientation facilitated by the Office of Student Affairs.

University Official
The term "University official" includes any person employed by Angelo State University while performing assigned administrative or professional responsibilities.

University Premises
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).

The terms "shall" and "will" are used in the imperative sense and the term "may" is used in the permissive sense.

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 ~~Services~~ Affairs (~~Room 203B, Hardeman Building, (325) 942-2191~~Room 112 in the Houston Harte University Center, 325-942-2047) 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 prior to the absence and/or immediately upon returning to class regarding absences and to provide verification ~~afterwards~~. In regard to absences ~~during the week of final exams~~, the Office of Student ~~Services~~ Affairs ~~will~~may 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 ~~Services~~ Affairs 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~~assigned. 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 an ~~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, 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

1. 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.

2. 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.

3. 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 ~~becaue~~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 ~~is~~ 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 of the student may appeal the decision rendered at this level.

4. 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), as amended, 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, as amended, 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.~~

Parental Access to Student's Records

When a student reaches the age of 18 **or** is attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. Parents of Angelo State University students may not receive non-directory information unless the student creates a FERPA/Proxy Authorized User from their secure RamPort account.

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.

Angelo State University reserves the right to notify parents or guardians of students who are under 21 years of age and who are found responsible for an alcohol or drug violation.

Location of Student Records

Office of Academic Affairs

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

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 B309~~8~~
Department of Computer Science ..... MCS 205
Department of English and Modern Languages ..... A 010
Department of History ..... A 210
Department of Mathematics ~~and Computer Science~~ ..... MCS 220~~A~~
Department of Physics and Geosciences ..... VIN 114~~5~~
Department of Political Science and Philosophy ..... RAS 213
Department of Security Studies and Criminal Justice ..... HAR 202
Department of Visual and Performing Arts ..... CARR 138~~9~~

College of Business

Dean of the College of Business ..... RAS 262
Department of Accounting, Economics, and Finance ..... RAS 258
Department of Aerospace Studies ..... RAS 227
Department of Management and Marketing ..... RAS 212

College of Education

Dean of the College of Education ..... CARR 104
Department of Curriculum and Instruction ..... CARR 151~~4~~
Department of Teacher Education ..... CARR 145

College of Graduate Studies ..... AD 109

College of Health and Human Services

Dean of the College of Health and Human Services ..... VIN 175
Department of Kinesiology ..... CHP 107~~9~~
Department of Nursing and Rehabilitation Sciences ..... VIN 268~~164~~
Department of Psychology, Sociology and Social Work ..... A 204~~B~~

Administrative Staff

Athletic Director ..... Junell Center 226
(Academic, Athletic, and Health Records of Student Athletes)
Chief of University Police (Incident Reports and Police Investigations) ..... Reidy Bldg.
~~(Incident reports, police investigations)~~

Clinic Director (Medical Records) ..... University Clinic
Director of ~~Recruitment Services and~~ Admissions (Admissions Files)..... HAR ~~2~~101 ~~(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~~Director of Student Life (Student Organization Records) ..... UC 001
Director of Student Development (Veterans Administration Files)..... UC 113
Executive Director of Student ~~Life~~Affairs ..... UC ~~001~~112
(Discipline, Academic Integrity, and Disability Records)

UNIVERSITY POLICIES AND REGULATIONS

University policies, rules, and regulations relating to Angelo State University students are made with the view of protecting the best interests of the individual, the general welfare of the entire student body, and the educational objectives of the university.

Specific university policies, rules, and regulations governing student conduct adopted by the Board of Regents and the administration of Angelo State University are provided below. It is the responsibility of each student to become informed regarding these policies, rules, and regulations, and to abide by them at all times.

Alcoholic Beverage Regulation

This regulation applies to all individuals, including students, faculty, staff and visitors present on property owned, leased or otherwise under the control of Angelo State University. The possession or use of an alcoholic beverage, as that term is defined in the Texas Alcoholic Beverage Code, on property under the control of Angelo State University is prohibited except as expressly permitted by this regulation.

Areas in which the possession or use of alcoholic beverages is prohibited include but are not limited to, classrooms, laboratories, offices, lounges, stadiums, ~~and other~~ athletic and recreation 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 and the individual rooms in designated areas of Concho Hall provided all of the student residents of the individual apartment or room 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 ~~u~~University property leased or otherwise made available on a long-term basis to a firm or association. ~~However,~~

~~a~~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~~ policy 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 that it adversely affects the victim's education or creates an intimidating, hostile, abusive, or offensive educational environment ~~which~~ that interferes with the victim's ability to realize the intended benefits of the 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, 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 harassment consists of 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~~a) academic pursuits, (~~ii~~b) university employment, (~~iii~~c) participation in activities sponsored by the university or organizations related to the university, or (~~iv~~d) opportunities to benefit from other aspects of 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 innuendos 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 materials (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

The campus Title IX coordinator is the Executive Director of Student Affairs. Students complaining of discriminatory and sexual harassment should contact the ~~Title IX Coordinator, the~~ Executive Director of Student Affairs, ~~Office 113 in the Center for Human Performance, (325) 942-2034~~Room 112 of the Houston Harte University Center, (325) 942-2047. Students complaining of discriminatory and sexual harassment in their employment capacity should contact the Angelo State University Office of Human Resources, 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, http://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 harassment 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~~may offer students confidentiality, sharing options and advice without any obligation to tell anyone unless the student ~~wants it~~so desires, except should the resource fear for ~~your~~ the student's safety~~,~~ or the safety of others. If ~~one~~ the student desires that details of the incident be kept confidential, ~~they~~ the student should speak with the ~~Student Counseling Center, Student Health Services~~University Health Clinic and Counseling Services or an off-campus mental health or crisis resource. ~~In addition~~Additionally, students may speak to on-campus 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 Director of Human Resources.

G. Dissemination of Discriminatory and Sexual Harassment Information

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

H. Discrimination and Harassment 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 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. These procedures are entirely administrative in nature and are not considered legal proceedings. 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/or 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 not practical, 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.

7. A student may also consult with the Director of Student Services to determine if he/she wishes to file a formal grievance. Students wishing to file a grievance should complete the grievance form. Although the Director of Student Services will undertake no official action on behalf of the student without a filed, signed complaint, the Director 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.

8. A student having a grievance should submit a completed grievance form to the Director of Student Services website within five (5) University business days from the date of the action giving rise to the grievance or within five (5) University business days of the conclusion of informal attempts to resolve the situation. Determination as to whether complaints filed after this deadline should be reviewed will be considered on a case-by-case basis.

9. 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.

10. Any changes to the grievance must be in writing.

11. If the grievance involves the Director of Student Services, the grievance should be presented to the Executive Director of Student Affairs.

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

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

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

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

16. In the event of a finding of a violation of University policy or other violation of the law, 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.

17. Either the complainant or the accused may request a reconsideration of the case if any of the following occurs:
    a. A procedural error occurred that significantly impacted the outcomes;
    b. A substantive error that significantly impacted the outcomes;
    c. 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;
    d. The disciplinary sanctions imposed are substantially disproportionate to the severity of the violation.

18. The appeal should be submitted in writing to the Executive Director of Student Affairs within ten (10) University business days of the receipt of the final written determination. The resolution of the appeal will rest with the Executive Director of Student Affairs, and the decision is final.

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

20. 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 Director of Student Services. Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place, the student should contact the Director of Student Services and/or file a grievance for retaliation.

21. If the investigator finds no evidence of a violation of the *Code of Student Conduct* during the investigation, a hearing will not be held.

22. Refusal of a student to participate in the hearing process, even under the advice of counsel, will not constitute "new evidence" under the appeal clause.

I. Non-Academic~~General~~ Student Grievance ~~Policy~~Procedures

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.

1. **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 Discrimination and Harassment Grievances and Investigations ~~Grievance Procedures and Investigations~~. Students complaining of discrimination in their employment capacity should proceed directly to the Angelo State University Office of Human Resources, East Office Annex, (325) 942-2168.

2. **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 ~~i~~Investigator for Students is the Director of Student Services~~, , Room 203B, Hardeman Building, (325) 942-2191~~Room 112 in the Houston Harte University Center, (325) 942-2047. Students with concerns about sexual harassment in the educational environment should review the Student Handbook sections on the Anti-Discrimination Policy and Discrimination and Harassment Grievances and Investigations ~~Grievance Procedures and Investigations~~. Students complaining of sexual harassment in their employment capacity should proceed directly to the Office of Human Resources ~~Office~~, East ~~Office~~ Annex, (325) 942-2168.

3. **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 Discrimination and Harassment Grievances and Investigations~~Grievance Procedures and Investigations~~. ~~-~~The grievance process would include the Director of Student Services. Any students seeking remedy on the basis of a disability must register as a disabled student with Office of Student ~~Services~~ Affairs 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 ~~Services~~ Affairs may appeal the decision to the Executive Director of Student Affairs, ~~Office 113, Center for Human Performance~~Room 112 in the Houston Harte University Center, (325) 942-2047.

4. **Employment**
A student ~~wishing~~ who wishes 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, East Office Annex, (325) 942-2168.

5. **Parking Citations**
Students may appeal a campus parking citation by downloading the appropriate form from the Parking Services website located at angelo.edu/services/parking_services/. Parking rules and regulations may be accessed from the Parking Services website at angelo.edu/services/parking_services

~~**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 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 Director of Student Services to determine if he/she wishes to file a formal grievance. Although the Director of Student Services will undertake no official action on behalf of the student without a signed complaint filed with the office, the Director of Student 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 Director of Student 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 Director of Student Services, the grievance should be presented to the Office of Human Resources.~~

~~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;~~

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

6. After the investigation is complete, the Director of Student 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 and the decision is final.

9. Any disciplinary action taken in connection with a grievance filed will be reported in writing to the Director of Student 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 Director of Student Services. Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place the student shoufld contact the Director of Student 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 Affairs.

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

1. **Introduction**

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.

2. **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. These 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 that can make policy recommendations for ultimate approval by the university administration.

3. **Electronic Mail (e-mail)**

E-mail, like postal mail, is not a public forum but serves as 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 This 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.

4. **Emergency Notification System (ASUAlert)**

a. **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

b. The system will only be used only for emergencies such as:

- Campus closings or delays

- Building emergencies
- Potential life-threatening situations
- Extreme weather conditions

c. Individuals desiring to receive **ASUAlert** messages must register for this service. There is no university-assessed fee for **ASUAlert**.

d. 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."

5. **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 Affairs

Freedom of Expression Activities

1. Authority

The Regents' Rules state, "no individual shall be denied the right to speak within the physical confines of the TTU system on the basis of the views sought to be expressed by the speaker." Each component institution has been charged with developing operating policies to place reasonable restrictions regarding time, place, and manner for on-campus speech.

2. General Statement

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.

3. Freedom of Speech Activities

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.

~~3.~~4. Free Speech Area

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 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 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 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 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.

Any demonstration materials used by students or other groups participating in free speech activities must be held and may not be left beyond the time of the demonstration.

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 to or the egress from buildings;

d. The space is not available ~~due to~~because of a prior reservation;

e. The activity conflicts with a previously planned university activity;

f. The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the university;

g. The activity presents an unreasonable danger to the health or safety of the participant(s) or other individuals;

h. The activity is prohibited by local, state, or federal law; or

~~c.~~i. 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:

a. Activities that are illegal;

b. Activities that deny the rights of other students, faculty and staff of Angelo State University;

c. Activities that substantially obstruct or restrict the free movement of persons on any part of the university campus, including the free entry or exit from university facilities;

d. Activities that deny the use of offices or other facilities by students, faculty, staff, or guests of Angelo State University;

e. Activities that threaten or endanger the health or safety of any person on the university campus;

f. Activities that include the use of obscenities, libelous statements, or "fighting words," as defined by law;

g. Activities that result in damage to or destruction of university property; and

~~a.~~h. 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~~.

a. The ASU OneCard is the property of the University.
b. Students shall not allow their ASU OneCard to be used by other persons. ~~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.~~
c. Students shall not alter their ASU OneCard in any way.
d. On request, students must present their ASU OneCard to any member of the University faculty, staff, administration, or police.

e. A student may be required to pay a replacement charge for lost, stolen, or damaged ASU OneCards.

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~~ o~~f~~r others, and the direct threat cannot be eliminated or reduced to an acceptable level through the provision of reasonable accommodations where required, ~~the~~a 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 Director of Student 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 Director of Student Services or designee will review the information presented in the notice ~~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. The Director of Student Services or designee will notify the student of the concern.

d~~c~~. ~~If it is determined that there is credible evidence to believe that a direct threat may exist,~~ Tthe Director of Student Services will ~~immediately schedule~~ request 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~~ scheduled within ~~two~~five (5) 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 Director of Student 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.

e. 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 Affairs 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.

f. ~~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~~Temporary Suspensions

During the involuntary withdrawal process, if the Director of Student Services or designee 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 or an overt disruption of the campus community has occurred ~~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 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 ~~or other disciplinary action~~. During ~~an interim~~ a temporary suspension, the student may not attend classes, use university ~~facilities~~services and/or resources (except those expressly permitted by the Director of Student Services or designee), and may not be on campus until the proceedings have been ~~concluded~~resolved. If the student needs to return to campus, the visit must be coordinated through the Director of Student 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~~knowledge, using current medical knowledge, or 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 medical and other professionals performing the assessment.

c. Within ~~two~~ five (5) university business days from the initial meeting~~,~~ with the student or five (5) university business days from the date of notice regarding the meeting, the student will be scheduled for an assessment with a medical doctor, ~~from the University Clinic and~~ a licensed counseling or clinical psychologist, and other professionals as appropriate. If appropriate, this assessment would include a counselor from ~~the~~ Student Counseling ~~Center~~Services.

d. The student may provide information from other medical professionals as part of the assessment.

~~d.~~e. If a student elects not to participate in this assessment, the process will continue with the information that is otherwise available to consider.

~~e.~~f. 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~~Involuntary Withdrawal Committee

a. The assessment report will be forwarded to the ~~Director of Student Services~~Involuntary Withdrawal Committee for review. ~~who will convene a hearing with the student and the evaluators to review the report and its findings.~~

b. The Involuntary Withdrawal Committee is comprised of the following voting members: the student's Academic Dean, Director of Student Counseling Services, the appropriate representative from the Student Health Clinic, the Director of Student Development, and the Director of Student Services. If the student resides in campus housing, the Director of Housing and Residential Programs will also serve as a voting member of the committee. The Director of Student Services will chair the committee. A non-voting resource person may be assigned from the Vice President for Student Affairs and Enrollment Management to present information and assist the committee. The Involuntary 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.

~~b.~~c. The hearing will be scheduled by the Director of Student Services within five (5)~~two~~ ~~u~~University business days of the completion ~~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~~ Director of Student Services 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.

~~c.~~d. Following the hearing, the Involuntary Withdrawal Committee will recommend ~~Director of Student 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 as defined by the Involuntary Withdrawal Committee; or
- The student should be involuntarily withdrawn from the university upon a specific date.

Review of the Committee Recommendation
The Director of Student Services will notify the student in writing of the decision within five (5) University business days.

Appeals Procedures

The student may appeal the decision of the ~~Director of Student Services~~ Involuntary Withdrawal Committee by submitting a written appeal to the Executive Director of Student Affairs within ~~two (2)~~five (5) university business days. The student will be notified in writing of the final decision within ~~two (2)~~ five (5) ~~u~~University ~~working~~business 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 Director of 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 prorated 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 at the direction of the Director of Student Services, limiting any subsequent registration until approval is given by the Director of 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 Director of Student 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. The d~~D~~ocumentation shall be presented to the Involuntary Withdrawal Committee for recommendation to the Director of Student Services. ~~and~~ A~~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 Affairs-. Nothing may be painted on the sidewalks or on the walls of university buildings.

Posting Rules and Regulations

1. Scope

This policy applies to all Angelo State University students, faculty, staff, and their registered campus organizations that are directly associated with Angelo State University programs and activities. Section 3, items e, f, g, are not applicable to Administrative units, academic departments, and the Student Body elections. ASU does not allow any outside postings or solicitation of any kind. However, students may be required to provide verification of current student status upon request.

2. Definitions

For the purposes of this policy, the terms "sign" and "signs" shall include, but are not limited to, billboards, decals, notices, table tents, flyers, placards, posters, banners, and hand-held signs. "Posting" shall refer to any means used to display one or more signs.

3. Procedural Regulations

a. Individuals and campus organizations have and assume full responsibility and liability for the signs which they post, and should realize that legal action against persons or members of groups who participate in defamatory action, intentional infliction of emotional distress, or such other causes recognized and allowed by law may be possible.
b. No object, other than a sign, may be posted on university property unless approved in writing by the Executive Director of Student Affairs.
c. Posters, signs, and announcements may be displayed only on University announcement bulletin boards and approved digital signage designated specifically for use by students and registered student organizations. The University announcement bulletin boards may be used only by students, faculty, staff, and their registered campus organizations. Posting must be conducted in compliance with this policy and university guidelines regarding the reasonable time, place, and manner in which signs may be posted.
d. Posters, signs, and announcements shall not exceed a maximum size of 18" x 24".
e. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs;
f. Posters, signs, and announcements shall not promote unauthorized sponsorship by Angelo State University.
g. Posters, signs, and announcements shall not violate any local, state, or federal law.
h. Posting in university buildings is permitted in designated areas approved for that purpose. All bulletin boards in the university buildings that are under the jurisdiction of a department, college, or administrative office that maintains them are for departmental use only. Only one sign of a particular announcement may be posted on an individual bulletin board/posting area. A current list of posting areas and those in charge of bulletin boards is available at the University Center Information Desk.
i. The individual or campus organization wishing to post a sign must submit two copies of the sign to be posted to the University Center Program Office at least twenty-four (24) hours in advance of the proposed posting. Weekends and holidays shall not be included in the calculation of the 24-hour period. The proposed sign will be checked for compliance with this policy.
j. Each sign to be posted must contain the following information on the front of the sign:

1. The name of the individual or organization responsible for posting the sign. The name of the individual or organization must be fully spelled out in print which must be at least ¼" in height. Organizations must also include the name of an individual who is the authorized representative of the organization; and
2. The legible signature of the individual or the authorized representative.

k. The current address and telephone number at which the individual or authorized representative may be contacted, or where comments or informational requests can be sent, must be filed with the University Center Program Office personnel when a sign is posted.

l. All signs to be posted on university property must be stamped and dated by staff personnel at the University Center Program Office. Signs complying with this policy will be stamped and dated in the lower right-hand corner by the University Center Program Office personnel and will be available for pickup by the responsible party within twenty-four (24) hours of their receipt. Weekends and holidays shall not be included in the calculation of the 24-hour period (one full business day). The party responsible for posting the sign shall bear the responsibility of picking up the stamped/dated sign from the University Center Program Office.

m. Signs may be posted for a maximum of fourteen (14) days. The signs must be removed no later than the stamped removal date by the person responsible for posting the sign. Signs relating to a particular event must be taken down by 5:00 p.m., on the next class day after the event. The person or organization shall clean and remove any litter that results from the posting of the signs. In the event that such persons or organizations fail to abide by this provision of the posting policy, the University Center Program Office staff shall be authorized to remove the sign(s). A first-degree penalty letter will be sent out. See section 6. Penalties.

n. Signs to be posted out of doors may be displayed at one or more of the official posting areas designated by the university. Only one sign regarding a particular announcement may be posted at each outdoor posting are.

o. No individual may remove a sign posted in accordance with these rules without the authorization of the Student Life Office, University Center Program Office, or the individual or organization posting the sign.

p. Posting of signs may be prohibited for failure to follow the reasonable time, place, and manner restrictions included in the posting guidelines. See section 6. Penalties.

q. Printed materials may not be placed on vehicles parked in University parking lots or on vehicles in motion without permission of the vehicle owners.

r. Use of the Angelo State University campus that results in the need to utilize University personnel for litter collection, crowd control, repair/replacement of University property, etc., may necessitate repayment to the University by the responsible party.

s. Students may be required to provide verification of current student status upon request.

~~a.~~4. Violent or Obscene Speech

The four (4) exceptions to speech (expression which may be restricted) are: Violence, Obscenity, Defamation, and Commercial Speech.

a. Posting of signs may be prohibited based upon written or graphic expressions which are an incitement to imminent lawlessness. The university will give careful consideration to the actual circumstances surrounding such expression, and a decision to refuse posting will only occur if it appears that such provocation causes an immediate likelihood of violence or illegal acts.

b. Posting of signs may be prohibited based upon "fighting words" expressions. "Fighting words" are similar expressions of imminent lawlessness, except they are addressed to

individuals on a personal scale. Careful consideration must be given to the actual circumstances surrounding each expression.

c. Posting of signs may be prohibited based upon obscenity. In determining what constitutes obscene material, a three-part test applies:
   a. The average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest in sex;
   b. The work depicts or describes in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
   c. The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

d. The Executive Director of Student Affairs is responsible for determining that sign content meets the established regulation. Before a decisions is reached on whether to prohibit posting based on any of the above grounds, the Executive Director of Student Affairs shall meet with the student(s), faculty, staff, or organization representative(s) involved and allow for input and discussion. Procedures for prohibiting the posting of signs are as follows:
   a. The Executive Director of Student Affairs may contact the System Attorney for advice and shall obtain approval to proceed with the prohibition from the president of the university or his/her designated representative. The decision to proceed with prohibition must be made within seventy-two (72) hours from the time of the meeting between the student(s), faculty, staff, or organization representative(s) and the Executive Director of Student Affairs. Weekends and holidays are not included in the calculation of the 72-hour period.
   b. Upon deciding to proceed with this prohibition, an appointment will be made and a written notice must be given to the individual or organization involved. Such notice shall include a copy of this policy and shall cite the specific section that the university believes has been violated.
   c. The prohibition on the posting of the sign in question shall continue unless a court of proper jurisdiction overrides the prohibition.

5. Other Regulations
   a. Anyone who violates this policy may be disciplined pursuant to the Texas Tech University System, Rules and Regulations, and university policies.
   b. Signs posted pursuant to this policy which interfere with the free and unimpeded flow of pedestrian or vehicular traffic can be removed by the university.
   c. Signs posted pursuant to this policy which materially disrupt or interfere with the normal activities of the university can be removed by the university.

6. Penalties
   a. First offense: A letter will be submitted to the organization's Advisor and President, informing them of the infraction. For each offense, a letter will be put in the organization's official file in the Student Life Office.
   b. Second offense: The University Center Program Office has the right to cancel the organization's posting privileges for 30 class days.
   c. Third offence: The University Center Program Office has the right to cancel the organization's posting privileges for 90 class days.
   d. Fourth offense: The University Center Program Office has the right to cancel the organization's posting privileges for 1 (one) calendar year from the last infraction.

Helpful Reminders About Posting

1. A number of university buildings have general use bulletin boards for student posting. Designated departmental bulletin boards may not be used without approval from the appropriate department head.

2. Outdoor posting boards are located at Roscoe's Den facility and along the exterior wall of the University Center, facing the Porter Henderson Library.
3. All of the residence hall supervisors and apartment managers have a box located in the Mayer Administration Building marked "Housing and Residential Programs". Flyers or information for residence halls' bulletin boards should be placed in this box and the supervisors and managers will post them in the respective buildings.
4. Specific sections of the general posting policy do not apply to administrative units, academic departments and to Student Body elections which are governed by the Student Election Code.

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 may enter units 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~~ or 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~~occurring, 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 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 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 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 Office of Student ~~Life~~ Affairs~~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. At this time the faculty member will report the finding to the Director of Student Services even if a penalty was not issued. The faculty member will ~~but must~~ notify the student of the academic dishonesty finding and of any penalties issued and 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 Director of Student Services. The student may appeal the decision of the department chair to the Academic Integrity Committee. The student or faculty member then has the right to appeal to the Academic Integrity Committee.

      Additionally, penalties for students with one or more reported violations of academic dishonesty will be assessed by the academic dean of the student's major. The academic dean will meet with the student to discuss all academic dishonesty cases and associated penalties assigned. The student may appeal the decision of the academic dean to the Academic Integrity Committee.

      Appeals to the Academic Integrity Committee ~~The appeal~~ must be within five (5) University business days ~~,~~ of the issuance of a penalty, 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 Provost and Vice President for ~~Student~~ Academic Affairs ~~and Enrollment Management~~. After reviewing the available information and recommendations, the Provost and Vice President for ~~Student~~Academic Affairs ~~and Enrollment Management~~ will notify both parties of his/her decision. The decision of the Provost and Vice President for ~~Student~~ Academic 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 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 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 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 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 Angelo State University~~SU~~ 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:~~

~~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.~~

~~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 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.~~
~~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.~~

~~3. Academic Dishonesty~~

~~See "University Honor Code" in this Student Handbook.~~

~~4. Firearms, Weapons, and Explosives~~

~~a. Unauthorized use or possession of ammunition, firearms, illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on university property including, but not limited to, handguns, firearms, ammunition, pellet guns, paintball guns, or bb guns.~~

~~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.

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.
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.

7. Actions Against Members of the University Community and Others

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.
Intentional or reckless conduct which endangers the health or safety of self or others.
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. 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 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 reisk 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 implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating hostile, or demeaning environment for an individual's:
   i. Academic pursuits;
   ii. University employment;
   iii. Participation in activities sponsored by the university or organizations, groups related to the university; or
   iv. Opportunities to benefit from other aspects of university life

9.

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. 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. 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. 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.

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.

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 the 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.

12. False Alarms for Terroristic Threats

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.

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.

13. Financial Irresponsibility

Failure to meet financial obligations to the university.

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.

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.

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.

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. 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 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:

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.

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 Angelo State 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, and/or Local Law, and/or ASU Policy

Misconduct which may constitute a violation of federal, state, and/or 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
1. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.
2. Disruption or interference with the orderly conduct of a disciplinary proceeding.
3. Filing an allegation known to be without merit or cause.
4. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.
5. Influencing or attempting to influence another person to commit an abuse of the discipline system.

~~6. Threatening or attempting to threaten another person to commit an abuse of the discipline system.~~
~~7. 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~~
~~1. 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.~~
~~2. Falsification, distortion, or misrepresentation of information in disciplinary proceedings.~~
~~3. Disruption or interference with the orderly conduct of a disciplinary proceeding.~~
~~4. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.~~
~~5. 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.~~
~~6. 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.~~

CODE OF STUDENT CONDUCT

The *Code of Student Conduct* outlines behavioral standards developed by the University community for students and student organizations and the related procedures for addressing misconduct. Students and student organizations are responsible for actions that constitute misconduct and violate the *Code of Student Conduct*. Any student or student organization found responsible for misconduct may be subject to conduct sanction(s), condition(s), and/or restriction(s).

The *Code of Student Conduct* and related processes educate students about their rights and responsibilities while promoting holistic development, self-worth, and mutual respect for all members of the University community. Freedom of discussion, inquiry and expression is also fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

A. Disciplinary Authority

The authority to enact and enforce regulations of the University is vested in the Board of Regents. The responsibility for enforcing the regulations and imposing penalties is delegated to the Chancellor and/or President of the University and any University officials the President designates. The Vice President for Student Affairs and Enrollment Management, the Executive Director of Student Affairs, the Director of Student Services, and the Director of Housing and Residential Programs are the principal agencies for the administration of student conduct as designated by the President.

1. Jurisdiction

The University community has developed standards of behavior pertaining to students and to student organizations. Students and registered student organizations are subject to conduct action according to the provisions of the *Code of Student Conduct.* The University respects the rights and responsibilities of students and will consider each violation of University policy and each violation of federal, state and/or local law on a "case-by-case" basis and will further attempt to initially use educational options and subsequent intervention and/or prevention options to assist students.

The *Code of Student Conduct* applies to behaviors that take place on University premises, at University-sponsored activities and events, and may apply to off-campus behavior when the Executive Director of Student Affairs or Director of Student Services determines that the off-campus conduct affects a substantial University interest, such as situations where a student's conduct may present a danger or threat to the health or safety of him/herself or others; situations that infringe on the rights of other students; situations causing significant disruption to the educational community or detrimental to the educational mission of the University. Proceedings under the *Code of Student Conduct* may be carried out prior to, independent of, concurrent with or following civil or criminal proceedings.

2. Timelines

It is recommended that reports of alleged violations of the *Code of Student Conduct* should be received by the Office of Student Affairs within ten (10) University business days of the alleged incident to initiate conduct procedures. There is no time limit on reporting violations; however, the longer someone waits to report an offense, the more difficult it becomes to obtain information and evidence regarding the incidents.

Incidents should be resolved, including appeal, within sixty (60) days of notice regarding the incident. This timeline may vary depending on the availability of students to participate in the process, availability of evidence, and other delays.

3. Notice

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 officially assigned Angelo State University email address, 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 conduct proceedings from being carried out. After proper notice has been given to the student, the Student Conduct Officer or designee may proceed with the review process and may issue a failure to comply code violation against the student.

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 ramport.angelo.edu.

4. Standards of Evidence

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.

B. Misconduct

1. Academic Dishonesty

See "University Honor Code" in this Handbook.

2. Actions Against Members of the University Community and Others

a. Disruptive and/or Obstructive Conduct

Intentional or reckless behavior that disrupts the normal operation of the University, its students, faculty and/or staff, including, but not limited to the disruption or obstruction of:

i. Teaching
ii. Research
iii. Administration
iv. Free flow of pedestrian or vehicular traffic on University premises
v. Academic mission or pursuits
vi. Residential communities
vii. Social activities

b. Harmful, Threatening, or Endangering Conduct

Intentional or reckless behavior that harms, threatens, or endangers the physical or emotional health or safety of self or others, including, but not limited to acts such as:

i. Physical or verbal abuse or assault as defined in the Texas Penal Code
ii. Threats
    a. Written or verbal acts that would cause significant distress or fear in a reasonable person or that a reasonable person would interpret as a serious expression of a threat or intent to inflict bodily harm upon specific individuals or groups of individuals.
iii. Intimidation
    a. An implied threat or act that causes a reasonable fear of bodily harm in another.
iv. Intimate partner / relationship violence
    a. Violence or abuse, verbal or physical, by a person in an intimate relationship with another.
v. Bullying / cyber bullying
    a. Repeated or severe aggressive behaviors that intimidate or intentionally harm or control another person physically.
    b.Severe, pervasive, and objectively offensive behaviors that intimidate or intentionally harm or control another person emotionally.
vi. Stalking
    a. Behavior 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.

c. Sexual Misconduct

Nonconsensual conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with the student's educational experience.

1. Sexual Harassment

Unwelcome verbal, written or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with the student's educational experience.

2. Nonconsensual Sexual Contact
   Intentional sexual touching, however slight and with any object or part of one's body, of another's private areas without consent. Private area includes butt, breasts, mouth, genitals, groin area, or other bodily orifice.
3. Nonconsensual Sexual Intercourse
   Sexual penetration or intercourse, however slight and with any object, without consent. Penetration can be oral, anal, or vaginal.
4. Sexual Exploitation
   Taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit. Harassing behavior that includes, but is not limited to, invasion of sexual privacy, sexual voyeurism, recording another person engaged in a sexual act or other private activity, inducing another to expose his/her genitals or private areas, prostituting another student, and engaging in sexual activity while knowingly infected with an STD.

c. Hazing
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:

1. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.
2. Any type of physical 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, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics.
3. 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.
4. 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 the University, or may reasonably be expected to cause a student to leave the organization or the University rather than submit to acts described above.
5. Any activity in which a person solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to the Office of Student Affairs.
6. 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.

d. Discriminatory Harassment
Conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, or other protected categories, classes, or characteristics that is sufficiently severe, persistent, or pervasive that it adversely affects the victim's education or creates an intimidating, hostile, abusive or offensive educational environment which interferes with the student's ability to realize the intended benefits of the University's resources and opportunities.

e. Retaliation
Intentional, adverse action taken, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a conduct process, grievance process, or other protected activity.

NOTE: Actions involving free expression activities are covered in the Student Handbook.

3. Alcoholic Beverages

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

4. Narcotics or Drugs

a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to another person, synthetic cannabinoids, chemical compound or other controlled substance, except in accordance with federal, state, local law, and/or Angelo State University policy.
b. Possession of drug-related paraphernalia, except in accordance with federal, state, local law, and/or Angelo State University policy.
c. Being under the influence of narcotics, drugs, medicine prescribed another person, synthetic cannabinoids, chemical compound or other controlled substance, except in accordance with federal, state, local law, and/or Angelo State University policy.

5. Firearms, Weapons and Explosives

Use or possession of any items used as weapons, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, BB guns, knives, or explosive or noxious materials on University premises except in accordance with federal, state, local law, and/or Angelo State University policy.

NOTE: See the Angelo State University Residence Hall Handbook for specific approved devices allowed in the residence halls.

6. 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 or 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 that results, or could result, in personal injury or property damage of University premises.

7. 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 (as defined by the State of Texas Health and Safety Code, Section 365.011.6) 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, 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.
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.

8. Gambling, Wagering, Gaming and/or Bookmaking

Gambling, wagering, gaming and bookmaking as defined by federal, state, local laws, and/or Angelo State University policy are prohibited on University premises involving the use of University equipment or services.

9. 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 University premises.

10. 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 that suggests sponsorship and/or recognition by the University.

11. Failure to Comply

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

b. Failure to present student identification on request or identify oneself to any University official acting in the performance of his or her other duties.

12. Abuse, Misuse or Theft of University Information Resources

Unauthorized use of 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 University information, and associated personnel, including consultants and contractors, regardless of whether the personnel are employed by the University or retained as independent contractors. Usage of Angelo State University 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, OP 44.00, University Operating and Security Policies, and other applicable laws. Abuse, misuse, or theft of University information resources includes, but is not limited to the following:

a. Unauthorized use of University information resources including, but not limited to, private information and passwords, including the unauthorized sharing of private Information or passwords with individuals who otherwise have no authority to access University information resources.

b. Use of 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 belonging to the University, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).

c. Using University information resources to violate Section B.2. **Actions Against Members of the University Community or Others**.

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

e. Attempted or actual use of Angelo State University information resources for unauthorized political or commercial purposes, or for personal gain.

f. Access, creation, storage, or transmission of material deemed obscene (as defined by Chapter 43 of the State of Texas Penal Code on Public Indecency or other applicable laws). Exceptions may be made for academic research where this aspect of the research has the written consent of the Department Head. Discovery of obscene material, including child pornography, on any Angelo State University information resource must be reported to the Information Security Office or Chief Information Officer immediately.

g. Attempted or actual destruction, disruption or modification of programs, records or data belonging to or licensed by the University or another user or destruction of the

integrity of computer-based information using Angelo State University information resources.

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

i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails, electronic communications including, but not limited to, e-mails and text messages to parties with whom the sender has no existing business, professional or personal acquaintance) using Angelo State University information resources.

13. Providing False Information or Misuse of Records

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

14. Skateboards, Rollerblades, Scooters, Bicycles or Similar Modes of Transportation

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

NOTE: Refer to University Parking Services Regulations at http://www.angelo.edu/services/parking_services

15. 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

a. University Parking Services
b. University Student Housing
c. University Recreation (UREC)
d. Texas Tech University System Board of Regents' Rules
e. Angelo State University Operating Policies and Procedures
f. Community Policies of the University listed in this handbook

16. Violation of Federal, State, Local Law

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 will not, in and of itself, serve as evidence in a University conduct proceeding.

17. 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 the conduct process.
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. Influencing or attempting to influence another person to commit an abuse of the discipline system.
h. 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.

C. Reporting Allegations of Misconduct

1. To file an allegation(s) of misconduct against a student(s) or student organization(s), individuals should complete an online incident report form. The written allegation should describe the action or behavior in question. Individuals may also file a report in person at the Office of Student Affairs, located in suite 112 of the Houston Harte University Center. Staff are also available in the Office of Student Affairs to take initial reports of allegations and assist with conduct processes. The Office of Student Affairs also regularly reviews reports submitted from Housing and Residential Programs and the Angelo State University Police Department.
2. Amnesty Provisions
   a. The Office of Student Conduct will attempt to provide educational options in lieu of conduct proceedings for
      1. Victims who may be hesitant to report incident(s) because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident.
      2. Students who offer assistance to others by calling law enforcement or medical personnel will not be charged with alcohol and drug violations 3a, 3b, 4a, 4b, and 4c.
      3. Students who report serious violations but may be hesitant to report because they are engaged in minor violations.
      4. Students who bring their own use, addiction, or dependency to alcohol, drugs, or other addictions to the attention of the university prior to any conduct incidents or reports.
   b. Abuse of amnesty provisions can result in a violation of the Code of Student Conduct.
   c. Amnesty does not preclude students from being charged with violations including actions against members of the university community.
   d. Amnesty does not preclude students from being required to meet with University staff and to participate in conditions such as counseling.

D. ~~CAMPUS DISCIPLINARY~~CONDUCT 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 submit a report in person at the office of the Office of Student ServicesAffairs, located in room 203B of the Hardeman Student Services BuildingSuite 112 of the Houston Harte University Center. Reports may also be submitted online at https://publicdocs.maxient.com/reportingform.php?AngeloStateUniv&layout id=1.

The written allegation should describe the action or behavior in question. The Office of Student Services Affairs 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 Affairs within twenty (20)ten (10) university workingbusiness days of the alleged incident to initiate disciplinary procedures. Filings that are submitted after more than twenty (20)10 university workingbusiness days to the Office of Student Services Affairs 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 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 pPre-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 workingbusiness 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).

      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 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 business 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 or registered student organization or student organization representative 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 pPre-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 or responsible or not responsible, 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 business 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 8 (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 workingbusiness 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 pPre-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 pPre-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 advisesd the student of the source and content at least five (5) university workingbusiness days prior to the committee hearing. However, failure of a student(s) to attend the pPre-hearing meeting does not prevent the University Judicial Committee from proceeding, including calling witness and introducing documents and supporting materials. Likewise, during the pPre-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 workingbusiness 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.

d. 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 Director of Student Services. In regard to removal of the student, the Office Director of Student Services will investigate the alleged misconduct and will follow the judicial process in regard to adjudication of the alleged misconduct

e. 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 business 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 workingbusiness days. In the event the allegation involves Section 8 allegations, the complainant will also be notified of the committee's decision.~~

f. ~~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.~~

g. ~~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.~~

h. ~~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 Affairs 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 Affairs 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 workingbusiness 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 Affairs and the Angelo State University Police Department.

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 additional 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 of the parents/guardians of dependent students under the age of 21.

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 ServicesStudent Conduct Officer 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 Student Code of 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 Director of Student Services. In such cases, the Office Director 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 executive 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** Affairs **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 student(s) 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.**~~

1. **Initial Inquiry**

Upon notice of an alleged violation of the *Code of Student Conduct*, the Executive Director of Student Affairs or the Director of Student Services will appoint a student conduct officer/ investigator to review allegations of misconduct. The student conduct officer/investigator will inquire, gather and review information about the reported student misconduct and will evaluate the accuracy, credibility, and sufficiency of the information. Incidents will not be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or complainant statement. If it is determined that the information reported does not warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question. Unsupported allegations with no credible information will not be forwarded to a hearing.

When an initial report of misconduct by a third party does not identify the victim or the victim is not available, the investigator will investigate the reported incident to fullest extent of the information available.

When a Complainant is identified but is reluctant to participate in the investigative process and/or the student conduct process entirely, the University will make every attempt to follow the wishes of the complainant while weighing the interests of the campus community and the possibility of a continuing threat. If the Complainant does not want to participate in the investigative process but has no aversion to the university pursuing conduct action with respect to the named Respondent, the University will proceed with the student conduct process to the extent of the information available. If the Complainant does not want the university to pursue the report in any respect, the University will investigate further only if there is reason to believe that a significant continuing threat to the campus community exists.

2. **Remedies & Resources**

a. Remedies

The University will take immediate action to eliminate hostile environments, prevent reoccurrence and address any effects on the victim and community. This includes immediate steps to protect complainants even before the final outcome

of the investigations, including prohibiting the respondent from having any contact with the Complainant. These steps will attempt to minimize the burden on the Complainant while respecting due process rights of the respondent.

Remedies for students may include, but are not limited to counseling services, victim's advocate assistance, modifications to on-campus housing, modifications to parking permissions, and modifications to academic schedule. Remedies will be evaluated on a case-by-case basis.

b. No Contact Orders

When initial inquiry indicates persistent and potentially escalating conflict between two members of the university community, a No Contact Order may be issued as a remedial, non-punitive deterrent to further conflict or situational complication. A No Contact Order will be issued by the Office of Student Affairs or the Director of Housing and Residential Programs via the student's official Angelo State University email. The notice serves as an official directive that the student(s) have no contact with the other listed parties. Contact cannot occur in person, by telephone, email, text message or other electronic means of communication, or through a third party (other than an attorney). Should contact need to occur, the student should coordinate with the Office of Student Affairs or Office of Housing and Residential Programs.

This notice may also come with other information related to changes in class schedule or other restrictions to facilitate the No Contact Order. Failure to comply with the no contact order is considered retaliation and will result in disciplinary action, including possible suspension or expulsion. Violations of no contact orders may also result in immediate temporary suspension during the completion of the conduct process. The term of a No Contact Order is indefinite, unless otherwise stated in the Order.

c. Resources

Angelo State University has a variety of resources to assist students involved in conduct processes or experiencing concerns related to other student conduct. Resources include, but are not limited to, assistance in reporting criminal behavior to the Angelo State University Police Department or San Angelo Police Department, counseling services, medical assistance, academic support referrals, and other support services.

3. **Notice**

A student will be given notice of his or her involvement in an alleged violation of the *Code of Student Conduct* by receipt of a "Notice of Involvement/Need to Talk" Letter. When preliminary information indicates that certain, identifiable student(s) are associated with the reported incident, those student(s) will be asked to meet with a student conduct officer/investigator.

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 to prevent further registration and transcript receipt. The administrative hold will remain until such time as the student conduct officer/investigator receives an appropriate response.

Failure to comply with or respond to a notice issued as part of conduct 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 may result in additional alleged violations and result in a charge of Failure to Comply.

4. **Interim Actions**

a. Temporary Suspension – Students

A student may be temporarily suspended pending completion of the conduct procedures if, in the judgment of the Executive Director of Student Affairs, or on recommendation of a Student Conduct Officer/Investigator, 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 could 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 conduct procedures to address the disruptive behavior within five (5) University business days from the date of temporary suspension.

Upon immediate temporary suspension, the student may no longer attend classes, use University services and/or resources, and is not allowed to be on campus until the conduct proceedings have been concluded. Any instances whereby the student should need to return to campus must be coordinated through the Office of Student Affairs and the Angelo State University Police Department.

Conduct on or off campus that typically results in interim suspension:

1. A significant and articulable threat to the health or safety of a student or other member(s) of the University community.
2. Sexual assault, other forms of sexual misconduct, stalking, and relationship violence that are creating a hostile environment for the victim and the remedy for the harassment requires temporary separation.
3. Criminal felony charges related to weapons, drugs, aggravated assault, and/or terroristic threats.
4. Severe disruption in the academic community related to erratic behavior, threats, property damage, and/or verbal aggression with another student, where the offending student is uncooperative with staff requests.
5. Violation of a No Contact Order
6. Retaliatory harm, discrimination or harassment

b. Immediate Temporary Suspension of Registration – Student Organizations

If it is determined that a student organization's actions or activities are detrimental to the educational purposes of the University and/or not in accordance to the Student Handbook, that student organization will not be officially registered with

the Center for Student Involvement. 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.

Conduct on or off campus of members of a student organization that typically results in interim suspension:

1. Violent or harassment-type hazing
2. Organization events and activities resulting in allegations against individual students that typically result in individual student interim suspension (as outlined in section 4.a. (Interim Actions)
3. Cease and desist derivatives from regional or national organizations
4. Alcohol/drug policy violations during recruitment or social events

c. Withdrawal of Consent

1. Grounds for Removal

The Student Conduct Officer or another University agent acting in accordance with his/her duties may recommend to the Executive Director of Student Affairs 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 Executive Director of Student Affairs, it is determined that:

a. The student has willfully disrupted the orderly operation of the premises, and
b. The student's presence on the campus or facility constitutes a substantial and material threat to the orderly operation of the premises.

If the Executive Director of Student Affairs concurs with the Student Conduct Officer's recommendation, permission for the student to be on University premises will be withdrawn. This Withdrawal of Consent will not be longer than fourteen (14) calendar days and a hearing must be held within these fourteen (14) calendar days to determine the student's status at the University.

Permission to be on University premises must be coordinated through the Office of Student Affairs and the Angelo State University Police Department. The Executive Director of Student Affairs will notify all parties of the final decision using the written notification procedures outlined above in section D. (9.a. and 9.b.) within five (5) University business 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 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

5. **Student Rights & Responsibilities**

Prior to the formal investigative process, a student will be provided a Student Rights and Responsibilities document. This document will be reviewed and signed by the student prior to an interview with the investigator/student conduct officer. The Student Rights and Responsibilities document informs the student of his or her rights to be exercised before and during the investigative process. Those rights include:

a. Refrain from making any statement relevant to the investigation. Students have the right to refuse to participate in the investigation process, either in whole or in part. However, a student's refusal to participate in the investigation, in whole or in part, lasts for the duration of the conduct process. Expressly, if a student does not provide information during the investigation, he or she will not be allowed to present new information during the hearing; similarly, if a student provides only limited information during the investigation (i.e., answering some of the investigator's questions but not others), then during the hearing, the student will only be permitted to speak to the information he or she provided, with no additional commentary. The rationale for this policy is to prevent either party from presenting new evidence at the hearing that was available during the investigative process for the purpose of disadvantaging the other party.

(Note: see Pre-Hearing for details on inclusion of new, previously unavailable information after conclusion of the investigative process)

b. Notification of the alleged misconduct.

c. Know the source of the allegation(s).

d. Know the specific alleged violation(s) prior to the Formal Hearing.

e. Know the sanctions, conditions, and/or restrictions that may be imposed because of the alleged violation(s).

f. Be accompanied by an advisor at any Office of Student Affairs proceeding or any other related proceeding. An "advisor" can be any one of the following:

- a member of the Angelo State University Community (faculty, staff, or student)
- a Victim's Advocate
- a parent or legal guardian
- a relative, or
- in situations involving criminal legal proceedings, an attorney.

An advisor's role is that of support – he or she may not speak on behalf of

the student and does not have an active, participatory role in the conduct process. If an advisor for the accused student is an attorney, an attorney from the Office of General Counsel may attend the hearing on behalf of the University. The complainant and/or the student accused of the alleged misconduct is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or 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) University business days in advance of the scheduled hearing date.

g. To have the opportunity to respond to the allegation(s) and/or present information. In the event that a student needs additional time to gather information, it is their responsibility to inform the assigned conduct officer.

h. Know that the standard of proof is a preponderance of the evidence. This differs from the standard of proof in a criminal legal proceeding – beyond a reasonable doubt. To make a finding under a preponderance of the evidence, it must be *more likely than not* that a certain behavior took place. In other words, if the evidence indicates that there is a fifty-one percent (51%) likelihood that a student violated the *Code of Student Conduct*, then that student should be found responsible.

i. Know that the proceedings are not restricted by the Rules of Evidence that govern criminal and civil trials. This means that all evidence and information can be taken into consideration in evaluating a situation, regardless of the source or means used to acquire that evidence or information.

j. Know that any statements made by the student, or student representing a registered organization, can be used during the proceeding.

k. Know that if it is discovered that the student made any false or misleading statement(s) during the student conduct process, that student will be subject to further disciplinary action under the *Code of Student Conduct.*

6. **Formal Investigation**

A trained investigator/student conduct officer will conduct a thorough, reliable, and impartial investigation of the reported incidents including meeting with the party bringing the complaint to finalize the complainant's statement, interview witnesses, collect evidence, create timelines, and receive information from the respondent.

When initial inquiry indicates a concurrent police investigation is occurring, the investigator/student conduct officer will, where possible, collaborate with the Angelo State University Police Department during investigation. Elements of this collaborative investigation may include the investigator coordinating with responding officers at the scene of the incident, joint interviews with police detectives, and evidence sharing.

The investigator will never take physical custody of any physical or electronic evidence, but will work closely with the Angelo State University Police Department to inspect, analyze, and incorporate physical or electronic evidence into the investigative report.

Once the investigative process is complete, the investigator/student conduct officer will compile the relevant information and evidence into an Investigation Report, which may include a timeline of the event(s), statements from interviews, physical and electronic evidence, a breakdown of the discrepancies in the various interviews, and credibility considerations. The investigator will document any physical or electronic evidence in a manner that is conducive and unobstructive to concurrent or forthcoming police investigations.

A student will have access to the completed Investigation Report for his or her case at the Pre-Hearing phase, after the formal investigative process has concluded. In order to protect confidentiality, students will not be allowed to take a copy of the Investigation Report.

7. **Pre-Hearing/Formal Allegations Assigned**

Once the investigative process is complete, the student will be given notice of a Pre-Hearing Meeting scheduled outside of the student's academic schedule. Should students not participate in the Pre-Hearing, the conduct process may continue without their participation, including the assignment of allegations and Formal Hearing.

During this meeting, students will be given the opportunity to review the Investigation Report and other documents or evidence to be used in the Formal Hearing. While students may identify errors in their statements at this point, they are not able to add additional information to the Investigation Report during the Pre-Hearing unless that information, in the judgment of the investigator, was unavailable during the investigative process and is pertinent to the consideration of the case. If a student discovers new, previously unavailable information during the time after the Pre-Hearing but before the Formal Hearing, the student should inform the investigator/student conduct officer immediately. If the new information is pertinent to the consideration of the case, the investigator/student conduct officer will determine whether the new information should be included in the Investigation Report or presented verbally during the Formal Hearing. If new evidence is introduced, other involved parties would also be given the opportunity to provide a response to any new evidence that will be presented in the Formal Hearing.

Formal Allegations will be assigned during the Pre-Hearing per the information and evidence gathered during investigation. Allegations are behaviors identified as Misconduct in (Section B above) and are assigned for deliberation in the Formal Hearing by the Administrative Hearing Officer or University Judicial Committee to determine the student's responsibility for misconduct. An Allegation Letter will be provided to the student in the Pre-Hearing Meeting or via other methods of notice.

Students may indicate whether an Administrative Hearing or University Judicial

Committee Hearing is preferred. However, the Student Conduct Officer/Investigator has the sole discretion in all cases to designate whether an Administrative Hearing or University Judicial Committee hearing will be held notwithstanding the student's preference.

In cases requiring a University Judicial Committee, the investigator/student conduct officer will share the pool of faculty, staff, and students trained for University Judicial Committees. Students will be given the opportunity to strike any member of the University Judicial Committee whose impartiality may be in question. Once the composition of the University Judicial Committee is set, the investigator/student conduct officer will schedule the Final Hearing no sooner than five (5) University business days from the date of the last Pre-Hearing. The five-day period can be waived by the Office of Student Affairs upon consultation with the involved student(s).

8. **Informal Resolution**

Prior to a Formal Hearing, a responding student may accept responsibility for the allegations presented in the Pre-Hearing and the recommended sanctions by the Student Conduct Officer/Investigator. In cases involving a student complainant, this student must also agree to the findings and sanctions. When this occurs, no formal conduct hearing is required. The conduct process is completed and the outcome is not subject to an appeal.

9. **Formal Conduct Hearings**

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 the student fail to attend the Administrative or University Judicial Committee Hearing, an Administrative Hearing Officer or the University Judicial Committee may consider the information and render an administrative decision or University Judicial Committee recommendation.

Hearings are closed to the public. Both the complaining and responding students have the right to be present at the Formal Hearing; however, they do not have the right to be present during deliberations. Arrangements can be made so that complaining and responding students do not have to be in the hearing room at the same time. To request changes in the scheduled hearing time, students should contact the Office of Student Affairs no less than three (3) University business days prior to the scheduled hearing.

a. Administrative Hearing

An Administrative Hearing is the process of adjudicating allegations of violations of the *Code of Student Conduct* by an Administrative Hearing Officer. The assigned Administrative Hearing Officer makes the decision of responsibility and assigns sanctions, conditions, and restrictions as appropriate.

Written notification of the outcomes of the Administrative Hearing will be provided to the student within five (5) University business days of the conclusion of the Formal Hearing. Students may utilize Conduct Appeal Procedures see D.11. Conduct Appeal Procedures)

b. University Judicial Committee Hearing

A University Judicial Committee Hearing panel consists of five (5) committee members including faculty, staff and students. Availability may determine a different composition for the Hearing Panel, and in complaints involving discrimination, sexual misconduct, or other sensitive issues students may be removed from the panel. The Academic Integrity Committee will hear all cases involving academic misconduct.

The chair of the University Judicial Committee is the Vice President for Student Affairs and Enrollment Management. Hearing proceedings, excluding the deliberations of the University Judicial Committee, will be recorded by the University.

The Investigator/Student Conduct Officer presents the investigation report, evidence, witnesses, allegations, and questions for deliberation. The University Judicial Committee may question the investigator/student conduct officer, complainant, respondent and any witnesses. The complainant and respondent do not have the right to question each other nor witnesses directly but may do so through the investigator/student conduct officer. The complainant and respondent have the right to add or make additional comments about the facts of the case.

Should new evidence be presented without prior discussion with the investigator/student conduct officer, the hearing may be halted to consider the inclusion of this information. Impact statements will also be halted if they are shared prior to the sanctioning phase of the hearing. 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 Affairs.

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 chair of the University Judicial Committee will inform the Director of Student Services in writing of the decision(s).

Outcomes of the University Judicial Committee will be provided to the student(s) in writing within five (5) University business days of the conclusion of the Formal Hearing.

Students may utilize Conduct Appeal Procedures (see D.11. Conduct Appeal Procedures).

10. **Conduct Outcomes/Findings (Sanctions, Conditions, Restrictions)**

A Student Conduct Officer or the University Judicial Committee may impose sanctions, conditions and/or restrictions as a result of a Formal Hearing where the student is found responsible. Potential sanctions, conditions and/or restrictions are listed in the *Code of Student Conduct* grid on the Office of Student Affairs website. Please note that the grid is provided only as a guideline for administering sanctions, conditions, and/or restrictions, by the Administrative Hearing Officer or the University Judicial Committee. The Administrative Hearing Officer and/or the University Judicial Committee may deviate from the grid.

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. Upon the judgment of the Director of Student Services, some cases resulting in sanctioning of suspension and expulsion may begin prior to the completion of the disciplinary appeal process.

If the allegation involves a student organization, the Administrative Hearing Officer or University Judicial Committee may meet with a University staff member whose professional capacity involves the advising of the organization. This staff member may provide information relevant to potential sanctions, conditions, and restrictions for the committee.

All records concerning a student or student organization related to the disciplinary process will remain on file in the Office of Student Affairs or Housing and Residential Programs for a minimum of seven (7) years from the date the case is completed through a Formal Hearing and/or disciplinary appeal procedures see section D.11. (Conduct Appeal Procedures).

a. Sanctions

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:

1. Disciplinary Reprimand:

   The disciplinary reprimand is an official written notification using the-notice procedures outlined in section D. (9.a. and 9.b.) to the student that the action in question was misconduct.

2. 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* during this period may result in additional sanctions, conditions and/or restrictions.

3. 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* during this period may result in additional sanctions, conditions and/or restrictions.

4. Time-Limited Disciplinary Suspension:

Time-limited disciplinary suspension is a specific period of time in which a student is not allowed to 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 Director of Student Services 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 Director of Student Services 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.

5. Student Organizations

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 are suspended. Upon written request by the registered student organization's representative to the Office of Student Affaris, 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, after consultation with the Director of Student Life, 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, after consultation with the Director of Student Life, 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.

6. Disciplinary Expulsion:

Disciplinary expulsion occurs when the student is permanently withdrawn

and separated from the University.

b. Conditions

A condition is 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:

1. Personal and/or academic counseling intake session.
2. Discretionary educational conditions and/or programs of educational service to the University and/or community.
3. Residence hall relocation and/or contract review/cancellation of residence hall contract and/or use of dining facilities.
4. Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement.
5. Monetary assessment owed to the University.
6. Completion of an alcohol or drug education program.

c. Restrictions

A restriction is 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:

1. Revocation of parking privileges.
2. Denial of eligibility for holding office in registered student organizations.
3. Denial of participation in extracurricular activities.
4. Prohibited access to University facilities and/or prohibited direct or indirect contact with members of the University community.
5. Loss of privileges on a temporary or permanent basis.
6. Withdrawal of University funding (Student Government Association, departmental, Student Services Fees, etc.)
7. Restrictions associated with violations of 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.

b. Alcohol & Drug Violations

Violations of the alcohol, narcotics or drugs policy may result in notification of the parents/guardians of dependent students under the age of 21.

11. **Conduct Appeal Procedures**

A student may appeal the decision or the sanction(s), condition(s) and restriction(s) imposed by the Office of Student Affairs by submitting a written petition to the designated appeal officer 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.

In cases involving alleged misconduct involving actions against members of the university community, either the complainant or respondent may appeal the decision of the Office of Student Affairs. In such cases, the Office of Student Affairs will provide the request for appeal to the other party and provide opportunity for response. In cases involving alleged misconduct involving academic dishonesty, the designated appeal officer is the Dean of the College where the student is enrolled, or designee, unless the 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.

The 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.

If the 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 Judicial 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 notice procedures outlined in section D. (9.a. and 9.b.) within five (5) University business days of the decision. The decision is final and may not be appealed.

If a new Administrative or University Judicial Committee Hearing is ordered, all hearing procedures under section D.11. (Conduct Appeal Procedures) will be followed. The new hearing body or designee will notify the student of the outcome using the written notification procedures outlined in section D. (9.a. and 9.b.) within five (5) University business days of the decision.

The decision of the new hearing body is final and may not be appealed.

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. All hearing procedures under section D.11. (Conduct Appeal Procedures) will be followed. The original hearing body will notify the student in writing of the outcome using the written notification procedures outlined in section D. (9.a. and 9.b.) within five (5) University business 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 designated appeal officer may order a new hearing with either a new Student Conduct Officer or with a University Judicial Committee Hearing with different members. If a new Administrative or University Judicial Committee Hearing is ordered, all hearing procedures under section D.11. (Conduct Appeal Procedures) will be followed. The new hearing body or designee will notify the student in writing of the outcome within five (5) University business days of the decision. The decision of the new hearing body is final and may not be appealed.

If the designated appeal officer determines that the sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions, the appeal officer 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 designated appeal officer will notify the student in writing of the outcome using the written notification procedures outlined in section D.11. (Conduct Appeal Procedures) within five (5) University business days of the decision. The decision of the designated appeal officer is final and cannot be appealed.

The Office of Student Affairs 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 student(s) 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.

12. **Former Student Conduct & Readmission**

A former student who engages in conduct that is a violation of the *Code of Student Conduct* may be subject to conduct procedures prior to reenrollment, a bar against readmission, revocation of a degree, and withdrawal of a diploma.

A student who has had an administrative hold placed on his or her records under this section must request readmission from the Director of Student Services at least three (3) weeks prior to any Angelo State University Office of Admissions application deadlines for the semester or summer session in which the student wishes to re-enroll.

The student may be required by the Director of Student Services to submit evidence in writing supportive of his/her present ability to function properly and effectively in the

University community. The University will evaluate the student's request and supporting documentation with primary consideration given to satisfying all conditions specified at the time of suspension or withdrawal. If approval is granted by the Director of Student Services for the removal of the administrative hold, the student must then complete the regular University readmission procedures.

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.

~~Interim Disciplinary Action~~

~~The Executive Director of Student 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 (president, treasurer and a minimum of eight other members) 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:

a. Academic/Professional~~,~~
b. Boards and Councils~~,~~
c. Greek Social Organizations (IFC, NPC, NPHC, NALFO)~~,~~
d. Honor Societies~~,~~
e. Multicultural/International~~,~~
f. Club Sports~~,~~
g. Spiritual Life~~,~~
h. Service, and
i. 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~~ parties must work in concert ~~in order~~ for the relationship to be ~~a~~ successful ~~one~~.

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.

Conditions for Registration and Renewal

1. Membership in the organization shall be open only to students enrolled at Angelo State University. A student organization is eligible for registration if it does not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that: a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's

religious beliefs; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972. ~~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 Re-forming Groups

1. New and/or re-forming 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 Director of Student Life will make the final decision on registering the new organization and will notify the organization of the decision.

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.

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.

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

7. Ensure off-campus individuals or organizations (whose appearance on campus is sponsored by the organization) observe all applicable policies, rules, regulations and standards of the university.

8. The Center for Student Involvement and/or the 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 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~~Executive Director of Student Affairs within ten (10) university business days from the date of the "denial" notification letter or meeting with the Director of Student Life. The decision of the ~~Vice President for Student Affairs and Enrollment~~

~~Management~~Executive Director of Student Affairs ~~will be~~is final.

a. The registration of a student organization may be temporarily suspended by the ~~Coordinator for Student Organizations~~Director of Student Life or designee 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~~ Affairs within five (5) University business days from the date of the "temporary suspension" notification letter. ~~If the 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~~Executive Director of Student Affairs ~~will be~~is final.

b. 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 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~~Center for Student Involvement.

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, s~~S~~tate, 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 ~~Director of Student Life, the Coordinator for Greek Life and Community Service, the Coordinator for Student Organizations, and representatives from student organizations~~Office of Student Life. Modifications may be made as deemed reasonable and prudent based on experience with the policy and in response to possible changes in local, s~~S~~tate, or federal mandates and/or judicial rulings or legal guidance.

REGISTERED STUDENT ORGANIZATION (RSO) GRIEVANCE AND APPEAL PROCEDURES

1. Policy

~~a.~~ It is the policy of Angelo State University to receive, process, and resolve ~~student~~ grievances~~, including allegations of discrimination,~~ submitted by a Registered Student Organization (RSO) ~~in a fair and prompt manner~~.

~~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 registered student organizations 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

a. Registered student organizations ~~G~~grievances shall consist of matters of disagreement or dissatisfaction arising out of circumstances wherein the RSO ~~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 student organization grievance.

b. All RSO 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.

c. The RSO president and/or advisor~~grievant~~ should~~may~~ present ~~his or her~~the registered student organization's grievance to the Executive Director of Student Affairs.~~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 organization desires, ~~he or she~~they may be assisted by the Director of Student Services who will explain the~~ere the~~ grievance procedure ~~will be explained~~.

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

~~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 Registered Student Organization Grievance Procedure

4.1 **Step One:** The RSO president and/or advisor~~student~~ shall first discuss the grievance with the ~~u~~University employee or department involved within five (5) University business days from the date of the action or condition giving rise to the grievance. ~~Within three five business days thereafter, the university employee shall verbally inform the student organization or student organization representative of the decision.~~

4.2 **Step Two:** Grievances not satisfactorily resolved in Step One ~~will entitle the student organization or student organization representative to appeal by requesting a discussion with the Executive Director of Student Life Director of Student Services or appropriate academic department chair. This request must be made within three five business days following the date of the decision in Step One. The Executive Director of Student Life Director of Student Services or academic department chair will arrange for a discussion with the student organization or student organization representative at the earliest mutually agreeable time. If the grievance is not satisfactorily resolved at this level, the student organization or student organization representative will be verbally notified of the decision. A written report will then be submitted by the Executive Director of Student Life Director of Student Services or academic department chair to the Executive Director of Student Affairs or appropriate dean within five business 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 Executive Director of Student Affairs.~~appropriate dean.~~ This request must be made within ~~ten~~ five (5) University business days following the date of the decision in Step One.~~written report resulting from Step Two.~~ The Executive Director of Student Affairs or designee~~dean~~ will meet promptly with the RSO president and advisor~~student organization or student organization representative 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 One1 of this document.~~ A written decision will be made by the

Executive Director of Student Affairs ~~or dean~~ within five (5) University business days following the final meeting with the parties involved in the grievance., ~~and a~~A copy of the decision will be sent to the registered student organization president and advisor and to the ~~appropriate~~ Vvice Ppresident for Student Affairs and Enrollment Management.

~~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 five business days following the decision in Step Three. The vice president will meet promptly with the student organization or student organization representative and the student's representative, if any, and the Executive Director of Student Affairs or 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 business days following the final meeting with the parties involved in the grievance, and a copy of the decision will be sent to the student organization or student organization representative.~~

~~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 five business 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 business 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 Executive Director of Student Affairs~~President~~ on a student organization 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 organization or student organization representative to process his or hera 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 organization or student organization representative 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 Affairs 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.~~6. Student Communication

The existence of the "Grievance and Appeal Procedures for Registered Student Organizations 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, 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 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 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.

REVISED

TEXAS TECH UNIVERSITY

Student Handbook ~~2013-2014~~2014-2015

Foreword

General Purpose

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

The University has a responsibility to maintain order within the University community and to discipline those who violate its standards, rules, and/or policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules and/or policies set forth in this Student Handbook, the Undergraduate Catalog and other official University publications, as well as the Texas Education Code. Student organizations also agree to follow these standards, rules, and/or policies.

The Student Handbook was approved by the Board of Regents on May 15/16, 2014 to be effective Monday, May 19, 2014. The University or its representative may amend this document at any time without notice. (Changes made outside the annual approval process will be made available here.)

Membership in the TTU Community

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

School of Law and Texas Tech University Health Sciences Center

Students enrolled in, and student organizations registered with, the Texas Tech University School of Law are subject to the ~~University~~ *Code of Student Conduct*~~, in all matters not covered in the Honor Code of the School of Law~~. In addition to the *Code of*

Student Conduct. Tech Law students and registered organizations are also subject to the Honor Code of the School of Law. In specific situations, students may find themselves in violation of either the *Code of Student Conduct* or the Honor Code of the School of Law, or both. Each document has its own respective disciplinary processes and at times, a single behavioral violation may require two separate disciplinary processes. 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.

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.

Texas Tech University Vision

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

Texas Tech University Mission

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.*

*Approved by the Texas Tech University Board of Regents on May 14, 2010

Texas Tech Statement of Ethical Principles

Definitions

Academic Work, Test, Quiz, or Other Assignment

The terms "academic work, test, quiz, or other assignment includes any required or optional academic work that is assigned. Examples include, but are not limited to, exams, quizzes, tests, homework, case studies, essays, research papers, group work, extra credit assignments, class attendance, experiential learning activities, internship or externship components, resumes, comprehensive exams, and thesis and dissertation drafts and submissions.

Administrative Hold

The term "administrative hold" refers to the indicator placed on a student's record preventing access to such University procedures as registration, release of transcripts, and course add/drops until the student meets the requirements of the University office placing the indicator as described in the Undergraduate/Graduate Catalogs.

Administrative Hearing Officer

The term "administrative hearing officer" indicates a Student Conduct Officer who will determine a finding of responsible or not responsible for violations of the Code of Student Conduct in a formal conduct hearing. The administrative hearing officer will also determine and assign sanctions, conditions, and restrictions for responsible findings.

Code of Student Conduct Review Committee

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. Questions of interpretation regarding the Code of Student Conduct should be referred to the Office of Student Conduct at (806) 742-1714.

1. 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 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 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 the Board of Regents.

2. Committee Appointment
   a. 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.
   b. 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.

c. 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.
d. 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.
e. 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.

3. Committee Removals

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

4. Committee Resource Person

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

5. 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.

6. Committee Quorum

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

7. 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

Complainant

The term "complainant" refers to the party reporting the complaint or concern against another party.

Disciplinary Good Standing

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.

Discipline Body

The term "discipline body" means any 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.

Investigator

The term "investigator" is defined as a trained University staff member whose role is to conduct a thorough, reliable, and impartial investigation of alleged violations of the Code of Student Conduct and to present allegations and share evidence that is obtained regarding the allegations with an administrative hearing officer or conduct hearing committee.

In most cases of actions against members of the university community, the investigator will not be the administrative hearing officer, but in other types of conduct allegations, they may play both roles in the process.

Investigators are assigned to cases by the Dean of Students, Director of Student Conduct, or designee. Investigators may be Student Conduct Officers or trained staff in other departments such as the Student Resolution Center, Dean of Students, Campus Life, and University Student Housing.

Member of the University Community

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.

Official Academic Record

The term "official academic record" includes, but is 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.

Policy

The term "policy" is defined as the written regulations, standards and/or rules of the University.

Preponderance of Evidence

The term "preponderance of evidence" is the standard of proof used by Student Conduct Hearing Officers, ~~Student Judicial Programs~~Office of Student Conduct 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.

Religious Holy Day

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.

Respondent

The term "respondent" refers to the party responding to the complaint or concern reported regarding their behavior or actions.

Sponsorship and/or co-sponsorship

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.

Student

The term "student" includes all persons admitted to or enrolled in courses at the University, either full time or part time, pursuing undergraduate, graduate or professional studies, and/or those who attend postsecondary educational institutions other than Texas Tech University and who reside in University residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students".

Student Conduct Officer

The term "student conduct officer" means a University designee authorized by the Director of the Office of Student Conduct, Dean of Students 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.

Student Organization

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

University

The term "University" means Texas Tech University and Texas Tech University Health Sciences Center.

University Discipline Committee

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).~~ academic integrity, the committee is comprised only of students and faculty. ~~In cases involving Part X. section B.8 (sexual misconduct), if the alleged victim does not want student representatives on the University Discipline Committee, student representatives will be removed.~~ Students may also request that committee only include faculty and staff in cases including sensitive content.

2. 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.

3. Committee Appointments

   University Discipline Committee appointments will be made as follows:

   a. 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.
   b. 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.
   c. 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.

4. Committee Removals

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

5. 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.

6. 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.

7. 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 representative~~the representative categories.

8. Committee Deliberation

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

9. 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 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.

10. Committee Orientation & Training

Prior to serving in a committee hearing, members of the University Discipline Committee will be required to participate in an orientation facilitated by the Office of Student Conduct.

University Official

The term "University official" includes any person employed by Texas Tech University or Texas Tech University Health Sciences Center while performing assigned administrative or professional responsibilities.

University Premises

The term "University premises" includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the University (including adjacent streets and sidewalks)

Part 1: Code of Student Conduct

The Code of Student Conduct outlines behavioral standards developed by the University community for students and student organizations and the related procedures for addressing misconduct. Students and student organizations are responsible for actions that constitute misconduct and violate the Code of Student Conduct. Any student or student organization found responsible for misconduct may be subject to conduct sanction(s), condition(s), and/or restriction(s).

The Code of Student Conduct and related processes educate students about their rights and responsibilities while promoting holistic development, self-worth, and mutual respect for all members of the University community. Freedom of discussion, inquiry and expression is also fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship are understood.

A. Disciplinary Authority

The authority to enact and enforce regulations of the University is vested in the Board of Regents. The responsibility for enforcing the regulations and imposing penalties is delegated to the Chancellor and/or President of the University and any University officials the President designates. The Office of the Vice Provost, Undergraduate Education and Student Affairs is the principal agency for the administration of student discipline. Dean of Students, the Office of Student Conduct, and University Student Housing 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.

1. Jurisdiction

~~Accordingly, t~~The University community has developed standards of behavior pertaining to students and to student organizations. Students and registered student organizations are subject to conduct~~judicial~~ action according to the provisions of the *Code of Student Conduct* ~~and/or the Student Handbook~~. The ~~Office of Student Conduct and University Student Housing,~~ University respects the rights and responsibilities of students and will consider each violation of University policy and each violation of federal, state and/or local law on a "case-by-case" basis and will further attempt to initially use educational options and subsequent intervention and/or prevention options to assist students.

The Code of Student Conduct applies to behaviors that take place on University premises, at University-sponsored activities and events, and may apply to off-campus behavior when the Dean of Students or Managing Director of Student Conduct determine that the off-campus conduct affects a substantial University interest, such as situations where a student's conduct may present a danger or threat to the health or safety of him/herself or others; situations that infringe on the rights of other students; situations causing significant disruption to the educational community or detrimental to the educational mission of the University. ~~Student conduct on or off University premises is subject to University conduct judicial jurisdiction. The University may enforce its own conduct 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 conduct~~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.

2. Timelines

It is recommended that~~The written allegation~~reports of alleged violations of the Code of Student Conduct should be received by the Office of Student Conduct within ~~twenty (20)~~ten (10) University working days of the alleged incident to initiate ~~disciplinary~~ conduct procedures. There is no time limit on reporting violations; however, the longer someone waits to report an offense, the more difficult it becomes to obtain information and evidence regarding the incidents. ~~Filings that are submitted to the Office of Student Conduct after more than ten (20) University working days to the Office of Student Conduct should be accompanied with a written justification for the delay and will be accepted on a "case by case" basis.~~

Incidents should be resolved within 60 days of notice regarding the incident, not including appeal. This timeline may vary depending on the availability of students to participate in the process, availability of evidence, delays for concurrent criminal investigations, breaks between academic semesters, and other delays.

3. Notice

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) University working days prior to the scheduled appearance. Failure of a student to receive notice does not prevent the ~~judicial~~conduct proceedings from being carried out. After proper notice has been given to the student, the Student Conduct Officer or designee may proceed 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 www.raiderlink.ttu.edu/.

4. Standards of Evidence

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.

B. Misconduct

1. Academic Dishonesty

"Academic dishonesty" includes ~~, but is not limited to,~~ cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts and any act or attempted act designed to give unfair academic advantage to oneself or another student. ~~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).~~ Additional information about academic integrity is available in the Texas Tech University community standards section.

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

1. Copying from another student's academic work, test, quiz, or other assignment ~~paper or devices.~~
2. ~~Collaborating with~~Receiving assistance from and/or~~,~~ seeking aid from~~, or receiving assistance from~~ another student or individual ~~during a test or in conjunction with other assignments~~ to complete academic work, test, quiz, or other assignment without authority.
3. ~~Using~~ The use or possession of ~~unauthorized~~ materials or devices during academic work, test, quiz or other assignment which are not authorized by the person administering the academic work, test, quiz, or other assignment.

   ~~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.~~
4. 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.
5. ~~Paying or offering to pay money, other valuables, o~~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.
6. ~~Discussing~~ Transmitting or receiving information about the contents of ~~an examination~~ academic work, test, quiz, or other assignment with another ~~student~~ individual who has ~~taken~~completed or will ~~take~~complete the ~~examination~~academic work, test, quiz, or other assignment without authority.
7. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, quiz or other assignment~~or complete any course-related assignment; including but not limited to,~~ or sign~~ing~~ in/register~~ing~~ attendance~~, for another student without permission from the instructor.~~

8. Taking, keeping, misplacing, damaging or altering the property of the University or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
9. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
10. Failing to comply with instructions given by the person administering the test.
11. ~~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 and/or failing to properly cite direct, paraphrased or summarized materials.
   2. ~~Improper citation or lack of acknowledgement that direct, paraphrased, or summarized materials that are not one's own.~~
   3.2. Self-plagiarism which involves the submission of the same academic work ~~written assignment for two courses~~more than once without the prior permission of the instructor and/or failure to correctly cite previous ~~work written~~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.~~
   2.1. Collaboratingon with or providing unauthorized assistance to another student, allowing another student unauthorized access to completed academic work, and/or conspiring with another person to commit a violation of academic dishonesty.

d. "Falsifying academic records" includes, but is not limited to:
   1. Altering or assisting in the altering of any official record of the University and/or submitting false information.
   2. Omitting requested information that is required for, or related to, any official record of the University. ~~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 University or an agent of the University includes, but is not limited to;
   1. Providing false grades, resumes, or other academic information.
   2. Providing false or misleading information or official documentation in an effort to receive a postponement or an extension on aacademic

work, test, quiz, ~~or~~ other assignment, or credit for attendance in order to obtain an academic or financial benefit for oneself or another ~~individual.~~individual. Examples include, but are not limited to, fabricated, altered, misleading, or falsified documentation for medical excuses family and personal emergencies, and signing into class and failing to remain the entire time.

3. Providing false or misleading information in an effort to injure another student academically or financially.

f. Any other 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 that is not enumerated in items a.-e.

2. Actions Against Members of the University Community and Others

a. Disruptive and/or Obstructive Conduct

Intentional or reckless behavior that disrupts the normal operation of the University, its students, faculty and/or staff, including, but not limited to the disruption or obstruction of:

1. Teaching
2. Research
3. Administration
4. Free flow of pedestrian or vehicular traffic on University premises
5. Academic mission or pursuits
6. Residential communities
7. Social activities

~~a.~~

b. Harmful, Threatening, or Endangering Conduct

Intentional or reckless behavior~~Conduct~~ that harms, threatens, or endangers the physical or emotional health or safety of self or others, including~~,~~ but not limited to:~~,~~

~~1. acts such as Physical assault~~

~~2.~~1. ~~Physical abuse~~Physical or verbal abuse or assault as defined in the Texas Penal Code;

2. Threats

Written or verbal acts that would cause significant distress or fear in a reasonable person or that a reasonable person would interpret as a serious expression of a threat or intent to inflict bodily harm upon specific individuals or groups of individuals.

3. Intimidation

~~b.~~ An implied threat or act that causes a reasonable fear of harm in another.

4. Intimate partner / relationship violence

Violence or abuse, verbal or physical, by a person in an intimate relationship with another.

5. Bullying / cyber bullying
   a. Repeated or severe aggressive behaviors that intimidate or intentionally harm or control another person physically.
   ~~a.~~b. Severe, pervasive, and objectively offensive behaviors that intimidate or intentionally harm or control another rperson emotionally.
6. Stalking

   Behavior 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#42.07

~~intimidation, discriminatory harassment, harassment, and/or coercion. Intentional or reckless conduct which endangers the health or safety of self or others. Behavior that disrupts the normal operation of the University, including its students, faculty and/or staff. Specifically, behavior related to disruption or obstruction of(1) teaching, (2) research, (3) administration, (4) free flow of pedestrian or vehicular traffic on University premises, (5) academic mission or pursuits, (6) residential communities, and/or social activities.~~

c. Sexual Misconduct

Nonconsensual conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with the student's educational experience.

1. Sexual Harassment

   Unwelcome verbal, written or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with the student's educational experience.
2. Nonconsensual Sexual Contact

   Intentional sexual touching, however slight and with any object or part of one's body, of another's private areas without consent. Private area includes butt, breasts, mouth, genitals, groin area, or other bodily orifice.
3. Nonconsensual Sexual Intercourse

   Sexual penetration or intercourse, however slight and with any object, without consent. Penetration can be oral, anal, or vaginal.

~~1.~~4.Sexual Exploitation

Taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit. Harassing behavior that includes, but is not limited to, invasion of sexual privacy, sexual voyeurism, recording another person engaged in a sexual act or other private activity, inducing another to expose his/her genitals or private areas, prostituting another student, and engaging in sexual activity while knowingly infected with an STD.

~~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 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.~~
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) academic pursuits, (2) University employment, (3) participation in organizations or groups related to the University, (4) participation in activities sponsored by the University, or (5) opportunities to benefit from other aspects of University life.~~

d. Hazing

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:

1. Any type of physical brutality, such as whipping, beating, using a harmful substance on the body or similar activity.
2. Any type of physical 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, 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~~.

3. 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.
4. 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 the University, or may reasonably be expected to cause a student to leave the organization or the University rather than submit to acts described above.
5. Any activity in which a person ~~engages in hazing:~~ solicits, encourages, directs, aids or attempts to aid another in engaging in hazing; intentionally, knowingly or recklessly permits hazing to occur; has firsthand knowledge of the planning of a specific hazing incident which has occurred and knowingly fails to report the incident in writing to the Office of Student Conduct.
6. 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.

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

e. Discriminatory Harassment

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

f. Retaliation

   Intentional, adverse action taken, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a conduct process, grievance process, or other protected activity.

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

3. **Alcoholic Beverages**
   a. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages, except in accordance with federal, state, local law, and/or Texas Tech University policy.
   b. Being under the influence of alcohol and/or intoxication as defined by federal, state, local law and/or Texas Tech University policy.

4. **Narcotics or Drugs**
   a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, and/or medicine prescribed to another person, chemical compound or other controlled substance, except in accordance with federal, state, local law, and/or Texas Tech University policy.
   b. Possession of drug-related paraphernalia, except in accordance with federal, state, local law, and/or Texas Tech University policy.
   c. Being under the influence of narcotics, drugs, medicine prescribed another person, chemical compound or other controlled substance, except in accordance with federal, state, local law, and/or Texas Tech University policy.

5. **Firearms, Weapons and Explosives**
   Use or possession of any items used as weapons, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, BB guns, knives, or explosive or noxious materials on University premises except in accordance with federal, state, local law, and/or Texas Tech University policy
   NOTE: See University Student Housing Contract Guide for specific approved devices allowed in the residence halls.

6. **Flammable Materials/Arson**
   a. Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire, except as expressly permitted by university officials, such as the Outdoor Events Coordinating Committee.
   b. Attempting to ignite and/or the action of igniting University and/or personal property on fire either by intent or through reckless behavior that results, or could result, in personal injury or property damage of University premises.

7. **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 (as defined by the State of Texas Health and Safety Code, Section 365.011.6) 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, 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 University, or components owned or operated by the University, including, but not limited to, the writing of checks from accounts with insufficient funds.

8. Gambling, Wagering, Gaming and/or Bookmaking

Gambling, wagering, gaming and bookmaking as defined by federal, state, local laws, and/or Texas Tech University policy are prohibited on University premises involving the use of university equipment or services.

9. 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 University premises.

10. Unauthorized Entry, Possession or Use

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

d. Unauthorized use of the University name to advertise or promote events or activities in a manner that suggests sponsorship and/or recognition by the University.

11. Failure to Comply

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

12. Abuse, Misuse or Theft of University Information Resources

Unauthorized use of -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 University information, and associated personnel, including consultants and contractors, regardless of whether the personnel are employed by the University or retained as independent contractors. Usage of TTU information resources may be subject to security testing and monitoring, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. Use of information resources is also subject to the Information Technology Security Policies (http://depts.ttu.edu/infotech/security/), University Operating Policies, and other applicable laws. Abuse, misuse, or theft of University information resources includes, but is not limited to the following:

a. Unauthorized use of -University information resources including, but not limited to, private information and passwords, including the unauthorized sharing of ~~f~~ private information or passwords with individuals who otherwise have no authority to access University information resources.
b. Use of 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 belonging to the University, another user, or another entity, and/or illegal activity (e.g., sharing copyrighted materials or media).
~~b.~~c. Using University information resources to violate Part 1, Section B2 Actions Against Members of the University Community or Others.
~~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 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 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 ~~University computing and/or networking~~TTU information resources, compromising the privacy of another user or disrupting the intended use of ~~computing or network~~ TTU information resources.

e. Attempted or actual use of the ~~University's computing and/or networking~~TTU information resources for unauthorized political or commercial purposes, or for personal~~, political, or commercial purposes~~ gain.

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 or other applicable laws). 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~~written consent of the Department Head. Discovery of ~~explicit~~ obscene material, including child pornography, on any ~~Texas Tech owned~~TTU information resource ~~or networks~~ must be reported to the Information ~~Systems~~ Security Office or Chief Information Officer immediately.

g. Attempted or actual destruction, disruption or modification of programs, records or data belonging to or ~~subscribed to~~licensed by the University or another user or destruction of the integrity of computer-based information using TTU information resources.

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

i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted ~~e-mails~~electronic communications, including but not limited to e-mails and text messages to parties with whom the sender~~one~~ has no existing business, professional or personal acquaintance) using TTU information resources.

~~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, University information resources are strategic assets of the State of Texas that must be managed as valuable state resources. As such, use of University information resources is subject to~~

~~University Operating Policies and other applicable laws. Unauthorized use is prohibited, usage may be subject to security testing and monitoring, misuse is subject to criminal prosecution, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. All use of information resources is also subject to the Information Technology Security Policies (http://www.depts.ttu.edu/infotech/security/).~~

~~m. Engaging in acts that contravene the mission and goals of the University and acts that expose the University to criminal or civil liability.~~

~~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.~~

13. Providing False Information or Misuse of Records

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

14. Skateboards, Rollerblades, Scooters, Bicycles or Similar Modes of Transportation

Use of skateboards, rollerblades, scooters, bicycles or other similar modes of transportation in University buildings or on University premises in such a manner as to constitute a safety hazard or cause damage to University or personal property. NOTE: Refer to University Parking Services Regulations at http://www.parking.ttu.edu/Resources/pdf/rulesregulations.pdf.

15. 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

a. University Parking Services
b. University Student Housing
c. Recreational Sports
d. Texas Tech University Board of Regents' Rules
~~e.~~ Texas Tech University Operating Policies and Procedures
~~f.~~e. Community Policies in Part II of the Student Handbook

16. Violation of Federal, State, Local Law and/or 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 will not, in and of itself, serve as evidence in a University conduct proceeding.

17. 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~~the conduct process. ~~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 a charge of Failure to Comply.~~

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.~~g. 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 University.~~

~~j.~~h. 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.

C. Reporting Allegations of Misconduct

1. To file ~~an~~ allegation(s) of misconduct against ~~a~~ student(s) or student organization(s), individuals should complete an online incident report form. The written allegation should describe the action or behavior in question. Individuals may also file a report in person at the Office of Student Conduct, located in suite ~~025~~211 of the Student Wellness ~~Union~~ Building. Staff are also available in the Student Resolution Center and Dean of Students to take initial reports of allegations and assist with conduct processes. The Office of Student Conduct also regularly reviews reports submitted from University Student Housing and the Texas Tech Police Department.

2. Amnesty Provisions
   a. The Office of Student Conduct will attempt to provide educational options in lieu of conduct proceedings for
      1. Victims who may be hesitant to report incident(s) because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident.
      2. Students who offer assistance to others by calling law enforcement or medical personnel will not be charged with alcohol and drug violations 3a, 3b, 4a, 4b, and 4c.
      3. Students who report serious violations but may be hesitant to report because they are engaged in minor violations.
      4. Students who bring their own use, addiction, or dependency to alcohol, drugs, or other addictions to the attention of the university prior to any conduct incidents or reports.
   b. Abuse of amnesty provisions can result in a violation of the Code of Student Conduct.
   c. Amnesty does not preclude students from being charged with violations of misconduct related to B.2. actions against members of the university community.
   d. The Code of Student Conduct amnesty provisions do not impact criminal proceedings or charges.
   e. Amnesty does not preclude students from being required to meet with University staff and to participate in conditions such as counseling and BASICS.
   f. The Student Resolution Center can assist with questions related to amnesty provisions.

D. Conduct Procedures

1. Initial Inquiry

Upon notice of an alleged violation of the Code of Student Conduct, The Dean of Students or The Managing Director of the Office of Student Conduct will appoint a student conduct officer/ investigator to review allegations of misconduct. ~~or designees~~ The student conduct officer/investigator will inquire, gather and review information about the reported student misconduct and will evaluate the accuracy, credibility, and sufficiency of the information. Incidents will not be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or complainant statement. If it is determined that the information reported does not warrant an allegation, a policy warning letter may be issued to clarify the policy that was in question. Unsupported allegations with no credible information will not be forwarded to a hearing.

When an initial report of misconduct by a third party does not identify the victim or the victim is not available, the investigator will investigate the reported incident to fullest extent of the information available.

When a Complainant is identified but is reluctant to participate in the investigative process and/or the student conduct process entirely, the university will make every attempt to follow the wishes of the complainant while weighing the interests of the campus community and the possibility of a continuing threat. If the Complainant does not want to participate in the investigative process but has no aversion to the university pursuing conduct action with respect to the named Respondent, the university will proceed with the student conduct process to the extent of the information available. If the Complainant does not want the university to pursue the report in any respect, the university will investigate further only if there is reason to believe that a significant continuing threat to the campus community exists.

2. Remedies & Resources

a. Remedies

The University will take immediate action to eliminate hostile environments, prevent reoccurrence and address any effects on the victim and community. This includes immediate steps to protect complainants even before the final outcome of the investigations, including prohibiting the respondent from having any contact with the complainant. These steps will attempt to minimize the burden on the complainant while respecting due process rights of the respondent.

Remedies for students may include, but are not limited to counseling services, victim's advocate assistance, modifications to on-campus housing,

modifications to parking permissions, and modifications to academic schedule. Remedies will be evaluated on a case-by-case basis.

b. No Contact Orders

When initial inquiry indicates persistent and potentially escalating conflict between two members of the university community, a No Contact Order may be issued as a remedial, non-punitive deterrent to further conflict or situational complication. A No Contact Order will be issued by the Office of Student Conduct or Dean of Students via the student's official Texas Tech email. The notice serves as an official directive that the student(s) have no contact with the other listed parties. Contact cannot occur in person, by telephone, email, text message or other electronic means of communication, or through a third party (other than an attorney). Should contact need to occur, the student should coordinate with the Office of Student Conduct. This notice may also come with other information related to changes in class schedule or other restrictions to facilitate the no contact order. Failure to comply with the no contact order is considered retaliation and will result in disciplinary action, including possible suspension or expulsion. Violations of no contact orders may also result in immediate temporary suspension during the completion of the conduct process. The term of a No Contact Order is indefinite, unless otherwise stated in the Order.

c. Resources

Texas Tech University has a variety of resources to assist students involved in conduct processes or experiencing concerns related to other student conduct. Resources include, but are not limited to assistance in reporting criminal behavior to the Texas Tech Police Department or Lubbock Police Department, counseling services, medical assistance, academic support referrals, and other support services. The Student Resolution Center is also available to help students understand the student conduct process and identify resources.

3. Notice

A student will be given notice of his or her involvement in an alleged violation of the Code of Student Conduct by receipt of a "Notice of Involvement/Need to Talk" Letter. When preliminary information indicates that certain, identifiable student(s) are associated with the reported incident, those student(s) will be asked to meet with a student conduct officer/investigator.

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 to prevent further registration and transcript receipt. The administrative hold will remain until such time as the student conduct officer/investigator receives an appropriate response.

Failure to comply with or respond to a notice issued as part of conduct 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 may result in additional alleged violations and result in a charge of Failure to Comply.

~~2.~~4.Interim Actions

a. Immediate Temporary Suspension – Students

A student may be temporarily suspended pending completion of ~~disciplinary~~ conduct procedures if, in the judgment of the Dean of Students, or on recommendation of a Student Conduct Officer/Investigator, 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 could significantly disrupt the normal operations of the University. The Dean of Students or designee will notify the Managing Director of the Office of Student Conduct to initiate appropriate ~~disciplinary~~ conduct procedures to address the disruptive behavior within five (5) University working days from the date of temporary suspension.

Upon immediate temporary suspension, the student may no longer attend classes, use University services and/or resources, and is not allowed to be on campus until the ~~disciplinary~~ conduct proceedings have been ~~resolved~~concluded. 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.

Conduct, on or off campus, that typically results in interim suspension:

1. A significant and articulable threat to the health or safety of a student or other member(s) of the University community.
2. Sexual assault, other forms of sexual misconduct, stalking, and relationship violence that are creating a hostile environment for the victim and the remedy for the harassment requires temporary separation.
3. Criminal felony charges related to weapons, drugs, aggravated assault, and/or terroristic threats.
4. Severe disruption in the academic community related to erratic behavior, threats, property damage, and/or verbal aggression with another student, where the offending student is uncooperative with staff requests.
5. Violation of a No Contact Order
6. Retaliatory harm, discrimination or harassment

~~a.~~b. Immediate Temporary Suspension of Registration – Student Organizations

If it is determined that a student organization's actions or activities are detrimental to the educational purposes of the University and/or not in accordance to the Student Handbook, that student organization will not be officially registered with the Center for Campus Life. 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) University working days from the date of the "temporary suspension" notification letter.~~

Conduct, on or off campus, of members of a student organization that typically results in interim suspension:

1. Violent or harassment-type hazing
2. Organization events and activities resulting in allegations against individual students that typically result in individual student interim suspension (as outlined in Interim Action 4a)
3. Cease and desist directives from regional or national organizations

~~1.~~4. Alcohol/drug policy violations during recruitment or social events

c. Withdrawal of Consent

1. Grounds for Removal

The Student Conduct Officer or another University agent acting in accordance with his/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:

a. The student has willfully disrupted the orderly operation of the premises, and
b. The student's presence on the campus or facility constitutes a substantial and material threat to the orderly operation of the premises.

If the Dean of Students concurs with the Student Conduct Officer's recommendation, permission for the student to be on University premises will be withdrawn. This Withdrawal of Consent will not be longer than fourteen (14) calendar days and a hearing must be held within these fourteen (14) calendar days to determine the student's status at the University. Permission to be on University premises must be coordinated through the Dean of Students and the Texas Tech Police Department. The 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.~~1. A3 within five (5) University working days.

2. Registration Flag Following Withdrawal of Consent
When a student is withdrawn under this section, an administrative hold will be placed on the student's readmission to the University. This administrative hold will remain on the student's records until the student is readmitted.
NOTE: See Texas Education Code, Sections 51.233-51.244 ~~at http://www.statutes.legis.state.tx.us/?link=ED.~~

~~3.~~5.Student Rights & Responsibilities

Prior to the formal investigative process, a student will be provided a Student Rights and Responsibilities document. This document will be reviewed and signed by the student prior to an interview with the investigator/student conduct officer. The Student Rights and Responsibilities document informs the student of his or her rights to be exercised before and during the investigative process. Those rights include ~~During the pre-hearing meeting, the Student Conduct Officer will review with the student their rights and responsibilities, including:~~

a. Refrain from making any statement relevant to the ~~allegation~~investigation~~(s)~~. Students have the right to refuse to participate in the investigation process, either in part or entirely. However, a student's refusal to participate in the investigation, in whole or in part, lasts for the duration of the conduct process. Expressly, if a student does not provide information during the investigation, he or she will not be allowed to present new information during the hearing; similarly, if a student provides only limited information during the investigation (i.e., answering some of the investigator's questions but not others), then during the hearing, the student will only be permitted to speak to the information he or she provided, with no additional commentary. The rationale for this policy is to prevent either party from presenting new evidence at the hearing that was available during the investigative process for the purpose of disadvantaging the other party. (Note: see Pre-Hearing for details on inclusion of new, previously unavailable information after conclusion of the investigative process)
b. Notification of the alleged misconduct.
c. Know the source of the allegation(s).
d. Know the specific alleged violation(s) prior to the Formal Hearing.
e. Know the sanctions, conditions, and/or restrictions that may be imposed because of the alleged violation(s).
f. Be accompanied by an advisor at any Office of Student Conduct proceeding or any other related proceeding. An "advisor" can be any one of the following: a member of the Texas Tech Community (faculty, staff, or student), a Victim's Advocate, a parent or legal guardian, a relative, or in

situations involving criminal legal proceedings, an attorney. An advisor's role is that of support – he or she may not speak on behalf of the student and does not have an active, participatory role in the conduct process. If an advisor for the accused student is an attorney, an attorney from the Office of General Counsel may attend the hearing on behalf of the University. The complainant and/or the student accused of alleged misconduct is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or 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) University working days in advance of the scheduled hearing date.

g. To have the opportunity to respond to the allegation(s) and/or present information. In the event that you need additional time to gather information, please inform your conduct officer.
h. Know that the standard of proof is a preponderance of the evidence. This differs from the standard of proof in a criminal legal proceeding – beyond a reasonable doubt. To make a finding under a preponderance of the evidence, it must ~~simply~~ be *more likely than not* that a certain behavior took place. In other words, if the evidence indicates that there is a 51% likelihood that a student violated the Code of Conduct, then that student should be found responsible.
i. Know that the proceedings are not restricted by the Rules of Evidence that govern criminal and civil trials. This means that all evidence and information can be taken into consideration in evaluating a situation, regardless of the source or means used to acquire that evidence or information.
j. Know that any statements made by the student, or student representing a registered organization, can be used during the proceeding.
k. Know that if it is discovered that the student made any false or misleading statement(s) during the student conduct process, that student will be subject to further disciplinary action under the *Code of Student Conduct*.
~~k.~~l. ~~To receive notification of the alleged violation(s)~~
~~l.~~m. ~~To know the source of the allegation(s).~~
~~m.~~n. ~~To know the specific alleged violation(s).~~
~~n.~~o. ~~To know the sanctions, conditions and/or restrictions that may be imposed because of the alleged violation(s).~~
~~o.~~p. ~~To be accompanied by an advisor at any student conduct proceeding (for advisory purposes only, not for representation). 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/she may be allowed to have an attorney serve as his/her advisor, at his/her own expense, to participate in the same manner as any other advisor. If an advisor for the accused student is an attorney, an attorney from the Office of General Counsel may attend the hearing on behalf of the University. The complainant and/or the student accused of alleged misconduct is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or 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) University working days in advance of the scheduled hearing date.~~

~~p.~~q. ~~To have the opportunity to respond to the allegation(s) and/or present information~~

~~q.~~r. ~~To refrain from making any statement relevant to the allegation(s).~~

~~r.~~s. ~~To know that any statements made by the student can be used during the proceeding.~~

6. Formal Investigation

A trained investigator/student conduct officer will conduct a thorough, reliable, and impartial investigation of the reported incidents including meeting with the party bringing the complaint to finalize the complainant's statement, interview witnesses, collect evidence, create timelines, and receive information from the respondent.

When initial inquiry indicates a concurrent police investigation is occurring, the investigator/student conduct officer will, where possible, collaborate with the Texas Tech Police Department during investigation. Elements of this collaborative investigation may include the investigator coordinating with responding officers at the scene of the incident, joint interviews with police detectives, and evidence sharing. The investigator will never take physical custody of any physical or electronic evidence, but will work closely with the Texas Tech Police Department to inspect, analyze, and incorporate physical or electronic evidence into the Investigative report.

Once the investigative process is complete, the investigator/student conduct officer will compile the relevant information and evidence into an Investigation Report, which may include a timeline of the event(s), statements from interviews, physical and electronic evidence, a breakdown of the discrepancies in the various interviews, and credibility considerations. The investigator will document any physical or electronic evidence in a manner that is conducive and unobstructive to concurrent or forthcoming police investigations.

A student will have access to the completed Investigation Report for his or her case at the Pre-Hearing phase, after the formal investigative process has concluded. In order to protect confidentiality, students will not be allowed to take a copy of the Investigation Report.

~~4.~~7.Pre-Hearing/Formal Allegations Assigned

~~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).~~

~~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) University working days prior to the committee hearing. Likewise, during the pre-hearing, the Student Conduct Officer will inform the student that he/she is to provide the Office of Student Conduct with copies of documents and supporting materials he/ 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) University working days in advance of the committee hearing.~~

Once the investigative process is complete, the student will be given notice of a Pre-Hearing Meeting scheduled outside of the student's academic schedule. Should students not participate in the Pre-Hearing, the conduct process may continue without their participation, including the assignment of allegations and Formal Hearing.

During this meeting, students will be given the opportunity to review the Investigation Report and other documents or evidence to be used in the Formal Hearing. While students may identify errors in their statements at this point, they are not able to add additional information to the Investigation Report during the Pre-Hearing unless that information, in the judgment of the investigator, was unavailable during the investigative process and is pertinent to the consideration of the case. If a student discovers new, previously unavailable information during the time after the Pre-Hearing but before the Formal Hearing, the student should inform the investigator/student conduct officer immediately. If the new information is pertinent to the consideration of the case, the investigator/student conduct officer will

determine whether the new information should be included in the Investigation Report or presented verbally during the Formal Hearing. If there is new evidence introduced, other involved parties would also be given the opportunity to provide a response to any new evidence that will be presented in the Formal Hearing.

Formal Allegations will be assigned during the Pre-Hearing per the information and evidence gathered during investigation. Allegations are behaviors identified as Misconduct in Part 1B and are assigned for deliberation in the Formal Hearing by the Administrative Hearing Officer or University Discipline Committee to determine the student's responsibility for misconduct. An Allegation Letter will be provided to the student in the Pre-Hearing Meeting or via other methods of notice.

Students may indicate whether an Administrative Hearing or University Discipline Committee Hearing is preferred. However, ~~the~~a Student Conduct Officer/Investigator has the sole discretion in all cases to designate whether an Administrative Hearing or University Discipline Committee hearing will be held notwithstanding the student's preference.

In cases requiring a University Discipline Committee, the investigator/student conduct officer will share the pool of faculty, staff, and students trained for University Discipline Committees. Students will be given the opportunity to strike any member of the University Discipline Committee whose impartiality may be in question. Once the composition of the University Discipline Committee is set, the investigator/student conduct officer will schedule the Final Hearing no sooner than five (5) university working days from the date of the last Pre-Hearing. The five-day period can be waived by the Office of Student Conduct upon consultation with the involved student(s).

~~5.~~8.Informal Resolution

Once the investigative process is complete and formal allegations have been assigned, but prior to a formal hearing, a responding student has the option to resolve the issue informally. In order to effectuate an Informal Resolution, a responding student must (1) accept the finding(s) with regard to the allegations presented, and (2) accept the sanction(s), condition(s), and/or restriction(s) recommended by the Student Conduct Officer/Investigator.

In cases involving another student (the complainant) and/or a violation of Part 1, Section B2 of the *Code of Student Conduct*, both the Complainant and the Respondent must agree to both the finding(s) and the sanction(s), condition(s), and restriction(s) as recommended by the Student Conduct Officer/Investigator.

In cases where an Informal Resolution is reached, there is no formal hearing and no appeal. The case will only be reopened if new material, previously unavailable is presented.

~~6.~~9.Formal Conduct Hearings

After proper notice has been given to the student, the University may proceed to conduct either an Administrative or a University Discipline Committee Hearing and deliver a decision or recommendation respectively. The Administrative or University Discipline Committee Hearing may be held and a decision or recommendation made, regardless of whether the student responds, fails to respond, attends the hearing or fails to attend the hearing. Should the student fail to attend the Administrative or University Discipline Committee Hearing, ~~a~~an ~~Student Conduct Officer~~Administrative Hearing Officer or the University Discipline Committee may consider the information and render an administrative decision or University Discipline Committee recommendation.

Hearings are closed to the public. Both the complaining and responding students have the right to be present at the Formal Hearing; however, they do not have the right to be present during deliberations. Arrangements can be made so that complaining and responding students do not have to be in the hearing room at the same time. To request changes in the scheduled hearing time, students should contact the Office of Student Conduct no less than three (3) days prior to the scheduled hearing.

a. Administrative Hearing

An Administrative Hearing is the process of adjudicating allegations of violations of the Code of Student Conduct by an Administrative Hearing Officer. The assigned Administrative Hearing Officers makes the decision of responsibility and assigns sanctions, conditions, and restrictions as appropriate.

~~The Administrative Hearing process will be completed in a timely manner based upon the specific circumstances of each case. After making a determination, a Student Conduct Officer will deliver w~~Written notification of the outcomes of the Administrative Hearing will be provided to the student ~~of the decision using the written notification procedure as outlined in C.1.a., above.~~ within five (5) University working days ~~of the conclusion of the Formal Hearing and the sanction(s), condition(s), and/or restriction(s) to be imposed, if any. The s~~Students may utilize ~~the disciplinary appeal procedures in Part X, section E.~~ Disciplinary Appeal Procedures in Part 1, D11.

~~1.~~b.University Discipline Committee Hearing

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)~~Availability may determine a different composition for the Hearing Panel, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, students may be removed from the panel. For allegations related to academic dishonesty, the University Discipline Committee will be composed 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) University working days of the pre-hearing meeting. Failure of a student(s) to review notification does not prevent the University Discipline Committee from proceeding.~~

~~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.~~

During the University Discipline Committee Hearing, a designated Committee Chairperson will facilitate the hearing process. Hearing proceedings, excluding the deliberations of the University Discipline Committee, will be recorded by the University.

The Investigator/Student Conduct Officer presents ~~all facts submitted by both the complainant and respondent as well as any information provided by witnesses~~the investigation report, evidence, witnesses, allegations, and questions for deliberation. The ~~Student Conduct Officer as well as the~~ University Discipline Committee ~~has the right to~~may question the investigator/student conduct officer, complainant, respondent and any witnesses. The complainant and respondent do not have the right to question each other nor witnesses directly but may do so through the investigator/student conduct officer. The complainant and respondent have the right to add or make additional comments about the facts of the case. Should new evidence be presented without prior discussion with the investigator/student conduct officer, the hearing may be halted to consider the inclusion of this information. ~~but must 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 "I~~impact statements" ~~during this time.~~will also be halted if they are shared

prior to the sanctioning phase of the hearing. ~~Prospective witnesses will be excluded from the hearing room until they are given the opportunity to present their information, knowledge, and/or perception of the alleged incident. The chair may deny admission into or remove from, the hearing anyone due to space limitations or disruptive behavior.~~ 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~~.

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).

Outcomes of the University Discipline Committee will be provided to the student(s) in writing within five (5) University working days of the conclusion of the Formal Hearing.

~~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) 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.~~

~~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) 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.~~

~~The s~~Students may utilize ~~the disciplinary appeal procedure in section E.~~ Disciplinary Appeal Procedures as outlined in Part 1, D11. ~~In cases involving Part X.section B.8 (sexual misconduct) allegations, the complainant may also utilize the disciplinary appeal procedure (See Part X, section E, Disciplinary Appeal Procedures).~~

~~7.~~10. Conduct Outcomes/Findings (Sanctions, Conditions, Restrictions)

A Student Conduct Officer or the University Discipline Committee may impose sanctions, conditions and/or restrictions as a result of ~~an administrative~~a ~~hearing~~Formal 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/studentconduct. Please note that the grid is provided only as a guideline for administering sanctions, conditions, and/or restrictions, by the ~~Student Conduct Officer~~Administrative Hearing Officer ~~, as well as by the~~or the University Discipline Committee. The ~~Student Conduct Officer~~ Administrative Hearing 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~~.~~ Upon the judgment of the Managing Director of the Office of Student Conduct, some cases resulting in sanctioning of suspension and expulsion may begin prior to the completion of the disciplinary appeal process.

If the allegation involves a student organization, the Administrative Hearing Officer or University Discipline Committee~~committee~~ may meet with a University staff member whose professional capacity involves the advising of the organization. This staff member may provide information relevant to potential sanctions, conditions, and restrictions for the committee.

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 a~~n Administrative Hearing or University Discipline Committee Hearing~~ Formal Hearing and/or disciplinary appeal procedures (see Part ~~X. section E~~1, D11, Disciplinary Appeal Procedures). ~~Records pertaining to registered student organizations will remain on file indefinitely.~~

a. Sanctions
   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:
   1. Disciplinary Reprimand:
      The disciplinary reprimand is an official written notification using the ~~written notification~~ notice procedures outlined in ~~C.1.a~~Part 1, A3~~, above,~~ to the student that the action in question was misconduct.
   2. 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.

3. 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.
4. Time-Limited Disciplinary Suspension:
   Time-limited disciplinary suspension is a specific period of time in which a student is not allowed to participate in class or 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" 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 discriminatory harassment or sexual ~~harassment~~misconduct, 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,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

5. Student Organizations
   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 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, section E, Disciplinary Appeal Procedure).~~

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

   The status of expulsion will be shown permanently 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."

   An administrative hold will be placed on the student record by the Managing Director of Student Conduct to prevent future registration. ~~A previously expelled student may not apply for readmission under the readmission procedures (see Part X, section G, Readmission Procedures).~~

b. Conditions

A condition is 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:

1. Personal and/or academic counseling intake session.
2. Discretionary educational conditions and/or programs of educational service to the University and/or community.
3. Residence hall relocation and/or contract review/cancellation of residence hall contract and/or use of dining facilities.
4. Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement.
5. Monetary assessment owed to the University.
6. Completion of an alcohol or drug education program.
7. Referral to the BASICS Program for assessment.

c. Restrictions

A restriction is 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:

1. Revocation of parking privileges.
2. Denial of eligibility for holding office in registered student organizations.
3. Denial of participation in extracurricular activities.
4. Prohibited access to University facilities and/or prohibited direct or indirect contact with members of the University community.
5. Loss of privileges on a temporary or permanent basis.
6. Withdrawal of University funding (Student Government Association, departmental, Student Services Fees, etc.)
7. Restrictions associated with violations of Part X, 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.

d. Alcohol & Drug Violations

Violations of Part 1~~X~~, sections B3~~B.1~~. (alcoholic beverages) or B4~~.2.~~ (narcotics or drugs~~) may~~) 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/studentconduct/process.php.

~~8.~~11. Conduct Appeal Procedures

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 within ~~eight (8)~~ five (5) University working 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~~ 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.

In cases involving alleged misconduct ~~under Part X, section B.8 (sexual misconduct).~~involving actions against members of the university community, 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 and provide opportunity for response. In cases involving alleged misconduct ~~under Part X, section B.3 (academic integrity)~~involving academic dishonesty, 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.

The 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.

If the 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~~ notice procedures outlined in Part 1~~X. section C.1.a.~~ A3 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~~1, section D~~C~~ (Conduct~~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 1~~X~~, A3~~section C.1.a.~~ within ~~eight (8)~~ five (5) University working days of the decision. The decision of the new hearing body is final and may not be appealed.

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 1~~X~~, section D~~C~~ (~~Disciplinary~~ Conduct 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 1~~X~~, section ~~C.1.a.~~ A3 within ~~eight (8)~~five (5) 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~~i.e., some cases of bias), the 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 1~~X~~, section ~~C~~D (~~Disciplinary~~ Conduct Procedures) will be followed. The new hearing body or designee will notify the student in writing of the outcome within ~~eight (8)~~five (5) University working days of the decision. The decision of the new hearing body is final and may not be appealed.

If the 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 designated appeal officer will notify the student in writing of the outcome using the written notification procedures outlined in Part 1~~X~~, section ~~C.1.a~~ D. within ~~eight (8)~~ five (5) University working days of the decision~~.~~. The decision of the designated appeal officer is final and cannot be appealed.

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 ~~eight (8)~~five (5) 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.~~

~~9.~~12. Former Student Conduct & Readmission ~~Procedures~~

A former student who engages in conduct that is a violation of the *Code of Student Conduct* may be subject to conduct procedures prior to reenrollment, a bar against readmission, revocation of a degree, and withdrawal of a diploma.

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 of the Office of Student Conduct to submit evidence in writing supportive of his/her present ability to function properly and effectively in the University community. The University will evaluate the student's request and supporting documentation with primary consideration given to satisfying all conditions specified at the time of suspension or withdrawal. If approval is granted by the Managing Director for the Office of Student Conduct for the removal of the administrative hold, the student must then complete the regular University readmission procedures.

Part II: Community Policies

A. Alcohol Policy & Information

a. Hyperlink to Alcoholic Beverage Provisions in the Code of Student Conduct

B. Academic Integrity

a. Texas Tech University Statement of Academic Integrity

1. 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]

b. Academic Dishonesty Definitions

1. Students must understand the principles of academic integrity, and abide by them in all class and/or course work at the University. Academic dishonesty violations are outlined in the Code of Student Conduct. 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.

c. Academic Integrity Policy Committee

1. The Academic Integrity Policy Committee formed by the 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.

~~1)~~d. Instructor Responsibilities

~~2.~~1. 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 should contact the Office of Student Conduct to discuss the nature of the violation and the student's record of academic integrity violations. Instructions for reporting allegations of academic dishonesty are available in the Code of Student Conduct.-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 notify the student of possible academic sanctions including, but not limited to 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.

~~d.~~e. Withdrawal and Assignment of Grades

1. 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 Associate Vice Provost for Student Affairs for approval to drop the course or withdraw from the University retroactively, without academic and financial penalty.
2. 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. The involved student 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.

~~e.~~f. Academic and Disciplinary Penalties

1. 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.

~~f.~~g. Referrals to the Office of Student Conduct

1. 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. Instructions for reporting academic dishonesty violations are available in the Code of Student Conduct. 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 where 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.*

~~g.~~h. NOTE: Additional Academic Integrity information is available from the Office of Student Conduct and TTU Ethics Center.

C. 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, 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
        a. Discriminatory harassment is verbal or physical conduct based on a student's sex, race, national origin, religion, age, disability, sexual orientation, 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 student's ability to realize the intended benefits of the University's resources and opportunities.
        b. Examples of inappropriate behavior that may constitute discriminatory harassment include, but are not limited to:
            i. Slurs and jokes about a protected class of persons or about a particular person based on protected status, such as sex or race;
            ii. 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;
            iii. Derogatory remarks about a person's national origin, race or other ethnic characteristic;
            iv. Disparaging or disrespectful comments if such comments are made because of a person's protected status;
            v. Loud or angry outbursts or obscenities in the academic environment directed toward another student, faculty, staff, or visitor; or
            vi. Disparate treatment without a legitimate business reason.
    2. Sexual Harassment
        a. ~~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 or 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.~~Unwelcome verbal, written, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive such that it unreasonably interferes with the student's educational experience.

b. Examples of inappropriate behavior that may constitute unlawful sexual harassment include, but are not limited to:
   i. Sexual teasing, jokes, remarks, ~~or~~ questions, looks, gestures, innuendoes or stories;
   ~~ii. Sexual looks and gestures;~~
   ~~iii. Sexual innuendoes or stories;~~
   ~~iv.~~ii. Sexual favoritism;
   ~~v.~~iii. Pressure for dates or sexual favors;
   ~~vi.~~iv. Gifts, letters, calls, e-mails, or materials of a sexual nature;
   ~~vii.~~v. Sexually explicit visual material (calendars, posters, cards, software, internet materials);
   ~~viii.~~vi. Communicating in a demeaning manner with sexual overtones;
   ~~ix.~~vii. Inappropriate comments about dress or physical appearance; or
   ~~x.~~viii. Non-consensual video or audio-taping of sexual activity;
   ~~xi.~~ix. Inappropriate discussion of private sexual behavior;
   ~~xii.~~x. Exposing one's genitals or inducing another to expose their genitals;
   ~~xiii.~~xi. Unwelcome physical contact (touching, patting, stroking, rubbing);
   ~~xiv.~~xii. Non-consensual sexual intercourse.
   xiii. Other gender-based threats, discrimination, intimidation, hazing, bullying, stalking, or violence.

Note: While not appropriate, not all rude or offensive comments or conduct constitute sexual harassment or unlawful discrimination.

a. Reporting Concerns
   1. 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. The Student Resolution Center is available to assist with these processes. An online reporting form is also available.

b. Office of Civil Rights Complaints

1. 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, http://www.ed.gov/ocr.

c. Non-retaliation
   1. 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.

d. Confidentiality
   1. 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 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.

e. Faculty/Staff and Student Relationships
   1. 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 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.

f. Grievance or Complaint Processes
   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 University policy alone does not necessarily constitute a violation of law or an action prohibited by law. Additional

information about grievance and complaint processes is available here. ~~Grievance~~ Complaint processes are outlined in Part II, Section D~~V~~ of the Student Handbook.

a. Grievances and Investigations – Complaints Involving Other Students
    i. Grievances and investigations of formal complaints against other student(s) pertaining to adverse actions taken on the basis of the student's protected status or other violation of law or TTU policy are guided by the Student Conduct Procedures outlined in the Student Handbook, Part 1 Code of Student Conduct. (Hyperlink)

b. Grievances and Investigations – Complaints Involving Faculty or Staff
    i. 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 and the responding party is a faculty or staff member.
    ii. While not appropriate, not all rude or offensive comments or conduct constitute sexual harassment or unlawful discrimination.
    iii. All grievance investigations and procedures will be non-adversarial in nature. These procedures are entirely administrative in nature and are not considered legal proceedings.
    iv. 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.
    v. 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.
    vi. A student may also consult with the Dean of Students or Student Resolution Center 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.

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

viii. 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.

ix. 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.

x. 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.

xi. 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 1, Section D Conduct Procedures 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.

D. Campus Resources

a. Hyperlink to List of Campus Resources with Department Names, Contact Information, Addresses, Phone Numbers, and Websites.

E. Class Absences

a. 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. 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.

b. Religious Holy Day Absences
    1. 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.

c. Student Absence due to Sponsorship of Student Activities and Off-Campus Trips
    1. According to the Undergraduate and Graduate Catalog, faculty, department chairpersons, directors, or others responsible for a student representing the University on officially approved trips should notify the student's instructors of the departure and return schedules in advance of the trip. The instructor so notified must not penalize the student, although the student is responsible for material missed. Students absent because of University business must be given the same privileges as other students (e.g., if other students are given the choice of dropping one of four tests, then students with excused absences must be given the same privilege).
    2. 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.

F. Complaint Processes

a. Complaints Against Students – Hyperlink
b. Complaints Against Faculty -- Hyperlink
c. Complaints Against Staff -- Hyperlink
d. Discriminatory and/or Sexual Harassment
    1. 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 Anti-Discrimination policies in Part 2, C of the Student Handbook.
e. Students with Disabilities
    1. 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.
f. Personal Records
    1. 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 2, Section P.
g. Disciplinary Action
    1. The 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.
h. Employment
    1. A student wishing to pursue a grievance concerning employment with the University and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Office of Equal Employment Opportunity in accordance with the grievance procedures outlined in the University Operating Policy 70.10.The procedures manual may be reviewed in the Office of Equal Employment Opportunity.
i. Grades
    1. 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 2, Section B, Academic Integrity.

j. Parking Citations
    1. Students may appeal a campus parking citation online at www.parking.ttu.edu. Transportation & Parking Services rules and a description of the three-tiered appeals process is described in the *Traffic and Parking Regulations* available online at http://www.parking.ttu.edu/resources/pdf/rulesregulations.pdf

k. Graduate School Requirements
    1. 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

G. Financial Responsibility

a. Students must meet all financial responsibilities due to the University. The writing of checks on accounts with insufficient funds, issuance of stop pays, fraudulent credit card chargebacks, or the nonpayment or delinquent payment of outstanding loans and failure to meet any other financial obligations to the University are considered a lack of financial responsibility. Financial irresponsibility ~~can subject~~may 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*. A student who fails to make full payment of tuition and mandatory fees, including any incidental fees, but the due date may be prohibited from registering for classes until full payment is made. A student who fails to make full payment prior to the end of the semester or term may be denied credit for the work done that semester or term.

b. Generally, failure to meet financial obligations to the University may result in:
   1. Cancellation of the student's registration if tuition and registration fees are not paid by the dates provided by Student Business Services or if a returned check given in payment of tuition and fees is not redeemed by that time.
   2. Possible criminal prosecution for writing insufficient fund checks.
   3. A hold preventing future registration placed on a student's academic records.
   4. A hold on receiving official University transcripts until the obligation is paid.
   5. Students should understand that consequences may result from not resolving one's financial obligations to the University. The University may report individual student financial problems to a credit agency or a collection agent. Before registering or requesting a transcript, students may check on the presence of holds by accessing their records at www.raiderlink.ttu.edu under the TTU MyTech (for Students) tab.
   6. For more information, please visit the Student Business Services website at www.sbs.ttu.edu.

H. Freedom of Expression

a. Hyperlink to Use of University Space Policy Related to Freedom of Expression (Part 2. Section Q)

I. Housing Requirements

a. The Texas Tech residence hall system includes a variety of living options and provides convenient and affordable housing for approximately ~~6,700~~7,400 students. Learning Communities~~Special interest housing (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 Talkington Hall offer suite-style accommodations to men and women. Most suites include four private bedrooms, a common living area, and shared bathrooms. Talkington Hall and the new West Campus Village includes a limited number of two bedroom suites. The new West Campus Village upperclass and graduate buildings are apartment style living with full kitchens and washer and dryers. The West Campus graduate building is for students at least 21 years or age. Carpenter/Wells Complex, which is arranged in three-bedroom townhouses or four-bedroom flats, offers private bedrooms in a suite-style setting. Priority for assignment to Carpenter/Wells Complex will be given to students of sophomore or above classification. Gordon Hall, a suite-style residence, is designated as the Honors College Residence Hall.

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

c. 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.

d. Complete information regarding campus housing can be found at housing.ttu.edu. Information regarding residence hall policies can be found at housing.ttu.edu/hall-policies.

e. Housing Policy

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

f. Housing Requirement

1. Subject to verification and authorization by University Student Housing, students who meet one or more of the following criteria may be eligible to live off campus:
    a. 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.
    b. A student presents sufficient evidence of an extreme financial hardship condition based on guidelines similar to those required for financial aid.
    c. A student is married or has dependent children living with the student.
    d. A student is 21 years of age or over on or before the first day of classes of the initial semester of enrollment.
    e. A transfer 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.
    f. A student is awarded a University scholarship/sponsorship that is managed by a University department or college and includes the equivalence of the current academic school year's room, dining plan, tuition, fees, and textbooks (as estimated by the Student Financial Aid Office). Upon prior approval from the managing department or college, the student may request to be exempted from living on campus. The managing department or college must provide verification in writing to University Student Housing prior to the student's enrollment and/or re-enrollment to the University.
    g. A student is enrolled in the Graduate School or Law School.
    h. A student has served in active military service, as verified by a discharge certificate (DD214).
    i. A student presents sufficient evidence of an extreme medical condition, as documented by his/her treating physician for which on-campus accommodations cannot be made.
    j. A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls.

k. 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.

l. A student is enrolled in on-line classes only.

m. A student is taking six or less hours during the academic year.

~~k.~~n. A student enrolled for a TTU or TTUHSC campus other than the Lubbock campus.

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

3. 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.

~~3.~~4. No exemptions will be approved once the student has moved in to the residence halls.

~~4.~~5. It is the responsibility of the student to update any incorrect information regarding place of residence with the Office of the Registrar.

J. Sexual Violence

a. Hyperlink to new Sexual Violence website & procedures
http://sexualviolence.ttu.edu

K. Solicitations, Advertisements and Printed Materials

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

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

c. University Name, Document and Records
    1. The use by any person or organization of the University's name in connection with any program or activity, without the prior written permission of the Office of the Vice Chancellor for Institutional Advancement, or any unauthorized use of University documents, records or seal is prohibited. Pertinent links:
        a. http://www.depts.ttu.edu/opmanual/OP01.06.pdf,
        b. http://www.depts.ttu.edu/opmanual/OP72.23.pdf
        c. http://www.depts.ttu.edu/opmanual/OP68.03.pdf

d. Jurisdiction
    1. 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) University working days before intended use.
    2. 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.
    3. All regulations pertaining to on-campus solicitations by University departments and staff shall be administered by the Senior Vice President of Administration and Finance.

4. 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.
5. 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.

e. Solicitation Processes
   1. 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.
      f. The regulating offices may grant special permission for solicitation purposes or places not listed above in exceptional circumstances.
   2. 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.
   3. In order to solicit in University buildings, authorization is required via the Outdoor Events Coordinating Committee and appropriate building manager.
   4. Registered student organizations may use the University's registered marks when used in connection with a student organization activity, provided items are acquired from a licensed vendor. A sample or drawing needs to be provided showing how the University's registered marks are to be used before production of the merchandise can proceed. This sample will be submitted by the licensed vendor selected by the registered student organization. For additional information on licensing and use of Texas Tech University registered names, logos and trademarks, refer to OP 54.03 or contact the Office of Intercollegiate Athletics External Operations.
   5. 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~~Outdoor Events Coordinating Committee (OECC) in Student Union Room 304. 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.
   6. Decisions by the Outdoor Events Coordinating Committee rejecting or revoking permission of students or registered student organizations to

solicit may be appealed to the Managing Director of the Center for Campus Life.

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

7. The student or registered student organization may not appeal beyond the Managing Director of the Center for Campus Life.

f. 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.

g. Printed Materials & Digital Signage

1. The following policies apply to the display and distribution of printed materials and digital signage in all areas of the University campus:
   a. Only individuals affiliated with the University (i.e. students or student organizations) may distribute handbills, leaflets or any other type of printed materials, except as provided by law
   b. Students and registered student organizations do not need prior approval concerning the content or distribution of materials such as leaflets and handbills; however, students may be required to provide ~~student identification upon request~~verification of current student status upon request;
   c. Solicitation and Advertising materials must conform with the provisions stated above;

d. Student election campaign literature must conform to the procedures outlined in the Student Election Code of the Student Government Association;
e. Use of the Texas Tech campus that results in the need to utilize University personnel for litter collection, crowd control, repair/replacement of University property, etc., may necessitate repayment to the University by the responsible party;
f. Printed materials may not be placed on vehicles parked in University parking lots or on vehicles in motion without permission of the vehicle owners;
g. Printed materials such as handbills and leaflets may not be distributed within University buildings;
h. Printed materials 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 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.

h. Use of Bulletin Boards & Digital Signage
1. Posters, signs, and announcements may be displayed only on University announcement bulletin boards and approved digital signage designated specifically for use by students and registered student organizations. The University announcement bulletin boards and approved digital signs may be used only be students, registered student organizations, and University departments. Bulletin boards will be cleared periodically. A list of designated University announcement bulletin boards and digital signs is maintained in the Center for Campus Life.
2. 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;
3. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs;
4. Posters, signs, and announcements shall not promote unauthorized sponsorship by Texas Tech University;
5. Posters, signs, and announcements shall not violate any local, state or federal law;
6. Bulletin boards belonging to academic and administrative Departments are for official University use only. Posters, signs, and announcements may not be displayed without consent of the appropriate department; and

7. 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 Associations

i. Violations

1. 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.*

L. Student Identification

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

M. Student Involvement & Representation

a. Student Government Association

1. The Student Government Association is the official organization representing students. Students may identify with off-campus programs and activities as individuals, but not as representatives of the University.
2. Student Media
    a. 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 University Student Media Committee and the Department of Student Media. See TTU Operating Police 30.27.
3. Military & Veterans Programs
    a. Military & Veterans Programs (MVP) is here to assist veterans and their families in achieving academic and personal success. ~~MVP~~ The department ~~oversees~~ serves as a resource to connect veterans and their family members to the university and surrounding community. MVP oversees the certification of ~~regulation of federal and state laws and University regulations concerning~~ Veterans Educational Benefits such as:
        i. The exemption for Texas Veterans u~~U~~nder 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.
        ii. The educational programs such as the various educational benefits offered through the Department of Veteran Affairs.

N. Student Organizations

a. Categories and Definitions

1. Registered Student Organizations
    a. A registered student organization is a group (president, treasurer and a minimum of three members, excluding officers) comprised of at least five students enrolled at Texas Tech University who voluntarily come together under a common purpose. The purposes and activities of the organization shall be lawful and not in conflict with the policies, rules, regulations and standards of the University and/or federal, state and/or local statutes.
    b. Generally, student groups broadly fall under one of the following categories: Advocacy/Lobby, Campus Departmental Support, Cultural/International, Fraternity/Sorority, Graduate, Hobby/Leisure/Recreation, Honor, Law, Professional-Agricultural Sciences and Natural Resources, Professional-Architecture, Professional-Arts and Sciences, Professional-Business, Professional-Education, Professional-Engineering, Professional-Human Sciences, Professional-Media and Communications, Professional-Visual and Performing Arts, Religious, Residential, Service, and Sports Clubs.~~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.~~
    c. All student organization registration is administered by Center for Campus Life.
2. Sports Clubs
    a. Recreational Sports is responsible for the oversight of the Texas Tech ~~Clubs Federation~~Sports Clubs 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.
    b. A group seeking sports club status must first be a registered student organization, subject to the rules and regulations of the University. Typically, a student organization must be registered with the Center for Campus Life for at least an academic year before full consideration for Sport Club status.
    ~~b.~~c. 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

a. 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.
b. 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. A student organization is eligible for registration if it does not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identify, or gender expression, except that: a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's religious beliefs; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.~~Membership in a student organization shall be open only to students enrolled at Texas Tech University without regard to race, religion, sex, disability or national origin; except in cases of designated fraternal organizations which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex.~~
2. Faculty and staff may hold associate memberships to the extent allowed by the student organization's constitution.
3. The organization shall not duplicate the purposes and functions of a previously or currently registered student organization unless the need for duplication is substantiated with the Center for Campus Life.
4. All funds allocated to a registered student organization from University-controlled sources must be maintained in a University account. Additional resources acquired by fundraising may be kept in an off-campus organizational account.
5. The student organization shall show initiative in effectively meeting its stated goals and be lawful and peaceful in its activities. The Center for Campus Life is available to assist in organizational development.
6. The student organization shall be free from control by any other non-student individual or organization. Alumni and affiliate/ associate members should not be granted voting privileges nor can they hold executive officer positions. To preserve the governing integrity of a student organization, these privileges can only be vested in currently enrolled students at Texas Tech University.

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

c. Registration of New and Re-Registering Student Organization

1. A student organization may file the "intent to form" a registered student organization application to the Student Organization Staff or designee 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. A student organization may choose to register within the 30-day time period if they have met all of the requirements to register.
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 Student Organization Staff to discuss finalizing their status as a registered student organization. Extensions of the "intent" status are possible under extenuating circumstances and requests should be addressed to the Student Organization Staff. 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.
3. New and/or re-registering student organizations that desire the benefits of a registered student organization should attend a Student Organization Registration ~~Seminar~~ Meeting or make an individual appointment with the

Student Organization staff to discuss the policy regulating the registration of student organizations.

4. After attending the ~~seminar~~ meeting 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.
5. Registration occurs by going to the Student Organization website at http://ttu.orgsync.com and logging in to OrgSync. Students are guided through completing the registration process online. Students will be prompted to create an individual profile if you have not already created one.
6. To validate the online process, student organizations must provide:
    a. List of Officers (must ~~have~~ include president and treasurer).
    b. List of membership, must have a minimum of three members in addition to a president and treasurer (total minimum organization size of five).
    c. List a member of the organization as the Student Organization Representative Council (SORC) representative (either an officer or a general member may be listed.).
    d. 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). It is recommended to include the organization's risk management policy into the bylaws or upload it to the organization OrgSync files folder.
    e. 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.
    f. 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.
    g. President, Treasurer, advisor(s) and three (3) members must sign a "University Policy Agreement" (found within registration in OrgSync and in the OrgSync "~~forms~~files" folder) stating they intend to comply with all University standards, rules and/or policies as well as all federal, state, and/or local laws.
    h. Submit the signed University Policy Agreement page(s) to complete the registration process. These form(s) ~~can be faxed,~~

~~mailed, or delivered to the Center for Campus Life.~~should be scanned and uploaded into the OrgSync registration application.

i. 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
      a. Benefits include: free space reservations in the Student Union, opportunity to reserve rooms in academic space (i.e. classrooms), free mailbox in the Student Union, organization information published online, posting on campus, use of University logo (with permission of Athletics Department External Operations), leadership training, ready references and access to Involvement Center, opportunity for free cubicle space through Student Union Main Office, and free webpage via OrgSync.
      b. 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
      a. 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.

e. Faculty or Staff Advisor
   1. Each registered student organization shall have a full-time University faculty or staff advisor available to the officers and members for consultation regarding the affairs of the organization. Attendance at organizational meetings and functions is encouraged to facilitate incorporating the advisor into the organization's program planning and decision-making. The advisor should certify the organization's expenditures by co-signing all checks or vouchers. The advisor must oversee adherence to University standards, rules and/or policies as well as the organization's constitution and by-laws.
   2. Registered student organizations may have additional advisors, i.e. coaches (typical of sports clubs) or alumni advisors, to the extent permitted by their constitution and/or by-laws; however, one advisor must be a full-time Texas Tech University/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 University or is not a full-time Texas Tech employee should also be included when filling out the registration application, complete with names, addresses, telephone numbers and emails.
4. Registered student organizations have ten (10) University 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 University faculty or staff member appointed as their advisor. Failure to do so may result in suspended privileges.
5. Certain student organizations do not choose their advisor(s); rather, they are assigned a full-time faculty or staff person by the department to oversee the administration of those areas, groups and resources.
6. Established full-time University faculty or staff members, who reduce employment hours below full-time status and maintain an office on-campus, may continue to function as the "Primary" advisor of a student organization with the approval of the Center for Campus Life.
7. Student organization advisors should complete advisor risk management training set by the Student Organization Staff or designee.

f. Prerequisites for Maintaining Registration
   1. To maintain its active registration status throughout the academic year, a registered student organization must meet the following criteria:
      a. Organizations must update the "Org Profile" on OrgSync at http://ttu.orgsync.com within ten (10) University working days of any of the following:
         i. Election of or change in officers and/or SORC representatives;
         ii. Change of full-time faculty or staff advisor;
         iii. Changes in organization documents (i.e. constitution, membership requirements);
      b. 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.
      c. Solicitation on campus by registered student organizations may not abridge any contractual agreements of Texas Tech University. To avoid violations, registered student organizations should seek clarification on any solicitation initiatives or materials with the Student Organization Staff or designee.
      d. 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.

e. 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~~ Programming annually. The Student Organization Staff and/or other designated departments may require other student organizations to attend the Clay R. Warren Memorial Risk Management ~~Retreat~~ Programming in order to fulfill this requirement. Student organizations not required to attend will participate in an alternative risk management training opportunity identified by the Student Organization Staff.

i. Student organizations will be assigned a tier group based on the questions they answer in their student organization registration regarding risk.

~~i.~~ii. The Student Organization Staff or designee will determine any additional risk management training requirements for student organizations.

2. Center for Campus Life and/or Office of Student Conduct may suspend the registration of an organization for noncompliance with the regulations and/or standards as set forth in the Student Handbook. ~~Anonymous reporting limits the University's ability to respond to alleged individual and/or organizational noncompliance.~~

g. Temporary Suspension and Denial of Registration

1. A student organization will not be officially registered with the Center for Campus Life if it is determined that the organization's actions or activities are detrimental to the educational purposes of the University or not in accordance to the Student Handbook. The registration of a student organization may be temporarily suspended while an investigation is pending involving an alleged violation of registered student organization policies and procedures as outlined in the Student Handbook. The registered student organization will be afforded all due process guidelines as described in the Student Handbook. The president of the student organization may file an appeal in writing to the Managing Director of the Center for Campus Life or designee within five (5) University 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) University working days from the date of the "denial" notification letter.

O. Student Right to Know Information

a. Hyperlink to Student Right to Know Information

P. Student Records

a. General Policy
    1. 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
    1. Students must maintain an accurate permanent address with the Office of the Registrar. The address is used for official notifications including billing and notification of official University requirements. Students should maintain a current local address and telephone number that is used by University officials, and/or student organizations and the campus community. Students may update their contact information at www.raiderlink.ttu.edu via the MyTech (for Students) tab.

c. Student Access to Educational Records
    1. All current and former students of the University have the right to access their educational records as provided by law.
    2. Students may obtain copies of records relating to themselves at their expense. The reproduction charge shall not exceed the actual cost to the University.
    3. 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.
    4. 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.
    5. Personally identifiable information such as classification, 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
    1. The following are records not accessible to students:
        a. 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).

b. Employment records of a University employee who is not a student.

c. 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.

d. 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 sources.

e. Authorized Non-student Access to Student Records

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

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

b. 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.

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

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

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

f. 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.
g. Accrediting organizations.
h. 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.
i. Appropriate persons, if necessary, to protect the health or safety of the student or other persons.
j. 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.
k. 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

1. 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.
2. 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.
3. 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.
4. If any of the participants (record custodian, student or author) are not satisfied with the results of the informal meeting, a formal hearing will be conducted under the following procedures:
    a. The hearing will be conducted within seven University working days following the request for the hearing.
    b. The hearing will be conducted by an institutional official or other party who does not have direct interest in the outcome of the hearing appointed by the Associate 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 University working days after the conclusion of the hearing.

g. Release of Student Directory Information

1. 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
    i. Full-time, Part-time, Half-time
    j. Undergraduate, Graduate, Law
    k. Participation in Officially Recognized Sports and Activities
    l. Height/weight of members of Athletic Teams
    m. Previous Institution(s) Attended
2. 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.
3. 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.
4. 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
    1. The University constantly reviews the "educational records" it maintains and periodically destroys certain records. The University will not destroy records if prohibited by state or federal law. The student's basic scholastic record is kept and maintained permanently in the Office of the Registrar. Disciplinary records are maintained for at least seven years in the Student Judicial Programs office. Student Disability Services records are maintained for three years after the last date of enrollment.

i. Letters of Recommendation
    1. Students may review recommendations used in application for employment or for admission to any educational agency or institution, or information concerning honors awarded, except when the student waives, in writing, the privilege of examination.
    2. Appropriate forms are available in University Career ~~Services~~ Center 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.

Q. Use of University Space

a. General Policy

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

b. Reservation Requirements

1. Reservations must be made for the use of buildings and grounds under the control of the University. Requests for reservations will be granted according to the priorities of the designated area. Requests must be made to the appropriate office. Requests from registered student organizations must be signed by the organization's president and full-time faculty/staff advisor. Requests from individuals must be signed by the person applying for the use of the space or facilities.
2. 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 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
        a. 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 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 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. All requests must include the full name, department, and phone number of the student organization's full-time faculty or staff advisor. Recurring space assignments may be made for one semester only. All space assignments are made on the basis of use consistent with the purposes of the University and of available space. Space assignments for student organizations will not be 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:
   i. The intended use is in keeping with the educational purposes of the University.
   ii. The intended use does not conflict with the use by academic programs or academic organizations.
   iii. The intended use does not conflict with normal security and maintenance schedules.

3. Residence Halls
   a. 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
   a. 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 University for the primary use and benefit of the intercollegiate athletic programs of the University, of allied non-University athletic activities consistent with such programs and of official academic events of the University. The use of these facilities shall be limited to these purposes unless otherwise authorized by the Intercollegiate Athletics Office. Requests for use of all intercollegiate athletic facilities must be made to the Intercollegiate Athletics Office.
5. Recreational Facilities
   a. 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
   a. 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
    a. 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. 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
    a. 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 concourse, the arena floor and the arena bowl area. Registered student organizations receive rental discount for the City Bank Conference Center meeting rooms. Texas Tech University Commencement, Health Sciences Center Commencement, Texas Tech basketball and volleyball games and major arena events, such as concerts, have priority in booking the United Spirit Arena. Space in the United Spirit Arena is reserved through the Arena Management Office.

e. Use of Campus Grounds
    1. Selected grounds area (other than those described above) are available for activities that are sponsored and approved by University departments, registered student organizations or individual faculty, students and employees. Academic use by departments and colleges has priority and assignments may be changed or canceled if conflicts with regular academic programs develop.
    2. Students or registered student organizations desiring to use campus grounds must register for grounds use with the Outdoor Events

Coordinating Committee (OECC) in Student Union Room 304. Faculty, staff, or departments of the University desiring to use campus grounds must register for grounds use with the Outdoor Events Coordinating Committee (OECC) in Student Union Room 304 as well. In accordance with the University's Operating Policy 61.02 regarding Use of University Grounds, Facilities and Amplification, each use must be approved in writing by the Outdoor Events Coordinating Committee (OECC). Requests must be submitted at least ~~six (6) university~~two (2) weeks ~~working days~~ before the intended use. Recurring use assignments shall not be permitted.

3. The ~~Center for Campus Life~~Outdoor Events Coordinating Committee (OECC) will coordinate all grounds use applications and shall grant only grounds use requests that are consistent with applicable University regulations and local, state and federal law.
4. A permit granting grounds use shall specify the boundaries of the area to be used, the date for which the use is approved, the time at which the proposed activity may begin, the time at which the reservation for the use expires and any special provisions concerning the use of the space. No request will be approved for activities occurring during individual study days and/or final examination period.
5. Students or registered organizations using a designated area are subject to the following requirements:
    a. Use of amplification equipment must comply with the guidelines below.
    b. A structure may not be erected on campus grounds without prior written approval that will include arrangements for cleaning up after the event.
    c. If any expenses will be incurred in the course of an event, the sponsor or co-sponsor will be required to supply a University account number before the activity can be approved by the Outdoor Events Coordinating Committee.
6. Violations of these campus grounds use regulations are subject to the disciplinary sanctions, conditions and/or restrictions and procedures outlined in the *Code of Student Conduct*.
7. Students or registered student organizations desiring grounds use may be required to provide evidence of appropriate liability insurance in accordance with recommendations from the General Counsel's Office, Risk Management Office, other University departments or others as necessary prior to approval from the Outdoor Events Coordinating Committee.
8. Participants in, and/or sponsors for, events may be required to sign a "Hold Harmless" release.

9. The sponsor should contact the Environmental Health and Safety Department to make necessary arrangements for any event that includes concessions or a mobile concession stand. In order for any person, vendor, or organization to operate a temporary food service or mobile unit on Texas Tech property, the Environmental Health and Safety Department must issue a valid Temporary Food Service Permit.
10. The sponsor should contact Transportation & Parking Services to make necessary parking arrangements for the event.
11. If the use of 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
   1. The open exchange of information, opinions, and ideas between students is an essential element of the campus experience. These policies are intended to protect the interests of all students as well as other members of the University community. These policies presume that students are generally free to engage in freedom of expression activities in those outdoor areas of campus that are common and accessible to all students (such as park-like areas and sidewalks) without the need of prior approval of the University.
   2. Although the Texas Tech University campus is generally an open campus for purposes of student freedom of expression activities, students are encouraged, and persons and groups not affiliated with the University are required, to use the Forum Areas of the campus for freedom of expression activities.
   3. 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.

4. Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:
   a. The location selected for the activity is inadequate for the purpose for which it will be used (either too close to buildings, not big enough for the event, etc.);
   b. The activity substantially interferes with either vehicular or pedestrian traffic;
   c. The activity blocks the ingress or egress to buildings;
   d. The space is not available due to prior reservation;
   e. The activity conflicts with a previously planned University activity;
   f. The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the University;
   g. The activity presents an unreasonable danger to the health or safety of the applicant or other individuals;
   h. The activity is prohibited by local, state, or federal law; or
   i. The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on campus.
5. Students engaged in freedom of expression activities may be subject to discipline under the *Code of Student Conduct* for the following actions:
   a. Activities which are illegal.
   b. Activities that deny the rights of other students, faculty and staff of the University.
   c. Activities that substantially obstruct or restrict the free movement of persons on any part of the University campus, including the free entry or exit from University facilities.
   d. Activities that deny the use of office or other facilities to the students, faculty, staff or guests of the University.

e. Activities that threaten or endanger the health or safety of any person on the University campus.
f. Activities that include the use of obscenities, libelous statements, or "fighting words," as defined by law.
g. Activities that result in damage to or destruction of University property or;
h. Activities that attempt to prevent a University event or other lawful assembly by the threat or use of force or violence.

6. 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
1. 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:
a. A written appeal describing the objections to the denial presented to the Managing Director of the Center for Campus Life must be filed no later than five (5) University working days after the receipt of notice of the denial from the Outdoor Events Coordinating Committee.
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 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 after 5:00pm Monday through Friday.
c. Use of amplification equipment is subject to all rules concerning the time, place, and manner of freedom of expression activities and Forum Areas as set forth in Section f of this policy.
d. Only handheld amplification devices are permitted.
e. No amplification of sound is permitted during the week prior to or the week of final exams.

f. The volume and direction of amplification equipment shall be controlled so as not to interfere with classes in session, examinations, or other campus community activities.
g. Use of amplification equipment shall not create a sustained or repeated noise disturbance that substantially interferes with the normal activities of the University community.

2. Other Use of Amplification Equipment
   a. The use of loudspeakers, any other type of amplification equipment (e.g. portable stereo devices, portable studios, etc.), or amplified musical instruments on University grounds by students and/or registered student organizations for any purpose other than expressive activities as set forth in Section H(1) above is by permission only.
   b. 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 Outdoor Events Coordinating Committee.
   c. Applications must be submitted at least ~~six (6) University working~~two weeks~~ days~~ before the intended use.
   d. The Outdoor Events Coordinating Committee and the Director of Academic Support & Facilities Resources may prescribe rules concerning scheduling, maximum sound levels, location and direction of speakers, and other rules to facilitate the use of amplified sound to mediate any conflict with University functions, classes in session, examinations, other nearby activities, and the campus environment.
   e. 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.
   f. 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.
   g. 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.
   h. 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~~Outdoor Events Coordinating Committee (OECC).

i. Outdoor dances utilizing sound amplification devices may be held only on Friday and Saturday nights, and must terminate by 1:00 a.m. Bands may use their own equipment on such dates.

3. Academic Use
   a. The appropriate use of loudspeakers for official University activities inside academic buildings, or on the campus as a part of the academic instructional program, is determined and approved by the Office of the Provost.
   b. Permission for use of the victory bells or carillon bells in the towers of the Administration Building must be requested through the Office of the Provost at least one University working day before time of intended use. Use of the bells must not interfere with the normal functions and programs of the University. See OP 30.21.

R. Withdrawals

a. Voluntary Withdrawal from the University

1. According to the Undergraduate and Graduate Catalog and OP 34.05, students who find it necessary to withdraw from the University 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.
2. Students considering withdrawal for medical reasons may contact the Center for Campus Life to discuss additional University resources and services.
3. There may be financial implications to withdrawal. If a student receives financial aid or is living in TTU student housing, he/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.
4. Refunds
    a. The Undergraduate and Graduate Catalog indicate that students withdrawing to zero hours at their request or those who have been withdrawn due to University action may be eligible to receive a refund of paid tuition and fees. A tuition and fee refund schedule is listed in the Undergraduate and Graduate Catalog and at http://www.depts.ttu.edu/registrar/.
5. Returning to the University after a Voluntary Withdrawal
    a. 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. 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/.

b. Involuntary Withdrawals

1. 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.

2. 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.
3. Notice
    a. 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.
4. A "direct threat" means
    a. There is a high probability (not just a slightly increased, speculative, or remote risk)
    b. of substantial harm
    c. based on observation of a student's conduct, actions, and statements.
5. 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.
6. The Dean of Students or designee will notify the student of the concern.
7. 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 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:
    a. Involvement of parents or significant others;
    b. Academic progress;
    c. Living arrangements;
    d. Previously granted accommodations;
    e. Confidentiality waivers;
    f. Other possible accommodations, care and support resources including medical or counseling assistance; and
    g. Withdrawal implications such as financial aid, health insurance, visas, and academic timelines.
8. 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.

9. Temporary Suspensions
    a. 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.
10. 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 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.
    c. Within five (5) University working days from the initial meeting with the student or five University working days from the date of notice regarding the meeting, the student will be scheduled for an assessment with a medical doctor, a licensed counseling or clinical psychologist, and other professionals as appropriate. If applicable, this assessment would include a psychiatrist from Student Health Services and a psychologist from the Student Counseling Center.
    d. The student may provide information from other medical professionals as part of the assessment.
    e. If a student elects not to participate in this assessment, the process will continue with the information that is otherwise available to consider.
    f. The assessment will determine:
        i. The nature, duration, and severity of the risk;

ii. The probability that the potentially threatening injury will actually occur; and

iii. Whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk.

11. Involuntary Withdrawal Committee

a. The assessment report will be forwarded to the Involuntary Withdrawal Committee for review.

b. 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.

c. The hearing will be scheduled by the Dean of Students within five (5) University working days of the completion of the individualized assessment. The student will be provided the information to be considered at the hearing by the Dean of Students 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.

d. 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.

12. Review of Committee Recommendation
    a. The Dean of Students will notify the student in writing of the decision within five University working days.
13. Appeals Process
    a. 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) University working days. The student will be notified in writing of the final decision within five (5) University working days of receipt of the appeal.
14. Final Decision
    a. 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.
15. Eligibility for Readmission
    a. 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.

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Student Handbook

CODE OF PROFESSIONAL CONDUCT

~~2013-2014~~

2014-2015

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

Rev. ~~05/17/13~~ 05/16/14

TABLE OF CONTENTS

STATEMENT OF ACCREDITATION. **6**

PART I. FORWARD **7**
A. General Policy 7
B. Tobacco-Free Environment 8
C. Authority 8
D. Policy of Non-Discrimination 8
E. University Name, Document and Records 8
F. Definitions 9

PART II. CODE OF PROFESSIONAL AND ACADEMIC CONDUCT. . . **14**
A. General Policy 14
B. Disciplinary Jurisdiction 15
C. Violation of Law and TTUHSC Discipline 15
D. Misconduct 15
1. Alcoholic Beverage 15
2. Narcotics or Drugs 16
3. Firearms, Weapons, and Explosives 16
4. Theft, Damage, or Unauthorized Use 16
5. Actions Against Members of the University Community 17
6. Gambling, Wagering, or Bookmaking 17
7. Hazing 17
8. False Alarms or Terrorist Threats 19
9. Financial Irresponsibility 19
10. Unauthorized Entry, Possession or Use 19
11. Traffic and Parking 19
12. Housing and Dining Services Regulations 19
13. Student Recreation and Aquatic Center Regulations 19
14. Failure to Comply with Reasonable Directions or Requests of University Officials 20
15. Failure to Present Student Identification 20
16. Abuse, Misuse or Theft of University Computer Data, Programs, Time, Computer or Network Equipment 20
17. Providing False Information or Misuse of Records 21
18. Skateboard, Roller Blades, or Similar Devices 21
19. Academic Misconduct 21
20. Violation of Published University Policies, Rules, or Regulations 23
21. Violation of Federal, State, and/or Local Law 23

22. Abuse of the Discipline System 23
E. Other Professional and Ethical School Standards 24
1. School of Medicine 24
2. School of Nursing 25
3. School of Pharmacy 25
4. School of Allied Health Sciences 27
5. Paul L. Foster School of Medicine 27
F. Disciplinary Procedures 28
1. Nature of Proceedings 28
2. Procedural Deviations 28
3. Filing Complaint 28
4. Student Conduct Board Hearings 29
G. Sanctions 34
H. Interpretation and Revision 35

PART III. WITHDRAWAL OF CONSENT. 36
A. Recommendation to Withdraw Consent during Periods of Disruption 36
B. Concurrence by Dean 36
C. Confirmation by President 37
D. Hearing 37

PART IV. Anti-Discrimination Procedures 39

PART V. STUDENT RECORDS. 41

PART VI. REGISTRATION OF STUDENT ORGANIZATIONS. . . . 50
A. Conditions for Registration 50
B. Faculty or Staff Advisor 51
C. Conditions for Maintaining Registration 51
D. Denial of Registration 52

PART VII. USE OF UNIVERSITY SPACE, FACILITIES, AND AMPLIFICATION EQUIPMENT. 52

PART VIII. SOLICITATIONS, ADVERTISEMENTS AND PRINTED MATERIALS. 54

PART IX. STUDENT TRAVEL POLICY. 54
A. TTUHSC OP 77.08 Student Travel Policy 54
B. Travel Using University Owned Vehicles 54
C. Travel Using Personal Vehicles 56
D. Policy Concerning Student Releases and Medical Authorization 57

E. Guidelines Concerning Safe Travel Practices 57

PART X. MISCELLANEOUS POLICIES. 58
1. Absences 58
2. Academic Requirements 58
3. Admissions and Applicants 58
4. Adding and Dropping Courses 58
5. Affiliation 59
6. Attendance 59
7. Bacterial Meningitis 59
8. Required Immunizations 61
9. Working with Affiliated Entities-Student Drug Screenings 62
10. Credit by Exam 65
11. Disabilities (Students) 66
12. Discrimination/Equal Opportunity 66
13. Employment 66
14. Exams 66
15. Financial Policies 66
16. Grades/Grading 67
17. Graduation Procedures 67
18. Health Services and Health Insurance Information 68
19. Interprofessional Education 69
20. Notification of Student Death 69
21. Program of Assistance for Students 69
22. Student Emergency Contact Information 70
23. Student Publications 70
24. Registration 70
25. Religious Holy Days 70
26. State Residency Classification 71
27. Sexual Harassment Policy 71
28. Tuition and Fees Installment Payment Options 71
29. Tuition and Fees Refund Policies 72

PART XI. STUDENT COMPLAINT OR GRIEVANCE POLICIES AND PROCEDURES 75
A. Complaints regarding the general or academic misconduct of another student 75
B. Complaints regarding discrimination 75
C. Complaints regarding student records 76
D. Complaints regarding employment at TTUHSC 76
E. Complaints regarding grades or grading 76
F. Complaints regarding other types of mistreatment 76

G. Other Institutional-Level Student Complaint Procedures 77
1. Early Resolution 78
2. Filing a Hearing Request 78
3. Hearing Procedure 78
4. Committee Decision 78

PART XII. CONTACT INFORMATION FOR STUDENT SERVICES PERSONNEL 81

ATTACHMENTS 81
Attachment A: Complaint of Misconduct 82
Attachment B: Sample Letter from Student Conduct Administrator 84
Attachment C: Guidelines for Student Conduct Board Hearing 85
Attachment D: Sample Hearing Notice 90
Attachment E: Sample Findings and Recommendations 92
Attachment F: Institutional-level Student Complaint Form 94

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~~ Executive Vice President for Academic Affairs or designee shall be interpreted to include persons designated to act on behalf of these officials.

D. Policy on Non-Discrimination

The University brings together, in common pursuit of its educational goals, persons of many backgrounds and experiences. The University is committed to the principle that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, national origin, age, sex or disability and that equal opportunity and access to facilities shall be available to all. Non-discrimination is observed in the admission, housing, and education of students and in policies governing discipline, extracurricular life and activities. 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; 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 Catalog; and/or the TTUHSC web page and computer use policies.

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

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

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

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

16. "School" means School of Medicine, School of Nursing, Gayle 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 School of Nursing , the Assistant Academic Dean for Education Support and 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 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 AND ACADEMIC CONDUCT ("STUDENT CODE")

A. General Policy

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

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

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

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

B. Disciplinary Jurisdiction

1. The Student Code shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that adversely affects the University and/or pursuit of its objectives. On a case-by-case basis, the Dean 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 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. TTUHSC School of Nursing~~,~~ and the 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~~ TTUHSC SON and the Gayle Greve Hunt School of Nursing students as nursing professionals, are expected by patients and 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
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.~~

Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Texas Tech University Health Sciences Center receives a request for access. A student should submit to the Office of the Registrar a request by completing and submitting HSC OP 77.13 Attachment B that identifies the record(s) the student wishes to inspect. The school 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

    a. Generally if the Education Record is covered under FERPA, the student may inspect or review the education record at the Office of the Registrar, 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 Office of the Registrar.

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.

2. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist 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 responsibilities for the [School].

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

4.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.

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

6. 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.~~

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within Texas Tech University Health Sciences Center whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements

of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

- To the general public, the final results of a disciplinary proceeding, subject

to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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~~ Office of the Registrar, who may or may not honor the request.

2. If the result of the informal discussion with the ~~Records Custodian~~ Office of the Registrar 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~~ Executive 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~~") Execuitve Vice President for Academic Affairs (EVPAA) or designee shall request, and the ~~Records Custodian~~ Office of the Registrar 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~~ Office of the Registrar, 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~~ Office of the Registrar.

b. At least five (5) days prior to the date scheduled for the hearing, the Student and the ~~Records Custodian~~ Office of the Registrar, 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~~ Office of the Registrar 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~~ Office of the Registrar, 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 Health Sciences Center Directory Information:

a. Student Name
b. Permanent and Local Addresses
c. Telephone Numbers
d. Classification
e. Major Field of Study
f. Dates of Attendance
g. Degrees, Awards, and Honors Received
h. Specific Enrollment Status
    i. Full-time, Part-time, Half-time
    ii. Undergraduate, Graduate
i. Participation in Officially Recognized Sports and Activities
j. Previous Institution's Attended
k. 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~~ Executive 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~~ Executive 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 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. Required Immunizations

In order to protect the health of our students and the health of the patients with whom they come in contact, TTUHSC requires **all entering students** to provide documentation of all immunizations as listed below. Immunization requirements are based on regulations, guidelines and recommendations available as of October, 2012 from the Texas Administrative Code (TAC), Texas Department of State Health Services (DSHS), the U.S. Centers for Disease Control and Prevention (CDC), and the U.S. Advisory Committee for Immunization Practices (ACIP). The meningitis requirement must be sent in immediately and all other requirements must be met prior to orientation

I. **Tuberculosis Surveillance**
Tuberculosis surveillance for Covered Individuals is based on current U. S. Department of Health and Human Services, *Centers for Disease Control and Prevention (CDC) Recommendations and Reports(December 30, 2005, 54 (#RR-17):1-147), Guidelines for Preventing the Transmission of Mycobacterium tuberculosis in Health-Care Settings.*

II. **Immunizations**
Immunization requirements are based on regulations, guidelines and recommendations available as of October, 2009 from the Texas Administrative Code (TAC), Texas Department of State Health Services (DSHS), the U.S. Centers for Disease Control and Prevention (CDC), and the U.S. Advisory Committee for Immunization Practices (ACIP). See attached CDC *Healthcare Worker Vaccination Recommendations* (2011).

III. **Exposure Management**
Institutional management of exposure to: (1) blood-borne pathogens, (2) body fluids and, (3) other miscellaneous exposures is based on regulations, guidelines and recommendations available as of October, 2009 from the Texas

Administrative Code (TAC), Texas Department of State Health Services (DSHS), the U.S. Centers for Disease Control and Prevention (CDC)."

~~8~~ 9. 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~~10.. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.~~

18. Health Services and Health Insurance Information

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.***

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.

a. 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.

b. **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.**

c. 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.

19. 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.

20. 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~~ notify the Assistant Vice President for Student Services immediately in the event of any student death.

21. 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.

22. 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.

23. 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.

24. 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

25. 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.

26. 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.

27. 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

28. 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.

29. 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: Challenging Student Records or Grades
- 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: Appropriate Treatment of Medical Students
- School of Nursing: Academic Grade Challenges/Appeals and Complaint or Grievance Resolution (Non-Grade Related)
- Gayle Greve Hunt School of Nursing 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
- TTUHSC School of Nursing: Assistant Academic Dean for Education Support and 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~~ Executive Vice President for Academic 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~~ Executive Vice President for Academic Affairs.

c. The ~~Senior Vice President for Academic Affairs~~ Executive 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~~ Executive 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
School of Nursing Student Affairs	~~(806) 743-1732~~ (806) 743-2750 ext. 363
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) 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
TRAFFIC AND PARKING REGULATIONS
~~2013-2014~~2014-2015

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. The Traffic and Parking Regulations are a publication of Angelo State University. Its purpose is to provide students with general information regarding the policies, rules, and regulations concerning traffic and parking. The policies, rules, and regulations contained in the regulations are subject to change at any time without notice. Students are expected to be familiar with the regulations contained herein and to conduct themselves in a manner consistent with them.

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. These rules and regulations shall be reviewed to ensure their viability and continued adherence to the university's goals and mission.

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

A. "**Campus**" is all lands owned, managed, or otherwise controlled by the university, herein called "Angelo State University."

B. "**Impoundment**" refers to the actual towing of a vehicle or immobilizing a vehicle by means of an "Auto-Boot."

C. "**Visitor**" is an individual with no official connection with Angelo State University as a student, faculty member, or staff member.

D. "**Valid Parking Space**" is an area designated on three sides by lines and/or posts, curbs, or other types of barriers for the explicit purpose of parking a motor vehicle.

E. **"Vehicle"** is a device used for transporting people or goods, such as a car, truck or motorcycle but is not limited to these descriptive terms.

F. "**Non-university Employees**" are individuals working on campus for entities with term contracts with the university (excluding construction) and are not considered university faculty or staff, (i.e., bookstore, food service, bank services).

G. **"General Use"** parking lots marked "A/B/C" are designated as general use lots. Anyone with a valid ASU parking permit may park in these lots at any time.

H. "**Reserved"** is any parking space or area, permanent or temporary, that either requires a special permit or is otherwise marked. Examples would include, but not be limited to, "D" zones, visitor spaces, disabled spaces, service or maintenance spaces.

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. 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) may be deducted from university employees' paychecks at a monthly rate.
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 permits are priced the same as applicable permits. Replacement or lost permits are $5.00.

- 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.

  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 vehicle registration/ safety inspection sticker(s).

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

A. Window decals shall be permanently affixed to the driver's side, lower left outside portion of the 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 vehicle 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. In accordance with *V.T.C.A, Transportation Code*, Section 681.008, disabled veterans with valid State of Texas Disabled Veteran license plates may park in designated handicapped spaces without displaying a valid university 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, expired permit, or 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
~~2013~~-2014-2015

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. University Service Vehicle Parking

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

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

B. Vendor Parking

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

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

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

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

C. Contractor Parking

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

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

Parking Fees and Refunds - Texas Tech University Health Sciences Center

2014-2015 Rates Through	Faculty/Staff Reserved Space		Faculty/Staff Area Reserved		Two-Wheeler	
	12 months		12 months		12 months	
	Cost	Refund	Cost	Refund	Cost	Refund
Sep. 30	$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

2014-2015 Rates Through	Commuter		Commuter		Extended Commuter	
	12 months		9 months		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
TRAFFIC AND PARKING REGULATIONS
2014 - 2015

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 19, 2014 ~~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 Transportation & Parking Services office as soon as possible. Operators should identify their problem immediately and follow the instructions given by 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. 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 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 7:30 A.M. to 5:30 P.M., 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 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 Transportation & Parking Services. The recovery of a lost or stolen decal must be reported immediately to the Texas Tech Police Department or 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. <u>The license plate must be securely fastened to the exterior side of the vehicle facing the driving aisle in a horizontal, upright position of not less than 12 inches from the ground.</u>
      iii. Removable tow hitches must be removed and stored when not in use.
      iv. No covers may be placed over the license plate that would inhibit the reflectivity of the plate.
      v. The alphanumeric characters of the license plate must be visible and unobstructed by license plate frames or other accessories.
      vi. Persons with parking ePermits must ensure their current vehicle is registered and associated with their ePermit. This process can be accomplished at the Transportation & Parking Services website or office.
      vii. 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.

viii. 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.

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 5:30 P.M. Friday until 7:30 A.M. Monday, parking in any residence hall zone requires a valid TTU residence hall ePermit (or commuter ePermit if the holder lives in the residence halls).

a. Decals will not be issued for residence halls parking lots. Parking ePermits for residence hall parking will be associated with the registered vehicle's license plate.
b. The holder of a residence hall parking ePermit should use the commuter lots when space is not available in the residence hall parking lot.
c. Motor vehicles which cannot be accommodated in the residence halls lot will be assigned to the commuter lots until the residence hall lot has available space. Oversized vehicles which cannot park in residence hall lots without impeding the flow of traffic or affecting the ability of vehicles to park near them will be assigned to the commuter lots as determined by the Managing Director of Transportation & Parking Services.
d. A student changing residence halls or moving off campus must change his parking ePermit at the Transportation & Parking Services website or office.
e. 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.

a. Decals will not be issued for commuter parking lots. Parking ePermits for commuter parking will be associated with the registered vehicle's license plate.
b. 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.
c. There are three classes of commuter parking:
    i. Commuter North (Red Lot) includes the C1, C2 and C4 lots and a portion of the C3 lot.
        (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 2:30 P.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 AT&T 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.
   (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 2:30 P.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 5:30 P.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 2:30 P.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 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. 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, permit holders must obtain a "green vehicle certification" in addition to an 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 ePermit for the lot plus a certified green vehicle permission. Green vehicle parking is reserved the same hours as other spaces in the lot. Green parking reserved hours are indicated by signage. If all green vehicle parking is taken in the lot, permit holders with green parking permissions may park in their regularly assigned 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 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 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 8:00 P.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 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 no 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 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

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. 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 may only be parked in designated racks. 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 **established university procedures** ~~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 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 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.
   a. The parking citation appeals process is intended to provide an objective process for the presentation of factual information regarding the receipt of a parking citation. There must be substantial and valid evidence that the parking violation was not committed, or that it occurred due to circumstances beyond the appellant's control. Valid documentation of the evidence must be provided when the appeal is submitted. Reasons considered as frivolous and not valid as a basis for appeal include:
      i. Lack of knowledge of the regulations;
      ii. Other vehicles were parked improperly;
      iii. Only parked illegally for a short period of time;
      iv. Stated failure of parking officer to ticket previously for similar offenses;
      v. Late to class or appointment;
      vi. Inability to pay the amount of the fine;
      vii. No other place to park.
   b. 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 Transportation & Parking Services.
   c. For the first two appeals submitted during a permit year, the fine and late fee assessments against the appealed citation will be suspended until a ruling is made. Upon filing the third and subsequent appeals during a permit year, the fine indicated on the citation must be paid at the time of appeal. This becomes bond until a final ruling is made on the appeal. An appropriate refund will be issued when the citation is dismissed or reduced. If either of the first two appeals are upheld (citation dismissed), they will not be counted against the total number of appeals for the permit year.
   d. 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.
   e. 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.
3. 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 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 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 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 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 2018

	Current Number of Spaces	Fall 2013 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	$40	$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	**$1,238**	$1,300	$1,365	$1,406
Faculty/Staff - Garage Area Res.	140	140	$619	$619	**$638**	$670	$704	$725
Student - Garage Area Res.	385	350	$620	$620	**$639**	$671	$705	$726
Summer Student - Garage	385	150	$207	$207	**$213**	$224	$235	$242
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.

THE TEXAS TECH UNIVERSITY ~~HEALTH SCIENCES CENTER~~ SYSTEM MEDICAL LIABILITY SELF-INSURANCE PLAN

Original Plan Effective September 1, 1985 and Modified December 15, 2007 and _____ 2014

Article I
PURPOSE

The purpose of this Medical Liability Self-Insurance Plan is to provide eligible medical staff and medical students of the Texas Tech University ~~Health Sciences Center~~ System with ~~medical~~ professional ~~malpractice~~ liability indemnity from and against medical and dental ~~malpractice~~ health care liability claims pursuant to the authority granted to the Board of Regents of the Texas Tech University ~~Health Sciences Center~~ System by ~~V.T.C.A.~~ Texas Education Code Section 59.021 et seq. ~~which became effective March 10, 1977.~~

Article II
DEFINITIONS

The Medical Liability Self-Insurance Plan is hereinafter referred to as the "Plan." Unless otherwise required by the context, the following terms shall control:

(a) "Eligible medical staff ~~members~~ or students" ~~shall~~ means: (1) medical doctors, doctors of osteopathy, dentists, ~~student health doctors,~~ and podiatrists employed full-time by ~~the University~~ an institution of the Texas Tech University System and professional medical staff employed for student health services at and by a general academic institution of the System; (2) ~~the~~ interns, residents, ~~and~~ fellows and medical students participating in a patient-care program in a medical school of the ~~University~~ Texas Tech University System; ~~who are duly licensed and registered to practice their profession; (3) medical students who are duly registered in a medical school of the University~~ and (4 3) medical doctors, doctors of osteopathy, dentists, podiatrists and student health doctors appointed to the faculty of ~~Texas Tech University Health Sciences Center School of Medicine~~ a medical school of the Texas Tech University System ~~and~~ who are employed on a part-time or volunteer basis, who are specifically approved for enrollment into the Plan by the ~~Plan Administrator~~ General Counsel and who either devote their total professional service to such appointments or provide services to patients by assignment from the department chair~~person~~. For purposes of the Plan, such persons are "medical staff members" only when providing services to patients by assignment from the department chair~~man~~. ~~Authorization and enrollment into the Plan of part-time or volunteer physicians must be specifically made by the Administrator of the Plan upon recommendation by the Dean of the School of Medicine and the Vice Chancellor and General Counsel.~~

(b) "Participant" means: (1) any medical staff member qualifying for participation and enrolled

in this Plan as set forth in Article IV of this Plan; (2) The ~~University~~ System when a ~~malpractice~~ health care liability claim is made against it or any of its member institutions which arises from the treatment or lack of treatment by a Plan Participant.

(c) "~~Medical malpractice~~ Health care liability claim" means a cause of action (arising within the Plan territory) for treatment, lack of treatment, or other claimed departure from accepted standards of medical or health care or safety ~~care which~~ that proximately results in injury to or death of ~~the participant's~~ a patient, ~~subject to the exclusions set forth in Section 4.~~ whether the patient's claim or cause of action sounds in tort or contract. This definition is consistent with the Texas Civil Practices and Remedies Code §74.001.

(d) "~~University~~ System" means the Texas Tech University ~~Health Sciences Center~~ System and any of its member institutions.

(e) "Board" means the Board of Regents of the Texas Tech University System.

(f) "Fund" means the Texas Tech University System Medical ~~Professional Liability Fund~~ Liability Self-Insurance Plan established by the Board.

(g) "Administrator" means the Chancellor of the Texas Tech University System.

(h) "General Counsel" means the Vice Chancellor and General Counsel of the Texas Tech University System.

(i) "Damages" mean all damages, including damages for death, which are payable because of injury to which the Plan applies, but does not include exemplary or punitive damages.

(j) "Coverage" means the ~~medical malpractice~~ health care liability indemnity and legal representation afforded participants by this Plan.

(k) "Plan territory" means: ~~(1)~~ the United States of America, its territories or possessions;. ~~or (2) anywhere in the world for medical doctors, doctors of osteopathy, oral surgeons, or podiatrists, provided the original suit for damages is brought within the United States of America, its territories or possessions.~~

(l) "Annual period" or "annual enrollment period" means from September 1 to August 31 of each year.

(m) "Covered activity" means any activity not excluded by the Plan.

~~*Whenever used in this Plan, masculine pronouns shall include both men and women unless the context indicates otherwise.*~~

Article III

APPLICABILITY OF PLAN PROVISION

The coverage afforded by this Plan is subject to the particulars, terms, conditions and limitations (including, but not limited to limits of liability) of this Plan and the interpretations ~~thereof~~ by the Plan Administrator ~~or his/her authorized representative~~.

Article IV
CONDITIONS FOR PARTICIPATION

Section 1. Application for Participation. Each person who is a medical staff member on the effective date of the Plan, and each person who becomes a medical staff member thereafter, shall be required to participate in the Plan and shall be given a copy of the Plan. As a condition of participation, each Participant shall complete and sign an application in such form as is prescribed by the Office of General Counsel evidencing the fact such person accepts and agrees to all the provisions of the Plan.

Section 2. Part-Time Faculty. Special authorization and enrollment into the Plan of part-time faculty physicians paying a partial premium must be specifically made by the ~~Administrator of the Plan~~ General Counsel upon recommendation ~~by the~~ of a Dean of ~~the~~ a School of Medicine through the Office of General Counsel. This special authorization for less than 100% premium is to be made on a limited basis with a special need shown for such authorization and in no case will anyone be authorized to pay less than a 50% premium.

Section 3. Student Participation Fee. Each medical student, as an additional condition of participation, must pay into the Fund a fee in such amount or amounts, and at such time or times, as set by the Board.

Article V
COVERAGE OF PARTICIPANTS

Section 1. Payments on Behalf of Participants. The ~~University~~ System Plan will pay on behalf of each participant, from monies in the Fund, all sums up to the limits of liability coverage which the participant shall become legally obligated to pay as damages because of a ~~medical malpractice~~ health care liability claim arising from the exercise of the participant's employment, duties or training with ~~the University~~ a System institution, his profession, including service by the participant as a member of a formal accreditation or similar professional board or committee of a hospital or professional society provided any funds generated from the service are deposited into ~~the University's~~ a System Medical Practice Income Plan. A medical student ~~shall be deemed to be "in the practice of his profession" during~~ is in the exercise of training at such time or times ~~as he is~~ when participating (with prior approval of the medical school ~~in which he is duly~~ where registered as a student) in a patient-care program of a duly accredited medical school under the direct supervision of a faculty member of the school conducting such program, but only during such time or times.

Section 2. Defense of Lawsuits. The ~~University~~ System shall have the right and duty to defend any suit seeking damages (as described in Section 1 of this Article V) against a participant even if any of the allegations of the suit are groundless, false or fraudulent, and may make such investigation and settlement of any claim or suit as it deems necessary or expedient, but ~~the University~~ it shall not be obligated to pay any claim or judgment or to defend any suit after the applicable limit of the ~~University's~~ System's liability has been exhausted by payment of judgments or settlements, or monies in the Fund have been exhausted.

Section 3. Supplementary Payments. The ~~University~~ System will pay from the Fund, in addition to the applicable limit of liability:

(a) all expenses incurred by the ~~University~~, System, all costs taxed against the participant in any suit defended by the ~~University~~ System, and all interest on the entire amount of any judgment ~~therein~~ which accrues after entry of the judgment and before the ~~University~~ System has paid or tendered or deposited in court that part of the judgment which does not exceed the limit of the ~~University's~~ System's liability ~~thereon~~;

(b) premiums on appeal bonds required in any such suit, premiums on bonds to release attachments in any such suit for an amount not in excess of the applicable limit of liability of this Plan, but the ~~University~~ System shall have no obligation to apply for or furnish any such bonds;

(c) coverage for Plan Participants for Disciplinary and Licensing Actions which is limited to legal representation of the Plan Participant by an attorney in a proceeding brought against the Plan Participant by the Texas Medical Board or Texas State Board of Dental Examiners that arises from a covered activity, for costs and legal expenses in the amount of $25,000 per single proceeding and $100,000 per participant per annual enrollment period. This coverage is subject to the exclusions set forth in Section 4.

Section 4. Exclusions.

The ~~University~~ System will not defend or indemnify a Participant for:

(a) injury arising out of the performance by the Participant of any illegal, fraudulent, criminal or malicious act or omission ~~by the Participant~~;

(b) any liability or indemnity obligation assumed by the Participant under a contract or agreement;

(c) any claims or lawsuits alleging violation of state or federal laws relating to antitrust, fraud and abuse, anti-kickback, and illegal remuneration;

(d) injury arising out of any sexual conduct of the Participant, including sexual harassment and sexual relations, including when intentionally or negligently done in connection with any professional service, act or omission, and regardless of whether such conduct is alleged to constitute negligence;

(e) any injury caused while Participant is acting under the influence of alcohol or controlled substances or as a result of excessive use of therapeutic drugs;

(f) any use, administration or prescription of any drug or pharmaceutical disapproved or not yet approved by the U.S. Food and Drug Administration for treatment of human beings unless such has been approved by the Institutional Review Board of the ~~University~~ institution where used, administered or prescribed;

(g) any liability arising out of any professional or licensed service, act or omission outside the scope of Participant's employment within the ~~University~~ System, including professional services performed for fees, salaries or other compensation not part of the Participant's employment within the ~~University~~ System;

(h) injury to any employee or applicant for employment or patient based upon actual or alleged discrimination based on race, religion, color, sex, national origin, age, veteran status, or disability;

(i) any fines, penalties or costs assessed against a Participant by the Texas ~~State~~ Medical Board ~~of Medical Examiners~~ or Texas State Board of Dental Examiners as a result of a Disciplinary and Licensing Action;

Article VI
LIMITS OF LIABILITY

The limit of liability stated in the schedule below as applicable to "each claim" is the limit of the ~~University's~~ System's liability for all damages because of each claim or suit covered by the Plan. The limit of liability stated in the schedule below as "annual aggregate per participant" is, subject to the above provision respecting "each claim", the total limit of the ~~University's~~ System's liability under this Plan for all damages because of all ~~medical malpractice~~ health care liability claims against any one participant in any one annual period.

Limits of liability schedule:

Staff Physicians	$400,000 each claim $1,200,000 annual aggregate per participant
Resident, Intern, or Fellow:	$100,000 each claim $300,000 annual aggregate per participant

Medical Students:	$25,000 each claim $75,000 annual aggregate per participant
~~University~~ System Institutions:	$250,000 liability set by Texas Tort Claims Act

The above limits apply unless lower liability limits are set by law in the Texas Tort Claims Act, in which case the lower liability limits set by law apply.

Per Incident Limitation:

Liability shall be limited to $1,000,000 per incident, regardless of the number of claimants or ~~physicians~~ participants involved in an incident for claims filed prior to September 1, 2003, or $300,000 per incident for claims filed after September 1, 2003.

Article VII
OTHER INSURANCE

Section 1. Coverage. When the participant has other insurance which is stated to be applicable to the loss on an excess or contingent basis, the amount of the ~~University's~~ System's liability under this policy shall not be reduced by the existence of such other insurance.

Section 2. Other Insurance. When both this Plan and other insurance apply to the loss on the same basis, whether primary, excess or contingent, the ~~University~~ System shall not be liable under this Plan for a greater proportion of the loss than that stated in the applicable contribution provision below:

(a) Contribution by Equal Shares. If all of such other valid and collectible insurance provides for contribution by equal shares, the ~~University~~ System shall not be liable for a greater proportion of such loss than would be payable if such insurer contributes an equal share until the share of each insurer equals the lowest applicable limit of liability under any one policy or the full amount of loss is paid, and with respect to any amount of loss not so paid, the remaining insurers then continue to contribute equal shares of the remaining amount of the loss until each such insurer has paid its limit in full or the full amount of the loss is paid.

(b) Contribution by Limits. If any of such other insurance does not provide for contribution by equal shares, the ~~University~~ System shall not be liable for a greater proportion of such loss than the applicable limit of liability under this Plan for such loss bears to the total applicable limit of liability of all valid and collectible insurance against such loss.

Article VIII
PARTICIPANT'S DUTIES IN THE EVENT OF OCCURRENCE, CLAIM, OR SUIT

Section 1. Notice of Occurrence. Upon the participant's becoming aware of an occurrence or incident involving an injury or death, or an alleged injury or death, to which this Plan applies, or may apply, written notice containing particulars sufficient to identify the participant and also obtainable information with respect to the time, place and circumstances ~~thereof~~, and the names and addresses of the patient and of available witnesses, shall be given by or for the participant to the Office of General Counsel as soon as practicable.

Section 2. Notice of Claim or Suit. If claim is made or suit is brought against the participant, the participant shall immediately forward to the Office of General Counsel/Self-Insurance Division every demand, notice, summons, or other process received ~~by him or his representative~~, in accordance with any administrative regulations for the Plan prescribed or approved by the Administrator.

Section 3. Cooperation by Participant. The participant shall cooperate with the ~~University~~ System and upon the ~~University's~~ System's request, assist in making settlements in the conduct of suits, and in enforcing any right of contribution or indemnity against any person or organization who may be liable to the ~~University~~ System because of injury with respect to which coverage is afforded under this Plan; and the participant shall attend hearings, depositions, mediations and trials and assist in securing and giving evidence and obtaining the attendance of witnesses. The participant shall not, except at participant's own costs, voluntarily make any payment, assume any obligation or incur any expense.

Article IX
MODIFICATION AND TERMINATION

Section 1. Rights of Participants. The Board may terminate the Plan at any time, or at any time or from time to time, may amend, alter or suspend the Plan in whole or in part, as to all persons eligible to participate hereunder, or any class or group of such persons, provided such action shall not impair any rights accrued prior to the effective date of such termination, amendments, modifications, alterations or suspension. Any such termination, amendment, alteration or suspension shall be effective at such date as the Board may determine, but not earlier than sixty (60) days prior to the date on which the Board shall have given notice of such termination, amendment, alteration or suspension to the Administrator. The Administrator shall promptly give notice of any such termination, alteration or suspension to all participants affected ~~thereby~~.

Section 2. Termination in Event of Mandatory Participation in Other Indemnity or Insurance Programs. It is an express condition of the Plan that if the ~~University~~ System is required by law, or by a collective bargaining or other agreement, to contribute toward another malpractice insurance plan or program providing professional liability insurance or indemnity benefits for a class or

group of medical staff members, this Plan will terminate ~~forthwith~~ as to such class or group of medical staff members.

Section 3. Termination Upon Cessation of Medical Staff Employment. This Plan shall apply to a participant only so long as such participant remains qualified to participate in this Plan, provided that cessation of such participation shall not impair any rights accrued under this Plan prior to the effective date of such cessation of qualification.

Section 4. Benefits Terminable. All coverage of a participant under this Plan shall cease at once if the participant engages in any business or performs any act which in the sole judgment of the Plan Administrator is prejudicial to the interest of the ~~University~~ System.

Article X
ACTION AGAINST UNIVERSITY

Section 1. Conditions precedent. No action shall lie against the ~~University~~ System unless, as a condition precedent thereto, there shall have been full compliance with all terms of this Plan, nor until the amount of the participant's obligation to pay shall have been finally determined either by judgment against the participant after actual trial, or by written agreement of the claimant and the Administrator.

Section 2. Third-party actions. Any person or organization~~, or the legal representative thereof,~~ who has secured such judgment or written agreement shall ~~thereafter~~ be entitled to recover under this Plan to the extent of the coverage afforded by this Plan. No person or organization shall have any right under this Plan to join the ~~University~~ System as a party to any action against the participant to determine the participant's liability, nor shall the ~~University~~ System be impleaded by the participant or his legal representative. Bankruptcy or insolvency of the participant or the participant's estate shall not relieve the ~~University~~ System of any of its obligations ~~hereunder~~.

Article XI
ADMINISTRATION OF PLAN

Section 1. Administration. The Plan shall be administered by the Administrator under the direction of the Board.

Section 2. Administrative Regulations. The Administrator may from time to time prescribe regulations for the administration of this Plan provided that such regulations shall, in the opinion of the General Counsel, be consistent with the provisions of this Plan as it may be amended from time to time pursuant to Article IX of this Plan.

Section 3. Legal Interpretation. The text of this Plan shall control and the headings to the Articles, Sections, and paragraphs are for reference purposes only, and do not limit or extend the meaning of any of the Plan's provisions. The Plan shall be governed by and construed in accordance with

the laws of the State of Texas. Any interpretation of the Plan by the General Counsel shall be conclusive as between the ~~University~~ System and its member institution's employees and students, participating medical staff members, and retired or otherwise terminated participants, employees and students, and may be relied upon by the ~~University~~ System and all parties in interest.

Section 4. Counsel and Settlement-Authority. Authority to employ counsel, approve attorney fees and expenses, and approve settlement of all claims, including litigation, shall rest with the General Counsel~~, or his delegate the, subject to concurrence or approval of Administrator,~~ as required by any administrative regulations for the Plan.

Article XII
GENERAL PROVISIONS

Section 1. Subrogation. In the event of any payment under this Plan, the ~~University~~ System shall be subrogated to all of the participant's rights of recovery thereof against any person or organization and the participant shall execute and deliver instruments and papers and do whatever else is necessary to secure such rights. The participant shall do nothing after loss to prejudice such rights.

Section 2. Changes. Notice to any agent or knowledge possessed by any agent or by any other person shall not effect a waiver or a change in any part of this Plan, or prohibit the ~~University~~ System from asserting any right under the terms of this Plan; nor shall the terms of this Plan be waived or changed, except by written waiver or amendment duly approved by the Board.

Section 3. Declaration. By enrolling in this Plan, the participant agrees that the statements in ~~his~~ participant's application to participate are ~~his~~ agreements and representations, that ~~his~~ the application has been accepted by the ~~University~~ System in reliance upon the truth of such representations and that this Plan, and ~~his~~ the application to participate, embody all agreements existing between ~~himself~~ participant and the ~~University~~ System or any of its agents relating to this Plan and the coverage ~~afforded hereunder~~ provided.

Section 4. Assignment. It is a condition of this Plan~~, and all rights of each participant shall be subject thereto,~~ that no right or interest of any participant under this Plan shall be assignable in whole or in part.

Section 5. Employment Non-Contractual. The ~~University~~ System's member institutions may terminate the employment, internship, residency, fellowship, or student-school relationship of any participant as freely and with the same effect as if this Plan were not in operation.

Section 6. Actions Against Participant. This Plan or its operation shall not in any way affect any claim or cause of action by the ~~University~~ System against a participant for indemnity or contribution arising out of or incident to any ~~medical malpractice~~ health care liability claim.

Section 7. Concealment or Misrepresentation. This Plan shall be void as to any participant, if, whether before or after a claim or cause of action is asserted, such participant has willfully concealed or misrepresented any material fact or circumstance concerning any claim or cause of action covered by this Plan, or ~~otherwise~~ concerning this Plan~~, or the subject thereof,~~ or the interest of the participant ~~therein~~, or in case of any fraud of false swearing by the participant relating ~~there~~to the Plan.

Section 8. Communications. All notices, reports and statements given, made, delivered or transmitted to a participant shall be deemed given, made, delivered or transmitted when: 1) delivered ~~to him~~ in person~~,~~; 2) ~~or~~ when mailed by first-class mail, postage prepaid, and addressed to ~~him at~~ the address last appearing on the books of the ~~University.~~ System's member institution; or 3) when sent to participant's known email address. A participant who changes ~~his~~ address shall ~~forthwith~~ give written notice to the ~~University~~ System of such change. Written directions, notices and other communications from participants to the ~~University~~ System shall be mailed by first-class mail, postage prepaid, or delivered as follows:

Office of General Counsel/Self-Insurance Division
Texas Tech University Health Sciences Center
3601 4th Street, Stop 6237
Lubbock, Texas 79430

Section 9. Effective Date. This revised Plan shall be effective ~~December 15, 2007~~.

jlh
Self Insurance Plan Revisions- Legislative Format revised 4-29-14 – Microsoft Word

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2014

PRIORITY	ENTITY	AUDIT AREA		BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF MAY 3	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		TOTAL ENGAGEMENT HOURS AVAILABLE		19,120					
		REQUIRED AUDITS							
Required	ALL	Audit Report Follow-Up Procedures and Reporting	Follow-Up	400		In Progress	646	80	(326)
Required	ALL	State Auditor's Office and Comptroller's Office Misc. Projects	Miscellaneous (assist)	20	(8)				12
		TTU and HSC: 2013 Statewide Federal Financial Audit	Financial/Compliance (assist)		3	Complete	3		0
		TTU: Historically Underutilized Business Compliance	Compliance (assist)		5	In Progress		5	0
Required	ALL	CPRIT Grant Funds: Fiscal Years 2010-2012	Financial/Compliance	250	100	Complete	791		(441)
Required	ALL	CPRIT Grant Funds: Fiscal Year 2013	Financial/Compliance (assist)		30	In Progress		30	0
Required	TTUS	Texas Tech University Foundation	Financial (assist)	120		Complete	71		49
Required	TTUS	Regents, Chancellor, & Presidents Travel and Other Expenses	Compliance (assist)	50		Complete	41		9
Required	TTUS	Office of Audit Services Annual Report	Compliance	30		Complete	13		17
Required	TTUS	Office of Audit Services Annual Plan	Compliance	40		In Progress	18	22	0
Required	TTUS	Office of Audit Services Quality Assurance Activities Review	Compliance	60					60
Required	TTU	Athletics Financial Review	Financial (assist)	175	(130)	Complete	44		1
Required	TTU	Texas Tech Public Broadcasting Financial Statement Audit	Financial (assist)	300		Complete	332		(32)
Required	TTU	Football Attendance Certification	Compliance	10		Complete	9		1
Required	HSC	Texas Higher Education Coordinating Board Residency Grants	Compliance	80		Complete	96		(16)
Required	HSC	Correctional Managed Health Care Contract	Compliance	150					150
Required	HSC	Joint Admission Medical Program Grants - Lubbock SOM	Compliance	60		Complete	118		(58)
Required	HSC-EP	Joint Admission Medical Program Grants - El Paso PLFSOM	Compliance	60		Complete	169		(109)
Required	ASU	Carr Foundation	Financial (assist)	10		Complete			10
Required	ASU	Athletics Financial Review	Financial (assist)	20		Complete	45		(25)
		TOTALS FOR REQUIRED AUDITS		**1,835**	**-**		**2,396**	**137**	**(698)**
		AUDITS IN PROGRESS AT AUGUST 1, 2013							
Prior Year	TTU	Museum	Financial/Operational	350		Complete	377		(27)
Prior Year	HSC	Lubbock Clinical Research Administration	Controls/Compliance	5		Complete	8		(3)
Prior Year	HSC	Information Application Services	IT/Operational	275		Complete	265		10
Prior Year	HSC	Laura W. Bush Institute for Women's Health	Governance/Financial	325		Complete	433		(108)
Prior Year	HSC	Comptroller/Experis Overpayment Recovery Audit	Financial/Compliance (assist)	5		Complete			5
Prior Year	HSC	Payment Card Industry Data Security Standards	IT/Compliance	300		Complete	211		89
Prior Year	HSC-EP	El Paso EMR Post-Implementation Review	IT Controls	300		In Progress	80	220	0
Prior Year	HSC-EP	El Paso Gail Greve Hunt School of Nursing	Operational/Financial	250		Complete	255		(5)
Prior Year	ASU	Community Wellness, Engagement and Development Center	Financial	125		Complete	154		(29)
Prior Year	ASU	Payroll Processes	IT Controls/Operational	125		Complete	190		(65)
Prior Year	ALL	Wrap-up on Audits Included in August BOR Report		20		Complete	22		(2)
		TOTALS FOR AUDITS IN PROGRESS		**2,080**	**-**		**1,995**	**220**	**(135)**
		UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS							
		Total Hours Budgeted for Special Projects & Investigations		**3,500**	**(2,442)**				**1,058**
		IN PROGRESS AT AUGUST 1, 2013							
Special	HSC-EP	El Paso Employee One-Time Payments and Stipends	Special		229	Complete	229		0
Special	HSC-EP	El Paso Medical Practice Income Plan Business Office	Special		596	Complete	596		0
Special	HSC	Lubbock Orthopaedic Surgery Cash Special	Special		226	Complete	226		0
		BEGUN AFTER AUGUST 1, 2013							
Special	HSC	Lubbock Pediatrics Cash Special	Special		325	In Progress	272	53	0
Special	HSC	Anesthesiology Special	Special		150	In Progress	144	6	0
Special	TTUS	Lubbock Power and Light Contract	Special		140	In Progress	136	4	0
Special	TTU	University Press Special	Special		226	Complete	226		0
Special	HSC	Lubbock School of Nursing Cash Special	Special		200	In Progress	177	23	0
Special	TTUS	Office of Technology Commercialization Cash Controls	Special		150	In Progress	79	71	0
Special	ALL	Miscellaneous Hotline Projects	Special		200	In Progress	148	52	0
		SPECIAL PROJECTS AND INVESTIGATIONS TOTALS		**3,500**	**2,442**		**2,233**	**209**	**1,058**
		HIGHEST PRIORITY							
[redacted]	TTUS	Construction Project Expenses - TTU New Residence Hall	Financial/Compliance (assist)	10		In Progress		10	0
[redacted]	TTUS	Construction Project Expenses - TTU Petroleum Engineering	Financial/Compliance (assist)	10		In Progress		10	0
[redacted]	TTU	Lab Safety	Operational/Compliance	400		Complete	661		(261)
[redacted]	TTU	Export Controls	IT/Compliance	350		Complete	66		284
[redacted]	TTU	College of Education Federal Grant Funds	Financial/Compliance	250		In Progress	27	223	0
[redacted]	TTU	Office of International Affairs	Operational/Compliance	400	100	In Progress	452	48	0
[redacted]	HSC	Financial Statement Review	Financial	600	(200)	Complete	397		3
[redacted]	HSC	Lab Safety	Operational/Compliance	400		Complete	585		(185)
[redacted]	HSC	Lubbock Medical Practice Income Plan Business Office	Controls	600		In Progress	496	104	0
[redacted]	HSC	Amarillo Medical Practice Income Plan Business Office	Controls	350	150	Complete	459		41
[redacted]	HSC	Lubbock School of Nursing Student Fees	Operational/Financial		80	In Progress	6	74	0
[redacted]	HSC-EP	Department of Emergency Medicine	Operational/Financial	300		Complete	435		(135)
[redacted]	HSC-EP	Lab Safety	Operational/Compliance	400	(400)	Cancelled			0
[redacted]	ASU	Athletics Department	Operational/Controls	350	50	Complete	513		(113)
[redacted]	ASU	Enrollment Management - Admissions	Operational	325		Complete	295		30
		HIGHEST PRIORITY TOTALS		**4,745**	**(220)**		**4,392**	**469**	**(336)**

TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2014

PRIORITY	ENTITY	AUDIT AREA		BUDGETED HOURS	BUDGET ADJUSTMTS	STATUS AS OF MAY 3	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
		MODERATE PRIORITY							
2	TTUS	Construction Project Expenses - TTU Research Building	Financial/Compliance (assist)	10					10
2	TTU	Athletics Department	Financial/Compliance	400		In Progress	97	303	0
2	TTU	Office of Research Services	Operational	400	(400)	Cancelled			0
2	TTU	Sole Source Contracts	Compliance	400		In Progress	311	89	0
2	HSC	Sole Source Contracts	Compliance	400		In Progress	294	106	0
2	HSC	Export Controls	IT/Compliance	350		In Progress	9	341	0
2	HSC-EP	Export Controls	IT/Compliance	350					350
2	HSC-EP	Procurement Services	Operational/Compliance	350		In Progress	47	303	0
2	HSC-EP	Center of Excellence in Cancer	Operational/Compliance	325		Complete	298		27
2	ASU	Hispanic Serving Institution Federal STEM Grant	Compliance	200	50	Complete	289		(39)
2	ASU	Budget Operations and Processes	Operational/Controls	300		In Progress	99	201	0
		MODERATE PRIORITY TOTALS		**3,485**	**(350)**		**1,444**	**1,343**	**348**
		LOWER PRIORITY							
3	TTU	Faculty Review Processes	Operational/Compliance	400					400
3	TTU	Office of Institutional Research	IT/Operational	350		In Progress	27	323	0
3	TTU	President's Office	Management Advisory	250					250
3	HSC	Permian Basin Medical Practice Income Plan Business Office	Controls	300					300
3	HSC-EP	Faculty Affairs	Operational	300		In Progress	397	20	(117)
3	HSC-EP	Department of Radiology	Operational/Financial	300		In Progress	22	278	0
3	ASU	College of Graduate Studies	Operational/Controls	225		In Progress	16	209	0
3	ASU	Mobile Device Management and Security	IT/Controls	350	(125)	In Progress	150	75	0
		LOWER PRIORITY TOTALS		**2,475**	**(125)**		**612**	**905**	**833**
		OTHER VALUE-ADDED WORK							
		Total Hours Budgeted for Other Value-Added Work		**1,000**	(1,034)				(34)
Other	ALL	Continuous Monitoring Data Analysis				Ongoing	63		
Other	ALL	Fraud Prevention Training				Ongoing	178		
Other	ALL	Cash Handling and Control Environment Training				Ongoing	62		
Other	ALL	New Employee Orientation				Ongoing	8		
Other	ALL	Institutional Data Analysis				Ongoing	86		
Other	TTUS	Enterprise Application Steering Committee, Council, and Work Group				Ongoing	5		
Other	TTUS	Research Projects Executive Steering Committee				Ongoing			
Other	TTU	Institutional Compliance Committee				Ongoing			
Other	TTU	Ethics Center Advisory Board				Ongoing			
Other	HSC	Institutional Compliance Working Committee				Ongoing	4		
Other	HSC-EP	El Paso Transition Committee				Ongoing	3		
Other	N/A	Professional Organizations (ACUA, TACUA, IIA, TSCPA, SAIAF)				Ongoing	295		
Other	N/A	TeamMate Suite Software Implementation				Ongoing	75		
Other	TTUS	Other Miscellaneous Projects				Ongoing	255		
		OTHER VALUE-ADDED WORK TOTALS		**1,000**	**-**		**1,034**	**-**	**(34)**
		TOTAL ENGAGEMENT HOURS		**19,120**	**(695)**		**14,106**	**3,283**	**1,036**

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
ASU	Angelo State University
HSC-EP	Texas Tech University Health Sciences Center at El Paso
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.

FIVE-YEAR CAPITAL PROJECTS PLAN

Angelo State University

April 22, 2014

			GENERAL PROJECT INFORMATION										FINANCIAL INFORMATION												
			Project Type						Square Footage				Project Budget	Funding Source (Millions)											
Priority	Project No.	Project Description																							
1	NEW	College of Health and Human Services	X						50,000	30,000	0	260100	$ 26,700,000												$ 26.70
2	103	Cavness Science Building Renovation			X				82,543	53,312	0	260100	$ 33,700,000												$ 33.70
3	107	Academic Building Renovation and Addition		X	X				77,532	46,519	0	260100	$ 23,900,000												$ 23.90
4	622	Carr Hall Office Space Renovation			X				18,014	10,808	0	000000	$ 4,200,000												$ 4.20
5	NEW	Engineering Classroom Building	X						17,500	10500	0	000000	$ 10,200,000												$ 10.20
6	NEW	Synthetic Turf Intramural Recreation Fields	X							0	0	000000	$ 1,900,000					$ 1.90							
7	NEW	Dr. Robert and Jean Ann LeGrand Multi-Sports Complex Improvements		X						0	0	721700	$ 1,400,000						$ 1.40						
		TOTALS											[illegible]												

Board Minutes
May 15-16, 2014
Attachment 10
Page 1 of 1

FIVE-YEAR CAPITAL PROJECTS PLAN

Texas Tech University

April 30, 2014

GENERAL PROJECT INFORMATION														FINANCIAL INFORMATION															
			Project Type						Square Footage				Project Budget	Funding Source (Millions)															
Priority	Bldg. No.	Project Description	New Construction	Additions	Major Renovation & Restoration	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	$ 97,700,000													$ 97.70
2	206	College of Engineering Expansion/Renovation (Ph II)		X	X				155,178	100,866	0	140965	$ 67,600,000													$ 67.60
3	NEW	Research & Technology Park - Phase I (4th & Quaker)	X						41,000	0	0	818900	$ 29,045,000												$ 29.05	
4	322	Engineering & Materials Research Center Renovation (former Mass Communication Building)			X				73,562	44,137	0	142463	$ 30,700,000													$ 30.70
5	442	University College Building Research Facility & Greenhouse/Headhouse	X		X				75,004	0	0	811300	$ 19,316,315													$ 19.32
6	NEW	Plant & Soil Sciences Building	X		X				23,562	15,315	0	011201	$ 13,600,000	$ 1.00					$ 9.40						$ 3.20	$ -
7	232/233	Stangel/Murdough Residence Halls Renovation			X				214,722	0	0	733000	$ 7,568,000				$ 7.57									$ -
8	191	Weeks Hall Abatement and Renovation			X				84,373	50,624	0	819900	$ 24,200,000													$ 24.20
9	205	Library Life Safety Upgrade			X				75,000	75,000	0	827100	$ 6,400,000													$ 6.40
10	245	Museum Life Safety Upgrade			X				63,055	63,055	0	712000	$ 5,500,000													$ 5.50
11	27	Doak Hall Renovation and Life Safety Upgrade			X				81,752	49,051	0	819900	$ 19,400,000													$ 19.40
12	7	Agricultural Sciences Renovation			X				40,920	25,855	0	010190	$ 9,700,000													$ 9.70
13	IN	Utility Infrastructure Upgrade Phase II					X		0	0	0	831000	$ 6,750,000													$ 6.75

14	NEW	Indoor Football Practice Facility	X							211,954	0	0	720600	$	28,000,000														$	28.00
15	390	United Spirit Arena Renovations			X					17,752	0	0	000000	$	4,300,000														$	4.30
16	IN	Synthetic Turf Recreation Fields	X							0	0	0	000000	$	5,785,000													$ 5.79	$	-
17	438	Rawls College of Business Addition		X						38,000	0	0	520201	$	15,000,000														$	15.00
18	40	South End Zone Renovation	X	X						113,639	0	0	721700	$	65,000,000														$	65.00
19	226/227	Wall/Gates Residence Halls Renovations			X					175,633	0	0	733000	$	6,550,000				$ 6.55										$	-
20	NEW	Research Building II in Research Park	X							41,000	0	0	818900	$	25,000,000														$	25.00
21	IN	Utility Infrastructure Upgrade Phase III					X			0	0	0	831000	$	7,000,000														$	7.00
22	NEW	New Residence Hall II	X							0	0	0	733000	$	50,000,000														$	50.00
23	445	Athletic Facilities Upgrades			X					49,250	0	0	720600	$	22,000,000														$	22.00
24	418	Football Training Facility Renovations			X					50,398	0	0	000000	$	24,700,000														$	24.70
25	NEW	Indoor Track Facility	X							131,310	0	0	720000	$	45,600,000														$	45.60
26	NEW	Animal Biosafety Level 3 Facility in Research Park	X							7,292	5,469	0	818900	$	6,500,000														$	6.50
27	NEW	New Data Center	X							24,000	17,000	0	827100	$	21,000,000														$	21.00
28	NEW	Real Property Purchase				X				0	0	10	000000	$	6,000,000														$	6.00
29	NEW	Research Building III in Research Park	X							41,000	0	0	818900	$	30,000,000														$	30.00
													TOTALS	$	559,914,315	1.00	0.00	0.00	14.12	0.00	8.40	0.00	0.00	0.00	0.00	0.00	38.04	637.37		

FIVE-YEAR CAPITAL PROJECTS PLAN

Texas Tech University Health Sciences Center

April 23, 2014

GENERAL PROJECT INFORMATION													FINANCIAL INFORMATION														
			Project Type						Square Footage				Project Budget	Funding Source (Millions)													
Priority	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
1	0	Lubbock West Expansion	X						100,000	44,000	0	511201	$ 38,700,000														$ 38.70
2	0	Lubbock Education, Research & Technology Building	X						100,000	44,000	0	511201	$ 45,000,000														$ 45.00
3	0	Permian Basin Academic Facility	X						54,000	23,760	0	511201	$ 19,800,000														$ 19.80
4	0	Amarillo Panhandle Clinical Simulation Center	X						21,000	13,200	0	511201	$ 9,750,000	$ 3.40													$ 6.35
5	6000	Abilene School of Pharmacy Addition		X					12,671	6,330	0	512001	$ 3,000,000						$ 3.00								
6	1000	Various Facility Modernization and Renewal Renovations			X				25,000	11,000	0	511201	$ 5,500,000	$ 5.50													
7	0	Abilene Campus Expansion	X						40,000	24,000	0	513801	$ 14,250,000						$ 14.25								
8	0	Lubbock VA Clinic	X						120,000	52,800	0	511201	$ 64,200,000														$ 64.20
9	1005	Clinical & Academic Expansion (HCC)		X					42,000	18,480	0	511201	$ 21,800,000														$ 21.80
10	0	Dental School Building	X						150,000	66,000	0	510504	$ 76,300,000														$ 76.30
11	1000	Lubbock LARC Expansion & Upgrades			X				39,000	11,000	0	511201	$ 18,300,000														$ 18.30
12	0	Lubbock Thermal Energy Plant & Parking Garage	X						193,000	7,920	0	831000	$ 45,000,000														$ 45.00
13	IN	Lubbock Infrastructure Improvements					X		0	0	0	839900	$ 5,000,000														$ 5.00
14	0	Lubbock Childcare Center	X						20,000	0	0	739999	$ 7,700,000														$ 7.70

15	1001	Lubbock Preston Smith Library Basement Build-Out				X				16,232	7,142	0	739900	$	6,400,000															$	6.40
16	0	Amarillo - Student Synergistic Center	X							10,000	2,000	0	511201	$	6,000,000															$	6.00
17	4001	Odessa Clinic Building 3rd Floor Expansion			X					6,100	5,490	0	511201	$	2,600,000															$	2.60
18	2002	Amarillo Renovate Women's Health & Research Institute				X				72,684	31,981	0	511201	$	22,400,000															$	22.40
19	0	SW SOP Dallas Renovation				X				4,115	1,810	0	512001	$	4,200,000															$	4.20
20	5002	Jenna Welch Expansion			X					7,800	3,430	0	511201	$	4,200,000															$	4.20
21	IN	Real Property Purchase - Lubbock					X			0	0	5	000000	$	5,000,000															$	5.00
22	IN	Real Property Purchase - Abilene					X			0	0	10	000000	$	5,000,000															$	5.00
23	IN	Real Property Purchase - Dallas					X			0	0	2	000000	$	8,500,000															$	8.50
24	IN	Real Property Purchase - Amarillo					X			0	0	5	000000	$	3,000,000															$	3.00
25	IN	Real Property Purchase - Permian Basin					X			0	0	5	000000	$	3,000,000															$	3.00
26	0	Lubbock Institute on Aging	X							69,444	30,555	0	511201	$	40,700,000															$	40.70
													TOTALS	[redacted]																		

FIVE-YEAR CAPITAL PROJECTS PLAN

Texas Tech University Health Sciences Center at El Paso

April 18, 2014

GENERAL PROJECT INFORMATION													FINANCIAL INFORMATION													
			Project Type						Square Footage				Project Budget	Funding Source (Millions)												
Priority																										
1	0	El Paso Medical Science Building II	X						227,000	100,000	0	511201	$ 84,400,000													$ 84.40
2	0	El Paso Clinical Sciences Building	X						87,500	38,500	0	511201	$ 34,400,000													$ 34.40
3	0	El Paso Thermal Energy Plant & Parking Garage No. 1	X						450,000	9,108	0	831000	$ 45,000,000													$ 45.00
4	0	El Paso Parking Garage No. 2	X						420,000	0	0	819900	$ 28,000,000													$ 28.00
5	IN	Real Property Purchase - El Paso (Adjacent to Main Campus)				X			0	0	10	000000	$ 10,000,000													$ 10.00
6	IN	Real Property Purchase - El Paso (Remote)				X			0	0	5	000000	$ 5,000,000													$ 5.00
		TOTALS																								

FIVE-YEAR CAPITAL PROJECTS PLAN

Texas Tech University System Administration

March 24, 2014

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	System Building	X						81,000	0		812000	$ 27,500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 27.50
		TOTALS											$ 27,500,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 27.50

Item 6

Angelo State University

Approve use of Revenue Finance System to install Synthetic Turf on the Intramural Fields

Michael S. Molina



Item 6

Scope of Work

- Conversion of a natural grass field to Matrix® Synthetic Turf
- Field size of 375 ft. x 600 ft. will provide for the following sports:
  - Soccer
  - Rugby
  - Flag Football
  - 4 on 4 Flag Football
  - Softball
- New site utilities required to serve the synthetic turf field
- Repair to any existing utilities damaged during construction
- Conversion is necessary due to the extreme drought conditions and inability to water due to water restrictions

Item 6

Recommendation

- Authorize the president to use the Revenue Finance System to fund the installation of synthetic turf on the Angelo State University's Intramural Fields with a total project budget of $1,900,000 and award a construction contract.
- The Revenue Finance System's debt service will be repaid with Outdoor Facility Conservation Fee. The debt will be repaid over a seven (7) year period.

Item 7

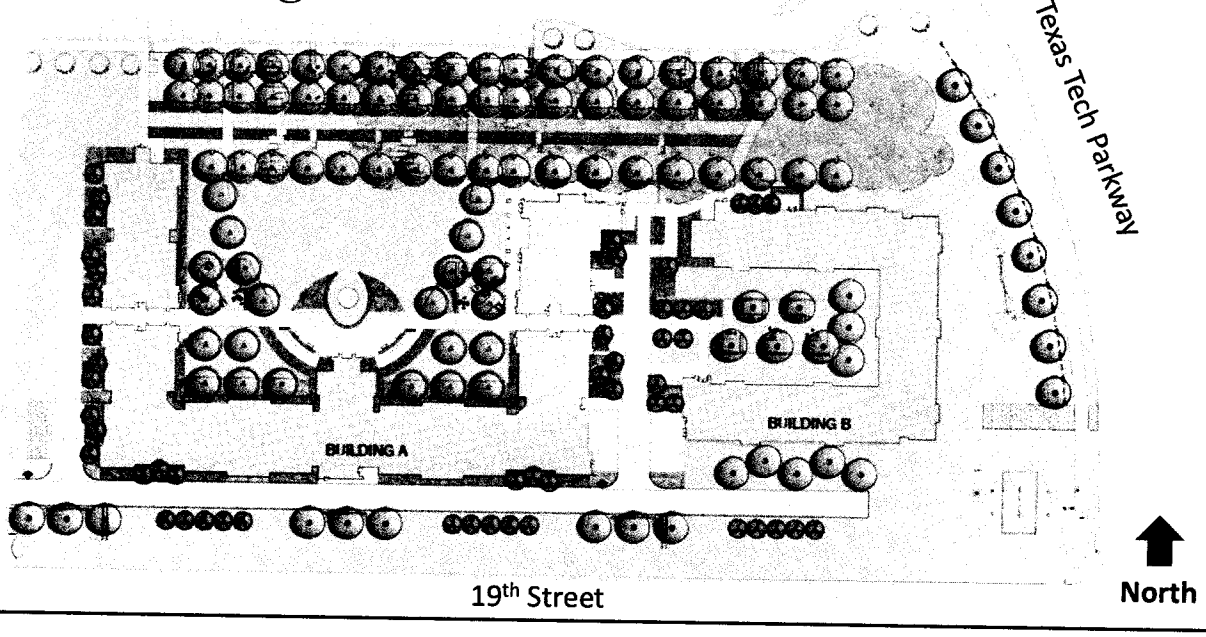
Texas Tech University

Approve naming of the New Student Housing Complex

Michael S. Molina

Item 7

"West Village"



Item 8

Texas Tech University

Approve a project to renovate the United Spirit Arena

Michael S. Molina

Item 8



Item 8

Scope of Work

- Renovations to include:
  - Men's Basketball locker room and team film/lounge area
  - Women's Basketball locker room and team film/lounge area
  - Women's Volleyball locker room and team film/lounge area
  - Sports Medicine/Training and nutrition area
- Enhanced graphics in the west entry lobby and practice gym

Item 8

Project Budget

Total Project Budget	$	4,300,000
Construction	$	3,100,000
Professional Services	$	293,000
FF&E	$	338,815
Administrative Cost	$	14,000
BOR Direct Fees*	$	206,844
Contingency	$	347,341

** Board directed fees of landscape enhancements and public art waived*

Item 8

Recommendation

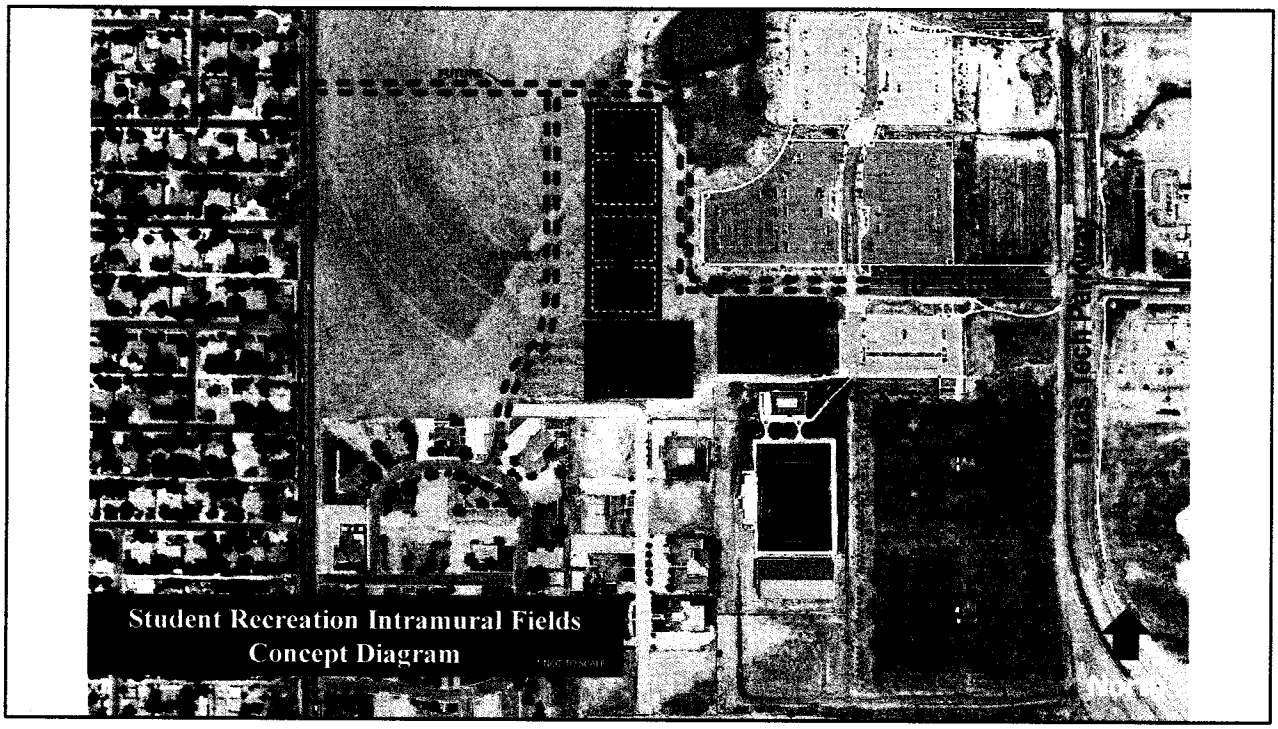
- Authorize to proceed with a project to plan, design and renovate the United Spirit Arena with a project budget of $4,300,000; waive the board directed fees for landscape enhancements and public art; report project to the Texas Higher Education Coordinating Board; and award a design-build contract.
- The project will be funded with taxable debt through the Revenue Finance System repaid with funds from naming agreement. The design budget of $4,300,000 includes the previously approved budget of $325,000 (cash).

Item 9

Texas Tech University

Approve a project to construct new Synthetic Turf Intramural Recreation Fields

Michael S. Molina



Item 9

Scope of Work

- Two (2) new synthetic turf fields
- Office / Maintenance Building at 1,100 GSF
  - Office
  - Field Equipment Storage
  - Field Maintenance Equipment Storage
  - Extended roofline to provide a shaded area
- Site utilities, 8 foot high fence, field lighting, and wind break landscaping
- Drainage channel to funnel storm water to the playa lake and provide protection for the new synthetic turf fields

Item 9

Project Budget

Total Project Budget	$	5,785,000
Construction	$	4,810,000
Professional Services	$	512,000
FF&E	$	50,000
Administrative Cost	$	43,163
BOR Direct Fees*	$	219,837
Contingency	$	150,000

** Board directed fees of landscape enhancements and public art waived*

Item 9

Recommendation

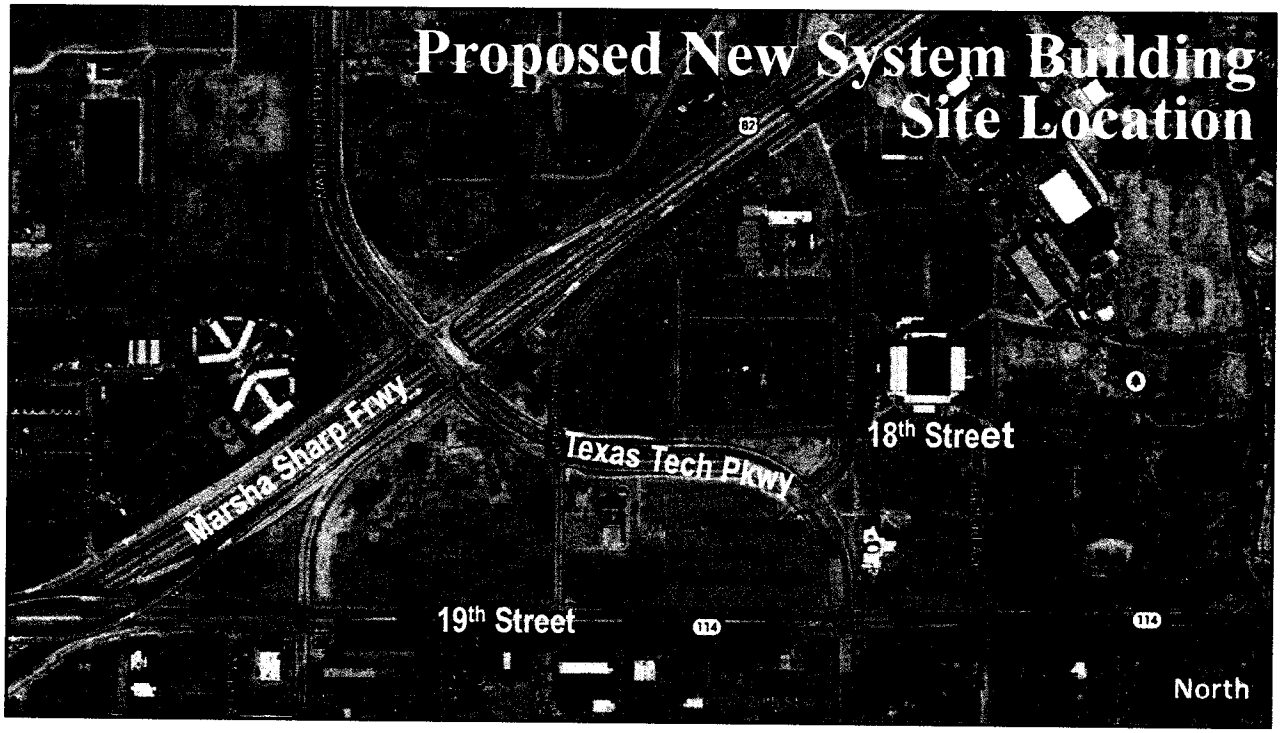
- Authorize to proceed with a project to construct the New Synthetic Turf Intramural Recreation Fields with a project budget of $5,785,000; waive the board directed fees for landscape enhancement and public art; report the project to the Texas Higher Education Coordinating Board; complete the contract documents; and award a construction contract.
- The project will be funded with the Revenue Finance System repaid with Student Recreation Fees as passed by Texas Tech University student referendum on February 27, 2014. The debt will be repaid over a seven (7) year period.

Item 11

Texas Tech University System Administration

Approve a project to construct a New System Office building

Michael S. Molina



Item 11

Scope of Work

- Consolidate System offices in one location to house approximatly 200 System employees
- New facility will include:
  - Office suites and support spaces
  - Shared conference rooms and copy/coffee/service areas
  - Board of Regents' Office and public meeting rooms
- Extension of site utilities, surface parking, Landscape Enhancements and Public Art

Item 11

Project Budget

Total Project Budget	$	27,500,000
Construction	$	20,000,000
Site Utilities & Surface Parking	$	1,200,000
Professional Services	$	2,200,000
FF&E	$	1,920,000
Administrative Cost	$	185,000
BOR Direct Fees	$	1,403,000
Contingency	$	592,000

Item 11

Recommendation

- Authorize to proceed with a project to construct a New System Office Building with a project budget of $27,500,000; report project to the Texas Higher Education Coordinating Board; complete the contract documents; and award construction contract.
- The project will be funded through the Revenue Finance System to be repaid with funding by the Texas Tech University System components.

Item 12

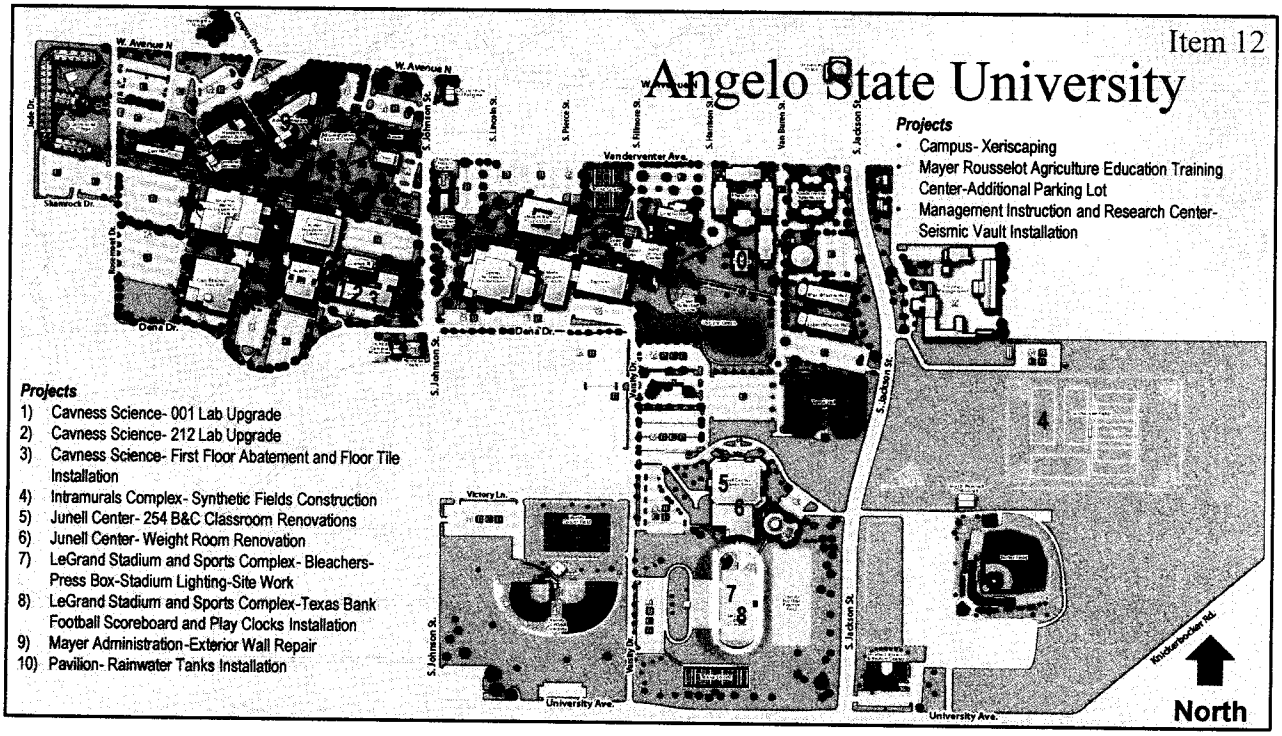
Texas Tech University System

Report on Facilities Planning and Construction projects

Michael S. Molina

Item 12

Angelo State University



Projects

1) Cavness Science- 001 Lab Upgrade
2) Cavness Science- 212 Lab Upgrade
3) Cavness Science- First Floor Abatement and Floor Tile Installation
4) Intramurals Complex- Synthetic Fields Construction
5) Junell Center- 254 B&C Classroom Renovations
6) Junell Center- Weight Room Renovation
7) LeGrand Stadium and Sports Complex- Bleachers-Press Box-Stadium Lighting-Site Work
8) LeGrand Stadium and Sports Complex-Texas Bank Football Scoreboard and Play Clocks Installation
9) Mayer Administration-Exterior Wall Repair
10) Pavilion- Rainwater Tanks Installation

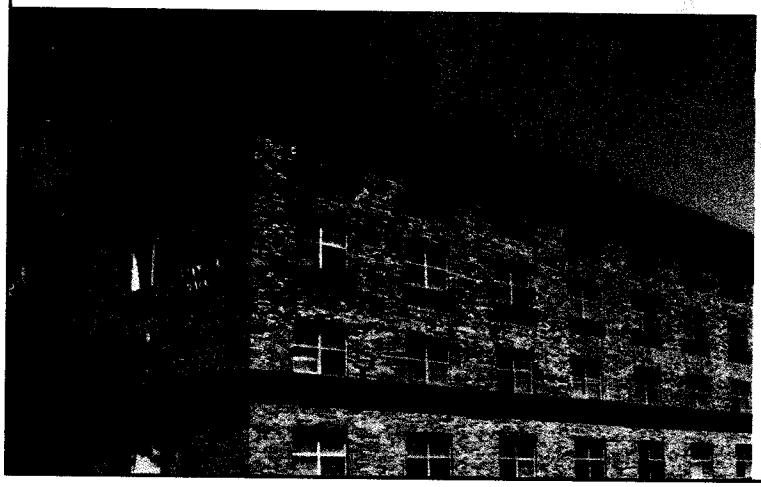
Projects

- Campus- Xeriscaping
- Mayer Rousselot Agriculture Education Training Center-Additional Parking Lot
- Management Instruction and Research Center-Seismic Vault Installation

Item 12

Stangel/Murdough Residence Halls Renovations

➢ Project Budget - $4,555,000 / 94,815 GSF



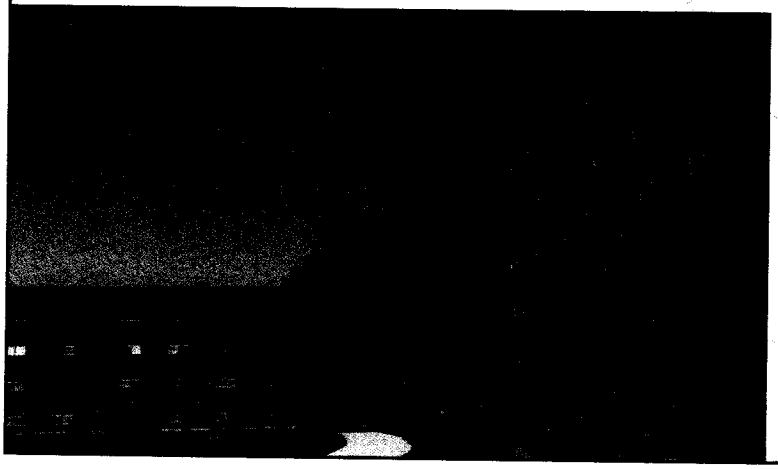
Stangel Hall

- Refurbish Dining Hall
- Window Replacement
- Bathroom Renovations
- Carpet and Tile in the South Seating Area

Item 12

Stangel/Murdough Renovations

➢ Project Budget - $2,963,000 / 117,605 GSF

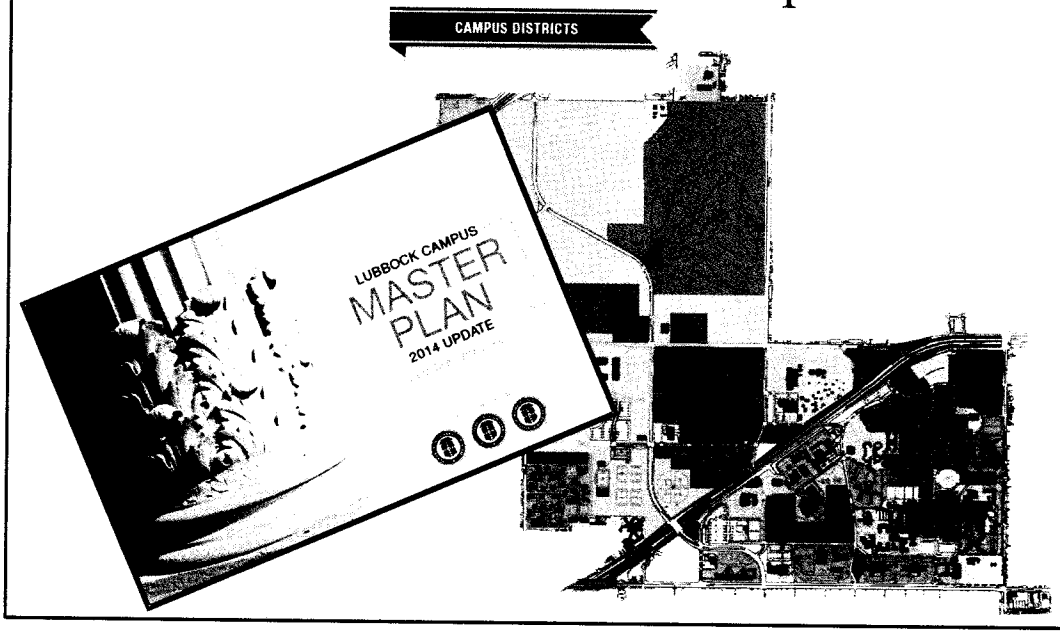


Murdough Hall

- Bathroom Renovations
- Window Replacement

TTU / TTUHSC Master Plan Update

Item 12



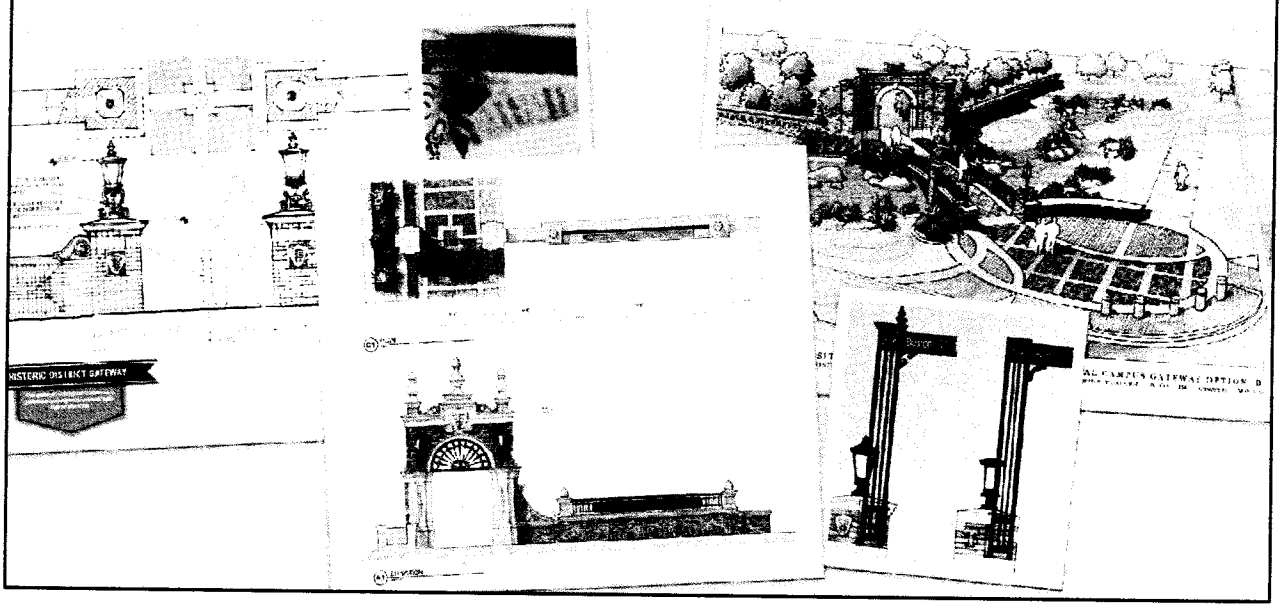
TTU / TTUHSC Master Plan Update

Item 12



Item 12

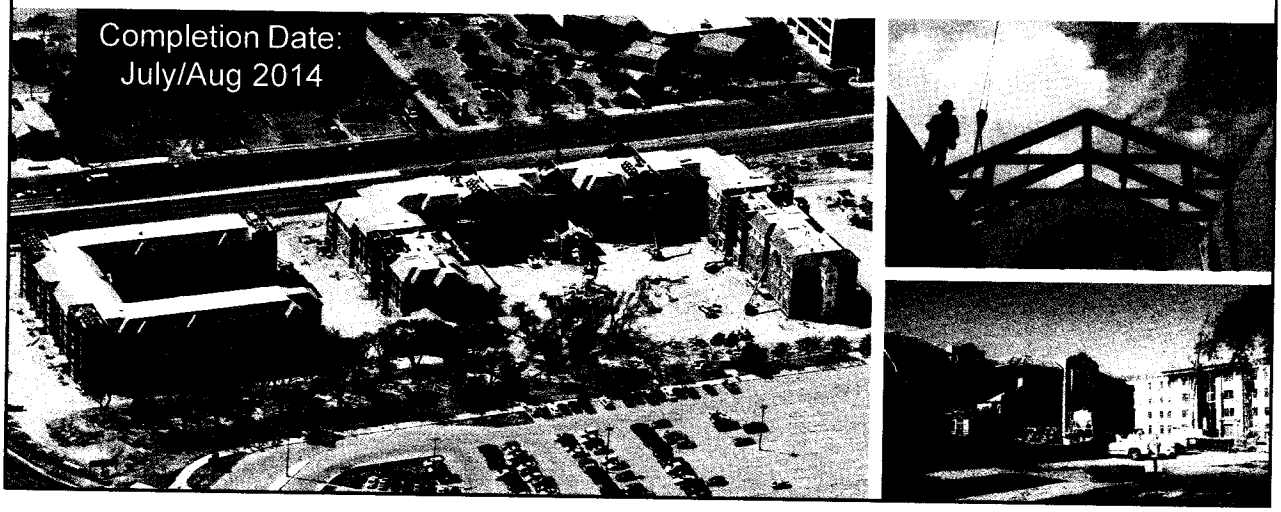
TTU / TTUHSC Master Plan Update



Item 12

New Student Housing Complex

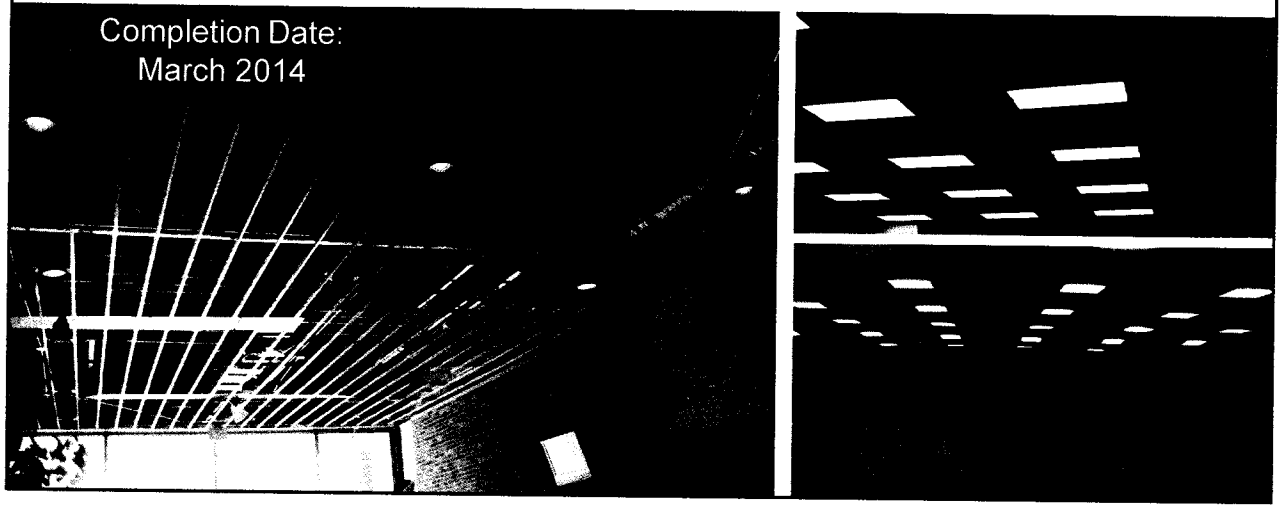
- Project Budget - $54,800,000 / 234,501 GSF



Biological Sciences Buildings Life Safety Upgrades

Item 12

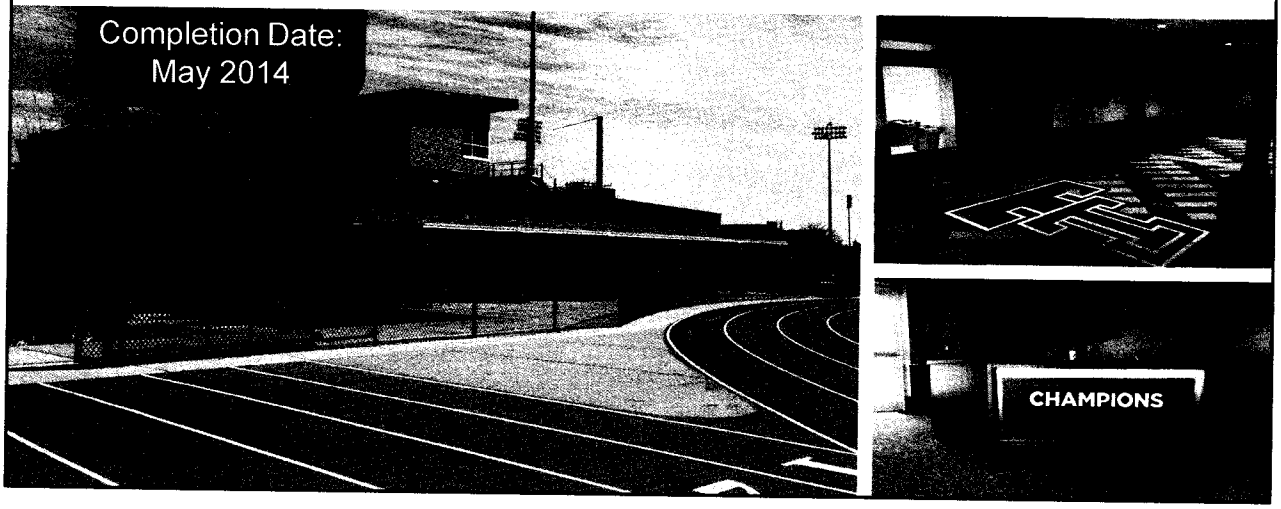
- Project Budget - $8,300,000 / 156,219 GSF



Track Team Building Renovation

Item 12

- Project Budget - $1,295,627 / 10,482 GSF

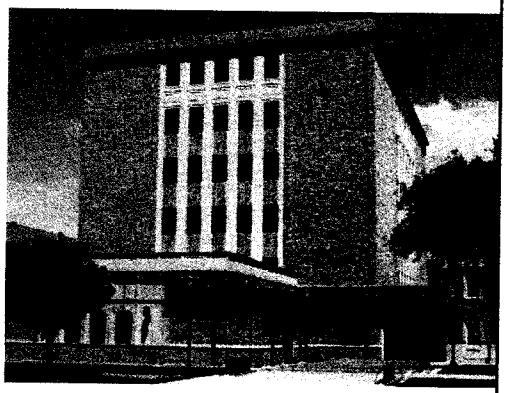


Item 12

College of Human Sciences Life Safety Upgrade

- Project Budget - $9,650,000 / 166,674 GSF

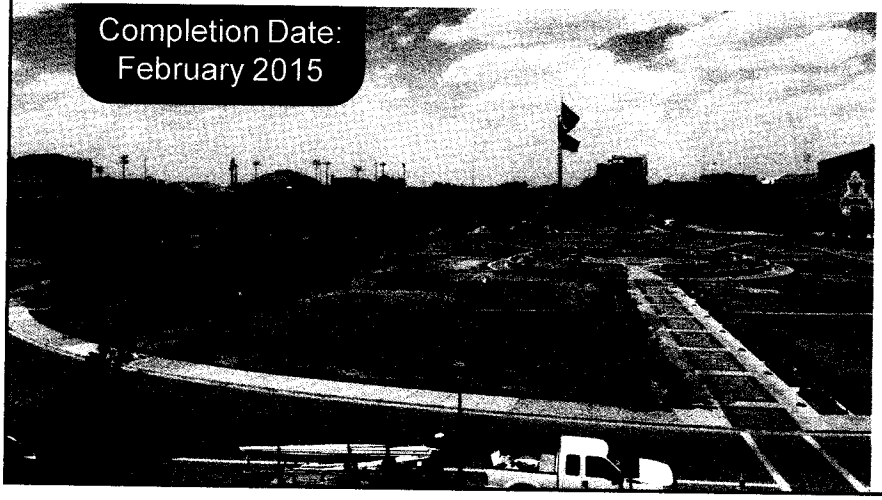




Item 12

Campus Beautification

- Project Budget - $2,500,000





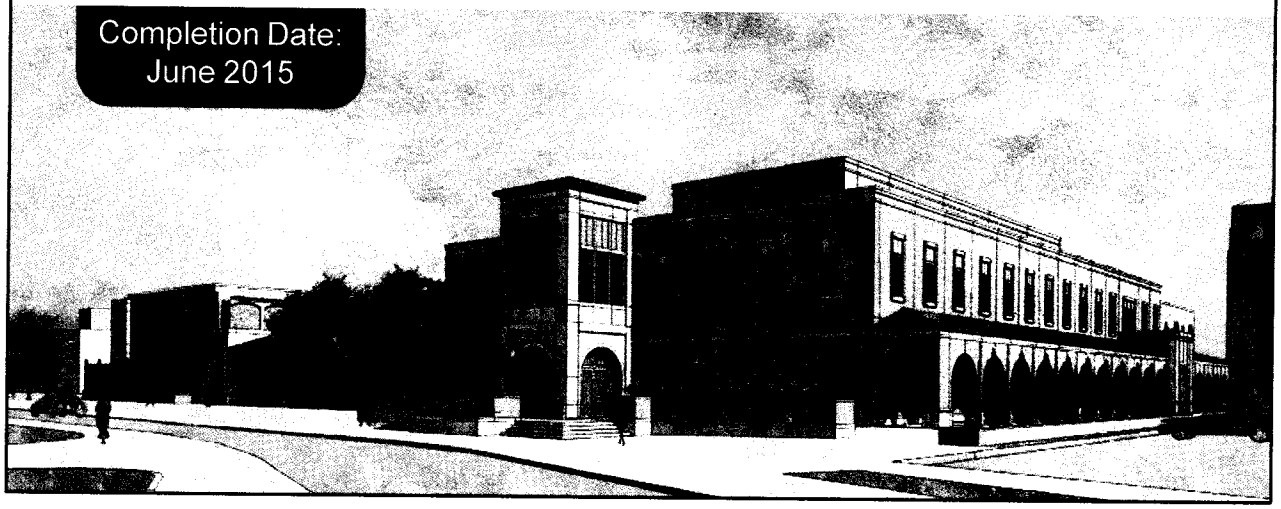


Item 12

Plant & Soil Science Building

- Project Budget - $13,600,000 / 21,122 GSF

Completion Date:
June 2015

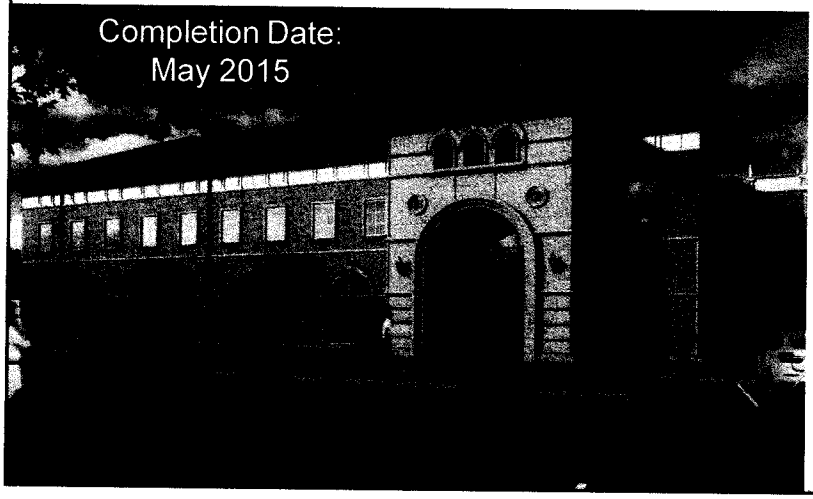


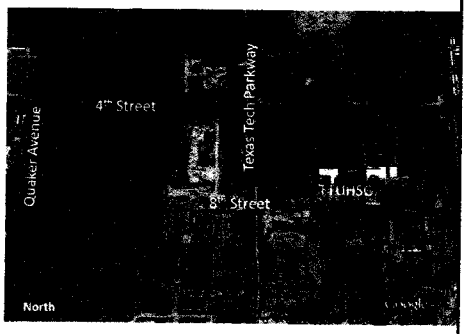
Item 12

Research & Technology Park – Phase I

- Project Budget - $29,045,000 / 41,000 GSF

Completion Date:
May 2015

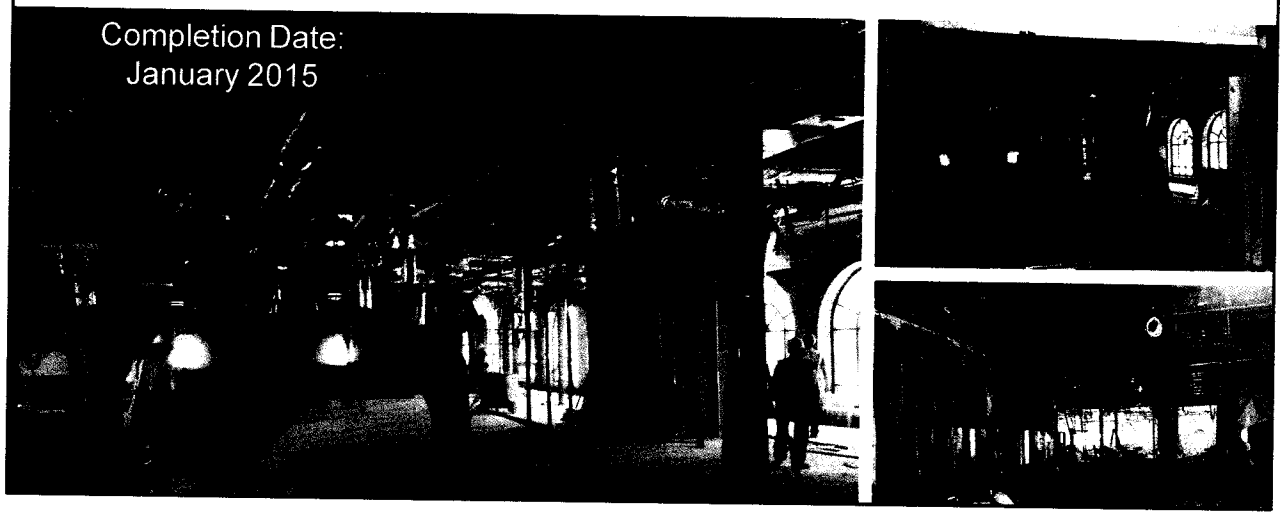




University College Building and Trait Development Facility

Item 12

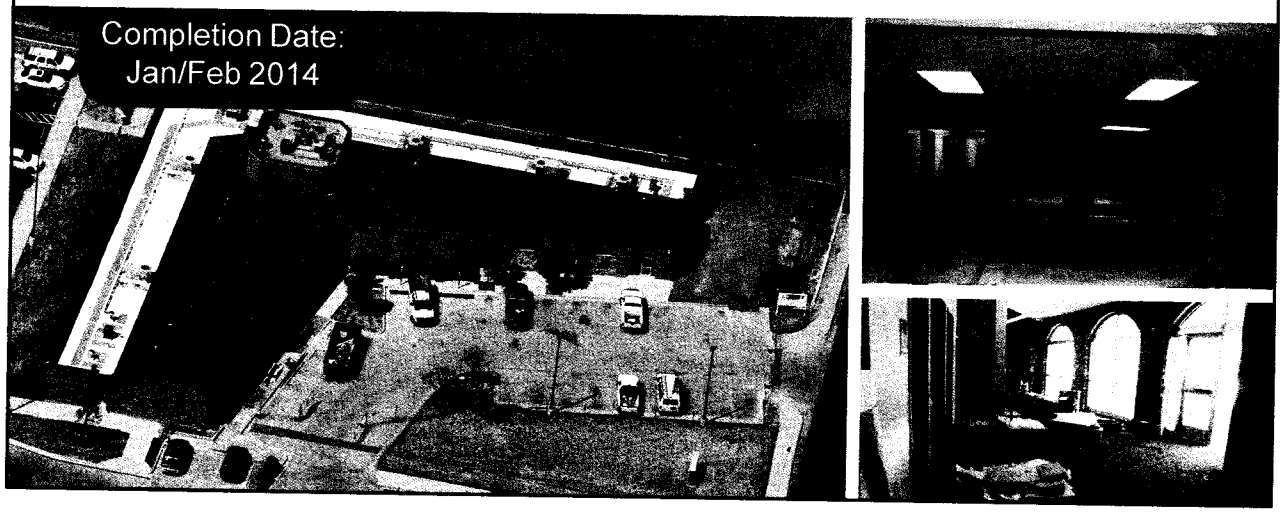
- Project Budget - $19,316,135 / 74,990 GSF



The Larry Combest Community Health and Wellness Center Expansion

Item 12

- Project Budget - $5,108,500 / 10,248 GSF

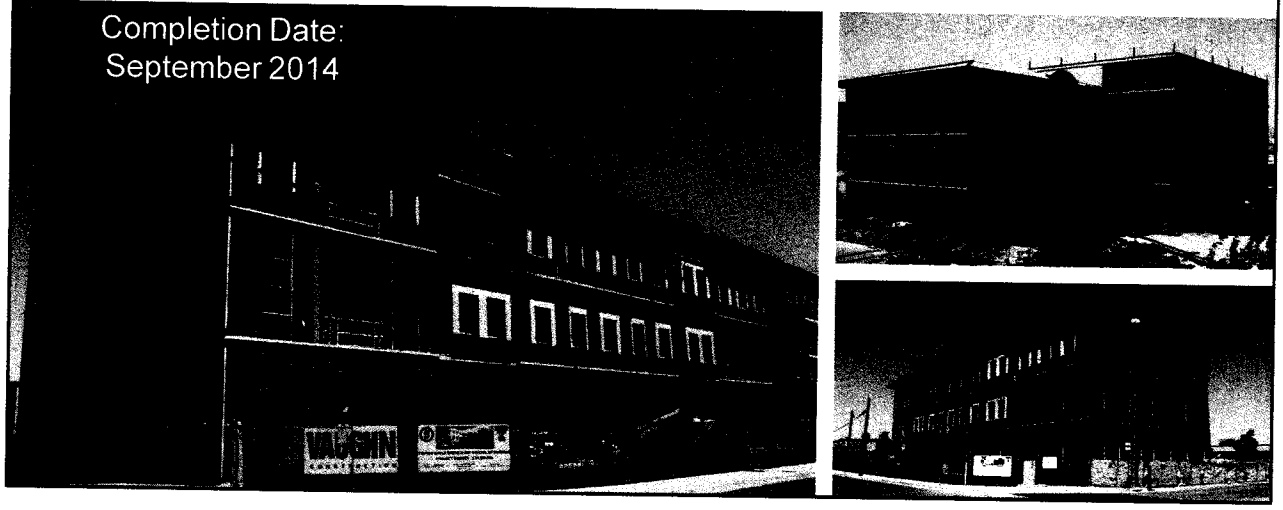


Item 12

El Paso School of Nursing

- Project Budget - $14,500,000 / 35,000 GSF

Completion Date:
September 2014



Item 12

Texas Tech University System

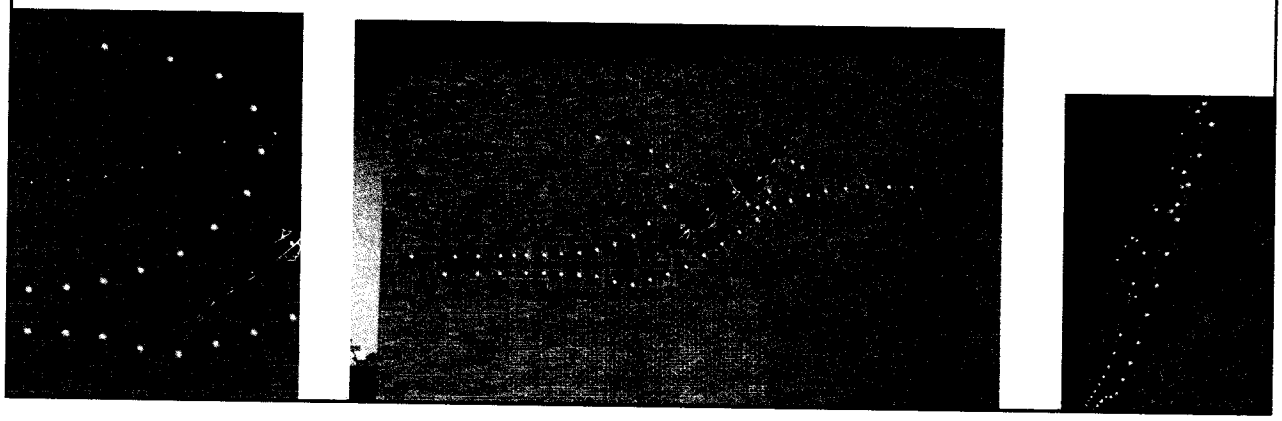
Public Art – Recently Installed

Item 12

Exercise & Sports Sciences

Nancy Lovendahl (Old Snowmass, CO)
Flowmotion

$57,000
Installed: April 3, 2014



Item 12

Texas Tech University System

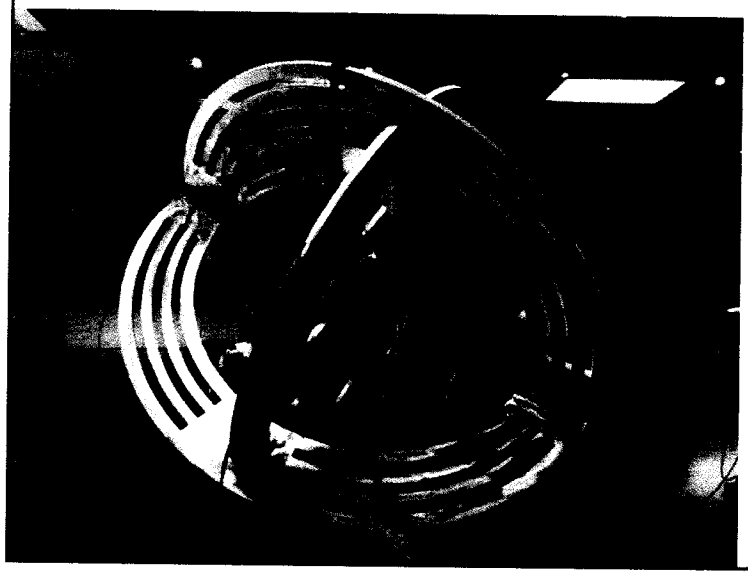
Public Art – In Progress

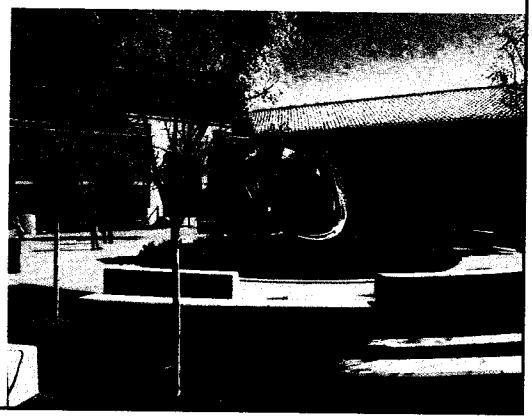
Item 12

Experimental Sciences Build-Out

Owen Morrel (Peconic, NY)
Astrolabe

$235,000
Planned installation: May 21-23, 2014



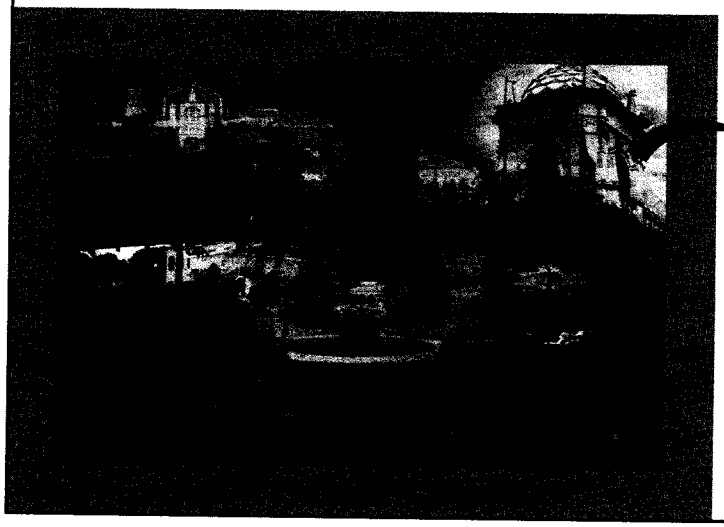


Item 12

Rawls Golf Course Clubhouse

Peter Tonningsen and Lisa Levine
(Oakland, CA)
Untitled

$32,000
Estimated Installation Summer 2014





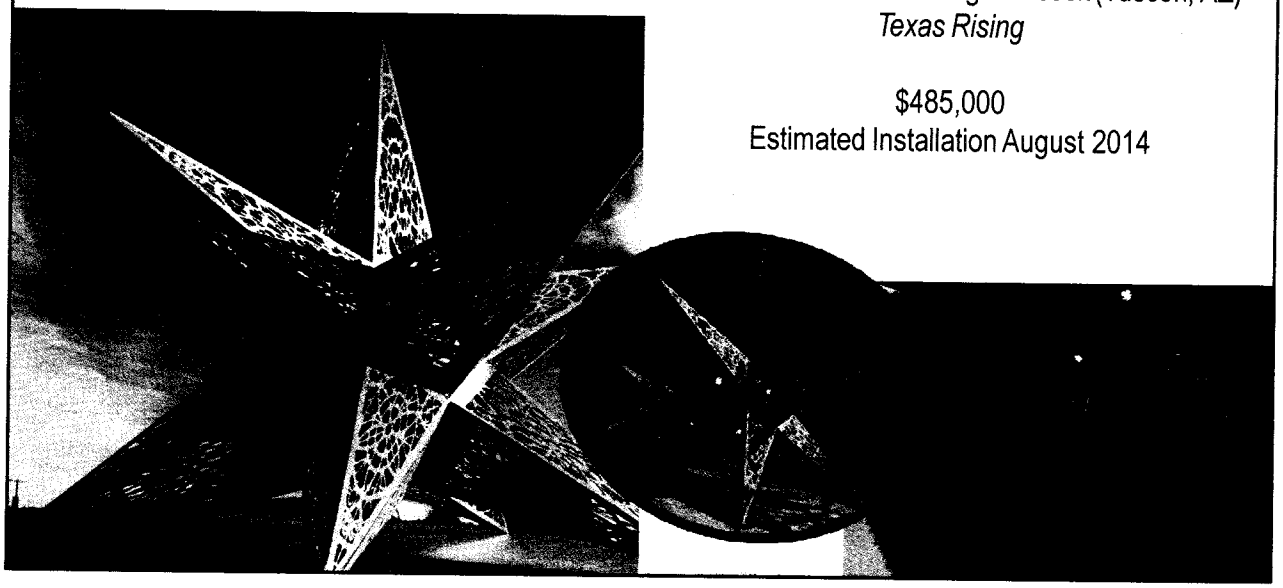
*NOTE: This is a mock-up only.
Final design will be presented after artists visit and photograph campus

Item 12

New Student Housing Complex

Joe O'Connell and Blessing Hancock (Tuscon, AZ)
Texas Rising

$485,000
Estimated Installation August 2014



Item 12

Under Construction

	Project		Cost	Status	Completion Date
TTU	Printech Building Renovation (Exercise & Sports Sciences)	$	7,200,000	Complete	September 2012
	BSL-3 Lab at the Institute of Environmental & Human Health	$	2,400,000	Complete, Warranty	April 2013
	The Burkhart Center for Autism Education and Research	$	10,600,000	Complete,	September/October 2013
	Architecture Building Life Safety Upgrades	$	7,400,000	Complete, Warranty	October 2013
	Petroleum Engineering and Research Building	$	22,800,000	Substantially Complete	January 2014
	New Student Housing Complex	$	54,800,000	Under Construction	July/August 2014
	Biological Sciences Buildings Life Safety Upgrades	$	8,300,000	Under Construction	March 2014
	Jones AT&T Video Scoreboard Package	$	11,000,000	Complete, Warranty	August 2013
	Track Team Building Renovation	$	1,295,627	Under Construction	May 2014
	College of Human Sciences Life Safety Upgrade	$	9,650,000	Under Construction	August 2015
	Campus Beautification	$	2,500,000	Under Construction	February 2015
	Plant & Soil Sciences Building	$	13,600,000	Under Construction	June 2015
	Research & Technology Park - Phase I	$	29,045,000	Under Construction	May 2015
	University College Building and Trait Development Facility	$	19,316,135	Under Construction	January 2015
	Jones AT&T Stadium Colonnade and Infill Seating	$	5,350,000	Substantially Complete	October 2013
	TTU Total	**$**	**205,256,762**		
ASU	Mayer-Rousselot Agriculture Education Training Center	$	1,077,000	Substantially Complete	May 2014
	ASU Total	**$**	**1,077,000**		
HSC	The Larry Combest Community Health and Wellness Center Expansion	$	5,108,500	Under Construction	January/February 2014
	El Paso School of Nursing	$	14,500,000	Under Construction	September 2014
	HSC Total	**$**	**19,608,500**		
	Under Construction Grand Total	**$**	**226,942,262**		

Item 12

In Design

	Project		Cost	Status	Completion Date
TTU	Petroleum Engineering Bldg Renovation for Maddox Chairs	$	2,900,000	On Hold	TBD
	Engineering & Materials Research Center Renovation	$	1,680,000	In Design	TBD
	College of Visual and Performing Arts		TBD	Program Complete	TBD
	Admin Bldg Parking Feasibility Study		TBD	Study Complete	TBD
	TTU Total	**$**	**4,580,000**		
ASU	Dr. Robert and Jean Ann LeGrand Multi Sports Complex Improvements	$	1,400,000	In Design	TBD
	Synthetic Turf on Intramural Fields	$	1,900,000	In Design	TBD
	College of Health & Human Services	$	26,700,000	On Hold	TBD
	ASU Total	**$**	**30,000,000**		
HSC	Amarillo Simulation Center	$	6,750,000	In Design	TBD
	Amarillo Student Synergistic Center	$	4,000,000	In Design	TBD
	HSC Total	**$**	**10,750,000**		
	In Design Grand Total	**$**	**45,330,000**		

Item 12

Prospective

	Project		Cost	Status	Completion Date
TTU	Research Building (ESB II)	$	97,700,000	Proposed	TBD
	College of Engineering Expansion/Renovation Phase II	$	67,600,000	Proposed	TBD
	Weeks Hall Abatement and Renovation	$	24,200,000	Proposed	TBD
	University Data Center	$	21,000,000	Proposed	TBD
	United Spirit Arena Renovation	$	4,300,000	Proposed	TBD
	System Office Building	$	27,500,000	Proposed	TBD
	Synthetic Turf Intramural Recreation Fields	$	5,785,000	Proposed	TBD
	South End Zone Renovation	$	65,000,000	Proposed	TBD
	Indoor Football Practice Facility	$	28,000,000	Proposed	TBD
	New Residence Hall Facility	$	50,000,000	Proposed	TBD
	Indoor Track Facility	$	45,600,000	Proposed	TBD
	Jones AT&T Stadium East Building Finish Out	$	22,000,000	Proposed	TBD
	TTU Total	**$**	**458,685,000**		
ASU	Cavness Science Building Renovation	$	33,700,000	Proposed	TBD
	Academic Building Renovation & Addition	$	23,900,000	Proposed	TBD
	Engineering Classroom Building	$	10,200,000	Proposed	TBD
	Carr Hall Office Space Renovation	$	4,200,000	Proposed	TBD
	ASU Total	**$**	**72,000,000**		
HSC	El Paso Medical Science Building II	$	84,400,000	Proposed	TBD
	El Paso Clinical Sciences Building	$	34,400,000	Proposed	TBD
	Lubbock Education, Research & Technology Renovation	$	45,000,000	Proposed	TBD
	Lubbock West Expansion	$	38,700,000	Proposed	TBD
	Permian Basin Academic Facility	$	19,800,000	Proposed	TBD
	Amarillo Panhandle Clinical Simulation Center	$	6,350,000	Proposed	TBD
	Amarillo Women's Health & Research Institute Renovation	$	22,400,000	Proposed	TBD
	HSC Total	**$**	**251,050,000**		
	Future Grand Total	**$**	**781,735,000**		



TEXAS TECH UNIVERSITY SYSTEM

TEXAS TECH UNIVERSITY SYSTEM
Facilities Planning and Construction

TTUS Design & Construction Review

Under Construction
May 2014

www.fpc.ttu.edu

	Project		Cost	Status	Completion Date
TTU	Printech Building Renovation (Exercise & Sports Sciences)	$	7,200,000	Complete	September 2012
	BSL-3 Lab at the Institute of Environmental & Human Health	$	2,400,000	Complete, Warranty	April 2013
	The Burkhart Center for Autism Education and Research	$	10,600,000	Complete,	September/October 2013
	Architecture Building Life Safety Upgrades	$	7,400,000	Complete, Warranty	October 2013
	Petroleum Engineering and Research Building	$	22,800,000	Substantially Complete	January 2014
	New Student Housing Complex	$	54,800,000	Under Construction	July/August 2014
	Biological Sciences Buildings Life Safety Upgrades	$	8,300,000	Under Construction	March 2014
	Jones AT&T Video Scoreboard Package	$	11,000,000	Complete, Warranty	August 2013
	Track Team Building Renovation	$	1,295,627	Under Construction	May 2014
	College of Human Sciences Life Safety Upgrade	$	9,650,000	Under Construction	August 2015
	Campus Beautification	$	2,500,000	Under Construction	February 2015
	Plant & Soil Sciences Building	$	13,600,000	Under Construction	June 2015
	Research & Technology Park - Phase I	$	29,045,000	Under Construction	May 2015
	University College Building and Trait Development Facility	$	19,316,135	Under Construction	January 2015
	Jones AT&T Stadium Colonnade and Infill Seating	$	5,350,000	Substantially Complete	October 2013
	TTU Total	**$**	**205,256,762**		
ASU	Mayer-Rousselot Agriculture Education Training Center	$	1,077,000	Substantially Complete	May 2014
	ASU Total	**$**	**1,077,000**		
HSC	The Larry Combest Community Health and Wellness Center Expansion	$	5,108,500	Under Construction	January/February 2014
	El Paso School of Nursing	$	14,500,000	Under Construction	September 2014
	HSC Total	**$**	**19,608,500**		
	Under Construction Grand Total	**$**	**225,942,262**		

Revised 5/9/2014

TEXAS TECH UNIVERSITY SYSTEM
Facilities Planning and Construction

TTUS Design & Construction Review

In Design
May 2014

www.fpc.ttu.edu

	Project		Cost	Status	Completion Date
TTU	Petroleum Engineering Bldg Renovation for Maddox Chairs	$	2,900,000	On Hold	TBD
	Engineering & Materials Research Center Renovation	$	1,680,000	In Design	TBD
	College of Visual and Performing Arts		TBD	Program Complete	TBD
	Admin Bldg Parking Feasibility Study		TBD	Study Complete	TBD
	TTU Total	**$**	**4,580,000**		
	Dr. Robert and Jean Ann LeGrand Multi Sports Complex Improvements	$	1,400,000	In Design	TBD
	Synthetic Turf on Intramural Fields	$	1,900,000	In Design	TBD
	College of Health & Human Services	$	26,700,000	On Hold	TBD
	ASU Total	**$**	**30,000,000**		
HSC	Amarillo Simulation Center	$	6,750,000	In Design	TBD
	Amarillo Student Synergistic Center	$	4,000,000	In Design	TBD
	HSC Total	**$**	**10,750,000**		
	In Design Grand Total	**$**	**45,330,000**		

Revised 5/9/2014

TEXAS TECH UNIVERSITY SYSTEM
Facilities Planning and Construction

TTUS Design & Construction Review

Prospective
May 2014
www.fpc.ttu.edu

	Project		Cost	Status	Completion Date
TTU	Research Building (ESB II)	$	97,700,000	Proposed	TBD
	College of Engineering Expansion/Renovation Phase II	$	67,600,000	Proposed	TBD
	Weeks Hall Abatement and Renovation	$	24,200,000	Proposed	TBD
	University Data Center	$	21,000,000	Proposed	TBD
	United Spirit Arena Renovation	$	4,300,000	Proposed	TBD
	System Office Building	$	27,500,000	Proposed	TBD
	Synthetic Turf Intramural Recreation Fields	$	5,785,000	Proposed	TBD
	South End Zone Renovation	$	65,000,000	Proposed	TBD
	Indoor Football Practice Facility	$	28,000,000	Proposed	TBD
	New Residence Hall Facility	$	50,000,000	Proposed	TBD
	Indoor Track Facility	$	45,600,000	Proposed	TBD
	Jones AT&T Stadium East Building Finish Out	$	22,000,000	Proposed	TBD
	TTU Total	**$**	**458,685,000**		
ASU	Cavness Science Building Renovation	$	33,700,000	Proposed	TBD
	Academic Building Renovation & Addition	$	23,900,000	Proposed	TBD
	Engineering Classroom Building	$	10,200,000	Proposed	TBD
	Carr Hall Office Space Renovation	$	4,200,000	Proposed	TBD
	ASU Total	**$**	**72,000,000**		
HSC	El Paso Medical Science Building II	$	84,400,000	Proposed	TBD
	El Paso Clinical Sciences Building	$	34,400,000	Proposed	TBD
	Lubbock Education, Research & Technology Renovation	$	45,000,000	Proposed	TBD
	Lubbock West Expansion	$	38,700,000	Proposed	TBD
	Permian Basin Academic Facility	$	19,800,000	Proposed	TBD
	Amarillo Panhandle Clinical Simulation Center	$	6,350,000	Proposed	TBD
	Amarillo Women's Health & Research Institute Renovation	$	22,400,000	Proposed	TBD
	HSC Total	**$**	**251,050,000**		
	Future Grand Total	**$**	**781,735,000**		

Revised 5/9/2014

TEXAS TECH UNIVERSITY SYSTEM
Facilities Planning and Construction

TTUS Design & Construction Review

Completed
May 2014
www.fpc.ttu.edu

TTU

Project	Cost	Status	Completion Date
Texas Tech Baseball Park Improvements & Picnic Area - Phase I	$ 5,124,000	Complete	July 2013
Boston Avenue Residence Hall and Dining Facility	$ 47,000,000	Complete	July 2012
Business Administration Building Renovation	$ 25,000,000	Complete	August 2012
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	$ 2,745,409	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	$ 258,029	Complete	March 2012
NRHC North Addition	$ 1,700,209	Complete	September 2011
NRHC Historic Preservation Building	$ 613,397	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	$ 33,481,504	Complete	January 2011
Jones AT&T Stadium North End Zone Expansion	$ 5,998,165	Complete	January 2011
System Office Relocation (2nd Floor)	$ 883,603	Complete	December 2010
Jones AT&T Stadium NEZ Facilities (Toilets & Concessions)	$ 1,044,850	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	$ 1,178,373	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

Revised 5/9/2014

TTU

Track Renovation/Relocation	$	3,322,211	Complete	May 2009
Softball Field Improvements	$	859,472	Complete	March 2009
Art 3D Annex Ceramics/Kiln Yard	$	1,522,012	Complete	October 2008
High Performance Research Computer Facility	$	1,540,017	Complete	September 2008
Sneed/Bledsoe HVAC Upgrade	$	5,689,794	Complete	August 2008
Bledsoe Window Replacement	$	1,000,000	Complete	August 2008
4th Street Sewer Upgrade	$	458,617	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	$	8,603,159	Complete	September 2007
Outreach & Extended Studies Building	$	7,811,920	Complete	October 2007
Softball Field Repairs	$	509,054	Complete	September 2007
Discovery Mall	$	1,167,698	Complete	July 2007
Student Wellness Center	$	918,979	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	$	5,767,814	Complete	September 2006
Jones AT&T Stadium Field Improvements	$	2,700,000	Complete	August 2006
Student Union Building Phase II B	$	6,030,961	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	$	36,682,782	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	$	16,809,504	Complete	February 2006
Wall/Gates LifeSafety Upgrade	$	3,087,287	Complete	January 2006
Student Parking Expansion	$	657,887	Complete	October 2005
Student Union Bldg. Expansion/Renovation	$	37,372,009	Complete	October 2003/February 2005
Museum NSRL Addition	$	3,552,255	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	$	3,262,805	Complete	August 2004
Football Training Facility	$	10,974,030	Complete	May 2004
Marsha Sharp Center for Student Athletes	$	3,789,331	Complete	January 2004
The Rawls Course Support Facilities	$	1,692,000	Complete	November 2003
Admin Building Roof Repairs	$	827,901	Complete	November 2003

TTU	The Rawls Course		$ 9,013,000	Complete	August 2003
	Horn/Knapp Fire Suppression		$ 3,026,015	Complete	December 2002
	Campus Conference Bonfire Circle		$ 400,000	Complete	September 2002
	English-Philosophy & Education Complex		$ 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	**$ 668,852,814**		
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		$ 6,350,658	Complete	September 2010
	4C Cancer Research Lab		$ 3,504,108	Complete	October 2010
	Lubbock Memorial Garden		$ 179,738	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

Revised 5/9/2014

HSC

El Paso Vivarium Upgrade	$	737,479	Complete	December 2008
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	$	9,655,524	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	**$**	**270,100,404**		
Completed Total	**$**	**1,018,481,113**		
TTUS Capital Project Total	**$**	**2,071,488,375**		

Chancellor's Report
Texas Tech University System
Board of Regents Meeting
May 16, 2014

Chancellor Hance presented his report to the Board: "The first thing I would like to discuss is annual fundraising—what we have done this year. At the end of April, we have raised $128 million. If that continues, we are on target for having the best year that we have ever had. There is one chart that shows what we have done this year compared to the totals of all other years. Another chart shows what we have done as of the end of April compared to all other years. We are on target to set a record this year. Scott Cooksey has done an excellent job. The entire development team has not missed a beat. The one negative aspect is that Bess Haley is going to be retiring and boy she is good. We will miss Bess. If you all could do something for her to recognize her at the next meeting, that would be nice.

"We also signed an agreement with Pantex—a memorandum of understanding. We will be doing the data collection on all of their wind farms and we will continue working with them on the research that we will be doing and they will be working with us. This is huge because it is going to be largest wind farm for the federal government at any place in the nation.

"Through the National Science Foundation, we received a grant to set up a center for the autonomic and cloud computing. That comes down to storage of materials from computers and they will work closely with TTU and their offices on this. Dr. Nellis was a great benefit in this regard.

"The Office Technology and Commercialization posted a technology venture showcase yesterday and they had a lot of people show up. They talked with them about what we are doing and the patents that our people are coming up with so that we are out there looking for investors. They had a conference all day yesterday and it went very, very well.

"As far as federal relations, in the spring we took our leadership to Washington, DC. We had a lot of meetings to brief people on our research. We had over 50 meetings with key members of congress and the senior administration, trade association executives and Regent John Steinmetz. We were happy to have one of the regents go with us.

"This is the last of my reports. The other things that we have talked about—we have doubled our size and there are lots of things that have happened. One of the things on the Pantex deal—we've got what we call GLEAM (Global Laboratory for Energy Assets Planning and Manufacturing) which came out of our Commercialization Office. They focus on the grid and the security of the grid and how it needs to be more efficient. I think back—I know that Regent Neal was there—when we had that dedication on the wind energy out at Reese, there was no question that we selected the right place. That's what the federal government said. It was really windy that day. We are

negotiating some details on another ETF (Emerging Technology Fund). A couple of years ago we got the $8.5 million that Russell Thomasson and Jodey Arrington and Dr. Rob Duncan worked on. We are on target; we are going through the committee process on an almost $23 million project. Remember that $8.5 million? We took $5 million of that and turned it into investments by private businesses and by investment from the federal government into over $35 million. So, this one will be about $23 million almost. I anticipate big things on that. What we are doing on commercialization—we didn't have anything in that regard but in the last four years, I put Jodey Arrington and Russell Thomasson in that office and they have really gotten that turned around. We are doing some great things in that regard. And this Emerging Technology Fund, we get our $23 million, if it's the same cycle they've been through before, we could produce over $100 million on that. I don't think there is any doubt within the industry, from the people who build the towers, the people who do everything wind-energy; they realize that this is the place. So, we have become the national leader in wind energy research.

"That concludes my report."

President's Report
Texas Tech University
Board of Regents Meeting
May 16, 2014

Dr. Nellis presented his report to the Board. "Mr. Chair and members of the Board, it is a pleasure to give my regular report. Before I get into details that will focus on some of our key initiatives this year and also our status relative to being more AAU-like as a top tier research university, I wanted to mention an event that is coming up on June 6, 2014. That is the Art on the Llano Estacado event. This is an evening event at the Texas Tech University Museum. You should each have a packet related to this event. I also wanted to point out that three of our regents are involved with this as honorary hosts, including Regent Debbie Montford and her husband John T. Montford; Regent Nancy Neal and her husband Dr. Tom Neal; and Regent John Steinmetz as well as his wife Jaemie. This is a fundraising event for the Museum. It is going to be a great event. It involves artists from the Llano Estacado. These artists will have their works there. It will be a great opportunity for fundraising.

"Also, I wanted to make you aware, at the request of Dr. Wong, about a couple of resolutions that were passed by the Faculty Senate last week. One relates to honoring Chancellor Hance who has done an outstanding job as our chancellor; they wanted to recognize him not only for his contributions but also wanted a resolution issued to point out how much they appreciate the opportunity to interact with the Board. As we all know, we gave the leadership from the Faculty and the Student Senates the opportunity to have lunch with the regents, chancellor and presidents at the last board meeting. They just wanted you to be aware of how much they appreciated that interaction. I wanted you to be aware that they had passed these resolutions unanimously on both.

"You should also have at your place an updated strategic plan from TTU. That document reflects some of the progress that we have made and some of the new initiatives now that I have come in as president. I had a planning committee working on these key priorities this past academic year. The provost has also significantly helped with some of these initiatives and I wanted you to have that as well.

"One of the key areas where we need to continue to grow our profile is in the number of international students we have at TTU. As the chancellor has mentioned, we are near the bottom of the Big XII as far as the number of international students we have. It is a part of the enrichment of our campus community. It's part of being more AAU-like. We need to increase the number of national students we have at our institution. This year we made significant progress. We have a one-stop shop for international students with recruitment, admission, advising, graduation and alumni relations. We have put that all in the Office International Affairs. We have hired Dr. Sukant Misra to lead that effort. He is a really excellent, very responsive, and high energy in moving that agenda forward. We will also have an international recruiter who will coordinate all of these international improvement efforts that will join the team on about July 1. We have been interfacing with some third-party international recruiters, Shorelight and Navitas who have contracts—Shorelight is working with the University of Kansas as an example and other major universities; Navitas is a major international recruiter. Our goal is to have a

contract in place with one of these by sometime in June. My key with them is that we make sure that we have minimum thresholds for them to meet in bringing in quality international students to us. We are also working with a firm out of Brazil. We haven't signed an agreement yet but we are in discussions with them as well as hiring recruiters on the ground in Brazil which is really important. It is already starting to provide yields to us. Our goal is to have a contract before the end of this month with the firm in Brazil. I also hired Dario Solis who was working for Georgia Tech to help recruit students throughout Latin America. It is a tremendous opportunity throughout Latin America. Given our location and the demographic characteristics of our university, I believe we have tremendous opportunities in Latin America to enhance our international students. We are negotiating with onsite recruiters in China and India as well. In fact, the provost is leaving on Sunday for China for a couple of weeks. He'll be taking a team with him. India presents a tremendous opportunity as well. If you look at our numbers, already our international graduate student numbers, our applications from graduate international students, as you compare from a year ago are up over 1,000 from where we were a year ago. This is a significant change and our total international applications are up about 1,200 from where they were a year ago.

"Graduate student numbers—again as a major national public research university, we need to increase our graduate proportion of our total enrollment. This past year, we had 5,400 graduate students out of our 33,000 students. As you know from our discussions on our strategic planning presentation as the last meeting, our goal is to get to 8,000 graduate students by 2020. The applications in our Graduate Program are up by 38 percent from where they were a year ago. Again, part of the yield on that is dependent on our capacity in certain areas depending on the match but we are anticipating being up three to six percent this fall in our graduate enrollment. Dr. Sheridan is doing an awesome job on that. Part of our portfolio is making sure those students finish their doctoral degrees as well and we have provided some incentive dollars for them to try to finish their degrees and that will free up other money that we can use to go out and recruit more doctoral students and that is going to be important. We have added fellowship dollars—caps to some of the most prestigious graduate fellowships that we have at our institution to be competitive with the premier public research universities in the United States. One of the challenges that we face is our stipends aren't at the highest level relative to who we are competing against. With these additional supplements, that is allowing graduate programs across the University to get their top priorities as far as student recruitment. We are hiring a PR manager and that search will be completed soon. Dr. Sheridan is working on establishing a professional development task force to review graduate student and professional development and that is an important part of having a quality graduate program and he is also looking at his graduate structure as far as who he has on his team and making sure that he has the right people leading that effort.

"Our E-Learning initiative—we recently announced that Texas Tech University Worldwide E-Learning will be implemented on September 1, 2014. Again, Melanie Hart and Justin Louder are leading that effort. That came out of a task force that we appointed soon after I became president. The key is development of the Office of Instructional Design and Web Technologies to provide the support for our faculty and to make sure they are able to offer top quality programs. What we want to do with our

online learning is to make sure we preserve the quality of what is Texas Tech University. We currently have 45 degrees and certificate programs already online and many of them are at the graduate level but we need to enhance that portfolio and increase our enrollment and revenue associated with E-Learning.

"Another key element—if you look at AAU-like schools, their retention rates are generally about 90 percent and their six-year graduate rates are around 70 percent. We are currently at 82 percent for our retention rates and about 60 percent for our six-year graduation rates. We need to change that dynamic and I have had Dr. Schovanec and Dr. Muñoz working on a key initiative that will allow us to be more effective with our retention rates and that will fuel our graduation rates. So, with the retention remember that is 82 percent of our freshmen who will return their sophomore year. We need to get that to about 90 percent. Some of the new initiatives we are launching include the purchase of new software that will help us identify at-risk populations among our student body, intervention on hard to complete courses—we have certain gateway courses that have high DFW rates like some of the math, chemistry and biology classes and we want to enhance students success in those areas. We are urging the colleges to be more aggressive with their retention plans and initiatives and it is also in part training the advisors to be more effective because they have the direct interface with these students and can significantly impact the success of those students. Finding them the right academic home where they can be successful. So, all of this is leading to what I believe will be a record enrollment for this fall. The numbers so far—I'm keeping my fingers crossed—are looking very, very strong and that is putting significant pressure on our residence halls. In fact, at our newest residence hall, we have over 95 percent contracts on that residence hall which is supposed to be completed on July 15. We will be coming back to you shortly with a proposal to continue to expand our on-campus residence/life capacity. It's absolutely essential as we move the institution forward. But, all of these are reflective to the growing recognition of Texas Tech University as a major, top-tier university.

"I want to talk about the progress we are making in that context very briefly. I would like to summarize some of the metrics as we look at Texas Tech. One relates to research and remember the reason for these 2010 dates is because the major information source nationally for this data is a three-year leg in the access to this information. So, looking at Texas Tech in 2010, you can see where we were at total research—$106.2 million. This past year we were at $137.6 million. I think this year things are looking very positive. With Rob Duncan on board and the team he is assembling, with the great faculty hires we have made, with our strategies that we are using, we have new cluster initiatives that really focus on key areas where Texas Tech has strengths and to bring in more significant grant money associated with that. The GLEAM initiative will help us in that context but we still have a lot of progress to be made in that area.

"In our federal research—that is an area that this past year we really fell behind."

Regent Anders asked, "I assume all of these are all AAU universities on that slide."

President Nellis replied, "Yes, these are all AAU schools. The ones on the lower quartile are on the lower end of the 62 that we have the opportunity to move into as we pursue AAU status. That you for clearing that up Regent Anders.

"So, these are the federal research dollars and you can see that last year we didn't do very well. This year we are doing better but our federal dollars, we easily need to double that. Again, we have a very concerted effort in that context. We had a great trip to Washington, DC about a month ago. We had significant opportunities with major federal agencies like the US Department of Agriculture, with the Department of Energy, with the Department of Defense, to make some inroads there. Again, Rob Duncan is doing an outstanding job in building contacts with those groups. This is the area that I am most concerned about.

"Our endowment assets—this is based on 2011 data and you can see 2013. Remember, this is TTU not the System that we get compared to. We are doing great in that area as far as the progress we continue to make and really appreciate the contributions of the chancellor and Scott Cooksey and his team in that context. We are already well ahead of other universities like the University of Oregon, the University Colorado and some of the other AAU schools.

"Annual giving—again, you can see the progress we have made in a couple of years from 2011 when we had the comparative data relative to 2013. Again, this year it looks like we could have a record for 2014. We are doing extremely well relative to AAU schools in that context.

"National academy members—remember that redline there. That is for 2013; we now have four in 2014 so that will move us up. We continue to recruit in that area. We do have a couple of our current, existing faculty that we believe have the potential to be national academy members who we have nominated for that status. Now that we have four, we can use those to help coordinate nominations of some of our existing faculty which is a good way to go as far as an investment strategy for the institution.

"Faculty awards—this is in 2014. Again, the Fulbrights are not showing up on this because of the 2014 time period. We had 10 Fulbrights this past year. The faculty awards, we continue to make progress and that is an important priority for me. We have organized with the provost and our Research Office to make sure that we are nominating our top faculty for these major awards including the O'Donnell Award which is a major state of Texas award through the TAMEST organization. We have nominated some key people for that recognition.

"Doctoral degrees granted were at 283. For this past year, we are actually over 300. We are at 306 and that is exciting that we are continuing to make progress in that front. As you can see, we compare very favorably with AAU schools.

"Postdoctorals is another variable. These are students who have received their Ph.D. but now are working—they don't have an academic appointment per se but are working on research teams. Part of the cluster initiative is to hire more postdoctoral appointments and that is working well as we continue to progress in that area.

"National merit scholars—again, we have to buy those. Every university in the country is going after those. They pay full freight for those students. We had four in 2013 and I think our overall total is a little over 20—the total, this is just the freshmen class component as we are comparing her with other major schools."

Chancellor Hance added, "I want to mention one thing that we are doing in that regard. We are trying to raise the money—a decision was made when Dr. Bailey was here and I agree with. It was costing us so much to do that, to get a few national merit scholars, we were missing a lot of those 1300, 1400, 1500 kids that we didn't get. We are talking with two different individuals about funding this. If we can get someone to fund this, then it doesn't take away from our other scholarships. The University of Texas at Austin, they stopped four years ago from funding in full because it was just costing so much. OU funds them fully and they recruit them and they get a couple of hundred but this is something that Duane and I are working closely on. I just wanted to get that out there in case any of you wanted to help in that regard. If you know of someone who wants to help..."

President Nellis continued, "I know in my previous place, we had quite a few national merit scholars but we paid their tuition, their residence costs, their books—that's the type of competition we are in for these top students."

Regent Anders asked, "How do you balance all of that because you just can't do everything."

President Nellis responded, "No, that is why we want to be very selective with these national merit scholars. We can't go after every one. The University of Oklahoma for example, has made a decision to go after a lot of them. I think they have over 100, almost 200. It's a huge cost to do that. It does take away—if we are going to try and raise our SAT, it's not just those students but we can have a significant impact on that next tier. That is the quality of student and characteristic of Texas Tech. It's nice to complement that with some of the national merit. It would be nice to move us into that lower quartile of maybe 10 to 15 a year, but we want to make sure overall because the yield for the number of students is going to be at that next tier and that is going to also help us raise our SAT averages and see the average there. We are running strongly for the fall as far as those numbers.

"Out student to faculty ratio—there was a slight change in the formula, but you can see where we are at today with the 20 to 1 ration. We'd like to get to 18 to 1 and that would certainly put us in the ballpark with some of the other major AAU schools.

"Overall, we have made a lot of progress but still have much work to do. Certainly, this couldn't be done without the tremendous support of the regents. I appreciate your advocacy and your efforts and support as we move the institution forward. I am very proud to be president of this outstanding, national public research university. Thank you very much."

SGA President's Report
Texas Tech University
Board of Regents Meeting
May 16, 2014

Hayden Hatch presented his report to the Board: "Thank you Mr. Chairman. I am very excited to get to speak with you today. It is an honor to speak with such a room of individuals. If you recall the introductions from this morning of the team who I will be serving with this year, we have some amazing individuals and I am very excited to get to serve with them.

"I would like to briefly go over some goals we have for the upcoming school year. We will be here again, asking you to approve some of them as the year goes on. I am excited to share them with you now. I would like to mention first that Coby Ray, the incoming student regent has already reached out to us, met with us as a leadership team and has expressed a desire to get involved more. I look forward to working with him and the rest of the Board as the year continues.

"As introduced earlier, Pradeep Attaluri, our graduate vice president, is a very brilliant student and I am very excited to serve with him. Some of his goals are going to align with the Tier One push. He hopes to help increase the University research profile in any way that he can. We were at the demo day with the Office of Technology and Commercialization. Additionally, we are planning a trip to Stanford University to observe their research efforts since they are one of the leading universities in the country. We are very excited about that. Pradeep will also lobby to the state legislature this year for international students in order to lower their healthcare costs. At other Big XII universities, their health costs are lower, mainly because there are more students and they can help spread that risk out. He hopes to do that for our international students which will help with our Tier One status as well.

"Bailey, our internal vice president, couldn't be here today but she is outstanding as well. She is going to implement a program called Safe Walk. That will be a volunteer service for the students, by the students for anyone who feels unsafe walking around campus on night. This is modeled after other major universities in the Big XII. We are excited to bring that to Texas Tech. She is also going to bring back the senior gift. This is a gift by the seniors who are in the SGA and we raise money and we put something on campus that will last forever for that senior class. That is a tradition that has been lost in recent years for whatever reason but we are excited to bring that back. She is also going to work with the senators, as you heard, to increase our retention efforts. She was also the chair of the Sportsmanship and Traditions Committee this past year which worked closely with the Athletic Department to fix some sportsmanship issues we had this past year at football games. We were excited to see that move forward.

"Stetson Whetstone, our external vice president, will be negotiating with City Bus to find a more efficient bussing system for the University. That is an issue every year with students—to get them where they need to go at the right price. I am confident that he

will be able to lead strongly in that area. As for myself, I am excited to work with these individuals on all of our goals. It will take the entire team working together. One thing we want to see happen is to take a form of university ID money off of campus so that students can go to local restaurants and use their Raider Card at those restaurants. We see this at the University of Texas, A&M, TCU and a lot of other Big XII schools. It is a strong recruiting tool for incoming students if you can tell them that the entire local community supports your university's ID system. We are looking forward to working towards that. We hope to have that ready for the fall of 2014.

"We are also going to revitalize Raider Gate, the tailgate for the students that is located on campus. We are excited to have been asked to be a part of that as a SGA. We will work hard to bring that back in full force. Regent Steinmetz started this in his glory days and we hope to bring that back very soon. We are excited about that.

"Another issue we are looking into is expanding our dead day, which is our one day of no class before finals. Other Big XII universities such as A&M and UT have multiple days to prepare for finals. We want to explore this option and to change the academic calendar and expand our dead day. This is a very complex issue and it will take lots of work but we want to see if it is possible to give our students more time to prepare for finals.

"That concludes our goals for next year. Thank you to everyone. Everyone who we have met with has been more than willing to help including all of the administration.

"Thank you very much."

Regent Steinmetz commented, "Mr. Chairman, I have one comment. I know many times I have been criticized for being too old for this Board, but this young man, when I was going through pledge appreciation week—that's what our fraternity called it—I was over at his house working to beautify his family's property. He was about five years old jumping on a trampoline eating a Popsicle. I remember we were on a very strict diet that week. I do want to see you do well, but I do remember that you forgot to give us a Popsicle. I'll be holding you to a different standard."

President Nellis added, "I wanted to mention that Hayden will do an outstanding job and we are very pleased to have him in that leadership position but we also have Luke Cotton here today who was our past student body president. He is going to be graduating during the May commencement from the College of Business. I'd like for him to stand up so we can give him a round of applause."

President's Report
Texas Tech University Health Sciences Center
Board of Regents Meeting
May 16, 2014

Dr. Mitchell presented his report to the Board. "Thank you Mr. Chairman. You have our report in front of you. You guys can read through this at your leisure; I'm only going to go through things in here that are highlighted.

"If you will start on page 3, we had record spring enrollment. Our enrollment numbers, as you know, in the fall is our larger number—when you have graduations in December, they generally drop off but our spring numbers have gone up every year as well. If you will look at page 4, that is our spring enrollment for both HSC as well as HSC El Paso. HSC El Paso is in red. Our numbers have been consistently picking up every year for the past several years in the spring. On page 5, I am going to talk specifically about HSC—Lubbock, Amarillo, Permian Basin, Abilene, Dallas, and Austin and then I'll talk about HSC El Paso.

"We'll start with the HSC in Lubbock with the School of Medicine. I want to point out a few things. The FMAT, the Family Medicine Accelerated Track, as you guys know this has been under the microscope with everybody nationally about how a program like this works. What happens when you take four years of medical school and cram it into three? Do those students perform as well as others—their peers—once they get into residency training? The answer is a resounding, 'yes they do.' If you look at the in service exams they take during residency, our FMAT students are scoring in the 90th percentile nationwide which is above their non-FMAT peers. So, the program itself is working quite well. We had our student match for the fourth year medical students. We had 100 percent of our students matched for residency programs. The national average is 94 percent for the country. Once again, they went coast to coast. We had folks going from Hopkins to Yale to UCLA to Mayo and everywhere in between. We want to keep as many as we can in the state of Texas. We had 51 percent of our students who did match in the state which places us very high nationally with our peers in other states. Very interestingly, if you look at the folks who go into primary care, which is what our focus is really about out here, it is under 20 percent of people when they graduate typically go into primary care. We had 49 percent of our students who chose primary care fields—primarily family medicine. So, when we are before folks in Austin and when you guys are speaking with people about what it is that we are doing, we are doing precisely what the state of Texas needs and in particular what West Texas needs and what the nation needs which is more Dr. Marcus Welbys, more primary care-type physicians. We are extremely pleased with what we did with that.

"If you drop down under the awards, Dr. Varma, who is one of our pediatric professors and also in charge of all of our graduate medical education, received the TMA's highest award—the Platinum Award, which is the highest academic award that the TMA offers. That for us is a real feather in our cap. Just below that you will see Justin Bishop. If you recall, last year Justin Berk was selected by the TMA as the student of the year

from all medical students in the state of Texas. For the second year in a row, we have an HSC student who also received it. Justin Bishop this year is the TMA student of the year. We are picking up accolades that are hard to come by and ones that generally, speaking in the past, we have not even tried for. So, we are doing exceedingly well.

"Dr. Afzal Siddiqui—you may recall about a year or two ago talk about the vaccinations that he is developing for schitstosomiasis which is a parasitic infection. You don't hear about it in the United States because our public system is so good but it affects about 200 million people worldwide every year and there are about 800 million people who live in areas that are at risk. This is truly one of those transformative vaccinations that when it is fully implemented, can change the lives of people around the globe. He has received the first Gates Foundation grant that has come to System at Texas Tech. This is a $2.8 million grant from the Bill and Melinda Gates Foundation that is exceedingly difficult to get and Dr. Siddiqui was just awarded this.

"We also have Dr. Jannette Dufour who received an NIH grant and an allergies and infectious disease grant.

"Michaela Jansen also received an RO1/NIH grant as well. That is all within the School of Medicine.

"If you go to page 12, I want to spend a bit talking about our Graduate School of Biomedical Sciences. You have heard me talk about the masters in premedical sciences program. This program is really phenomenal. It is one of the significant reasons that we are doing a large expansion to the western part of our building. It's to change our anatomy lab and grow it significantly for our School of Medicine's increasing class size and for this program as well as Allied Health Sciences. With this masters in pre-medical sciences, what happens is, if you have kids who come through who are applying for school, who are good solid students but their MCATs or their GPAs are just not where they need to be, they can enter into this two-year program. In this two-year program, the first year they are literally in the classes with medical students. During the second year of the program, they act as teaching assistants to the first-year medical students and during this entire time they are really focused on retaking their MCAT. MCAT scores invariably jump up when these students retake their MCATS and of the students who have gone through this program that then apply to medical school, 100 percent have gotten into medical school. Once they are in medical school, if you look at how they do relative to their peers, they do better because they are going through the same classes all over again. One of our students who went through this program a few years ago was given the Gold Headed Cane award which is the award for the seniors selected amongst themselves of who they think will be the best physician. So this program is gold. We are working to expand this because there are no other programs like this in state. We are very proud of it and working to expand it.

"On page 13, I have a graph of our Student Research Week. One of the things that we have really been focused on for the past several years is to be sure that we have more participation for our students in research and not just in education. If you look, going back to the last four years, we had just over 90 students participate in Student Research

week. This time we had 250 and every single year the numbers grow. We have done things with our Clinical Research Institute and other things to put the infrastructure in place to make it easy for folks to participate and they are responding beautifully.

"On page 15, with the student research week, we combined that with the benefit dinner and we gave awards for distinguished alumni. The reason I have this highlighted is because Dr. Nellis attended this as well. This is a great area for TTU and the HSC to be working together on highlighting some of the work we have done. A lot of this work is translatable across the highway and so, we are trying get more and more of our students to work with our faculty members back and forth across the Marsha Sharp Freeway. We had a Nobel Laureate as well as a national academy member who were the guest for the banquet this year. The student turnout was very high.

"If you look at the School of Allied Health Sciences, I know you have heard me say this before, but we just got our scores in and once again for our speech language pathology program and for the seventh year in a row they had a 100 percent pass rate—first-time pass rate on their certification examination. They also participate in something called the Praxis Bowl every year—the dyslexia bowl. That is held at the state convention in Austin. Our students took home the Golden Glia award—the Glia is part of the brain that works on speech language. Our students went down there and whipped up on it.

"We had a group of south Korean students who came to visit our Allied Health Sciences Audiology program. We are actually working through Dr. Rallo with this. This is an easy way for us to increase the international experience as well for our students.

"On the next page (18), is our School of Pharmacy and the main thing I want to point out there is that our School of Pharmacy ranks in the top 20 percent in the schools of pharmacy in the nation with research. We had several of our pharmacy faculty members that also received large NIH grants—Dr. Avarez, Dr. Shang and Dr. Leff. Dr. Leff's was actually a DOD grant. Our research efforts are doing exceedingly well. In addition to that, if you look at page 19, we had this medication cleanout program. Our students will go with the faculty members and they will go campus by campus and ask people to bring in old and expired medicines. They collected 550 pounds of old/expired and unused medicine in Abilene this go round. The kicker with that is, a lot of those drugs wind up going down the toilet and into the water if people are disposing of them improperly. This is a huge community service effort that our students and faculty in Pharmacy do. In Abilene this year, as I highlighted, we had 67 volunteers for this program. The School of Pharmacy and the School of Nursing work hand-in-hand on this which is just phenomenal. It's a great inter-professional teamwork effort they have done together.

"On page 20, in Nursing, just as our School of Medicine, our nursing students are whipping up on things. At the Texas Nursing Student Association meeting this year, our School of Nursing was given the Image award for best representing what a nursing school should be. They were also given the Faculty of the Year award to Kyle Newton and they were also given the Student of the Year award to Adrian Mulig. Our kids at the state level, relative to all of their peers, and our faculty at the state level relative to all of

their peers, and our school at the state level relative to all of our peers is just whipping up on folks. We just met with folks in Abilene for the Larry Combest Center expansion. We have an FQHC (federally qualified health center) here. Abilene is in dire need of more coverage for some of their underserved insured patients. We met with the Big Country County Medical Society last week. We are going to be expanding our FQHC into that area.

"That is everything about the HSC.

"Very briefly about the HSC at El Paso—Dr. Lange was recently announced, as you know, as the president and dean of the School of Medicine and the university there. I have been in contact with Rick, back and forth, since the announcement. We are going to be working very closely on things moving forward because our accreditation with SACS stays tied together until 2020. So, there are going to be a lot of things that we are going to be working very closely on for the next several years to come.

"The School of Medicine, if you look at the expansion, as we grow not just with students but with residencies as well, we need more clinical service areas than what we can get from the University Medical Center alone. We just announced an agreement with Tenet to work with the new West Side Hospital there. They will have us as part of the teaching complex. We will have up to 75 residents and be able to expand our medical students there. We can also use it as another clinical training site for our School of Nursing. We are very excited about that. Things are moving quickly. The biggest issue they have had is the land site—they go in all the arroyos and things that were in there and apparently photographing it from above and didn't get them the information they needed in figuring out what they are going to need to build. So, there is going to be a lot of issues with the building but we are excited about getting that process started.

"We have talked before and you have heard the chancellor talk before about the student-run free clinic in Lubbock. The students in El Paso have set up the same type of clinic. They now have 12 clinic nights and have seen more than 300 patients. They also have one sports medicine clinic where they did free physicals for kids. This program is already getting awards and grants. This is something where, literally what we are doing at our HSC in Lubbock and the HSC in El Paso could be transformative to the way we provide indigent care.

"Finally, as an update on the Gayle Greve Hunt School of Nursing building, Michael Molina mentioned this yesterday, the building itself it supposed to be finished to the point where our faculty and staff can move in by December. We will be having students in there, moving the entire school in there by the spring semester.

"That concludes my report."

SGA President's Report
Texas Tech University Health Sciences Center
Board of Regents Meeting
May 16, 2014

Eric Edwards presented his report to the Board: "Thank you Mr. Chairman. It is an honor and a pleasure to speak with you today. As Dr. Mitchell mentioned, I am not a native Texan. I was born and raised in Minnesota. I graduated in 2011 with my bachelors in science from the University of Minnesota. If you recall two years ago, the Texas Tech Red Raiders played the Minnesota Golden Gophers in the Meineke Car Care Bowl. I can't handle that again. We must avoid that at all costs for my sake. I came to Texas Tech and entered the Ph.D. program in the Graduate School of Biomedical Sciences. I have really enjoyed living in Lubbock and West Texas. As Dr. Mitchell also mentioned, this is going to be my second year serving on the Executive Committee for the HSC SGA. This is really allowing us to hit the ground running. Last year when we started, we were all brand new to this and it was just kind of like shooting in the dark, but now I know the process and I know how things work. So, we've already got things rolling.

"One thing we plan to address is the availability of fitness equipment in the Synergistic Center. The equipment is falling apart. The newest piece of equipment, I believe is six years old. It is not up to par. We are currently working to upgrade this equipment. We are talking with Mr. Roberson at the Rec. Center and we are changing out of our old equipment for new equipment.

"The two big ideas we will be talking about a lot this year are inter-professional teamwork which Dr. Mitchell has already mentioned. and also increasing the presence, interaction and voice of our satellite campuses like Amarillo, Odessa and Midland."

President Mitchell added, "This is something that I want to mention. The SGA has been phenomenal about this. The first year that I was here going through the student surveys, one of things that is exceedingly difficult to get around the HSC, when you go through the student surveys you hear about this lack of not feeling like you belong to the University because of the way our system is set up on multiple campuses. Rial Rolfe, who runs all of the areas of student services, and I have talked about this over and over and we have really started making sure that the SGA members spend a lot of time on all of the campuses. If you look over the last four years at those particular questions, they have gotten better. The sense of belonging from the students at the other campuses has really done a difference. The SGA has done a lot of work on this and Eric was part of this last year."

Eric continued, "As far as inter-professional teamwork goes, two years ago we had our Leadership Summit, where we get leaders from across all of the campuses to come together. We host them and talk about leadership and such. Two years ago we had about 20 students primarily from the Lubbock campus attend. It was alright. It wasn't a great turnout. Last year we had somewhere between 90 to 100 students attend and we had some as far away as El Paso come. We had Dr. Mittemeyer give a speech. We

had a service activity where we stuffed some 300 teddy bears which we then donated to the Lubbock Children's Home. So, we are going to continue growing this and expanding this program. One way we are going to try to attract students to it this year is we are actually having it on November 1 which is the day that Texas Tech plays UT. We are currently trying to get 50 tickets to give to students who visit from satellite campuses so they will be able to attend the game with us. We'll all have the opportunity to sit together, talk and interact during the game. That is one of our big events.

"Another thing that we are working on is we have regional senators now in place at all of the satellite campuses. So, they are basically going to be the voice of their campuses. We are going to meet with them once a month over Techlink and we are going to talk about problems they have, things they want to see, let us know of things we can do for them. We are really just increasing their voice in the SGA.

"Another thing we plan to do to increase the inter-professional aspect is we are going to host an HSC-wide service event whether it be houses for humanity or something like that. We want to get all of our students from all of the different schools involved, so pharmacy students will be working with medical students and nursing students and we are going to do some HSC-wide service event. We want to give back to the Lubbock community. This will help the medical students interact with the nurses they may be working with down the line but it will also help us make a very good impression out in the community. We will be giving back and showing that the HSC isn't just a medical school; it's a graduate school, a nursing school, a pharmacy school and all of this. We also have a lot of other events planned for the year.

"This concludes my remarks for today."

President's Report
Angelo State University
Board of Regents Meeting
May 16, 2014

Dr. May presented his report to the Board: "Thank you Mr. Chairman. I have a brief report today.

"Angelo State University Center for Human Performance was renamed at a special ceremony on May 1. This comes from the approval of the Board to name this center the Ben Kelly Center for Human Performance. This was attended by several hundred people from all over San Angelo. It has a large contingent of the African-American community. It was very well attended. Speaking at this event was one of our famous ambassadors of Angelo State, Phil George, who the Chairman knows very well. He has been there for over 50 years at Angelo State. He told the whole story about Ben Kelly. We also had our quarterback, Kyle Washington, speak and what it meant to him as a new athlete on campus. It was a touching day and a great day for Angelo State. On behalf of ASU and all of the speakers at this event, we appreciate that the Board has allowed us to honor Mr. Kelly in this way.

"Duncan Knox of Ozona, a junior honors student was selected as an intern to the Office of the Curator of the US Supreme Court this summer in Washington, DC. As a history major, Knox will work in the Photography Division and will also learn about the role and functions of the Supreme Court.

"And again, another honor we have received for the fourth time in the last nine years is for the ASU Student's Chapter of the Tri Beta Biology National Honor Society. They have received the Lloyd M. Bertholf Award as the top chapter in the nation for the 2012-13 academic year. The winning chapter is chosen each year by a selection committee of college and university faculty from across the nation. There are over 560 chapters in the US at different universities and from Puerto Rico and we have won this award more than four times.

"Dr. Heather Braden has received the inaugural Best Manuscript of the Year Award for 2013 from the *Journal of Acute Care Physical Therapy*, a publication of the American Physical Therapy Association (APTA). Braden's manuscript detailed a pilot study of gait movement during physical therapy and was first published in the journal last summer.

"ASU's online masters degree in criminal justice program has been ranked one of the top programs in the US for 2014 by BestOnlineColleges.org an educational website that ranks online degree programs in all disciplines. Only 31 US colleges and universities are featured on the website that have outstanding online graduate criminal justice programs. Criminal justice is in our Center for Security Studies which also has been recognized on numerous occasions.

"Sean Motl, a senior from Wall, Texas who is in our Honors Program, received a Dennis Boe Award for outstanding scholarly work at the 2014 Great Plains Honors Council

(GPHC) Conference held on March 28-30 in Fort Smith, AR. His research paper dealt with the role of genocide memorials in Rwanda in promoting peace and reconciliation after the 1994 genocide in that country. Motl is also this year's Presidential Award winner as the top graduate for the class of 2014.

"Joshua Logsdon of the ASU Honors Program has been selected as one of 15 recipients nationwide for the 2014 Gilder Lehrman History Scholar Award by the Gilder Lehrman Institute of American History in New York. The award recognizes outstanding graduating college seniors who have demonstrated academic excellence, dedicated to the study of American History and a commitment to public services and community involvement. Logsdon will join 14 other recipients in New York in June and he has actually only been in three counties in his whole life in the state of Texas. So, we are going to send a chaperon with him. He is a great young man and a personal friend. We wish him well.

"Maxwell Kennedy a senior in our Honors Program has been selected as one of six 2014 Tisdale Fellows nationally by the fund of American studies. As part of the Eben Tisdale Public Policy Fellowship, Maxwell will attend the Institute of Business and Government Affairs this summer at George Mason University in Washington, DC.

"On another note, I will be leaving for Korea on Sunday for a week as well as Hong Kong. We will be visiting six different universities with Dr. Lee who also works closely with President Nellis and Chancellor Hance and Dr. Rallo in recruiting Korean students. This year, we have had over 300 Korean students at Angelo State. They have been outstanding. We have set up our own English Language Learning Institute and we would like to increase that number. We will be working on that and signing several agreements while we are in Korea and Hong Kong.

"During the spring semester, ASU hosted several ribbon cutting dedication ceremonies for the Mayer-Rousselot Agricultural Education Center, the LeGrand Stadium—where we hold all of our football games this fall—as well as Mayer Field for the softball games. We also won the LSC (Lone Star Conference) tournament in softball.

"We were also first in women's track in the Lone Star Conference and the men were second in track in the LSC. They are on their way to the National Meet of which the women are the highest ranked team going into the national meet. We hope to win the national championship as well.

"As pointed out earlier during the Carr Foundation report, we started a new program this year where we had Carr signings for the scholarships like athletes do. For many of these smaller schools it was a huge event much like what Chancellor Hance and President Nellis were talking about with the Top Scholars. When we would go to these smaller schools for these few students who had these signing ceremony along with their parents, those schools had an assembly their of their entire student body to come and watch. It was great fun. I went to all but one but I give all the credit to our admissions team and recruiting team.

"We have also had a lot of success in development and I want to give that credit to Jamie Akin, our director of Development and her staff as well as the help of Scott Cooksey. There is also another employee who is an unsung hero on campus and her name is Katie Plum. Regents Neal and Long know her. She has been instrumental in helping us get grants that an institution our size very seldom even has the chance for and now it's become an annual occurrence.

"That concludes my report."

Regent Neal asked, "On your Korean students, are those for recruiting both undergraduate and graduate students?"

President May responded, "They are all for undergraduate students. They are outstanding students and it has really developed almost a subculture in San Angelo. The churches have just embraced that entire delegation from Korea. They love having them on campus and around the community. It's just been outstanding. In fact, our Chamber of Commerce has pitched in with transportation services for the Korean students.

SGA President's Report
Angelo State University
Board of Regents Meeting
May 16, 2014

Jared Goecker presented his report to the Board: "Chairman, ladies and gentlemen of the Board and honored guests, it is truly my distinct pleasure to be standing here today talking with you. I will be brief.

"I was recently elected as the student government president of ASU along with my good friend, Ross Kushnereit. He is our vice president. He was unable to make it today. He is in Abilene getting his federal ID and all that fun stuff for a job he was just offered. It's a really big deal. He's a fantastic student and an outstanding friend. He will be graduating next year. He would like to get a Ph.D. in some program that I can't pronounce the name of but he broke it down to me and said 'oil.' So, I got that.

"Some of the things on our agenda, but definitely not limited to, include the following—community involvement. We would like to boost community involvement. We would like to see the University and the San Angelo community come closer together economically and socially. We have many different projects planned. We have many outreaches and food drives. We have got it all on the docket. Since I was sworn in last Tuesday, I have had probably about 30 meetings and at one of them we were talking about how to boost closer economic ties. It is going to be a good year. We would also like to increase student involvement across campus. We would like to see students getting more plugged in with the organizations, Greek life, Honors, Student Government. We have a very big year planned that as well. We would like to see, and this is where working with the businesses comes in handy, the streets of Knickerbocker bleed blue and gold every single game day. We would like to see the stadiums packed.

"We have many more initiatives that this, of course, but again to keep it short this is all I'll cover today. We will talk more about our plans during our next meeting.

"I would like to thank Preston Wimberly and Connor Frankhouser, they are our predecessors. They have blazed a trail for us and thus we have some very big shoes—both figuratively and literally for us to fill.

"I would like to thank everyone for having us here. Thank you Dr. May for the awesome introduction.

"That concludes my report."