

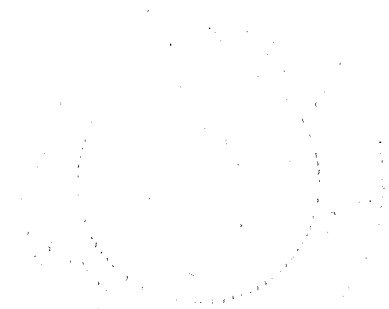
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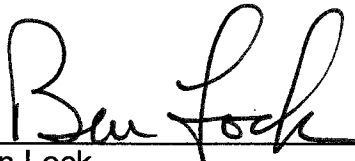
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I, Ben Lock, the duly appointed and qualified Secretary of the Board of Regents, hereby certify that the above and foregoing is a true and correct copy of the Minutes of the Texas Tech University System Board of Regents meeting on May 19-20, 2016.



SEAL


Ben Lock
Secretary

Item 3

Texas Tech University Health Sciences Center

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

Michael S. Molina

Item 3

TTUHSC - Capital Projects Plan

1) Abilene Campus Expansion (Abilene Public Health Facility)	\$ 15,000,000
2) Lubbock Education, Research & Technology Building (includes TTUHSC Lubbock West Expansion)	\$ 83,700,000
3) Permian Basin Academic Facility	\$ 22,300,000
4) Amarillo Panhandle Clinical Simulation Center	\$ 9,750,000
5) Real Property Purchase – Dallas	\$ 10,500,000
6) SW School of Pharmacy – Dallas Renovation	\$ 5,600,000
7) SW School of Pharmacy – Dallas Renewals & Repairs	\$ 2,500,000
8) Lubbock VA Clinic	\$ 67,900,000
9) Lubbock Infrastructure Improvements	\$ 5,000,000

Item 3

TTUHSC - Capital Projects Plan (cont.)

10) Various Facility Modernization and Renewal Renovations	\$ 9,000,000
11) Lubbock Preston Smith Library Basement Build-Out	\$ 7,200,000
12) Clinical & Academic Expansion (HCC)	\$ 23,500,000
13) Lubbock LARC Expansion & Upgrades	\$ 13,800,000
14) Lubbock Thermal Energy Plant & Parking Garage	\$ 47,800,000
15) Lubbock Childcare Center	\$ 7,900,000
16) Amarillo – Student Synergistic Center	\$ 6,300,000
17) Odessa Clinic Building 3rd Floor Expansion	\$ 3,600,000
18) Amarillo Renovate Women’s Health & Research Institute	\$ 21,800,000

Item 3

TTUHSC - Capital Projects Plan (cont.)

19) Jenna Welch Expansion	\$ 4,300,000
20) Real Property Purchase – Lubbock	\$ 5,000,000
21) Real Property Purchase – Abilene	\$ 5,000,000
22) Real Property Purchase – Amarillo	\$ 3,000,000
23) Real Property Purchase – Permian Basin	<u>\$ 3,000,000</u>
TOTAL.....	<u>\$ 383,450,000</u>

Item 3

Recommendation

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

FIVE-YEAR CAPITAL PROJECTS PLAN
 Texas Tech University Health Sciences Center El Paso
 May 19, 2016

Priority	GENERAL PROJECT INFORMATION				FINANCIAL INFORMATION			
	Project Name	Project Type	Square Footage	Project Budget	Funding Source (Millions)			
1	Medical Science Building II	X	227,000	\$ 84,400,000	\$ 75.52			\$ 8.88
2	Administrative Support Building Renovation (Construct Offices in warehouse shell space)	X	44,746	\$ 12,700,000				\$ 12.70
3	Clinical Sciences Building	X	240,000	\$ 101,700,000				\$ 101.70
4	Dental School Building	X	150,000	\$ 74,000,000				\$ 74.00
5	El Paso Thermal Energy Plant & Parking Garage No. 1	X	450,000	\$ 69,500,000				\$ 69.50
6	El Paso Parking Garage No. 2	X	420,000	\$ 30,250,000				\$ 30.25
7	Real Property Purchase - El Paso (Adjacent to Main Campus)	X	0	\$ 10,000,000				\$ 10.00
8	Real Property Purchase - El Paso (Remote)	X	0	\$ 5,000,000				\$ 5.00
TOTALS								

Texas Tech University Health Sciences Center
El Paso

Item 4

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

Michael S. Molina

TTUHSC El Paso - Capital Projects Plan

Item 4

1) El Paso Medical Science Building II	\$ 84,400,000
2) Administrative Support Building (Construct Offices in Warehouse shell space)	\$ 12,700,000
3) Clinical Sciences Building	\$ 101,700,000
4) Dental School Building	\$ 74,000,000
5) El Paso Thermal Energy Plant & Parking Garage No. 1	\$ 69,500,000
6) El Paso Parking Garage No. 2	\$ 30,250,000
7) Real Property Purchase – El Paso (Adjacent to Main Campus)	\$ 10,000,000
8) Real Property Purchase – El Paso (Remote)	\$ 5,000,000
TOTAL.....	\$ 387,550,000

Item 4

Recommendation

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

Item 5

Texas Tech University System Administration

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

Michael S. Molina

Item 5

TTUSA - Capital Projects Plan

TOTAL..... \$ 0

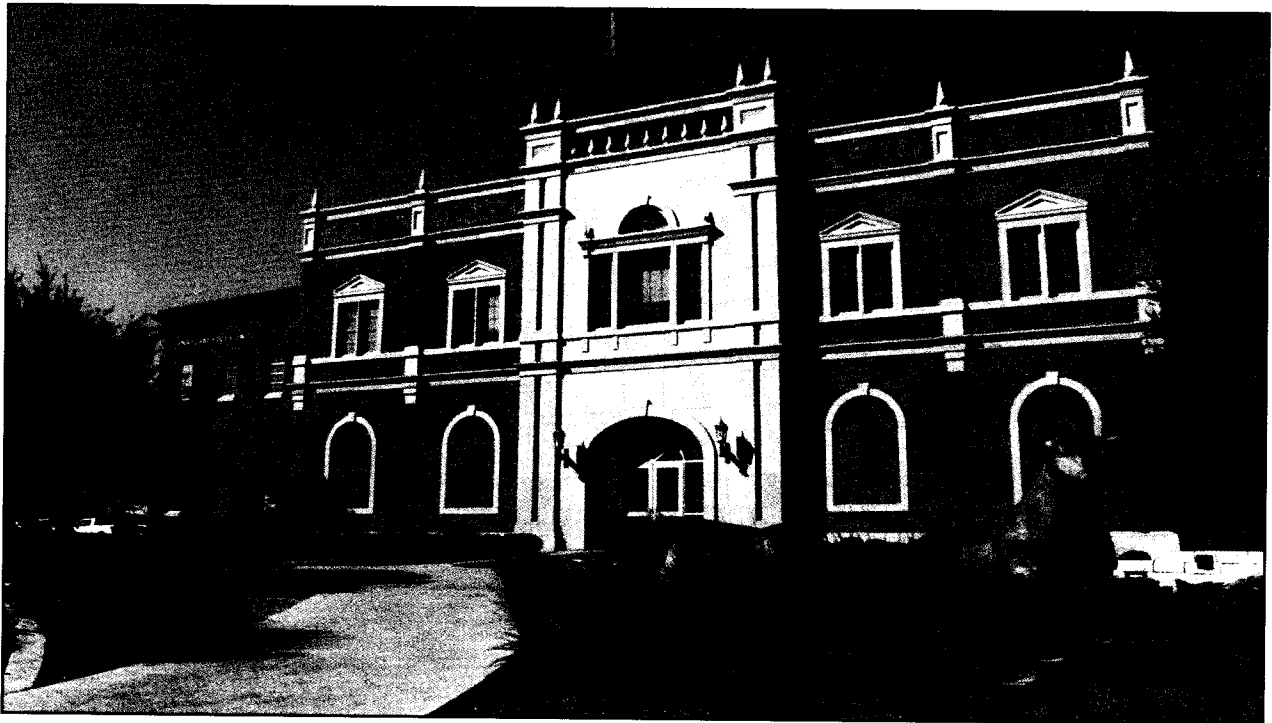
Texas Tech University

Item 6

Approve naming of a classroom in the
Animal & Food Sciences building

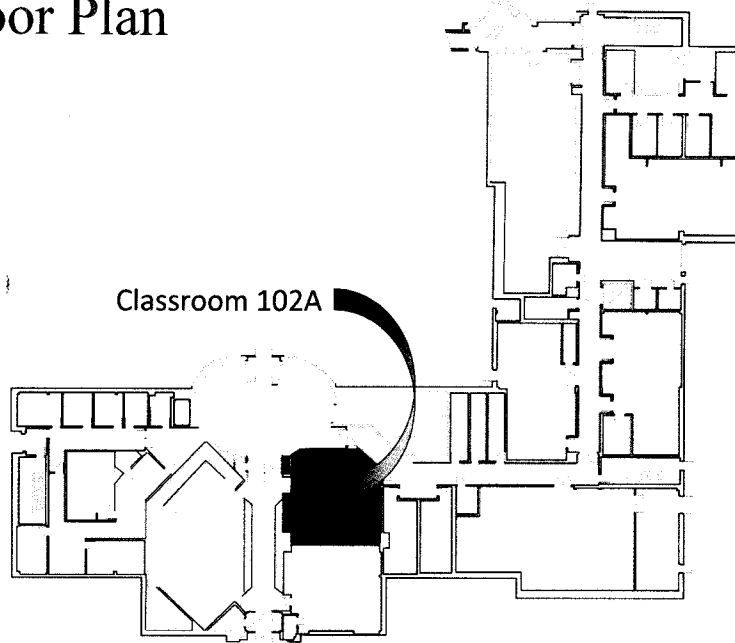
Dr. Lawrence Schovanec

Dr. Michael Galyean



First Floor Plan

Item 6



Recommendation

Item 6

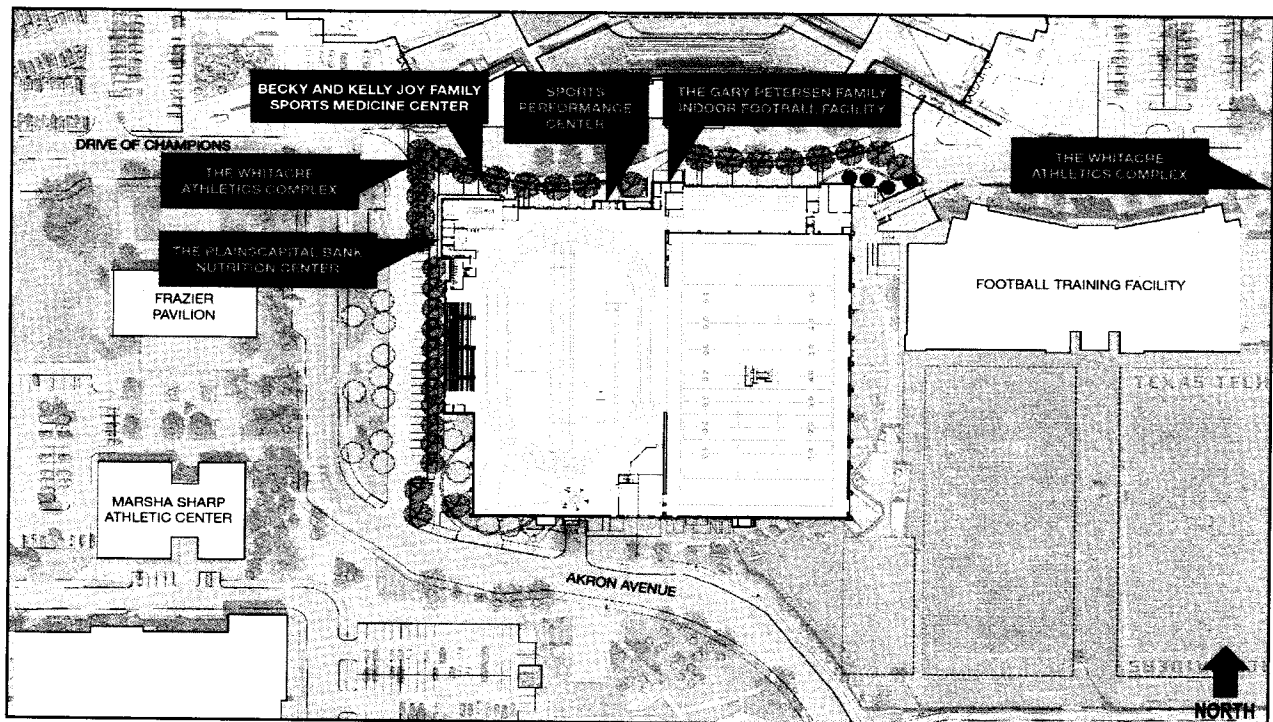
- Approve naming Classroom 102A within the Animal & Food Sciences building, the "Max Miller Education Room."
- The donor concurs with the naming of this interior space.
- Appropriate signage will specify the approved name.

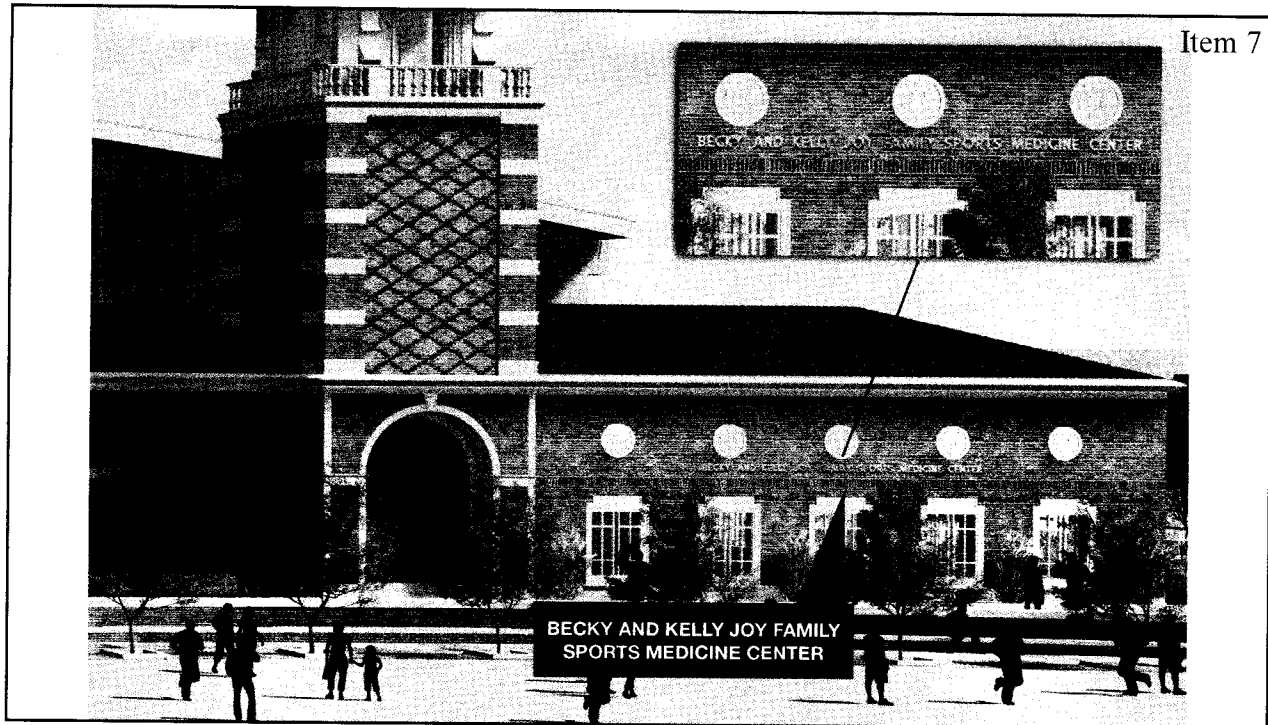
Texas Tech University

Item 7

Approve naming of Sports Medicine Center

Michael S. Molina





Recommendation

Item 7

- Approve naming of the Sports Medicine Center, a component of the Sports Performance Center within the Edward E. Whitacre Jr. Athletic Complex, to be named "Becky and Kelly Joy Family Sports Medicine Center."
- The donor concurs with the naming of this interior space.
- Appropriate signage for the Sports Medicine Center will specify the approved name.

Item 8

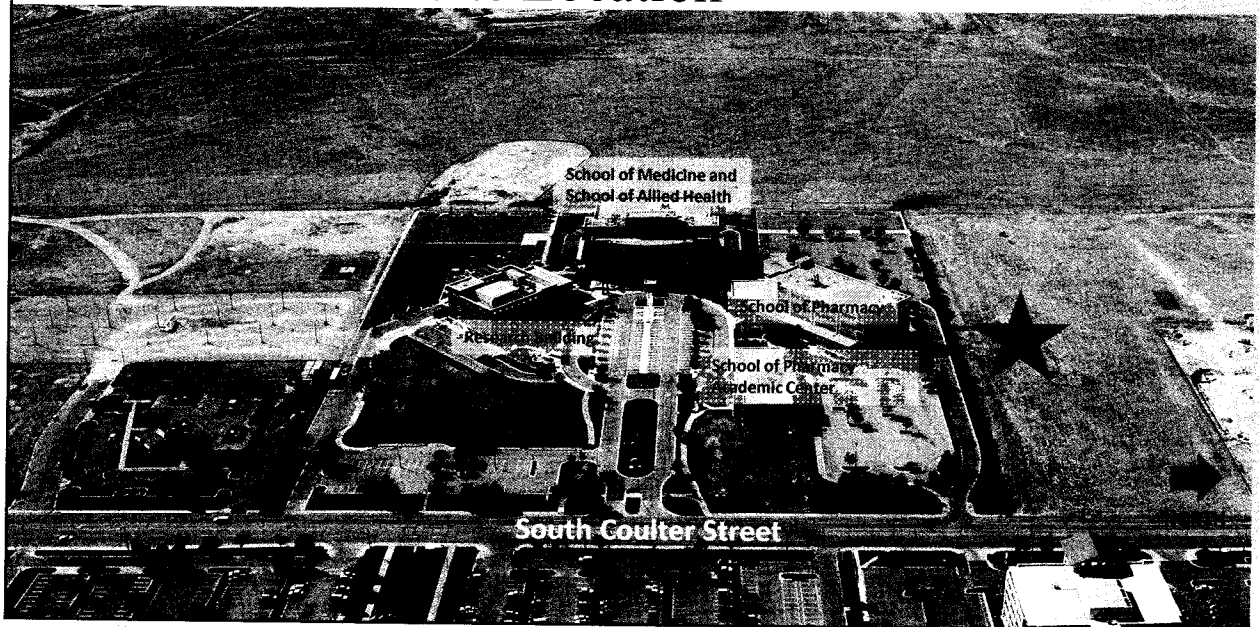
Texas Tech University Health Science Center

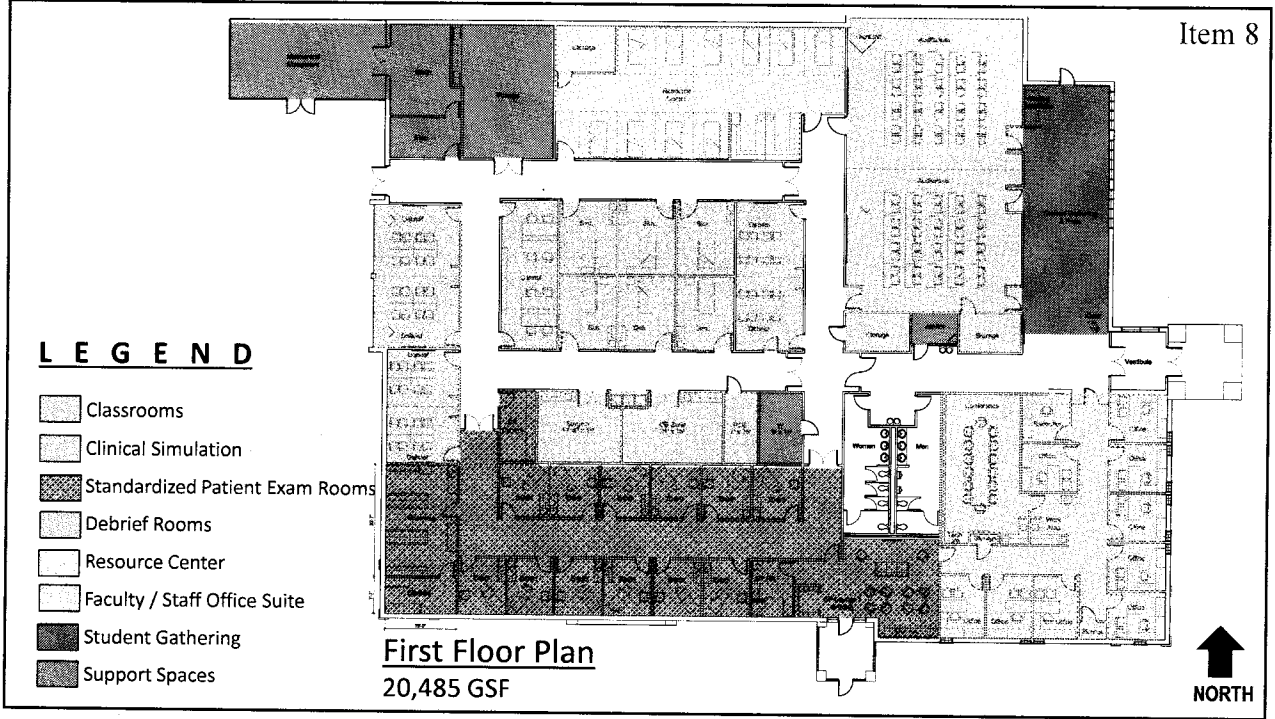
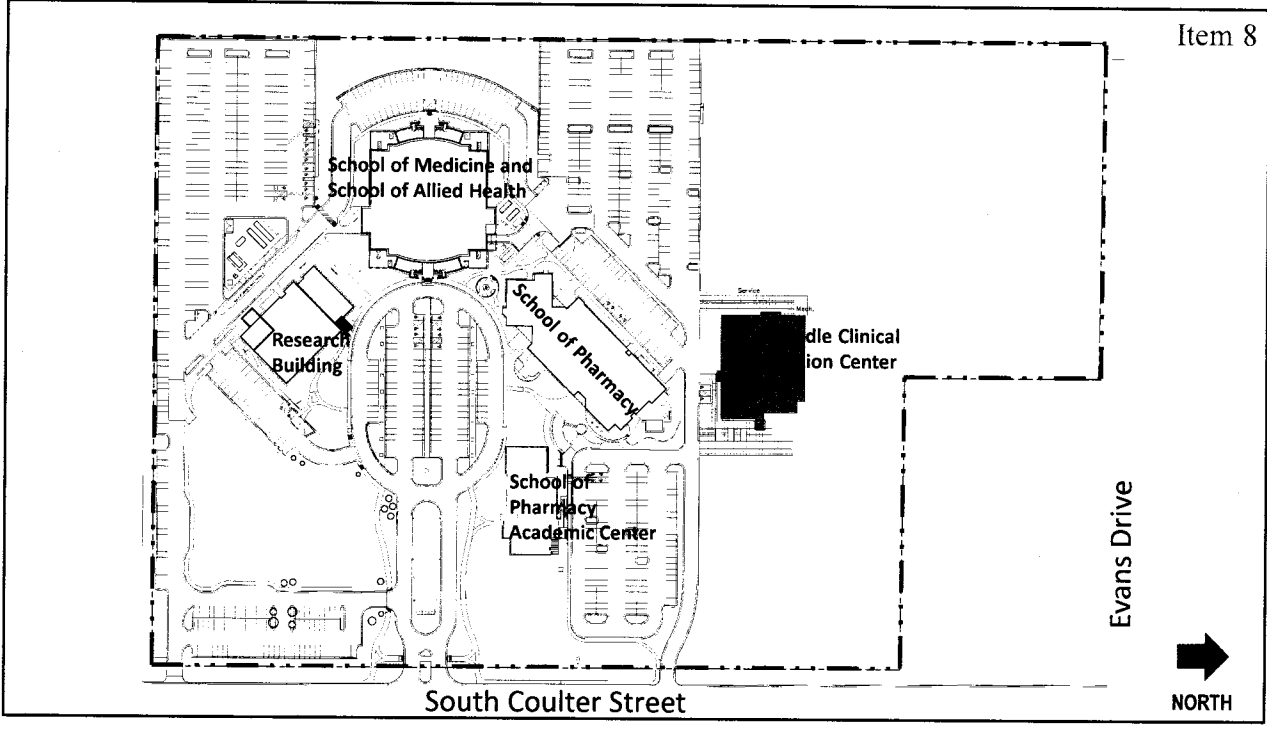
Approve a project to construct the new
Panhandle Clinical Simulation Center on the
TTUHSC Amarillo campus

Michael S. Molina

Item 8

Aerial View of Site Location





Item 8

Scope of Work

- Construct a 20,485 GSF Panhandle Clinical Simulation Center on the Texas Tech University Health Sciences Center Amarillo campus.
- The educational facility will include:
 - Clinical simulations spaces for teaching medical/nursing/pharmacy school students,
 - Standardized patient exam rooms,
 - State of the art computer/software for the in-patient, simulation and observation rooms,
 - Debriefing rooms,
 - One large classroom that can be divided into two smaller classrooms,
 - Faculty and staff offices, and
 - Support spaces.

Item 8

Project Budget

Total Project Budget	\$ 9,750,000
Construction	\$ 6,837,000
Professional Services	\$ 874,460
FF&E / Other Items	\$ 1,247,940
Administrative Cost	\$ 195,762
<i>Regents' Rules</i>	\$ 191,190
(1% Public Art / 1% Landscape Enhancements)	
Contingency	\$ 403,648

Substantial Completion: October 2017

Item 8

Recommendation

- Authorize to proceed with a project to plan, design, and construct the new Panhandle Clinical Simulation Center on the Amarillo campus with a total budget of \$9,750,000; report the project to the Texas Higher Education Coordinating Board; complete the contract documents; and amend the Construction Manager at Risk contract.
- The project budget of \$9,750,000 is comprised of Tuition Revenue Bond ("TRB") funding of the 84th Texas Legislature's Regular Session authorization of TRB (\$5,715,000), Higher Education Assistance Funds ("HEAF")(\$3,400,000), and Unexpended Plant Funds cash (\$635,000).

Texas Tech University Health Sciences Center
El Paso

Item 9

Approve naming of the entry lobby in the
Gayle Greve Hunt School of Nursing

Lisa Calvert

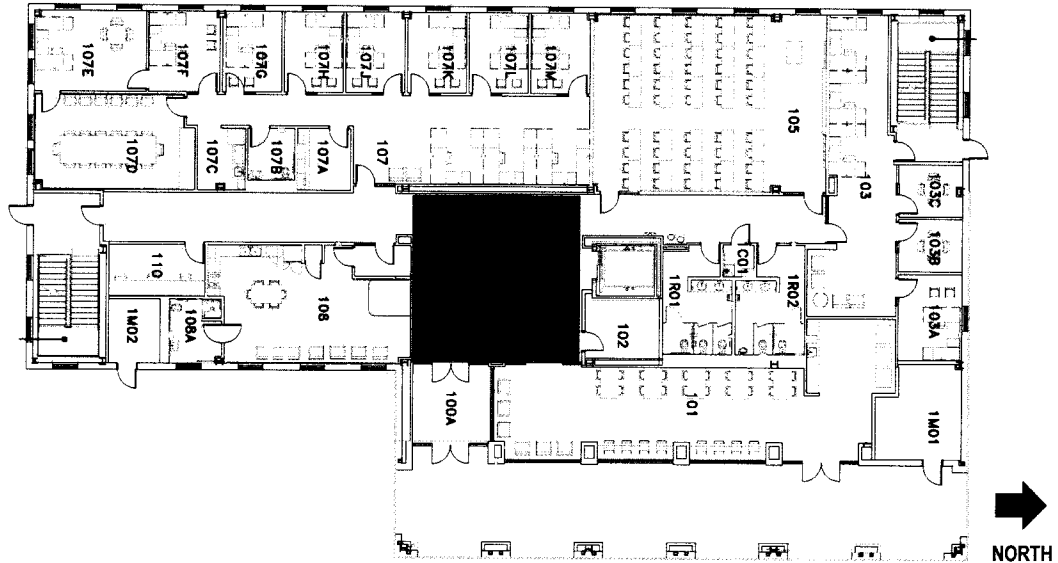
Gayle Greve Hunt School of Nursing

Item 9



First Floor Plan

Item 9



Recommendation

Item 9

- Approve naming the entry lobby within the Gayle Greve Hunt School of Nursing the "Lawrence Tyler Francis Grand Lobby".
- The donors concur with the naming of this interior space.
- Appropriate signage for the entry lobby will specify the approved name.

Texas Tech University Health Sciences Center Item 10
El Paso

Approve naming of the Dean's Conference
Room in the Gayle Greve Hunt School of
Nursing

Lisa Calvert

Gayle Greve Hunt School of Nursing Item 10

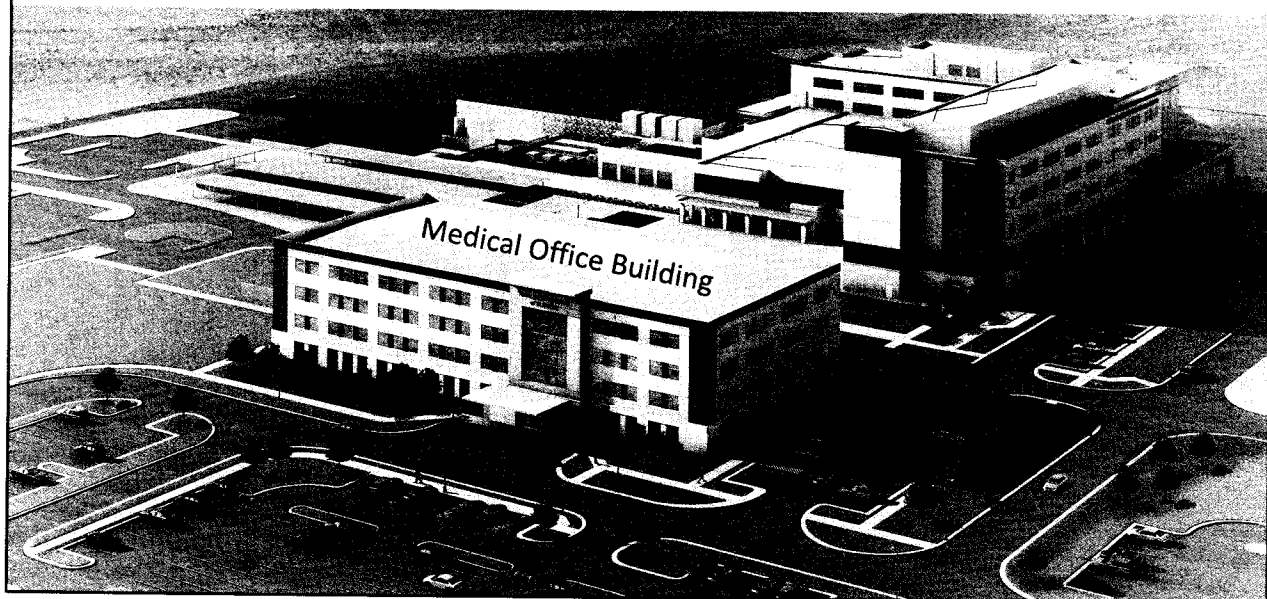


Texas Tech University Health Sciences Center Item 11
El Paso

Approve amendment to a lease for space in
El Paso

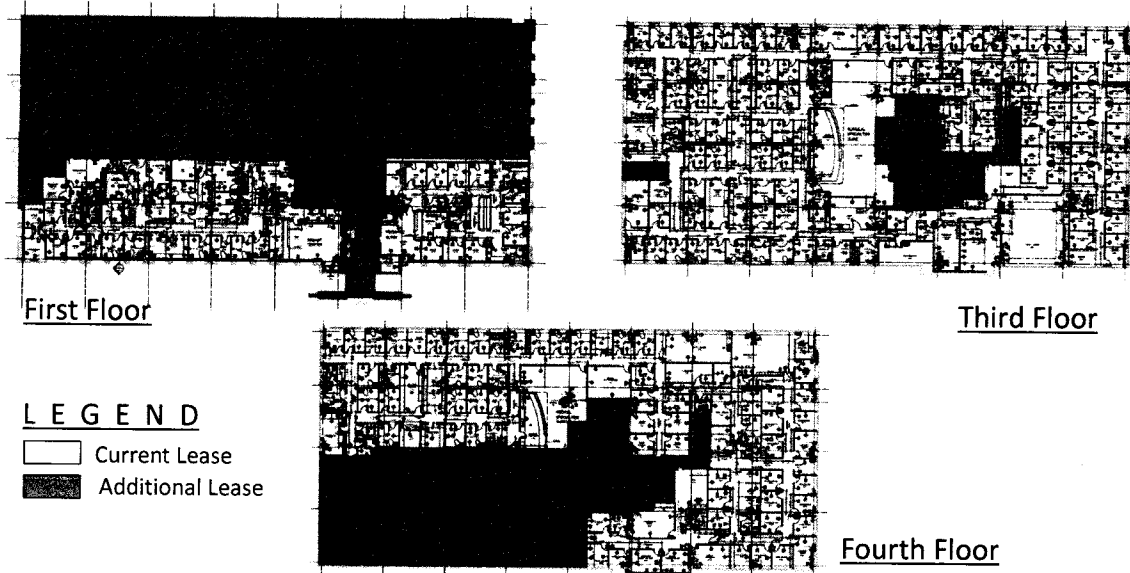
Richard A. Lange, M.D., M.B.A.

Sierra Providence West Medical Office Building Item 11



Lease Space

Item 11



Lease Terms

Item 11

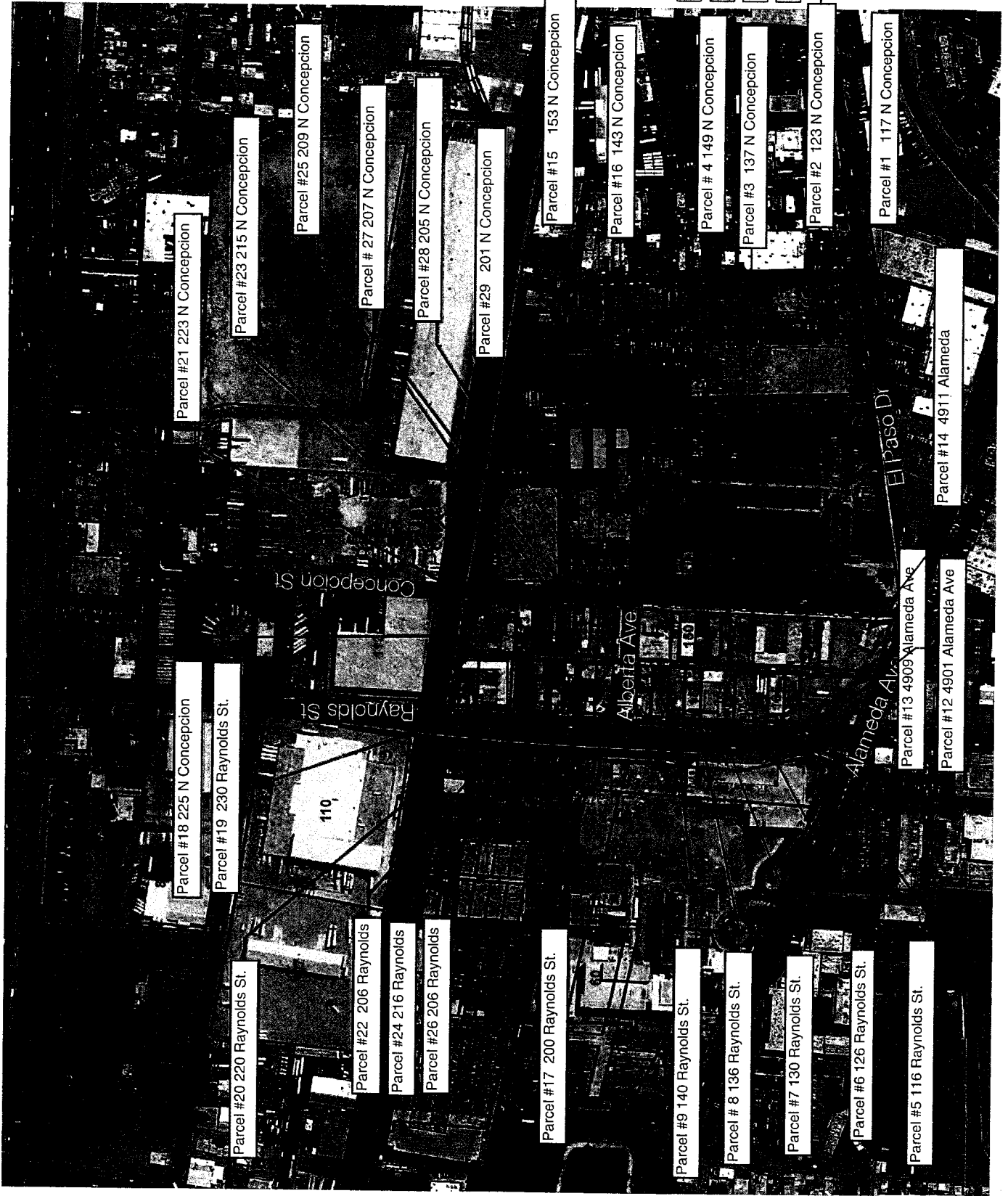
- Original lease May 2015 with MediStar El Paso Medical Center LLC
 - 20-year term for 60,000 SF
 - Original projected total lease cost equaled \$44,044,500
- Lease Amendment will include:
 - TTUHSC El Paso to expand into 90,000 SF by the tenth year of lease term
 - Over the 20-year lease term, TTUHSC El Paso will pay \$19.95/SF in year one for rent only and \$11.00/SF for a triple net lease and property management fee; plus annual increases
 - Additional \$2,621,299 paid over the 20-years
(Approx. 6% increase over the original lease total)
 - Contract Period – August 2016 to July 2036 with two – five year extensions

Item 11

Recommendation

- Authorize the president or the president's designee to negotiate and execute an amendment to a lease agreement between Texas Tech University Health Sciences Center at El Paso ("TTUHSC El Paso") and MediStar El Paso Medical Center LLC.

Property Acquisitions





PROPERTY ACQUISITIONS		
Parcel	Address	Square Footage
1	117 N Concepcion	7,500
2	123 N Concepcion	22,500
3	137 N Concepcion	15,000
4	149 N Concepcion	7,500
5	116 Raynolds St	7,500
6	126 Raynolds St	15,000
7	130 Raynolds St	15,000
8	136 Raynolds St	7,500
9	140 Raynolds St	7,500
12 & 13	4901/4909 Alameda Ave	37,499
14	4911 Alameda Ave	29,272
15	153 N. Concepcion	3,750
16	143 N Concepcion	11,250
18,19,30	225 N. Concepcion & 230 Raynolds	46,200
20	220 Raynolds St	7,500
21	223 Raynolds St	7,500
22,24,26	206/216/218 Raynolds St	30,000
23	215 N. Concepcion	11,250
25	209 N. Concepcion	7,500
27	207 N Concepcion	7,500
28	205 N Concepcion	3,750
29	201 N Concepcion	7,500
Total Square Footage		315,471

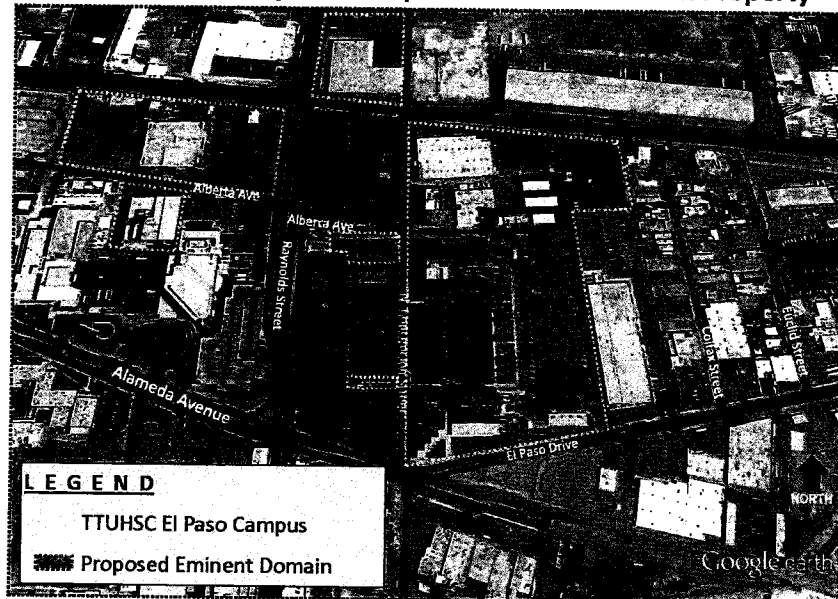
Texas Tech University Health Sciences Center Item 12 El Paso

Authorize the use of Eminent Domain

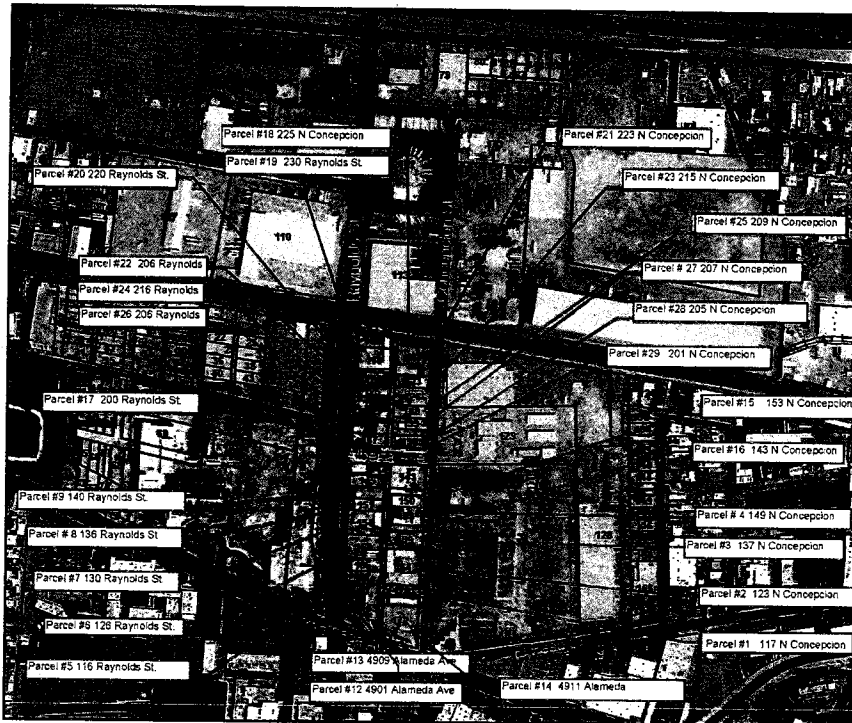
Richard A. Lange, M.D., M.B.A.

TTUHSC El Paso Campus — Proposed Eminent Domain Property

Item 12



Item 12



PROPERTY ACQUISITIONS		
Parcel	Address	Square Footage
1	117 N Concepcion	7,500
2	123 N Concepcion	22,500
3	137 N Concepcion	15,000
4	149 N Concepcion	7,500
5	116 Reynolds St	7,500
6	126 Reynolds St	15,000
7	130 Reynolds St	15,000
8	136 Reynolds St	7,500
9	140 Reynolds St	7,500
12 & 13	4901/4908 Alameda Ave	37,499
14	4911 Alameda Ave	29,272
15	153 N Concepcion	3,750
16	143 N Concepcion	11,250
18, 19, 30	225 N Concepcion & 230 Reynolds	46,200
20	220 Reynolds St	7,500
21	223 Reynolds St	7,500
22, 24, 26	208/216/218 Reynolds St	30,000
23	215 N Concepcion	11,250
25	209 N Concepcion	7,500
27	207 N Concepcion	7,500
28	205 N Concepcion	3,750
28	201 N Concepcion	7,500
Total Square Footage		315,471

Legend

	Commercial
	Industrial
	Residential
	N.A
	Union Pacific Railroad



Recommendation

Item 12

- Authorize the chancellor or the chancellor's designee to use the power of eminent domain on behalf of the Texas Tech University Health Sciences Center at El Paso ("TTUHSC El Paso") to acquire properties identified in Exhibit A and Exhibit B between Reynolds Street, North Concepcion Street, and Alameda Avenue in El Paso, Texas.
- The purchase of these real properties are vital to the mission of the TTUHSC El Paso.

FACILITIES PLANNING AND CONSTRUCTION
Capital Project Budget Analysis
Fiscal Year 2010-2016

Project Name	BUDGET			(A)/(C)	BUDGET			(C)/(D)	NOTE
	A	B	C		D	E	F		
	Board Approved	Board Adjustment	Adjusted Budget		Actual/Projected	BALANCE (C-D)	BALANCE (E-F)		
Jones AT&T Stadium East Side Expansion	\$5,000,000	\$5,000,000	\$5,000,000	0%	\$5,000,000	\$5,000,000	0%		
Jones AT&T Stadium North Endzone Expansion	\$6,000,000	\$6,000,000	\$6,000,000	0%	\$6,000,000	\$6,000,000	0%		
Jones AT&T Stadium NEZ Facilities	\$1,300,000	\$1,300,000	\$1,300,000	0%	\$1,300,000	\$1,300,000	0%		
Art 3D Sculpture	\$3,800,000	\$3,800,000	\$3,800,000	0%	\$3,800,000	\$3,800,000	0%		
MTSU North Addition	\$1,800,000	\$1,800,000	\$1,800,000	0%	\$1,800,000	\$1,800,000	0%		
T Baseball Park Improvements & Picnic Area	\$5,000,000	\$5,000,000	\$5,000,000	0%	\$5,000,000	\$5,000,000	0%		
Senior Alignment & Renovation	\$3,300,000	\$3,300,000	\$3,300,000	0%	\$3,300,000	\$3,300,000	0%		
Center for Business Administration	\$7,000,000	\$7,000,000	\$7,000,000	0%	\$7,000,000	\$7,000,000	0%		
Rowdy College of Business Administration	\$15,000,000	\$15,000,000	\$15,000,000	0%	\$15,000,000	\$15,000,000	0%		
Kent R. Hance Campus Chapel	\$3,000,000	\$3,000,000	\$3,000,000	0%	\$3,000,000	\$3,000,000	0%		
Center for Power & Power Electronics	\$15,000,000	\$15,000,000	\$15,000,000	0%	\$15,000,000	\$15,000,000	0%		
Environmental Science Bldg. Out	\$7,000,000	\$7,000,000	\$7,000,000	0%	\$7,000,000	\$7,000,000	0%		
Softball Team Facility	\$3,000,000	\$3,000,000	\$3,000,000	0%	\$3,000,000	\$3,000,000	0%		
Architecture Bldg. Life Safety Upgrades	\$3,000,000	\$3,000,000	\$3,000,000	0%	\$3,000,000	\$3,000,000	0%		
MTSU Science Bldg. Life Safety Upgrades	\$3,000,000	\$3,000,000	\$3,000,000	0%	\$3,000,000	\$3,000,000	0%		
Rowdy Golf Course Clubhouse and Team Facility	\$5,000,000	\$5,000,000	\$5,000,000	0%	\$5,000,000	\$5,000,000	0%		
Rowdy Center for Student Engagement and Research	\$10,000,000	\$10,000,000	\$10,000,000	0%	\$10,000,000	\$10,000,000	0%		
PrintTech Building Renovation (HSS Renovation)	\$6,000,000	\$6,000,000	\$6,000,000	0%	\$6,000,000	\$6,000,000	0%		
Technical Bldg. Ball & The Sciences Facility	\$4,000,000	\$4,000,000	\$4,000,000	0%	\$4,000,000	\$4,000,000	0%		
Robinson Engineering and Research Building	\$2,000,000	\$2,000,000	\$2,000,000	0%	\$2,000,000	\$2,000,000	0%		
Scenic Building 3rd Floor Interior Rehabilitation	\$2,000,000	\$2,000,000	\$2,000,000	0%	\$2,000,000	\$2,000,000	0%		
Gerard Myers Indoor Soccer Facility	\$2,000,000	\$2,000,000	\$2,000,000	0%	\$2,000,000	\$2,000,000	0%		
Creative Movement Studio	\$2,000,000	\$2,000,000	\$2,000,000	0%	\$2,000,000	\$2,000,000	0%		
TTUHS BSC 3 Lab	\$2,000,000	\$2,000,000	\$2,000,000	0%	\$2,000,000	\$2,000,000	0%		
Rowdy Scoreboard Package	\$11,000,000	\$11,000,000	\$11,000,000	0%	\$11,000,000	\$11,000,000	0%		
Jones AT&T Stadium NEZ Colonnade & Infill Seating	\$5,000,000	\$5,000,000	\$5,000,000	0%	\$5,000,000	\$5,000,000	0%		
Research & Technology Park - Phase 1	\$1,200,000	\$1,200,000	\$1,200,000	0%	\$1,200,000	\$1,200,000	0%		
Human Sciences Life Safety Upgrade	\$9,650,000	\$9,650,000	\$9,650,000	0%	\$9,650,000	\$9,650,000	0%		
Jones College Bldg. (Bayliff Quadrangle) North Facility	\$19,316,135	\$19,316,135	\$19,316,135	0%	\$19,316,135	\$19,316,135	0%		
Engineering & Materials Research Center Renovation	\$13,800,000	\$13,800,000	\$13,800,000	0%	\$13,800,000	\$13,800,000	0%		
Smart Parks Science	\$4,000,000	\$4,000,000	\$4,000,000	0%	\$4,000,000	\$4,000,000	0%		
MTSU Village	\$2,000,000	\$2,000,000	\$2,000,000	0%	\$2,000,000	\$2,000,000	0%		
Rowdy Village	\$5,000,000	\$5,000,000	\$5,000,000	0%	\$5,000,000	\$5,000,000	0%		
Synthetic Turf Intramural Rec Fields	\$5,785,000	\$5,785,000	\$5,785,000	0%	\$5,785,000	\$5,785,000	0%		
United College of Business Administration Addition	\$15,000,000	\$15,000,000	\$15,000,000	0%	\$15,000,000	\$15,000,000	0%		
Jones AT&T Stadium NEZ Building Renovation	\$3,750,000	\$3,750,000	\$3,750,000	0%	\$3,750,000	\$3,750,000	0%		
Rowdy AT&T Stadium Renovation - SE 1st Floor	\$1,650,000	\$1,650,000	\$1,650,000	0%	\$1,650,000	\$1,650,000	0%		
Rowdy Engineering Bldg Renovation Phase I	\$5,000,000	\$5,000,000	\$5,000,000	0%	\$5,000,000	\$5,000,000	0%		
Museum Life Safety Upr & Air Mgmt Replacement	\$7,650,000	\$7,650,000	\$7,650,000	0%	\$7,650,000	\$7,650,000	0%		
Department of Science Building II	\$2,000,000	\$2,000,000	\$2,000,000	0%	\$2,000,000	\$2,000,000	0%		
Jones AT&T Sports Performance Center	\$29,000,000	\$29,000,000	\$29,000,000	0%	\$29,000,000	\$29,000,000	0%		
New Historic Residence Hall	\$13,066,816	\$13,066,816	\$13,066,816	0%	\$13,066,816	\$13,066,816	0%		
TOTAL - TTU	\$539,324,465	\$13,066,816	\$552,391,281	-2%	\$552,391,281	\$552,391,281	-2%	\$-14,659,523	
BUDGET			\$649,847,726						

Project Name	BUDGET			(A)/(C)	NOTE
	A	B	C		
	Board Approved	Board Adjustment	Adjusted Budget		
System Office Building	\$27,500,000	\$0	\$27,500,000	0%	
TOTAL - System	\$27,500,000	\$0	\$27,500,000	0%	\$0

FACILITIES PLANNING AND CONSTRUCTION
 Capital Project Budget Analysis
 Fiscal Year 2010-2016

Project Name	BUDGET				Internal Adjustment	Adjusted Budget	(A+B+C) %	Actual/Projected	BALANCE (C-D)	(C/D)	NOTE
	A Board Approved	B Board Adjustment	C	D							
UT Health Science Center HSC 4C Cancer Research Labs CMR	\$5,200,000	\$3,200,000	\$3,513,338	\$3,513,338	\$113,338	\$3,626,676	0%	\$3,513,338	-\$113,338	-2%	
Abilene School of Nursing Abilene School of Pharmacy Lab Addition Jerry Combs Health & Wellness Expansion CMR	\$12,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$0	\$3,000,000	0%	\$3,000,000	\$0	0%	
Abilene Public Health Facility CSP	\$5,000,000	\$5,000,000	\$5,000,000	\$5,000,000	\$0	\$5,000,000	0%	\$5,000,000	\$0	0%	
Permian Basin Simulation Center CMR	\$15,000,000	\$0	\$15,000,000	\$15,000,000	\$0	\$15,000,000	0%	\$15,000,000	\$0	0%	
UT Health Science Center Lubbock East, North & Technology & Waste Expansion CMR	\$9,800,000	\$0	\$9,800,000	\$9,800,000	\$0	\$9,800,000	0%	\$9,800,000	\$0	0%	
TOTAL - HSC	\$158,058,500	\$0	\$431,085	\$158,489,585	\$431,085	\$158,920,670	1%	\$158,211,914	-\$277,671	-1%	
ET Paso School of Nursing Medical Sciences Building II CMR	\$12,000,000	\$3,500,000	\$84,400,000	\$99,900,000	\$0	\$99,900,000	0%	\$99,900,000	-\$277,744	-3%	
TOTAL - ET Paso	\$15,500,000	\$3,500,000	\$84,400,000	\$99,900,000	\$0	\$99,900,000	0%	\$99,900,000	-\$277,744	-3%	
UT Health Science Center Health & Wellness/CHP Expansion (New) Recreation/CHP Expansion (3) Paso Verde Res Hall Concho Hall Budget Support Eng Lab Addition LeGrand Football Stadium Press Box College of Health & Human Sciences CMR	\$7,000,000	\$35,000,000	\$7,000,000	\$49,000,000	\$3,000,000	\$52,000,000	0%	\$52,000,000	-\$3,250,145	-1%	
TOTAL - ASU	\$82,240,000	-\$2,500,000	-\$3,000,000	\$76,740,000	-\$3,000,000	\$73,740,000	-2%	\$74,863,826	-\$1,876,174	-3%	
TOTAL - TTU/TTUS/HSC/ET Paso/ASU	\$902,527,965	\$132,066,816	-\$8,452,947	\$1,026,136,834	-\$8,452,947	\$1,017,683,887	-1%	\$1,008,395,722	-\$17,741,113	-2%	

Actual Data - Project Closed
 All Projects

Item 13

Texas Tech University System

Report on Facilities Planning and Construction projects (Project data as of 05/03/2016)

Michael S. Molina

Item 13

TTU – Maddox Engineering Research Center

Project Budget: Original / Current
 \$ 30,700,000 / \$ 29,207,030

Category	Original	Current
Construction	\$ 23,156,012	\$ 23,348,133
Professional	\$ 854,168	\$ 2,028,530
FF&E	\$ 3,157,222	\$ 2,115,188
Administrative	\$ 362,453	\$ 72,823
Contingency	\$ 462,492	\$ 401,447
Regents' Rules	\$ 1,214,683	\$ 1,240,909

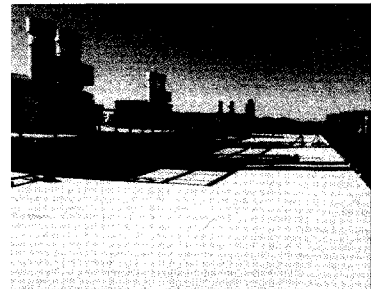
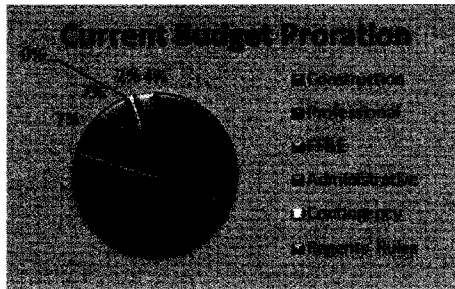
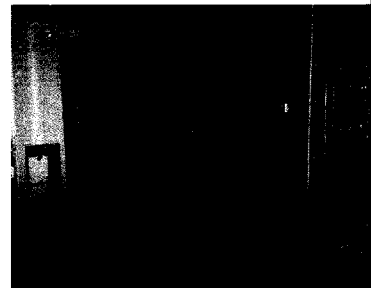
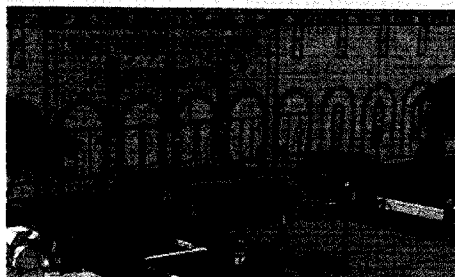
Gross Square Feet: 79,039 GSF

Team / Status:

- Design Build Team:
 Western Builders of Amarillo, Inc. /
 Condray Design Group - Construction @ 55%
- Construction Manager Agent (CMAgent):
 Waived by BOR 05-15-2015
- Artist:
 Frank Swanson

Substantial Completion Date:

Original Date – July 2016
 Actual Date - TBD



Item 13

TTU – Industrial Engineering Bldg Renovation

Project Budget: Original / Current
 \$ 5,000,000 / \$ 9,134,000

Category	Original	Current
Construction	\$ 2,723,120	\$ 5,596,890
Professional	\$ 312,049	\$ 872,212
FF&E	\$ 1,508,731	\$ 2,392,007
Administrative	\$ 86,100	\$ 104,015
Contingency	\$ 370,000	\$ 87,818
Regents' Rules	\$ 0	\$ 81,058

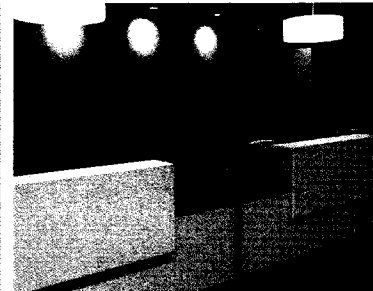
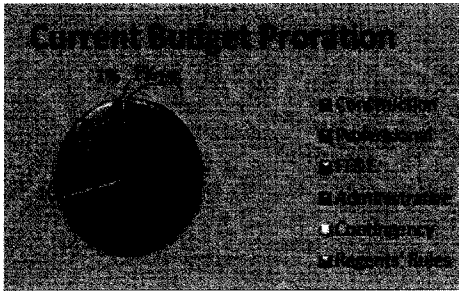
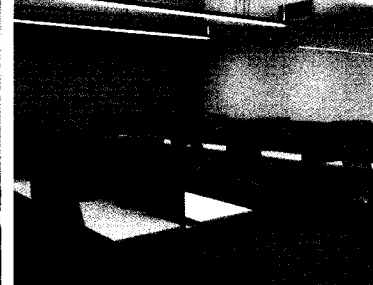
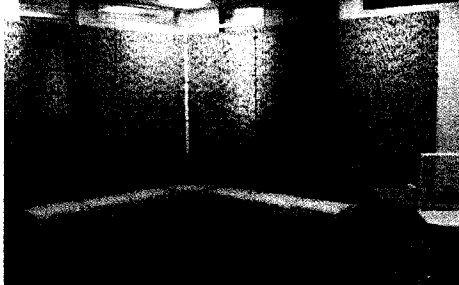
Gross Square Feet: 37,542 GSF

Team / Status - Phase I:

- Design Professional:
 Dekker/Perich/Sabatini / CA @ 76%
- Construction Manager at Risk (CMR):
 Teinert Commercial Bldg Svcs./Construction @ 76%
- Construction Manager Agent (CMAgent):
 None Required
- Artist:
 Waived by BOR on 03-06-2015 – Phase I
 Submissions due: 06-21-2016 - Phase II

Substantial Completion Date:

Original Date – February 2016
 Actual Date - TBD



Item 13

TTU – Rawls College of Business Admin. Addition

Project Budget: Original / Current
 \$ 15,000,000 / \$ 15,874,782

Category	Original	Current
Construction	\$10,452,000	\$ 11,891,778
Professional	\$ 1,185,680	\$ 1,164,944
FF&E	\$ 1,299,000	\$ 1,660,919
Administrative	\$ 58,523	\$ 104,061
Contingency	\$ 1,156,393	\$ 376,374
Regents' Rules	\$ 850,404	\$ 676,706

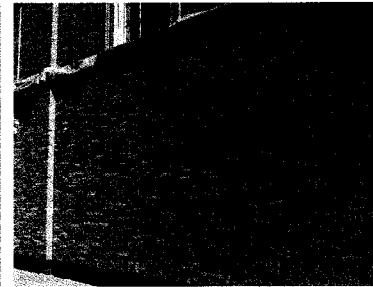
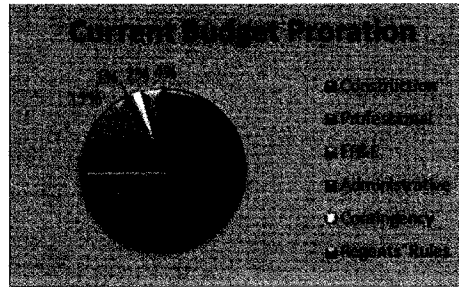
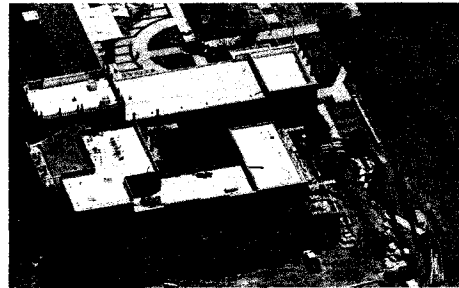
Gross Square Feet: 42,901 GSF

Team / Status:

- Design Professional:
 Parkhill, Smith & Cooper, Inc. / CA @ 51%
- Construction Manager at Risk (CMR):
 Lee Lewis Construction, Inc. / Construction @ 51%
- Construction Manager Agent (CMAgent):
 None Required
- Artist:
 Koryn Rolstad / July 2016 Installation

Substantial Completion Date:

Original Date – July 2016
 Actual Date - TBD



Item 13

TTU – Jones AT&T Stadium NEZ Bldg Renovations

Project Budget: Original / Current
 \$ 3,750,000 / \$ 4,650,000

Category	Original	Current
Construction	\$ 2,404,500	\$ 4,002,397
Professional	\$ 309,662	\$ 278,570
FF&E	\$ 668,638	\$ 207,240
Administrative	\$ 67,200	\$ 35,200
Contingency	\$ 36,750	\$ 51,593
Regents' Rules	\$ 253,250	\$ 75,000

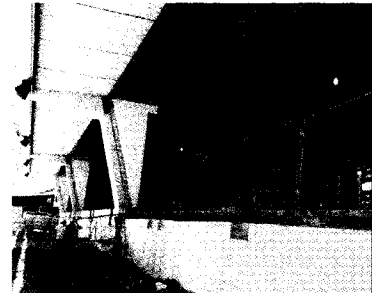
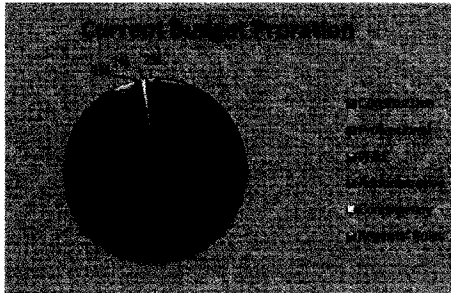
Gross Square Feet: 10,505 GSF

Team / Status:

- Design Professional:
 MWM Architects, Inc. / Design @ 100%
- Construction Manager at Risk (CMR):
 Teinert Commercial Bldg Svcs / Const. @ 12%
- Construction Manager Agent (CMAgent):
 None Required
- Artist:
 Tony Greer & Larry Simmons

Substantial Completion Date:

Original Date – July 2016
 Actual Date – September 2, 2016



Item 13

TTU – Sports Performance Center

Project Budget: Original / Current
 \$ 48,000,000 / \$ 48,000,000

Category	Original	Current
Construction	\$ 37,935,435	\$ 37,935,435
Professional	\$ 6,206,641	\$ 6,206,641
FF&E	\$ 1,278,943	\$ 1,278,943
Administrative	\$ 228,612	\$ 228,612
Contingency	\$ 279,251	\$ 279,251
Regents' Rules	\$ 2,071,118	\$ 2,071,118

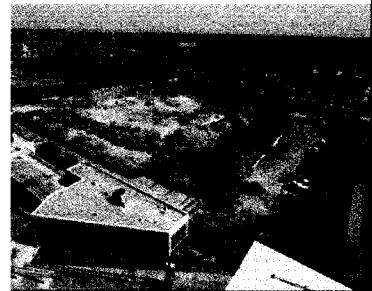
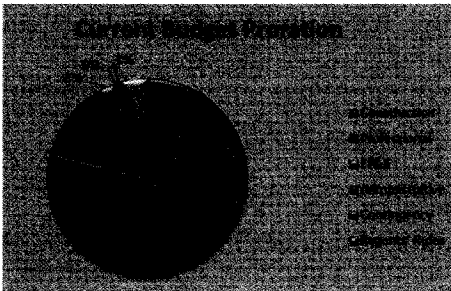
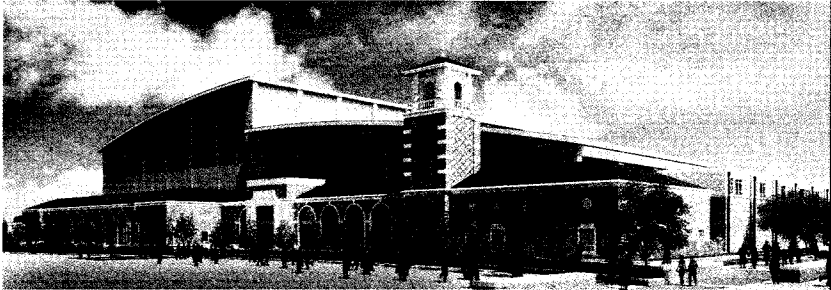
Gross Square Feet: 159,285 GSF

Team / Status:

- Design Professional:
 Gensler / Design @ 95%
- Construction Manager at Risk (CMR):
 Flintco, LLC / Construction @ 5%
- Construction Manager Agent (CMAgent):
 PC Sports, Inc.
- Artist:
 Submissions due: 06-07-2016

Substantial Completion Date:

Original Date – July 2017
 Actual Date – TBD



Item 13

TTU – New Honors Residence Hall

Project Budget: Original / Current
 \$ 30,000,000 / \$ 29,900,000

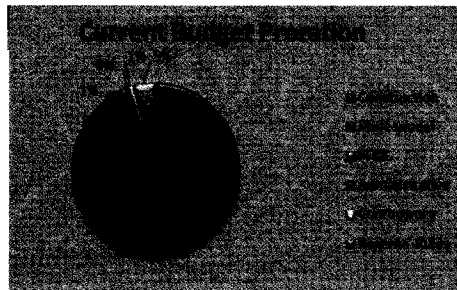
Category	Original	Current
Construction	\$ 21,979,214	\$ 24,763,734
Professional	\$ 3,327,490	\$ 3,049,778
FF&E	\$ 2,931,813	\$ 365,500
Administrative	\$ 303,040	\$ 119,415
Contingency	\$ 180,840	\$ 277,573
Regents' Rules	\$ 1,277,603	\$ 1,324,000

Gross Square Feet: 83,164 GSF

Team / Status:

- Design-Build Team:
 - Whiting-Turner / BGK Architects and Mackey
 - Mitchell Architects / Construction @ 8%
- Construction Manager Agent (CMAgent):
 Parkhill, Smith & Cooper, Inc.
- Artist:
 Finalist interviews: 06-21-2016

Substantial Completion Date:
 Original Date – July 15, 2017
 Actual Date - TBD



Item 13

TTU – Experimental Sciences Building II

Project Budget: Original
 \$ 77,000,000

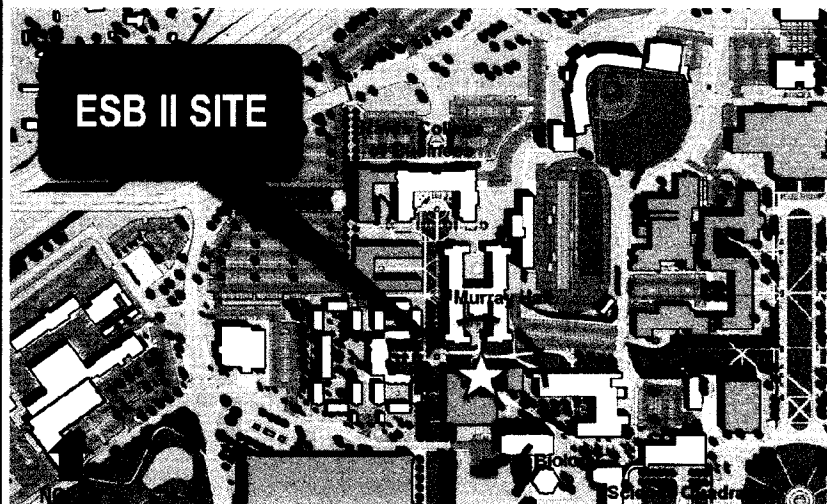
Category	Original
Construction	\$ 52,571,000
Professional	\$ 8,892,875
FF&E	\$ 5,907,300
Administrative	\$ 859,318
Contingency	\$ 5,490,148
Regents' Rules	\$ 3,279,359

Gross Square Feet: ~ 150,000 GSF

Team / Status:

- Design Professional:
 Treanor Architects
- Construction Manager at Risk (CMR):
 Flintco, LLC
- Construction Manager Agent (CMAgent):
 Project Control of Texas, Inc.
- Artist:
 TBD

Substantial Completion Date:
 Original Date – TBD
 Actual Date - TBD



TTUHSC – Abilene Public Health Facility

Item 13

Project Budget: Original / Current
 \$ 14,250,000 / \$ 15,000,000

Category	Original	Current
Construction	\$ 9,150,000	\$ 11,102,000
Professional	\$ 878,000	\$ 882,700
FF&E	\$ 3,055,500	\$ 2,266,500
Administrative	\$ 36,500	\$ 82,000
Contingency	\$ 564,480	\$ 161,100
Regents' Rules	\$ 465,520	\$ 505,700

Gross Square Feet: 43,803 GSF

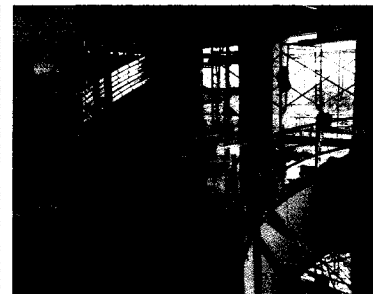
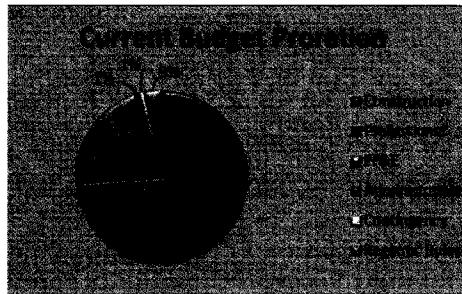
Team / Status: Proposed Gift-in-Kind

- Design Professional: Parkhill, Smith & Cooper, Inc. - CA @ 55%
- General Contractor (CSP): Imperial Construction, Ltd. / Construction @ 55%
- Construction Manager Agent (CM Agent): None Required
- Artist: Mid-Ocean Studio / September 2016 Installation

Substantial Completion Date:

Original Date - July 2016

Actual Date - TBD



TTUHSC – Lubbock Education, Research & Technology + West Expansion

Item 13

Project Budget: Original
 \$83,700,000

Category	Original
Construction	\$ 60,254,000
Professional	\$ 9,438,710
FF&E	\$ 6,126,600
Administrative	\$ 792,125
Contingency	\$ 3,524,130
Regents' Rules	\$ 3,564,435

Gross Square Feet: ~ 200,000 GSF

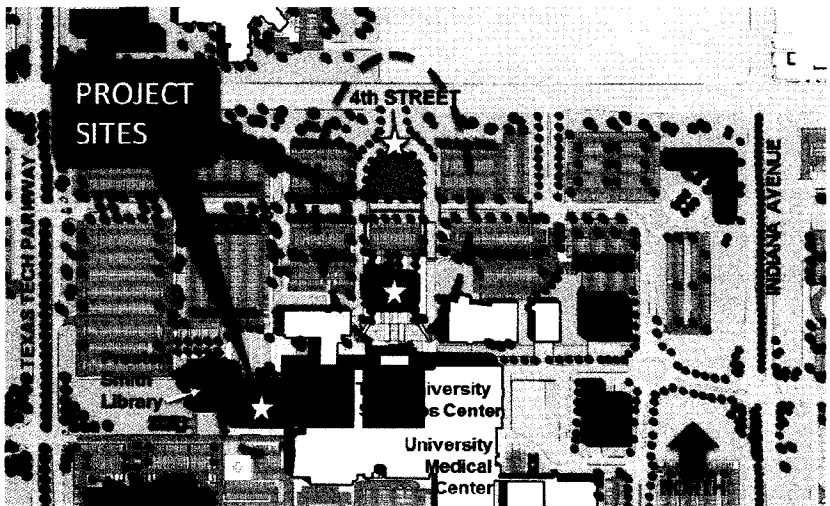
Team / Status:

- Design Professional: Perkins + Will
- Construction Manager at Risk (CMR): Hill & Wilkinson General Contractors / Contract Routing
- Construction Manager Agent (CM Agent): Hill International / Contract Routing
- Artist: TBD

Substantial Completion Date:

Original Date - TBD

Actual Date - TBD



TTUHSC – Amarillo Panhandle Clinical Simulation Center

Item 13

Project Budget: Original
 \$ 9,750,000

Category	Original
Construction	\$ 6,837,000
Professional	\$ 874,460
FF&E	\$ 1,247,940
Administrative	\$ 195,762
Contingency	\$ 403,648
Regents' Rules	\$ 191,190

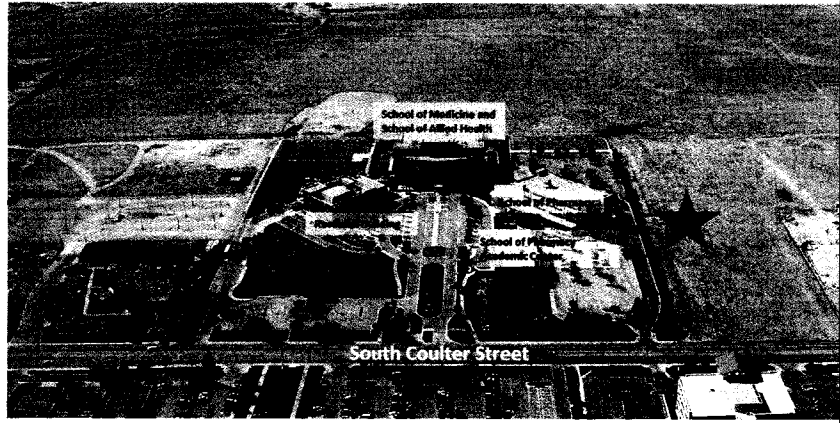
Gross Square Feet: ~ 20,485 GSF

Team / Status:

- Design Professional:
Dekker, Perich, Sabatini
- General Contractor:
Western Builders of Amarillo, Inc
- Construction Manager Agent (CMAgent):
None Required
- Artist:
TBD

Substantial Completion Date:

Original Date - TBD
 Actual Date - TBD



TTUHSC – Odessa Permian Basin Academic Facility

Item 13

Project Budget: Original
 \$ 19,800,000

Category	Original
Construction	\$ 14,183,840
Professional	\$ 2,046,490
FF&E	\$ 1,671,660
Administrative	\$ 231,792
Contingency	\$ 823,016
Regents' Rules	\$ 843,202

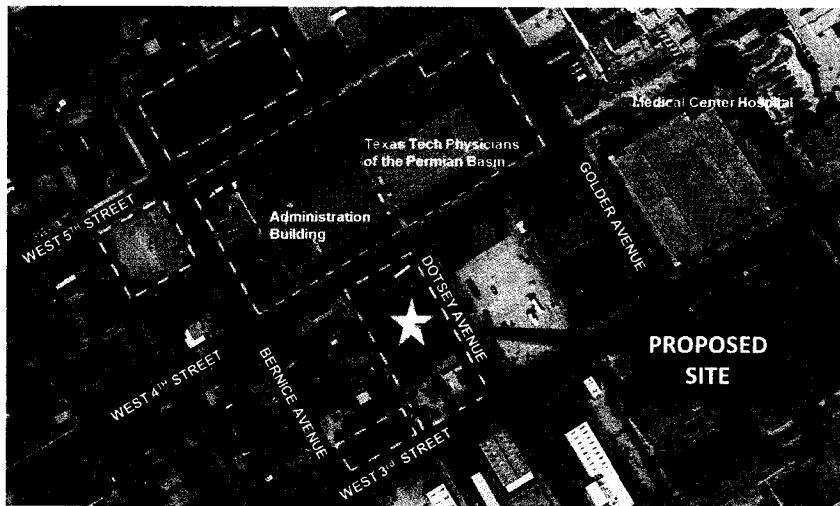
Gross Square Feet: ~ 54,000 GSF

Team / Status:

- Design Professional:
FKP Architects, Inc.
- General Contractor:
Flintco, LLC
- Construction Manager Agent (CMAgent):
Adams Management Services
- Artist:
TBD

Substantial Completion Date:

Original Date - TBD
 Actual Date - TBD



Item 13

TTUHSC El Paso - Medical Sciences Building II

Project Budget: Original
 \$ 84,400,000

Category	Original
Construction	\$ 59,398,160
Professional	\$ 9,749,196
FF&E	\$ 7,302,320
Administrative	\$ 856,129
Contingency	\$ 3,499,945
Regents' Rules	\$ 3,594,250

Gross Square Feet: ~ 227,000 GSF

Team / Status:

- Design Professional:
Perkins + Will
- Construction Manager at Risk (CMR):
Sundt / Contract Routing
- Construction Manager Agent (CMAgent):
Broaddus and Associates / Contract Routing
- Artist:
TBD

Substantial Completion Date:

Original Date - TBD
 Actual Date - TBD



ASU LeGrand Football Stadium Press Box

Item 13

Project Budget: Original
 \$ 3,000,000

Category	Original
Construction	\$ 2,330,438
Professional	\$ 165,500
FF&E	\$ 84,500
Administrative	\$ 13,500
Contingency	\$ 346,062
Regents' Rules	\$ 60,000

Gross Square Feet: ~ 6,660 GSF

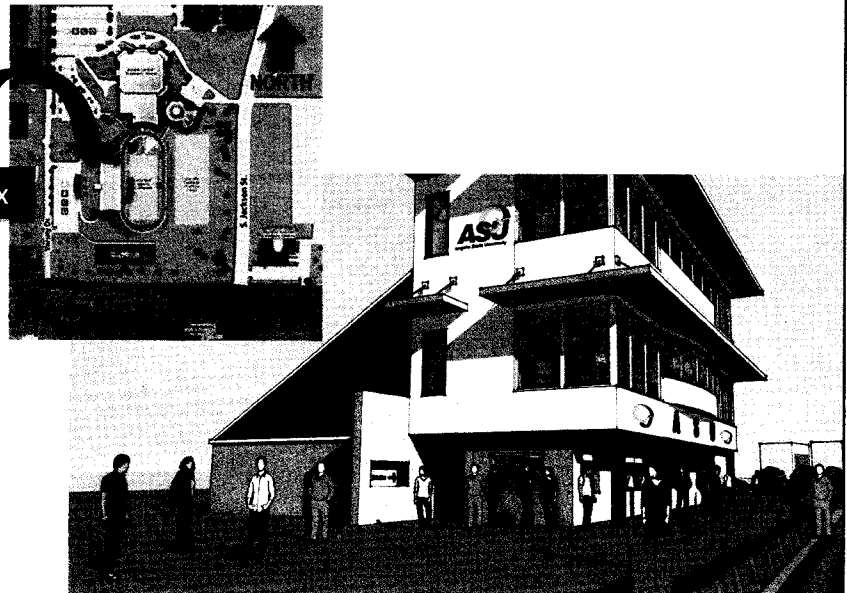
Team / Status:

- Design Professional:
Gary Donaldson Architects
- Construction Manager at Risk (CMR):
Western Builders of Amarillo / Contract Routing
- Construction Manager Agent (CMAgent):
None Required
- Artist:
TBD

Substantial Completion Date:

Original Date - TBD
 Actual Date - TBD

Press Box



Item 13

ASU Hunter Strain Engineering Laboratories Addition

Project Budget: Original
 \$ 4,000,000

Category	Original
Construction	\$ 2,908,500
Professional	\$ 314,366
FF&E	\$ 462,500
Administrative	\$ 19,650
Contingency	\$ 214,984
Regents' Rules	\$ 80,000

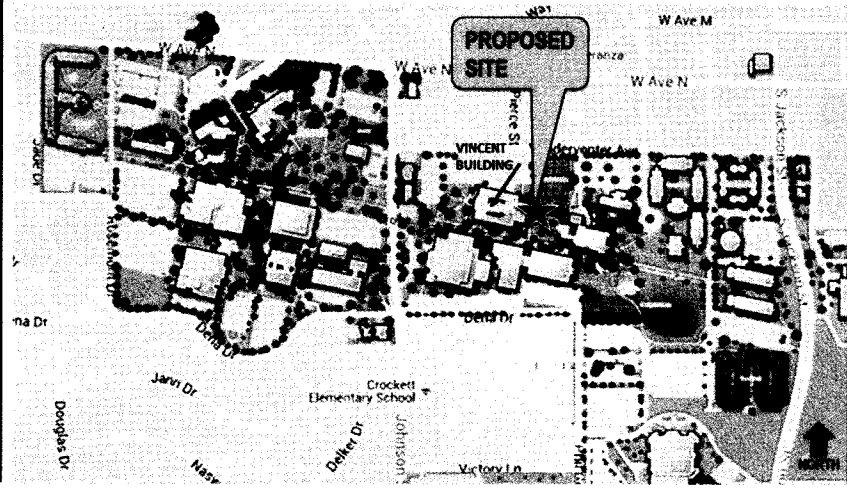
Gross Square Feet: ~ 9,000 GSF

Team / Status:

- Design Professional:
 Kinney Franke Architects, Inc
- Construction Manager at Risk (CMR):
 Western Builders of Amarillo / Contract Routing
- Construction Manager Agent (CMAgent):
 None Req'd
- Artist:
 TBD

Substantial Completion Date:

Original Date - TBD
 Actual Date - TBD



Item 13

ASU Archer College of Health and Human Services

Project Budget: Original
 \$ 26,360,000

Category	Original
Construction	\$ 18,057,480
Professional	\$ 3,034,827
FF&E	\$ 2,785,243
Administrative	\$ 290,737
Contingency	\$ 1,069,152
Regents' Rules	\$ 1,122,561

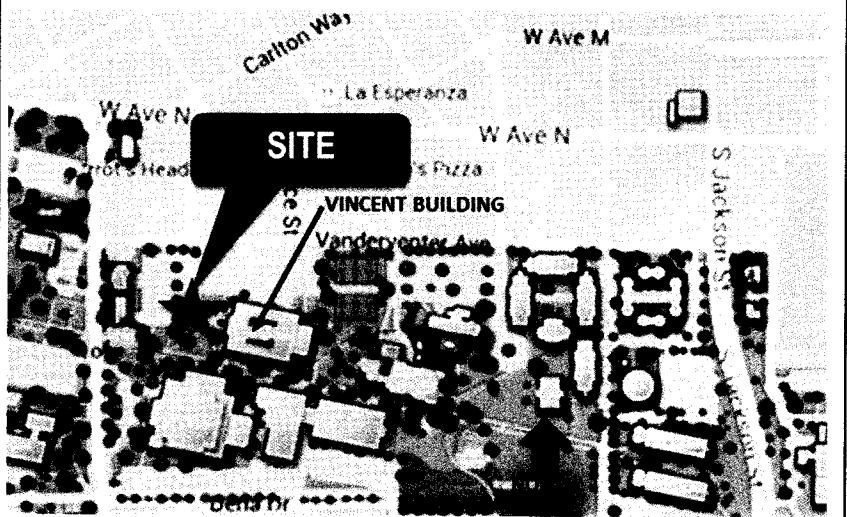
Gross Square Feet: ~ 52,000 GSF

Team / Status:

- Design Professional:
 PBK Architects
- Construction Manager at Risk (CMR):
 Western Builders of Amarillo / Contract Routing
- Construction Manager Agent (CMAgent):
 Hill International / Contract Routing
- Artist:
 TBD

Substantial Completion Date:

Original Date - TBD
 Actual Date - TBD



TTUSA – System Office Building

Item 13

Project Budget: Original / Current
 \$ 27,500,000 / \$ 27,500,000

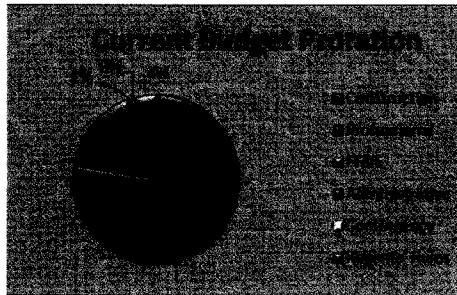
Category	Original	Current
Construction	\$ 20,785,789	\$ 21,317,658
Professional	\$ 2,228,761	\$ 2,298,842
FF&E	\$ 2,219,000	\$ 2,369,200
Administrative	\$ 321,450	\$ 169,712
Contingency	\$ 542,000	\$ 134,588
Regents' Rules	\$ 1,403,000	\$ 1,210,000

Gross Square Feet: 78,682 GSF

Team / Status:

- Design Professional:
 Parkhill, Smith & Cooper, Inc. / Design @ 95%
- Construction Manager at Risk (CMR):
 J T Vaughn Construction, LLC/Construction @ 22%
- Construction Manager Agent (CMAgent):
 Waived
- Artist:
 Bruce Munro / February 2017 Installation

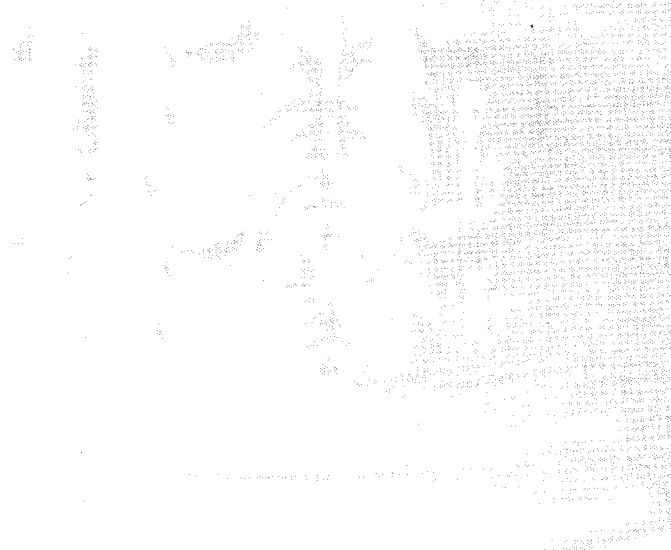
Substantial Completion Date:
 Original Date – March 2017
 Actual Date - TBD



Texas Tech University System

Item 13

Status of Public Art



TTU – College of Human Sciences Life Safety Upgrade

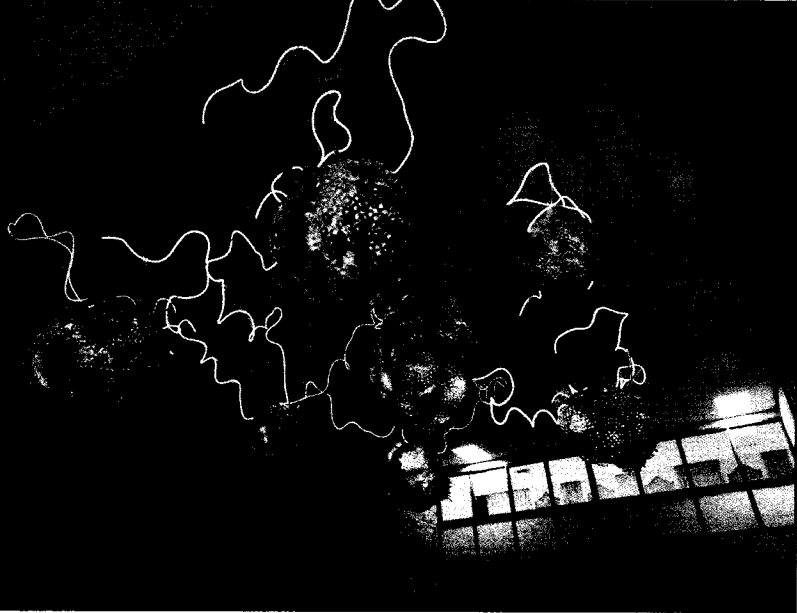
Item 13

Art Budget: \$ 89,000

Artist: Adeia Andea
Houston, TX

Title: "Primordial Garden"

Status: Installed March 2016



TTU – Rawls College of Business Addition

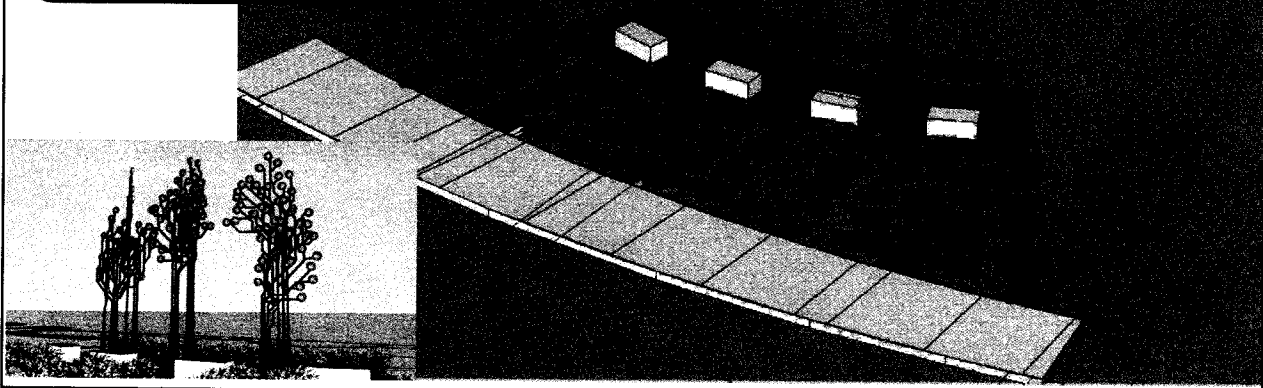
Item 13

Art Budget: \$ 142,000

Artist: Koryn I
Seattle, WA

Title: "Illuminated Arboreal Data Codes"

Status: July 2016 Installation



TTU - Maddox Engineering Research Center

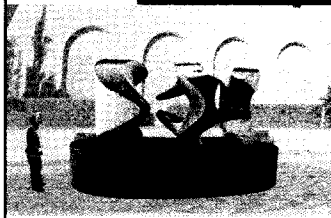
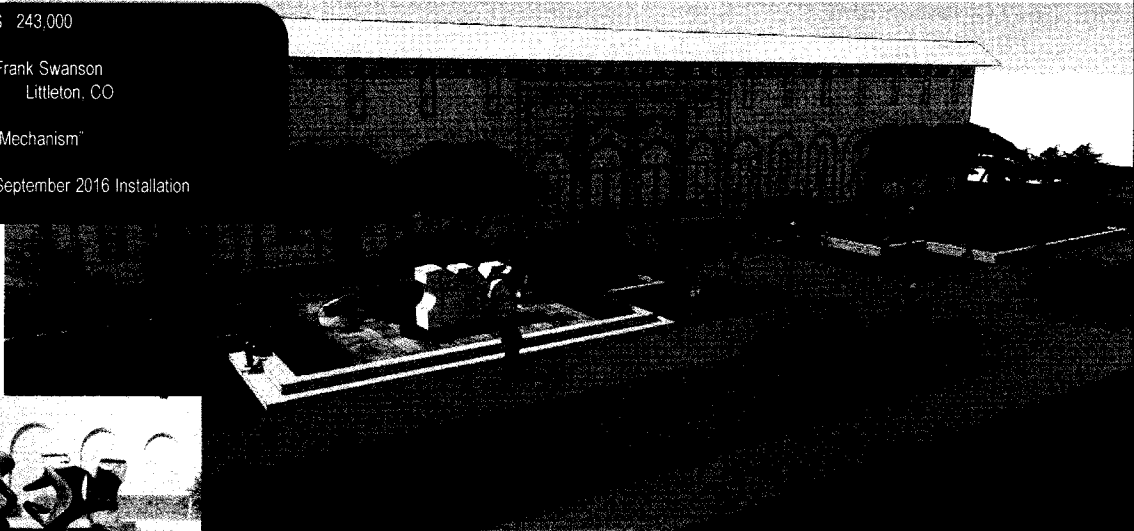
Item 13

Art Budget: \$ 243,000

Artist: Frank Swanson
Littleton, CO

Title: "Mechanism"

Status: September 2016 Installation



TTUHSC – Abilene School of Public Health

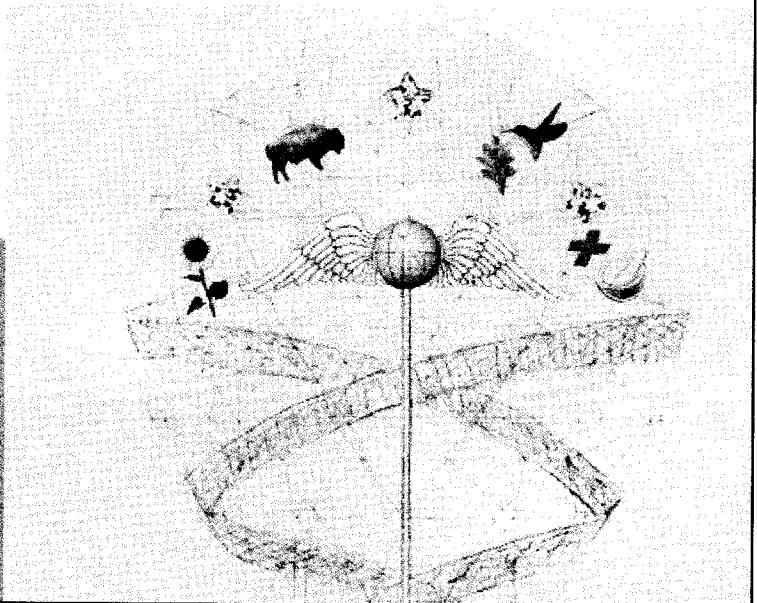
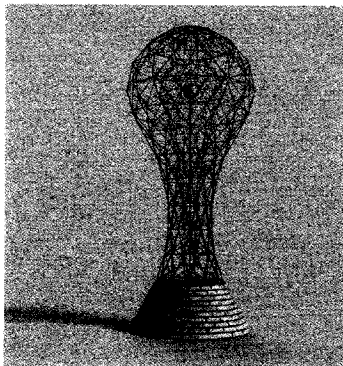
Item 13

Art Budget: \$ 142,000

Artist: Mid-Ocean Studio
Providence, RI

Title: "The Convergence of Healing Forces"

Status: September 2016 installation



TTUS – System Office Building

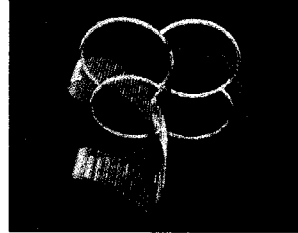
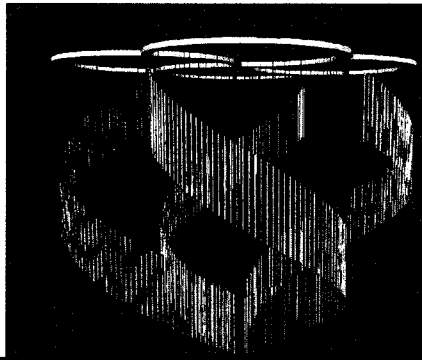
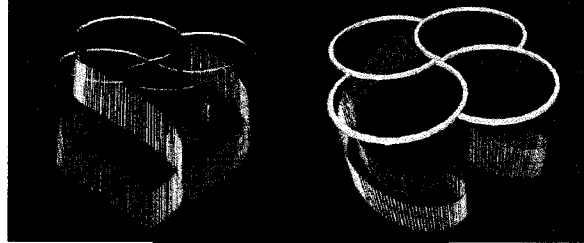
Item 13

Art Budget: \$ 265,000

Artist: Bruce Munro
United Kingdom

Title: Awaiting artist announcement

Status: February 2017 Installation



TEXAS TECH UNIVERSITY SYSTEM
OFFICE OF AUDIT SERVICES
PRIORITIZED AUDIT PLAN
Fiscal Year 2016

PRIORITY	ENTITY	AUDIT AREA	BUDGETED HOURS	BUDGET ADJUSTMENTS	STATUS AS OF MAY 9	ACTUAL HOURS	TIME STILL NEEDED	BUDGET vs ACTUAL
TOTAL ENGAGEMENT HOURS AVAILABLE			19,000					
REQUIRED AUDITS								
Required	ALL	Audit Report Follow-Up Procedures and Reporting	700		In Progress	859	80	(239)
Required	ALL	State Auditor's Office, THECB, and Comptroller's Office Misc. Projects	20	(13)				7
		TTU: 2015 Statewide Federal Financial Audit			Financial/Compliance (assist)			6
		TTU: ASU, HSC, TTUSA: Comptroller's Post Payment Audits		5	In Progress	2	3	0
		ASU: THECB Texas Grant Follow-Up			Financial/Compliance (assist)			0
		ASU: CPRIT Grant			Financial/Compliance (assist)			0
		TTU: THECB Enrollment Reporting		8	In Progress	5	3	0
Required	ALL	CPRIT Grant Funds	50		Financial/Compliance (assist)			0
Required	ALL	Contracting and Procurement Processes	200		In Progress	111	89	0
Required	ALL	Compliance with Benefits Proportional by Fund Requirements	400		Compliance	920		(520)
Required	TTUS	Texas Tech Foundation, Inc. Financial Statements	120		Financial (assist)			3
Required	TTUS	Regents, Chancellor, & Presidents Travel and Other Expenses	50		Compliance (assist)			27
Required	TTUS	Office of Audit Services Annual Report	30		Compliance	22		8
Required	TTUS	Office of Audit Services Annual Plan	100		Compliance	12	88	0
Required	TTUS	Office of Audit Services Quality Assurance Activities Review	60		Compliance			60
Required	TTU	Athletics Financial Agreed-Upon Procedures	10		Financial (assist)			10
Required	TTU	Texas Tech Public Media Financial Statements	300		Financial (assist)	219		81
Required	TTU	Football Attendance Certification	10		Compliance	10		0
Required	HSC	Correctional Managed Health Care Contract	150		Compliance	4	146	0
Required	HSC	Joint Admission Medical Program Grants - Lubbock SOM	60		Compliance	84		(24)
New	HSC	Professional Nursing Shortage Reduction Program Grant	20		Compliance	18		2
New	HSC	Texas Higher Education Coordinating Board Residency Grants	30		Compliance	31		(1)
Required	HSC-EP	SACS Financial Statement Audit	100		Financial (assist)			100
Required	HSC-EP	Joint Admission Medical Program Grants - El Paso PLFSOM	60		Compliance	111		(51)
Required	ASU	Cart Foundation Financial Statements	10		Financial (assist)			10
TOTALS FOR REQUIRED AUDITS			2,480	-		2,552	455	(527)
AUDITS IN PROGRESS AT AUGUST 1, 2015								
Prior Year	TTUS	Construction Project Expenses - TTU Research & Technology Park	5		Financial/Compliance (assist)			5
Prior Year	TTUS	Construction Project Expenses - TTU Bayer Crop Research Facility	5		Financial/Compliance (assist)			5
Prior Year	TTUS	Office of Investments	350		Operational/Financial	28	322	0
Prior Year	TTUS	Chancellor's Office	200		Controls	146		54
Prior Year	TTUS	Risk Management Assessment	10		Risk Management			10
Prior Year	TTU	NCAA Rules Compliance Program	5		Compliance	22		(17)
Prior Year	TTU	Ovations Contract	40		Financial	93		(53)
Prior Year	TTU	Division of Undergraduate Education and Student Affairs	10		Financial/Operational	20		(10)
Prior Year	HSC	Information Technology Processes	40		IT/Controls	105		(65)
Prior Year	HSC	Institutional Compliance Office	150		Operational/Compliance	212		(62)
Prior Year	HSC	Correctional Managed Health Care Contract	40		Compliance	128		(88)
Prior Year	HSC	Lubbock Medical Practice Income Plan Trust Fund Reconciliation	60		Financial/Controls	58		2
Prior Year	HSC	Amarillo Medical Practice Income Plan Trust Fund Reconciliation	40		Financial/Controls	45		(5)
Prior Year	HSC	Lubbock Medical Practice Income Plan Business Office Follow-Up	400		Controls	1,345		(945)
Prior Year	HSC-EP	GE Centricity Business System Implementation - Design Phase	30		IT/Controls	63	50	(63)
Prior Year	HSC-EP	Financial Reporting Controls	120		Financial/Controls	257	50	(187)
Prior Year	ASU	Facilities Management	150		Operational/Financial	146		4
Prior Year	ALL	Wrap-up on Audits Included in August BOR Report	30		Compliance	10		20
TOTALS FOR AUDITS IN PROGRESS			1,685	-		2,668	422	(1,415)
UNPLANNED SPECIAL PROJECTS AND INVESTIGATIONS								
Total Hours Budgeted for Special Projects & Investigations			3,500	(3,424)				76
IN PROGRESS AT AUGUST 1, 2015								
Special	HSC	Rural and Community Health Special		351	Complete	351		0
BEGUN AFTER AUGUST 1, 2015								
Special	HSC-EP	Office of Diversity		163	Complete	163		0
Special	TTU	TTUJSD		285	In Progress	264	21	0
Special	ASU	Meat & Food Sciences Investigation		2,050	In Progress	1,787	263	0
Special	HSC-EP	Fleet Management Special		180	In Progress	107	73	0
Special	HSC-EP	Clinical Affairs Purchasing Card Review		165	In Progress	87	78	0
Special	HSC	Clinical Laboratory Science Special		80	In Progress	56	24	0
Special	ALL	Miscellaneous Hotline Projects		150	In Progress	111	39	0
SPECIAL PROJECTS AND INVESTIGATIONS TOTALS			3,500	3,424		2,926	498	76
HIGHEST PRIORITY								
Special	TTUS	Office of Institutional Advancement	500		Management Advisory			500
Special	TTUS	Direct Deposit Application Security	200		Information Technology	188		12
Special	TTU	Graduate School	450		IT/Operational			450
Special	TTU	Intercollegiate Athletics: Learfield Sports Marketing Contract	400		Financial	202		198
Special	TTU	Student Business Services - Differential Tuition Implementation	350		IT/Operational	45	305	0
Special	HSC	Title IX Compliance	350		Compliance	408		(58)
Special	HSC	Infection Control	350		Compliance/Operational	740		(390)
Special	HSC	Human Resource Processes	400		Operational	457		(57)
Special	HSC-EP	Title IX Compliance	300		Compliance	285		15
Special	HSC-EP	Human Resource Processes	300		IT/Operational	510		(210)
Special	HSC-EP	Contract Management Processes	350		Compliance/Operational	3	347	0
Special	ASU	Residential Programs	325		IT/Operational	2	323	0
HIGHEST PRIORITY TOTALS			4,275	-		2,840	975	460

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MODERATE PRIORITY								
2	TTUS	Construction Project Expenses	30	0				30
		TTU: Human Sciences Life Safety			Complete			0
		TTUSA: System Office Building - Preconstruction Review			Complete			0
		TTUSA: System Office Building - Interim Cost Review			In Progress			0
		TTU: Sports Performance Complex - Preconstruction Review			Complete			0
		TTU: Sports Performance Complex - Interim Cost Review			In Progress			0
2	TTU	Intercollegiate Athletics – NCAA Compliance	400		In Progress	32	368	0
2	TTU	Office of Research Services	400					400
2	TTU	College of Media and Communications	250		In Progress	212	38	0
2	HSC	School of Medicine	400					400
2	HSC	DSRIP Program Oversight Processes	450		Complete	354		96
2	HSC	RSAM Risk Assessment Processes	350					350
2	HSC-EP	IT General Controls Review	350		In Progress	58	292	0
2	HSC-EP	Payment Services	200		In Progress	108	92	0
2	HSC-EP	Travel Services	200		Complete	251		(51)
2	ASU	CS Gold Application Security	275					275
2	ASU	Student Financial Aid	250	125	Complete	472		(97)
MODERATE PRIORITY TOTALS			3,555	125		1,487	790	1,403
LOWER PRIORITY								
3	TTUS	Data Analysis	350		In Progress	38	312	0
3	TTU	Department of Theatre and Dance	200					200
3	TTU	Department of Mechanical Engineering	200		In Progress	46	154	0
3	TTU	Center in Seville	250					250
3	HSC	Payor Provider Relations	350					350
3	HSC	Collection Agency Processes	350					350
3	HSC	Office of Sponsored Programs	400					400
3	HSC-EP	Bank Reconciliation Processes	100		Complete	341		(241)
3	HSC-EP	Procurement Card Processes	200		Complete	216		(16)
3	HSC-EP	GE Centrality Business System Implementation – Build/Test Phase	150					150
3	ASU	Carr Foundation Royalty Payments	5		Complete			5
LOWER PRIORITY TOTALS			2,555	-		641	466	1,448
OTHER VALUE-ADDED WORK								
Total Hours Budgeted for Other Value-Added Work			1,000	(1,067)				(67)
Other	ALL	Continuous Monitoring Data Analysis			Ongoing	173		
Other	ALL	Fraud Prevention Training			Ongoing	120		
Other	ALL	Cash Handling and Control Environment Training			Ongoing	44		
Other	ALL	New Employee Orientation			Ongoing	16		
Other	TTUS	Enterprise Application Steering Committee, Council, and Work Group			Ongoing	1		
Other	TTU	Institutional Compliance Committee			Ongoing			
Other	TTU	Ethics Center Advisory Board			Ongoing			
Other	TTU	Department Self-Assessment Tool			Ongoing	109		
Other	HSC	Institutional Compliance Working Committee			Ongoing	11		
Other	HSC	Billing Compliance Advisory Committee			Ongoing	3		
Other	HSC	School of Medicine Performance Improvement Committee			Ongoing	5		
Other	HSC	School of Medicine Risk Management Committee			Ongoing	2		
Other	HSC-EP	El Paso Transition Committee			Ongoing	10		
Other	N/A	Professional Organizations (ACUA, TACUA, IIA, TSCPA)			Ongoing	341		
Other	N/A	TIFCU Committees			Ongoing	42		
Other	ALL	Other Miscellaneous Projects			Ongoing	190		
OTHER VALUE-ADDED WORK TOTALS			1,000	-		1,067	-	(67)
TOTAL ENGAGEMENT HOURS			19,050	125		14,181	3,606	1,378
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 of campus						
Required	Audits that are mandated by law, Operating Policies, standards, contracts, etc. Will be performed based on timing of external deadlines.							
Prior Year	Engagements from prior year annual plan that were in progress at August 1. Goal is to complete them early in the year.							
Special	Unplanned special projects and investigations.							
1	Engagements that were deemed most critical per the risk assessment at August 1.							
2	Engagements that were deemed to be moderately critical per the risk assessment at August 1.							
3	Engagements that were deemed least critical per the risk assessment at August 1.							
4	Areas of exposure that need attention, but have not been included in the official plan because of resource constraints.							
Other	Other projects, including committee service, class development and instruction, professional organizations, etc.							

TEXAS TECH UNIVERSITY
And
TEXAS TECH UNIVERSITY SYSTEM
TRAFFIC AND PARKING REGULATIONS
~~2015—2016~~ 2016 – 2017

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:
8. limiting the rate of speed;
 9. assigning parking spaces and designated parking areas and their use and assessing a charge for parking;
 10. prohibiting parking as it deems necessary;
 11. removing vehicles parked in violation of institutional rules and regulations or law at the expense of the violator; and,
 12. 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 18, 2015~~ May 23, 2016, 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
9. Campus Streets: Twenty miles per hour, unless otherwise posted.
10. Parking Lots: Ten miles per hour, unless otherwise posted.
11. 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 7:30am to 5:30pm, Monday thru Friday, is restricted to motor vehicles with reserved space, area reserved, vendor and visitor ePermits. **ALL OTHERS MUST STOP AT THE ENTRY STATION FOR FURTHER INSTRUCTIONS.** The interior portion of the campus is that area controlled by entry stations.
- D. Student Vehicle Registration
1. Students are required to register each motor vehicle to be operated on campus at the time they register for school or at the time they commence operating a motor vehicle on campus.
 2. Due to the demand for parking on campus, students are limited to one vehicle and/or one motorcycle parking ePermit.
- E. Faculty and Staff Vehicle Registration
1. Faculty and staff are required to register their motor vehicles on or before the date they commence operating a motor vehicle on campus. Faculty and staff who share a motor vehicle where one is employed at the University and the other at the Health Sciences Center, must register at each campus if they intend to park at both campuses.
 2. Faculty and staff, whose dependents are students, may allow those dependents to register a commonly operated motor vehicle for a student parking ePermit in addition to the employee's parking ePermit. If the faculty or staff member has two motor vehicles registered, and if both motor vehicles are on campus at the same time, the motor vehicle with the student ePermit must be parked in the designated student parking area and not in either the faculty or staff member's reserved space, zone or lot or in the time limit areas on campus.
 3. Upon termination of employment with Texas Tech, an employee's parking privileges are revoked. If the ePermit is cancelled and decal (if any) is returned to 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
 - (b) Replacement for a non-transferable decal will be issued when identifiable remnants or proof of loss or destruction of the permit are provided. The replacement fee indicated in the current fee schedule will be charged for each replacement decal.
 - d. 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. 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.
 - 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 5:30pm Friday until 7:30am Monday, parking in any residence hall zone requires a valid TTU residence hall ePermit (or commuter ePermit if the holder lives in the residence halls).

- a. Decals will not be issued for residence halls parking lots. Parking 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 C2 and C3 lot.
 - (a) In addition to these lots, this ePermit is also honored in satellite parking and certain designated commuter areas at the Health Sciences Center.
 - (b) Red Lot ePermits may also park in any west commuter lot after 2:30P.M.
 - (c) When not in use for programs and events, the C1 lot, which is leased from the City of Lubbock, will be available with the exception of the area directly south of the Auditorium and north of the Coliseum which is marked as reserved for the Auditorium/Coliseum.
 - (d) Commuter parking ~~east of Jones Stadium~~ in the C2 and C3 lots requires an athlete designator permit and excludes areas marked as reserved or visitor parking
 - (e) On days of home football games, parking lots in the vicinity of Jones SBC Stadium are reserved for game day football parking decal holders.

VEHICLES PARKED IN THESE LOTS NOT DISPLAYING A VALID GAMEDAY FOOTBALL PARKING DECAL MAY BE TOWED AT THE VIOLATOR'S EXPENSE.

- (f) On days of home baseball games, the C3 lot west of Dan Law Field is reserved for game day baseball parking decal holders. **VEHICLES PARKED IN THESE LOTS NOT DISPLAYING A VALID GAMEDAY BASEBALL PARKING DECAL MAY BE TOWED AT THE VIOLATOR'S EXPENSE.**
 - ii. Commuter West (Blue Lot) includes the C10, C11, C12, C13, C14, C15, C16 and C17 lots located north and west of the United Supermarkets 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 2:30P.M.
 - (c) Parking in certain commuter lots adjacent to the United Supermarkets 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 R37 lot and C11 lot near the United Supermarkets Arena service ramp is not permitted. Individuals should carefully observe signage in the lot if parking overnight.
 - iii. Commuter ICC (Pink Lot) includes the C21 and C22 lots located at the International Cultural Center.
 - (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) Pink Lot ePermits may park in any north or west commuter lot after 2:30P.M.
 - iv. Commuter Satellite (Green Lot) includes the S1 ~~and S2~~ lots located at 10th Street and Texas Tech Parkway ~~and at the International Cultural Center.~~
 - (a) Off-campus students who cannot be accommodated in the north or west commuter parking lots will be assigned to the satellite lots until the commuter lots have available space. Satellite ePermits will be honored in the other commuter lots after 2:30P.M.
 - d. Only HSC commuter students may register their vehicles at the HSC Traffic and Parking Office. Those students who have a TTU parking ePermit and need to park at TTUHSC may obtain a designator tab at the 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.)
8. 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.
- a. On days of United Supermarkets Arena Events, parking in the R37 lot is reserved for disability placard holders and 24 hour reserved space epermit holders up to 4 hours prior to the event start time. Employees with valid R37 permits must relocate to an alternate lot as directed by Transportation & Parking Services. **VEHICLES PARKED IN THIS LOT NOT DISPLAYING A VALID DISABILITY PLACARD OR RESERVED SPACE ePERMIT MAY BE TOWED AT THE VIOLATOR'S EXPENSE.**
 - b. Overnight parking in the R37 lot and C11 lot near the United Supermarketss Arena service ramp is not permitted. Individuals should carefully observe signage in the lot if parking overnight.
9. 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.
10. 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.
11. 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 8:00P.M., Monday through Friday, excluding University holidays. Visitor permissions may be obtained at any entry station.
 - a. Visitors' motor vehicles parked in areas not designated for visitor parking are subject to receiving a campus citation and being impounded at the owner's expense.
 - b. Use of outdated or altered visitor ePermit is prohibited.
 - c. There are charges for parking in visitor areas. Notification will be posted at the entrances to these lots. The fee for parking in these lots can be found in the current *Parking Fees and Refunds Schedule*.
 - d. Departments wishing to purchase parking for visitors to campus may do so by contacting the Manager of Event and Guest Relations at 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.
3. Overnight parking in the R37 lot and C11 lot near the United Supermarketss Arena service ramp is not permitted. Individuals should carefully observe signage in the lot if parking overnight.

J. Service and Vendor Vehicle Parking

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

1. Service Vehicle Parking

- a. Small utility vehicles operated on campus must comply with University OP 80.07 "Vehicle Fleet Management Program". Designated service vehicle parking areas are enforced 24 hours, daily, unless otherwise posted.
- b. Movement of heavy equipment and supplies to buildings will be accomplished from the street or service drive, if possible. If not possible, the individual responsible for moving, loading, hauling, etc., will contact the Grounds Maintenance Department to obtain routing information to ensure protection of lawns, sidewalks, bricked areas, ramps, sprinkler systems, etc.
- c. Parking partially in the street and partially on a walk/curb is prohibited. Vehicles will be parked parallel and adjacent to the curb if street parking is necessary.
- d. Damage resulting from vehicles traversing lawns, sidewalks, bricked areas, etc., will be repaired by Grounds Maintenance. All repair costs will be charged to the university department or vendor/ contractor responsible for such damage if circumstances warrant.
- e. Blocking doorways, sidewalks, disability access, and fire lanes is prohibited.
- f. University service vehicles may be parked only in the following areas, which are listed in priority order:
 - i. Service area/drive (must be used if the building has one)

- ii. Time limit space
 - iii. Visitor space
 - iv. On-street where not bicycle lane is present (coordination with parking enforcement required)
2. Vendor Parking
- Vendor vehicles and delivery vehicles will be directed to the appropriate service area or drive by entry station or parking enforcement personnel. Vendor vehicles may be parked only in the following areas which are listed in priority order (depending on the access granted by the parking ePermit):
- a. Service area or service drive MUST be used if the building has one.
 - b. Time limit space
 - c. Visitor space
 - d. On-street parking where no bicycle lane is present.
3. Construction Contractor Parking
- a. Parking space for construction contractor vehicles will be designated by the Managing Director of 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. 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 unpaid 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 2014 - FY 2018								
	Current Number of Spaces	Fall 2014 Active Permits	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
SURFACE PARKING								
Visitor/Metered Space	1,778		\$1.50	\$1.50	\$1.50	\$1.50	\$1.75	\$1.75
Faculty/Staff - Surface Space Res.	160	140	\$802	\$826	\$826	\$867	\$910	\$937
Faculty/Staff - Surface Area Res.	4,157	4,135	\$236	\$243	\$243	\$255	\$268	\$276
Student - Surface Commuter North	1,720	2,903	\$146	\$150	\$150	\$158	\$166	\$171
Student - Surface Commuter West	2,288	3,664	\$128	\$132	\$132	\$139	\$146	\$150
Student - Surface Commuter Satellite	1,564	2,698	\$40	\$40	\$40	\$42	\$43	\$44
Student - Surface Residence Hall	4,708	4,731	\$237	\$244	\$244	\$256	\$269	\$277
Summer Student - Surface	8,716	3,077	\$79	\$81	\$81	\$85	\$89	\$92
Two-Wheel	100	108	\$78	\$80	\$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	\$1,238	\$1,238	\$1,300	\$1,365	\$1,406
Faculty/Staff - Garage Area Res.	140	127	\$619	\$638	\$638	\$670	\$704	\$725
Student - Garage Area Res.	385	541	\$620	\$639	\$639	\$670	\$704	\$725
Summer Student - Garage	385	150	\$207	\$213	\$213	\$224	\$235	\$242
Leased Garage (RaiderPark)	1,000	916	\$128	\$132	\$132	\$139	\$146	\$150

Refunds are prorated weekly based on the start and end dates of the term.

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
TRAFFIC AND PARKING REGULATIONS
2015-2016-2017

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:

<u>Violation</u>	<u>Fine</u>
**1. Parking in non-designated areas.	\$25.00
2. Permit not properly installed.	10.00
**3. Parking in a fire lane.	50.00
4. Failure to remove expired permit(s).	20.00
**5. Parking in a no parking or tow away zone.	25.00
**6. Parking in service vehicle spaces, service drives, or access drives.	20.00
**7. Unauthorized parking in reserved parking spaces.	25.00
**8. Obstructing traffic, street, sidewalk, crosswalk, driveway, trash container, building entrance or exit.	25.00
**9. Parking overtime in a time limit zone.	20.00
**10. Parking a bicycle in violation of these regulations.	10.00

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

****Impoundable Offenses**

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

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

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

- K. Scooters that are not required by State Law to obtain vehicle registration and inspection are not required to obtain a parking permit, and are not allowed to park in motorcycle or vehicle parking spaces. Individuals operating scooters on campus must adhere to the regulations pertaining to bicycles.
- L. Moving Violations
 - 1. All the general and criminal laws of the state are declared to be in full force and effect within the areas under the control and jurisdiction of the state institutions of higher education of this state, Section 51.201, Texas Education Code. All violations as set forth above may be adjudicated in a court of competent jurisdiction as provided in the Texas Education Code, Section 51.208.
 - 2. It shall be unlawful for any person to drive, operate, push, park, or leave standing a motor vehicle on any area of the campus not designated for driving such a motor vehicle.
 - 3. It shall be unlawful for any person to drive by, through, or beyond a barricade or roadblock that is lawfully erected.
 - 4. No person shall willfully fail or refuse to comply with any lawful order or direction of any police officer vested by law with authority to direct, control, or regulate traffic.

VIII. Resolving Citations

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

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

days the individual's parking privileges are restored, a single violation of the Regulations may result in permanent revocation for the academic year.

1. All citations must be resolved before any parking privileges are restored.
2. The revocation period shall commence with the return of the registration permit(s) to the appropriate Traffic and Parking Office.

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

IX. Impounding Vehicles

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

X. Texas Tech Police

- A. Texas Tech Police Officers are duly commissioned peace officers of the State of Texas. Upon request of a police officer of Texas Tech, any person on the campus is required to identify himself with proper identification.
- B. All thefts, accidents, or other offenses that occur on campus should be reported to the Texas Tech Police Department immediately. Accidents should be reported immediately. In accordance with

State law, vehicles involved in an accident should be moved prior to reporting the accident if they are moveable. One-vehicle accidents and inoperable vehicles must also be promptly reported. Keys or valuables should not be left in a motor vehicle. ALWAYS KEEP YOUR VEHICLE LOCKED.

- C. Texas Tech is concerned about the protection of persons and property and places a high priority on striving to maintain a safe environment for students, faculty, staff, and visitors. The University cannot, however, guarantee the absolute safety of any one individual. Personal safety must begin with individual responsibility. With that thought in mind, a Personal Safety brochure has been prepared which contains personal safety recommendations, crime statistics, safety services and programs, as well as a list of telephone numbers to contact for help. All visitors and members of the campus community are encouraged to make themselves familiar with this information. The Personal Safety brochure is available at various locations on campus including the Personnel Office, the Texas Tech Police Department, the Center for Campus Life, and the residence halls.
- D. Chapter 46, Section 46.03, Texas Penal Code, provides that a person commits a felony offense if the person carries a firearm, illegal knife, club, or other prohibited weapon listed in Section 46.05(a) on the physical premises of an educational institution.

XI. Types of Motor Vehicle Registration Permits

- A. Reserved parking spaces are assigned to full-time faculty and staff and part-time faculty and staff not enrolled as students as space is available. Any space remaining after the needs of the faculty and staff are met will be available for assignment to part-time instructors, graduate teaching assistants, and graduate research assistants who hold contracts for one-half time or more. Such assignments may be revoked as necessary to accommodate regular faculty and staff requirements.
 - 1. Non-transferable permits will be issued for reserved spaces. The permit will contain the lot and space number assigned to the registrant. The space is reserved from 6:30 a.m. to 5:30 p.m., Monday through Friday, year-round, excluding holidays.
- B. Reserved Area parking spaces are available to qualified faculty and staff in certain designated parking lots. Non-transferable permits will be issued for all area reserved lots. Area reserved permit holders should overflow to other designated area reserve parking lots if all available area reserved spaces in the lot are occupied.
- C. Reserved Area parking spaces may be purchased by part-time employees (less than 20 hours a week) at half the specified cost. An approved PAF form must accompany the vehicle registration form. At the Lubbock campus, part-time employees must complete their vehicle registration online at www.fiscal.ttuhs.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, Lubbock, and Odessa campuses.) At the Lubbock campus, vehicle registration must be completed online at www.fiscal.ttuhs.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 locations (Abilene, Amarillo, Lubbock, Odessa and TTUHSC El Paso).
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.ttuhs.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 or TTUHSC El Paso 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, and Odessa/Midland 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 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

2015- 2016-2017 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	\$582.00	\$528.50	\$164.40	\$145.70	\$42.00
Oct. 31	533.50	480.00	150.70	132.00	38.50	30.00
Nov. 30	485.00	431.50	137.00	118.30	35.00	26.50
Dec. 31	436.50	383.00	123.30	104.60	31.50	23.00
Jan. 31	388.00	334.50	109.60	90.90	28.00	19.50
Feb. 28	339.50	286.00	95.90	77.20	24.50	16.00
Mar. 31	291.00	237.50	82.20	63.50	21.00	12.50
Apr. 30	242.50	189.00	68.50	49.80	17.50	9.00
May. 31	194.00	140.50	54.80	36.10	14.00	5.50
Jun. 30	145.50	92.00	41.10	22.40	10.50	2.00
Jul. 31	97.00	43.50	27.40	8.70	7.00	0.00
Aug. 31	48.50	0.00	13.70	0.00	3.50	0.00

2015- 2016-2017 Rates Through	Commuter		Commuter		Extended Commuter	
	12 months		9 months		14 months	
	Cost	Refund	Cost	Refund	Cost	Refund
	Jul. 31					\$125.30
Aug. 31					116.35	102.40
Sep. 30	\$107.40	\$93.45	\$80.55	\$66.60	107.40	93.45
Oct. 31	98.45	84.50	71.60	57.65	98.45	84.50
Nov. 30	89.50	75.55	62.65	48.70	89.50	75.55
Dec. 31	80.55	66.60	53.70	39.75	80.55	66.60
Jan. 31	71.60	57.65	44.75	30.80	71.60	57.65
Feb. 28	62.65	48.70	35.80	21.85	62.65	48.70
Mar. 31	53.70	39.75	26.85	12.90	53.70	39.75
Apr. 30	44.75	30.80	17.90	3.95	44.75	30.80
May. 31	35.80	21.85	8.95	0.00	35.80	21.85
Jun. 30	26.85	12.90			26.85	12.90
Jul. 31	17.90	3.95			17.90	3.95
Aug. 31	8.95	0.00			8.95	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 – 1 st Replacement	\$5.00
Transferable permit – 2 nd Replacement	\$10.00
Temporary Permits (Non-Refundable)	
Commuter Area Parking per Week	\$2.00
Faculty/Staff Area Parking per Week	\$3.00
Reserved Space per Week	\$6.00

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
TRAFFIC AND PARKING REGULATIONS
2016 - 2017

I. Introduction

These regulations are established by Texas Tech University Health Sciences Center El Paso (TTUHSC EP) 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 TTUHSC EP 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 Texas Tech University Health Sciences Center El Paso 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 Texas Tech University Health Sciences Center El Paso campuses, herein called "TTUHSC EP".
 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 TTUHSC EP 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. TTUHSC EP 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 TTUHSC EP 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 TTUHSC EP traffic rules, policies, and penalties associated with monetary obligations owing TTUHSC EP.
- 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 TTUHSC EP 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 TTUHSC EP (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 TTUHSC EP property.
- M. The Chief of the Texas Tech Police Department, and the Managing Director for Contracting Services (responsible for managing the parking function on that campus 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 TTUHSC EP 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 TTUHSC EP 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.
- 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. TTUHSC EP 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 TTUHSC EP.
 - 4. Permits remain the property of TTUHSC EP and may be recalled at any time.

5. All outdated TTUHSC EP 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 TTUHSC EP 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 TTUHSC EP, an employee's parking privileges are revoked. If the registration permit(s) is returned to the appropriate Parking Services Office, the refund in effect at the time it is returned will be issued.
- VII. Parking Enforcement, Parking Violations, and Sanctions

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

<u>Violation</u>	<u>Fine</u>
**1. Parking in non-designated areas.	\$25.00
2. Permit not properly installed.	10.00
**3. Parking in a fire lane.	50.00
4. Failure to remove expired permit(s).	20.00
**5. Parking in a no parking or tow away zone.	25.00
**6. Parking in service vehicle spaces, service drives, or access drives.	20.00
**7. Unauthorized parking in reserved parking spaces.	25.00
**8. Obstructing traffic, street, sidewalk, crosswalk, driveway, trash container, building entrance or exit.	25.00
**9. Parking overtime in a time limit zone.	20.00
**10. Parking a bicycle in violation of these regulations.	10.00
11. Parking a motor vehicle beyond the lines of a parking space.	20.00
**12. Parking in reserved zones without proper permit.	25.00
13. Parking on wrong side of street facing oncoming traffic.	20.00
**14. Parking without a valid permit.	25.00
**15. Parking a motor vehicle upon any unmarked (including turf) or unimproved ground which has not been designated for parking.	75.00

**16.	Parking in a space or area designated for persons with disabilities without the proper insignia.	200.00
**17.	Blocking an access ramp or curb cut designed to aid persons with disabilities.	200.00
**18.	Display or use of a lost, stolen, forged, revoked, or altered permit. Such violation may result in the responsible party/parties being referred to the appropriate office for disciplinary action which may include loss of parking privileges for the remainder of the academic year.	Up to 200.00
**19.	Other parking violations as defined on the face of the citation.	20.00
20.	Failure to display transferable permit.	10.00
21.	Failure to pay at Pay Station.	20.00

****Impoundable Offenses**

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

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

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

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

VIII. Resolving Citations

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

- A. Pay the stated fee for each citation. If payment is not received within ten (10) calendar days, an additional \$5.00 charge will be assessed. Citation payment information for the TTUHSC EP campus can be found in the Parking Services Office website at <http://el Paso.ttuhs c.edu/parking/default.aspx>.
- 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 EP campus. Appeal information is available in the Parking Services Office website at <http://el Paso.ttuhs c.edu/parking/default.aspx>.
- 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 President. 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 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 TTUHSC EP, 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 EP Parking Services Office that are found parking in violation of the rules and regulations on TTUHSC EP or University Medical Center 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 TTUHSC EP parking dispatcher for release. Prior to the release of the impounded vehicle, satisfactory arrangements for payment shall be made.
 - 1. The impoundment fee for towed vehicles will be a \$15 administrative fee plus the amount charged by the towing company. This amount may vary depending on the vehicle impounded and the current wrecker service contract. Current impoundment charges can be found at the TTU University Parking Services Office or website.
 - 2. The impoundment fee for booted vehicles will be \$40.
 - 3. Vehicles impounded will be charged storage at the rate of \$6.00 per day, including tax, commencing 72 hours after impoundment.
 - 4. The maximum storage fee to be charged is \$130.00 per month, including tax.
- D. If the owner or driver of a motor vehicle to be impounded arrives before impoundment has begun, the vehicle will not be impounded. If the owner or driver arrives after impoundment has begun, the vehicle will not be impounded if the driver opts to pay the tow truck driver the impoundment fee (see Section IX.C.1) less the \$15 administrative fee (payable in a manner acceptable to the towing company) in lieu of impoundment.
- E. If a motor vehicle or bicycle is parked on TTUHSC EP property and is not moved for a period of 30 days, TTUHSC EP 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 TTUHSC EP property will be subject to impoundment if any of the following apply:
 - 1. It does not have attached to it an unexpired license plate and a valid vehicle inspection certificate as required by the State in which it is registered.
 - 2. It is inoperable and has remained inoperable for more than 14 (fourteen) consecutive days.

X. Texas Tech Police

- A. Texas Tech Police Officers are duly commissioned peace officers of the State of Texas. Upon request of a police officer of Texas Tech, any person on the campus is required to identify himself with proper identification.
- B. All thefts, accidents, or other offenses that occur on campus should be reported to the Texas Tech Police Department immediately. Accidents should be reported immediately. In accordance with State law, vehicles involved in an accident should be moved prior to reporting the accident if they are moveable. One-vehicle accidents and inoperable vehicles must also be promptly reported. Keys or valuables should not be left in a motor vehicle. **ALWAYS KEEP YOUR VEHICLE LOCKED.**
- C. TTUHSC EP 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 and the Texas Tech Police Department.

- 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 El Paso campus, part-time employees must complete their vehicle registration online at <http://el Paso.ttuhs.c.edu/parking/default.aspx> and contact the Parking Office for a reduced rate.
- 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 El Paso Parking Services Office]), cash, personal check, or payroll deduction. Vehicle registration must be completed online at <http://el Paso.ttuhs.c.edu/parking/default.aspx>.
- 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. TTUHSC EP commuter permits will be allowed in commuter lots around the periphery of the TTUHSC EP campus. TTUHSC EP commuter permits will be honored in designated commuter parking areas at all TTUHSC campuses (Abilene, Amarillo, Lubbock and Odessa).
 - 5. Texas Tech University commuter, park and ride, garage, law school, and residence hall permits will be honored in the TTUHSC EP designated commuter parking lots.
 - 6. At the El Paso campus, students must complete their vehicle registration in the Parking Services Office, ASBII located at 222 North Concepcion, office 1016.
- 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 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 TTUHSC EP 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 EP 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 EP and in the context of circumstances.

4. Blocking of doorways, sidewalks, handicap access, and fire lanes is prohibited.
5. TTUHSC EP 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. Time limited parking
 - d. On-street parking

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 in the Parking Services Office, ASBII, located at 222 North Concepcion, office 1016 or 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 EP property. Vehicles with the contractor logo clearly shown will be permitted to park in the designated contractors' parking lot/area without a TTUHSC EP 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.

Parking Fees and Refunds - Texas Tech University Health Sciences Center at El Paso (no changes from previous year)

2016-2017 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	\$582.00	\$528.50	\$164.40	\$145.70	\$42.00	\$33.50
Oct. 31	533.50	480.00	150.70	132.00	38.50	30.00
Nov. 30	485.00	431.50	137.00	118.30	35.00	26.50
Dec. 31	436.50	383.00	123.30	104.60	31.50	23.00
Jan. 31	388.00	334.50	109.60	90.90	28.00	19.50
Feb. 28	339.50	286.00	95.90	77.20	24.50	16.00
Mar. 31	291.00	237.50	82.20	63.50	21.00	12.50
Apr. 30	242.50	189.00	68.50	49.80	17.50	9.00
May 31	194.00	140.50	54.80	36.10	14.00	5.50
Jun. 30	145.50	92.00	41.10	22.40	10.50	2.00
Jul. 31	97.00	43.50	27.40	8.70	7.00	0.00
Aug. 31	48.50	0.00	13.70	0.00	3.50	0.00

2016-2017 Rates Through	Commuter		Commuter		Extended Commuter	
	12 months		9 months		14 months	
	Cost	Refund	Cost	Refund	Cost	Refund
Jul. 31					\$125.30	\$111.35
Aug. 31					116.35	102.40
Sep. 30	\$107.40	\$93.45	\$80.55	\$66.60	107.4	93.45
Oct. 31	98.45	84.50	71.60	57.65	98.45	84.50
Nov. 30	89.50	75.55	62.65	48.70	89.50	75.55
Dec. 31	80.55	66.60	53.70	39.75	80.55	66.60
Jan. 31	71.60	57.65	44.75	30.80	71.60	57.65
Feb. 28	62.65	48.70	35.80	21.85	62.65	48.70
Mar. 31	53.70	39.75	26.85	12.90	53.70	39.75
Apr. 30	44.75	30.80	17.90	3.95	44.75	30.80
May 31	35.80	21.85	8.95	0.00	35.80	218.85
Jun. 30	26.85	12.90	0.00	0.00	26.85	12.90
Jul. 31	17.90	3.95	0.00	0.00	17.90	3.95
Aug. 31	8.95	0.00	0.00	0.00	8.95	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 – 1 st Replacement	\$5.00
Transferable permit – 2 nd 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 SYSTEM

TouchNet/PayPath

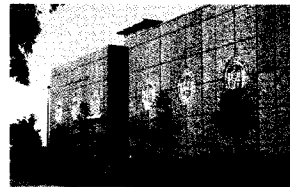
Jim Brunjes

Vice Chancellor and Chief Financial Officer

Noel Sloan

Vice President for Administration & Finance, CFO

May 19, 2016



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TouchNet/PayPath



- TouchNet Bill+Payment is a comprehensive “payment portal” for student accounts currently utilized at all component institutions.
- PayPath Convenience Fee Services provides payers an option to pay by credit card to include an administrative and technology fee for those using the credit card option.
 - All tuition and fees are returned to the institution.
 - Administrative and technology fee is retained by PayPath to cover the cost of merchant fees and special processing.
 - Payers can opt lower-cost payment alternatives, such as ACH or debit card payments, that would not include an administrative and technology fee.

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Convenience Fee



- **PayPath Convenience Fee is 2.75%**
 - Payers opting to pay by credit card would be assessed 2% fee.
 - Component institutions would directly pay .75% fee to cover the service provided to ensure compliance with all credit card association rules and regulations.

- **Timeline**
 - Implementation for TTU, HSC, HSC-EI Paso. ASU has opted to not implement at this time.
 - Contract negotiations and finalization to occur Summer 2016.
 - Systems testing to occur Summer and Fall, 2016.
 - Go-live implementation to occur for Spring, 2017 student billing.

Analysis



	TTU	HSC	HSC-EP
Percentage of tuition bills paid by credit card	56%	31%	32%
Merchant Fees	\$ 2,628,076	\$ 254,864	\$ 33,705

*FY15 data

- Other Texas institutions have a credit card convenience fee in place ranging from 1.9% to 2.75%. Institutions include UT, A&M, UT-Dallas, Texas State, SFA, TWU, Midwestern.

- Other institutions with a credit card convenience fee have seen a reduction in the percentage of tuition bills paid by credit card to as low as 15-20%.
 - This will substantially reduce the component institution merchant fee overhead cost.
 - For example, if TTU's percentage decreases from 56% to 30%, the .75% institutional overhead cost would be approximately \$460,000.



TEXAS TECH UNIVERSITY SYSTEM

Proposed amendments to the *Regents' Rules*

Proposed: 04-28-2016

The proposed amendments to Chapters 07 (Fiscal Management), 03 (Personnel) and 02 (Administration), *Regents' Rules*, herein address the following issues:

STATE CONTRACTING POLICIES:

S.B. 20 ... adopted by the 84th Legislature (2015) and effective September 1, 2015 ... requires state agencies, including public institutions of higher education, to abide by certain requirements when entering into contracts. These new statutory mandates are intended to "enhance reporting requirements and increase transparency and accountability so that there is knowledge about and confidence in the way state government is spending tax dollars."

To comply with these new contracting statutes, amendments to Chapters 07, 03 and 02 were adopted by the Board in October 2015. After further review, additional changes in these three *Regents' Rules* chapters are recommended for selected provisions relating to contracting.

AUDIT PROVISIONS:

The provisions in Chapter 07 that govern audit practices need to be updated to reflect the new mission of internal auditing that was recently adopted by the Institute of Internal Auditors in its International Professional Practices Framework, which also addresses the code of ethics and standards for auditing.

EMERGENCY APPROVAL OF A BUDGET ADJUSTMENT OR A CONTRACT:

Provisions in Chapter 07 allow the Board chair or the chair of the Finance & Administration Committee to approve budget adjustments and contracts when an emergency exists. The changes proposed include:

- conforming the budget adjustment provision to the contract provision so they both use the same "emergency or exigent circumstances" language; and
- for the approval of such budget adjustments and contracts, require that the proposals be submitted to the two chairs by the Chancellor or the Chancellor's designee.

'EARLY START' CLAUSE FOR "OVER \$25,000" CONSULTING CONTRACTS:

A Chapter 07 provision allows the Board chair and the chair of the Finance & Administration Committee to authorize an 'early start' for an "over \$25,000" consulting contract, with such contracts not progressing beyond the 'early start' stage unless approved by the Board. The proposed amendment would require that such 'early start' proposals must be submitted to the two chairs by the Chancellor or the Chancellor's designee.

E.E.O. POLICIES:

The personnel policies in Chapter 03 relating to Equal Employment Opportunity need to be revised to match the updated provisions of Title IX and Title VII of the federal Education Amendments Act of 1972, as well as U.S. Executive Order 11246, regarding the definition of an employee's legally protected status.

OUTSIDE EMPLOYMENT:

A provision in Chapter 03 requires "authorization from the TTU system" for any employee who wishes to be self-employed or have outside employment in addition to their employment with Texas Tech. Because it is unclear as to who the approving entity for this authorization must be (the Board? the Chancellor?), it is proposed that:

- the Chancellor, or the Chancellor's designee, is the approving authority unless
- the outside employment is for the Chancellor or a President, in which case the Board is the entity that grants the authorization.

Chapter 07 -- Fiscal Management

Section 07.02, *Regents' Rules*, is proposed to be amended as follows:

07.02 Audits.

07.02.1 Mission statement. The mission of the Office of Audit Services (OAS) is to [~~assist the board and other units of the TTU system in identifying, avoiding, and mitigating risks~~] enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight.

"**IIA rec.**" = as newly recommended by the Institute of Internal Auditors (IIA) in its International Professional Practices Framework.

07.02.2 Objectives. The OAS shall:

- a. provide independent, objective assurance and consulting services designed to add value and improve the operations of the TTU system; and
- b. assist the TTU system in accomplishing its objectives by [~~bring-~~ing] using a systematic, disciplined, and risk-based approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

IIA rec.

• • •

07.02.6 Scope of work. The comprehensive scope of work of the OAS is to determine if the TTU system's network of risk management, control, and governance processes is functioning in a manner that will enable goals and objectives of the TTU system to be met and to evaluate and improve the effectiveness of the TTU system's risk management, control, and governance processes [~~related to contracts and to perform risk-based testing of contract administration~~]. Specifically, the scope of work shall provide reasonable assurance that such processes are designed and operating in a manner to ensure:

The language being deleted was added in 2015 in response to SB 20. But, since Audit Services already considers contracts and contract administration as part of their annual risk assessments and performs risk-based contract testing as required by SB 20, it does not need to be separately stated here.

IIA rec.

- a. risks are effectively identified and managed;
- b. [~~the system of~~] risk management processes and internal control [is] systems are adequate, effective, and efficient;

IIA rec.

- c. organizational performance management and accountability systems are effective;
- d. the governance process facilitates sound decision making, organizational effectiveness, appropriate communications, and promotion of ethics and values;
- e. financial, managerial, and operating information is accurate, reliable, and timely;
- f. employees' actions are in compliance with policies, standards, procedures, and applicable statutes and regulations;
- g. resources are acquired economically, used efficiently, and adequately protected;
- h. programs, plans, and objectives are achieved; and
- i. systems are designed and implemented with proper control structures.

07.02.7 Accountability and responsibility. The CAE, in the discharge of his or her duties, shall be responsible and accountable to the board through the Audit Committee to:

IIA rec.

- a. develop a flexible annual audit plan using appropriate risk-based methodology and submit the plan to the board through the Audit Committee for review and approval; the CAE shall consider for inclusion in the plan any risks or control concerns identified by management, and consider the scope of work of internal and external [auditors and regulators] assurance and consulting service providers, as appropriate, for the purpose of providing optimal audit coverage to the TTU system at a reasonable overall cost;
- b. oversee the execution of the annual audit plan;
- c. report significant issues related to the risk management, control, and governance processes of the TTU system, including potential improvements to those processes, and provide information concerning the resolution of such issues;

IIA rec.

- d. report annually to the board, the chancellor, the governor, and state agencies, as required by the Act, on the activities of the OAS;
- e. provide information periodically on the status and results of the annual audit plan and the sufficiency of department resources, including OAS personnel, to address identified risks within a reasonable time frame;
- f. coordinate with other control and monitoring functions (including, but not limited to, the Office of the General Counsel, the police departments of the component institutions, the State Auditor's Office, [~~and external auditors~~] other state agencies, and external assurance and consulting providers) to maximize the efficient and effective use of audit resources;
- g. maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of the audit mission and objectives;
- h. establish a quality assurance and improvement program to ensure compliance with professional standards, consistency, and quality in OAS operations;
- i. consider performing advisory services to assist management in meeting its objectives, examples of which may include facilitation, process design, training, and other advisory services;
- j. evaluate significant new or changing services, processes, operations, systems, and control processes coincident with their development, implementation, and/or expansion;
- k. report to the Audit Committee when the CAE has reason to believe that senior management has accepted a level of residual risk that may be unacceptable;
- l. keep the Audit Committee informed of emerging trends and successful practices in internal auditing;
- m. assist in the investigation of suspected fraudulent activities within the TTU system and keep appropriate management, the chancellor, and the board, through the Audit Committee, informed of such investigations; and

Section 07.12, Regents' Rules, is proposed to be amended as follows:

07.12 Contracting policies and procedures.

07.12.1 General.

- a. This policy shall establish the authority for the board and authorized TTU system personnel to approve, sign, and execute contracts committing the TTU system to any approved act.
- b. Written contracts shall be executed whenever a TTU system component enters into a binding agreement with another party which involves any material consideration.
- c. Contracts include, but are not limited to: letter agreements, cooperative agreements, memorandums of understanding, inter-agency contracts, grants, loans, easements, licenses, leases, permits and restrictions on acceptances of gifts and bequests. Other parties include, but are not limited to: federal, state and local agencies, nonprofit organizations, private businesses, corporations, limited liability entities, partnerships and individuals.
- d. Applicability of policy.
 - (1) This policy shall apply to all contracts for the initial periods and for amendments or extensions thereto. For the purpose of determining whether a contract requires the approval of the board, any option(s) to extend or renew a contract shall be counted in the overall term of the contract. For example, a contract for a lease of land for three years that has an option to extend the lease for an additional three years shall be considered to be a lease of land for more than four years.
 - (2) This policy shall also apply to, but not be limited to: cooperative agreements with affiliated and nonaffiliated hospitals and other health care agencies, private corporations, sole proprietorships, federal agencies, private partnerships, limited liability entities and individuals.

General Counsel's office recommended this addition to complete the list of commonly used entities.

SB 20 added this to §51.9337(c)(6), *Texas Education Code*, and it should be included in our *Regents' Rules*.

SB 20 added this to §51.9337(b)(2-3) and (d), *Texas Education Code*, and it should be included in our *Regents' Rules*.

SB 20 added this to §51.9337(b)(5), *Texas Education Code*, and it should be included in our *Regents' Rules*.

- e. Officers and employees of the TTU system are prohibited from acting as an agent for another person in the negotiation of the terms of an agreement relating to the provision of money, services, or property to the TTU system.
- f. The TTU system and its component institutions shall develop a contract management handbook that provides consistent contracting policies and practices and contract review procedures, including risk analysis and a contract review checklist. The provisions in this handbook shall be consistent with state and federal contracting laws, rules, and regulations.
- g. TTU system personnel involved in procurement or contract management shall receive training and continuing education, including ethics training.
- h. In the event a contract executed under other provisions of this policy is subsequently found to be required by law or by this policy to be approved by and/or executed by the board, the contract shall continue to be in full force and effect, but shall be submitted for ratification at the next available board meeting.
- i. [~~f~~] Approval and signature execution of a contract pursuant to the provisions of this policy constitutes approval to establish an operating budget, which shall not exceed the consideration of the contract. The operating budget then shall be considered approved in accordance with the provisions of Section 07.04, *Regents' Rules*, and related implementing procedures.
- j. [~~g~~] Contracts shall not be divided to fall within lower levels of approval.

07.12.2 Prohibited contracts.

SB 20 added this to §2261.252(b)-(c), Texas Government Code, and it needs to be included in our Regents' Rules.

a. Neither the TTU system nor its component institutions may enter into a contract for the purchase of goods or services with a private vendor with whom any of the following employees or officials have a financial interest:

- (1) the chancellor, vice chancellor and general counsel, president of the institution involved in the contract, chief procurement officer or equivalent employee responsible for procuring goods and services for the institution involved in the contract; or
- (2) a family member related to the employees and officials listed above within the second degree of affinity or consanguinity.

b. An employee or official has a financial interest in a private vendor if the employee or official:

- (1) owns or controls, directly or indirectly, an ownership interest of at least one percent in the private vendor, including the right to share in profits, proceeds, or capital gains; or
- (2) could reasonably foresee that a contract with the private vendor could result in a financial benefit to the employee or official.

07.12.3 Board approval.

SB 20 added this to §2261.254(d), *Texas Government Code*, and it needs to be included in our *Regents' Rules*.

See also Sec. 07.12.4 [AS RENUMBERED HEREIN], for existing delegations of authority.

a. Upon recommendation of the chancellor, board approval is required for contracts that involve a stated or implied consideration that totals in excess of \$1,000,000 over the entire term of the contract, unless a different consideration is specified by this policy. This requirement is applicable to both cash and non-cash considerations. The board may delegate the approval and signature authority for such contracts to the chancellor or component president.

b. The board must approve any amendment, extension, or renewal of a contract with a value that exceeds 25% of the value of the original contract approved by the board or that increases the value of the original contract to more than \$1,000,000 unless the authority to exceed the approved amount is expressly delegated by the board or an exception is expressly adopted by the board for that contract.

c. For each contract for the purchase of goods and services with a value exceeding \$5,000,000, the applicable chief procurement officer for the applicable component institution or the TTU system must submit to the board:

- (1) verification that the solicitation and purchasing method and contractor selection process comply with state law and TTU system policies; and
- (2) information on any potential issue that may arise in the solicitation, purchasing, or contractor selection process.

SB 20 added this to §51.9337(f), *Texas Education Code*, and it should be included in our *Regents' Rules*.

SB 20 added this to §2261.255, *Texas Government Code*, and it needs to be included in our *Regents' Rules*.

d. Contracts involving a sale or lease of land and/or improvements thereon, or a commitment of funds or other resources for more than four years.

(1) Upon recommendation of the chancellor, board approval is required for the following contracts or agreements:

(a) contracts that involve:

i. a sale or purchase of land and/or improvements thereon by a TTU system entity, or

ii. a lease of land and/or improvements thereon for more than four years, where a TTU system entity is either the lessor or the lessee;

(b) contracts that involve a commitment of funds or other resources for more than four years.

(2) Contracts that may be terminated without cause with notice of 120 days or less are excepted from the requirements of Section [07.12.2.b(4)] 07.12.3.d(1), *Regents' Rules*.

A conforming change to account for a section that was renumbered.

e. [e.] Employment contracts and agreements.

(1) Employment contracts or agreements include but are not limited to letters of agreement and memoranda of understanding.

A conforming change to account for a section that was renumbered.

(2) Except as provided in Section [07.12.2.e(3)] 07.12.3.e(3) herein, employment agreements that contain one or more of the following provisions must be approved by the board:

(a) employment contracts having a total [compensation] value (including cash and non-cash considerations) over the entire term of the contract of more than \$1,000,000;

(b) employment contracts having a term longer than four (4) years;

(c) employment contracts that allow for settlement or other payments on the termination of the contract to

A conforming change to match wording used throughout SB 20.

exceed an amount equal to the discounted net present cash value of the contract on termination at the U.S. Treasury rate that matches the remaining term of the contract;

- (d) employment contracts allowing for development leave that is inconsistent with Section 04.05, *Regents' Rules*, and/or institutional operating policies; or
 - (e) employment contracts awarding tenure in any way that varies from the applicable operating policies on the award of tenure.
- (3) The following are excepted from the requirements of Section [07.12.2.c(2)] 07.12.3.e(2), *Regents' Rules*, but to the extent any excepted contract has a value exceeding \$1,000,000, the board delegates approval and signature authority for the contract to the president of the applicable component institution or to the chancellor for TTUSA contracts:

(1) A conforming change to account for a section that was renumbered.

(2) SB 20 added this new language to §2261.254(d), *Texas Government Code*, and it needs to be included in our *Regents' Rules*.

- (a) Employment agreements for the chancellor or presidents shall be governed by Sections 02.01.2 and 02.03.1.b(2) of the *Regents' Rules*, respectively.
- (b) Athletic employment agreements.
 - i. Athletic directors and head coaches. Employment contracts and employment contract modifications and extensions for athletic directors and head coaches of intercollegiate athletics programs do not require the approval of the board if: the total [~~compensation~~] value (including cash and non-cash considerations) over the entire term of the contract is \$2,000,000 or less; and the term of the contract does not exceed five (5) years. For athletic directors, such contracts, modifications, and extensions shall receive the final approval of the president, with prior notification to the chancellor. For head coaches, such contracts, modifications, and extensions shall have the recommendation of the athletic director

SB 20 conforming change

and receive the final approval of the president, with prior notification to the chancellor.

- ii. Assistant coaches. Employment contracts and employment contract modifications and extensions for assistant coaches of intercollegiate athletics programs do not require the approval of the board if: the total [compensation] value (including cash and non-cash considerations) over the entire term of the contract is \$1,000,000 or less; and the term of the contract does not exceed three (3) years. Such contracts, modifications, and extensions shall have the recommendation of the athletic director and receive the final approval of the president, with prior notification to the chancellor.

SB 20 conforming change

- (c) Health-related institution faculty employment contracts. [For such contracts, only the portion of the faculty member's salary that is funded by the State of Texas shall be counted in the compensation total.] Further, for such contracts that would require the approval of the board under Section [07.12.2.e(2)] 07.12.3.e(2), when it is not feasible or practical to delay action until the next scheduled regular or special called meeting of the board and upon the recommendation of the chancellor, approval of the contract may be given by the chair or the chair of the Finance and Administration Committee. Contracts approved in this manner shall be reported to the board as an information item at the next board meeting.

Does not comply with the new provisions of SB 20.

A conforming change to account for a section that was renumbered.

- f. [~~e.~~] Upon recommendation of the chancellor, board approval is required for contracts involving the initial placement of vending machines, games, or any other coin operated food, refreshment and amusement devices placed in service in any facility owned, operated, or controlled by the TTU system. The president, or the president's designee, is delegated the authority to determine and approve the location of vending machines, games, or other coin operated food, refreshment and amusement devices placed in all buildings and property under the charge and control of the president's institution.

For emergency approval of a contract, a requirement is added that the proposed contract must be submitted to the two chairs by the Chancellor or the Chancellor's designee, rather than be "recommended" by the Chancellor. (This same change is proposed for the emergency approval of a budget adjustment.)

g. [e.] Unless prohibited by law [~~and upon recommendation of the chancellor~~], when an emergency or exigent circumstances exist and it is not feasible or practical to convene a quorum of the board within the time in which action is needed, approval may be given for a contract proposal submitted by the chancellor, or the chancellor's designee, by verbal approval of the chair or of the chair of the Finance and Administration Committee. Contracts approved in this manner shall be presented to the board as an information item at the next board meeting.

h. [f.] Contracts approved by the board shall be executed as specified in the board order.

07.12.4 [~~07.12.3~~] Board delegation of authority.

Conforming changes to account for a section that was renumbered.

- a. Notwithstanding Section [~~07.12.2.a~~] 07.12.3.a, Regents' Rules, contracts that involve a stated or implied consideration that total in excess of \$1,000,000 over the entire term of the contract but the per annum amount is less than \$1,000,000 shall be approved by the chancellor or president, as appropriate. This requirement is applicable to both cash and non-cash considerations.
- b. Notwithstanding Section [~~07.12.2.a~~] 07.12.3.a, Regents' Rules, the board delegates to the presidents the authority to approve the proposals and execute and sign contracts for sponsored program projects in excess of \$1,000,000 per annum. Sponsored program projects are those grants, contracts, and cooperative agreements from either the public or private sectors that support research, instructional, and service projects. A list of such contracts for sponsored program projects in excess of \$1,000,000 per annum shall be provided to the board as an information item at the next regular board meeting.
- c. The board delegates to the chancellor and the presidents the authority to execute and sign contracts related to [~~minor~~] construction projects for TTUSA and the component institutions, respectively, as [~~defined by Section 08.01.4~~] provided by Chapter 08, Regents' Rules.

In Ch. 08, Board approval is required for **major** construction projects, and the Chancellor and Presidents are delegated the authority to approve **minor** construction projects.

Under the proposed change to §07.12.4.c, the Board will continue to approve contracts for major projects, with the change simply clarifying that the Chancellor/Presidents may execute the contracts for all construction projects that have been approved in accordance with Ch. 08 rules.

d. The board delegates to the chancellor and the presidents the authority to execute and sign any amendment, extension, or renewal of a contract for their respective institution that increases the value of the original contract to more than \$1,000,000. A list of such amendments, extensions, and renewals shall be provided to the board as an information item at the next regular board meeting.

SB 20 added this to §51.9337(f), *Texas Education Code*, and it should be included in our *Regents' Rules*.

e. Contracts that provide for the services of a consultant.

(1) Consulting contracts with an initial consideration in excess of \$25,000:

(a) Upon recommendation of the chancellor, board approval is required prior to the execution of a consulting contract with an initial consideration in excess of \$25,000 and prior to the execution of all modifications that increase the consideration of such a contract.

(b) [~~Upon recommendation of the chancellor, a~~] A consulting contract with an initial consideration in excess of \$25,000 may be executed prior to approval by the board if:

i. the contract includes a provision that limits the total amount to be paid to the consultant to no more than \$25,000 unless and until such time as the board has approved the agreement; and

ii. the chair [~~and~~] or chair of the Finance and Administration Committee authorize a proposal submitted to them by the chancellor, or the chancellor's designee, regarding execution of the agreement in advance of approval by the board.

Allowing an 'early start' authorization to come from either the Board chair **OR** the F&A Committee chair (rather than requiring the approval of both) matches the 'either/or' approval process currently in place for emergency approvals of budget adjustments and contracts.

The second change would require that a proposed 'early start' for an over-\$25,000 consulting agreement must come from the Chancellor when it is submitted to the two chairs for approval. A similar requirement is proposed for emergency approvals of both budget adjustments and contracts.

- (2) Consulting contracts with an initial consideration of \$25,000 or less:
 - (a) Board approval is not required, but notice of the proposed contract must be provided to the chair and the chair of the Finance and Administration Committee prior to execution of the contract.
 - (b) A report of the contract shall be provided as an Information Agenda item at the next board meeting.
 - (c) Approval of the board is required prior to execution for any modification to a consulting contract where the initial consideration was \$25,000 or less and the modification will cause the total consideration to exceed \$25,000.
- (3) For the purposes of Section ~~[07.12.3.d]~~ 07.12.4.e, *Regents' Rules*, a search firm is a service provider and is not deemed to be a consultant.

A conforming change to account for a section that was renumbered.

Current language was too broad to comply with the new provisions of SB 20.

~~[e. This contracting policy does not apply to purchasing documents, which shall be processed in accordance with state law and purchasing regulations. State law delegates certain purchasing authority to the respective purchasing agents at the various state agencies in Texas. The purchasing agents are charged with ensuring that these purchases are processed in accordance with state bidding requirements, sole source purchasing restrictions, and statewide or consortium purchasing contracts for certain commodities.]~~

07.12.5 ~~[07.12.4]~~ Chancellor's approval.

- a. Approval of the chancellor is required for TTUSA contracts that involve a stated or implied consideration of \$1,000,000 or less per annum. This requirement is applicable to both cash and non-cash considerations. Such TTUSA contracts may be signed by the chancellor or the chancellor's designee. Provisions in the *Regents' Rules* regarding employment contracts shall govern the approval of those employment contracts.

Revisions made for consistency with similar provisions for presidents.

Revisions made for consistency with similar provisions for presidents.

- b. ~~[TTUSA contracts may be signed by the chancellor or the chancellor's designee.]~~ Approval of the chancellor is required for all TTUSA contract renewals, extensions or amendments. A list of those renewed, extended or amended contracts in excess of \$1,000,000 per annum, including the amount of the contract, shall be provided to the board as an information item at the next regular board meeting.

07.12.6 ~~[07.12.5]~~ President's approval.

- a. Approval of the president is required for all component institution contracts that involve a stated or implied consideration of \$1,000,000 or less per annum. This requirement is applicable to both cash and non-cash considerations. Such component institution contracts may be signed by the president or the president's designee. Provisions in the *Regents' Rules* regarding employment contracts shall govern the approval of those employment contracts.
- b. Approval of the president is required for all component institution contract renewals, extensions or amendments. A list of those ~~[renewal]~~ renewed, extended or amended contracts in excess of \$1,000,000 per annum, including the amount of the contract, shall be provided to the board as an information item at the next regular board meeting.
- ~~[c. Component institution contracts may be signed by the president or by the president's designee.]~~

Due to the extensive conforming changes resulting from the renumbering of sections, only the new section numbers are shown in this table.

07.12.7 [07.12.6] Required approvals summary.

Contract Terms	Regents' Rules Section Citation	Approval Required
Contracts in excess of \$1,000,000 over the entire term of the contract	<u>07.12.3.a</u>	Board
Contracts in excess of \$1,000,000 total but less than \$1,000,000 per annum	<u>07.12.4.a</u>	Chancellor or President, as appropriate
Contracts for real property: sale or purchase; and lease for more than 4 years (<i>unless the contract can be terminated without cause with notice of 120 days or less</i>)	<u>07.12.3.d(1)(a)</u>	Board
Contracts in excess of four years (<i>unless the contract can be terminated without cause with notice of 120 days or less</i>)	<u>07.12.3.d(1)(b)</u>	Board
<u>Renewals, extensions or amendments</u>	<u>07.12.3.b</u>	<u>Board</u>
	<u>07.12.4.d; and 07.12.5.b or 07.12.6.b</u>	<u>Chancellor or President</u>
Contracts for minor construction projects	<u>07.12.4.c</u>	Chancellor (<i>for TTUSA projects</i>) or President (<i>for institutional projects</i>)
Consulting contracts in excess of \$25,000, and all modifications that increase such contracts	<u>07.12.4.e(1)</u>	Board
Consulting contracts of \$25,000 or less	<u>07.12.4.e(2)</u>	Chancellor or President, as appropriate – <i>with prior notice to chairs of Board and F&A Cmte</i>
Contracts with search firms (<i>so long as contract amount does not exceed \$1.0 million per year</i>)	<i>due to 07.12.4.e(3) and 07.12.4.a: 07.12.5 or 07.12.6</i>	Chancellor (<i>for TTUSA searches</i>) or President (<i>for institutional searches</i>)
Initial contracts for vending machines	<u>07.12.3.f</u>	Board
Location of vending machines	<u>07.12.3.f</u>	President
TTUSA contracts of \$1,000,000 or less per year	<u>07.12.4.a and 07.12.5</u>	Chancellor
Component institution contracts of \$1,000,000 or less per year; amendment or renewal of such component institution contracts	<u>07.12.4.a and 07.12.6</u>	President
Sponsored program project contracts	<u>07.12.4.b</u>	President
Employment contracts	[see Appendix A]	-- varies --

APPENDIX A – summary of employment agreement approvals (per Sec. [07.12.2.e] 07.12.3.e, Regents' Rules)

BOARD APPROVAL REQUIRED	BOARD APPROVAL NOT REQUIRED
<p>If any of the following provisions apply, the agreement must be approved by the Board:</p> <ul style="list-style-type: none"> • Total compensation over the entire term of the contract exceeds \$1.0 million. • Term is longer than 4 years. • Termination payment exceeds an amount equal to the discounted net present cash value of the contract upon termination at the U.S. Treasury rate that matches the remaining term of the contract. • Contract allows for development leave inconsistent with <i>Regents' Rules</i> or institutional operating policies. • Contract awards tenure in any way other than as provided in Board-approved operating policies. 	<p><i>per Section 07.12.3 ...</i> →</p> <ul style="list-style-type: none"> ← e(2)(a) → ← e(2)(b) → ← e(2)(c) → ← e(2)(d) → ← e(2)(e) → <p>All of the following provisions must apply for the agreement to be exempt from Board approval:</p> <ul style="list-style-type: none"> • Total compensation over the entire term of the contract is \$1.0 million or less. • Term is 4 years or less. • Termination payment does <u>not</u> exceed an amount equal to the discounted net present cash value of the contract upon termination at the U.S. Treasury rate that matches the remaining term of the contract. • Contract does <u>not</u> allow development leave inconsistent with <i>Regents' Rules</i> or institutional operating policies. • Contract does <u>not</u> award tenure in any way other than as provided in Board-approved operating policies.
<p>Chancellor or President contract. [see Sections 02.01.2 and 02.03.1.b(2), respectively]</p> <p>Athletic director or head coach contract if:</p> <ul style="list-style-type: none"> • total compensation over the entire term of the contract exceeds \$2.0 million; OR • term exceeds 5 years. <p>Assistant coach contract if:</p> <ul style="list-style-type: none"> • total compensation over the entire term of the contract exceeds \$1.0 million; OR • term exceeds 3 years. <p>Health-related institution faculty contract if: any of the general thresholds shown above are exceeded ... but [only state-funded compensation is counted, and] a process for quick approval is provided when needed.</p>	<p>— — — —</p> <p>Athletic director or head coach contract if: • total compensation over entire term of the contract is \$2.0 million or less; AND ... • term is 5 years or less. [President approves, and Chancellor gets prior notice.]</p> <p>Assistant coach contract if: • total compensation over the entire term of the contract is \$1.0 million or less; AND ... • term is 3 years or less. [President approves, and Chancellor gets prior notice.]</p> <p>Health-related institution faculty contract if: none of the general thresholds provided in Sec. 07.12.3.e(2) are exceeded.</p>

Chapter 03 -- Personnel

Section 03.01, *Regents' Rules*, is proposed to be amended as follows:

03.01 Ethics policy. It is important that the people of Texas have complete confidence in the integrity of public servants. This need is especially critical in the area of state-supported higher education. The responsibility for educating and training the future leaders of the state and nation carries with it the duty to adhere to the highest ethical standards and principles. The principles and guidelines contained in this policy shall apply to all officers and employees regardless of rank or position to ensure that the primary responsibility of the TTU system officers and employees is to accomplish the duties and responsibilities assigned to their position. Each component institution's operating manuals should be referenced for further information and/or greater specifics not in conflict with the *Regents' Rules*.

SB 20 added this to §51.9337(c)(2), *Texas Education Code*, and it should be included in our *Regents' Rules*.

03.01.1 Conduct. Officers and employees shall not:

- a. accept or solicit any gift, favor, or service that might reasonably tend to influence officers or employees in the discharge of official duties or that officers or employees know, or should know, is being offered with the intent to influence the officers' or employees' official conduct;
- b. accept other employment or engage in a business or professional activity that officers or employees might reasonably expect would require or induce them to disclose confidential information acquired by reason of the official position;
- c. accept other appointments or any employment or compensation that could reasonably be expected to impair officers' or employees' independent judgment in the performance of official duties;

SB 20 added this to §51.9337(c)(3), *Texas Education Code*, and it should be included in our *Regents' Rules*.

- d. make personal investments or engage in other activities, including having a direct or indirect financial or other interest, engaging in a business transaction or professional activity, or incurring any obligation that could reasonably be expected to create a substantial conflict [between] with the proper discharge of the officers' or employees' [private interest and] duties related to the public interest; [or]
- e. intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised their official powers or performed official duties in favor of another; or
- f. act as an agent for another person or entity in the negotiation of the terms of an agreement relating to the provision of money, services, or property to the TTU system.

SB 20 added this to §51.9337(c)(6), *Texas Education Code*, and it should be included in our *Regents' Rules*.

03.01.2 Ethical behavior. Officers and employees shall:

SB 20 added this to §51.9337(c)(1), *Texas Education Code*, and it should be included in our *Regents' Rules*.

- a. obey all federal, state, and local laws or be subject to disciplinary action for a violation of those laws;
- b. put forth honest effort in the performance of their duties;
- c. [~~b.~~] not make unauthorized commitments or promises of any kind purporting to bind the TTU system or any of its components;
- d. [~~e.~~] not use their public offices for private gain;
- e. [~~d.~~] act impartially and not give preferential treatment to any private or public organization or individual;
- f. [~~e.~~] protect and conserve public property, including all institutional resources, and shall not use it for anything other than authorized activities;

g. [~~f.~~] promptly disclose waste, fraud, abuse, and corruption to appropriate authorities;

h. [~~g.~~] adhere to all laws, regulations, and policies that provide equal opportunity for all persons regardless of [~~race, color, religion, sex, national origin, age, physical or mental disability, Vietnam-era or special disabled veteran status~~] sex, sexual orientation, gender identity, race, national origin, religion, age, disability, status as a covered veteran, genetic information, or other legally protected categories, classes, or characteristics;
[and]

Conforms to Equal Employment Opportunity provisions in Title IX, Title VII, and U.S. Executive Order 11246.

i. [~~h.~~] endeavor to avoid any actions that would create the appearance that they are violating the law or the ethical standards of the TTU system;

j. if involved in procurement or contract management for the TTU system, disclose to the TTU system in the manner prescribed by the applicable contract management handbook or institutional operating policy any potential conflict of interest that is known by the employee or official with respect to any contract with a private vendor or bid for the purchase of goods or services from the private vendor by the TTU system; and

SB 20 added this to §2261.252(a), *Texas Government Code*, and it should be included in our *Regents' Rules*.

k. participate in regular training concerning ethics policies of the TTU system.

SB 20 added this to §51.9337(c)(8), *Texas Education Code*, and it should be included in our *Regents' Rules*.

• • •

03.01.5 Conflict of commitment. A conflict of commitment refers to a situation where a TTU system employee engages in external activities, including service on an outside entity's board, either compensated or uncompensated, that interfere with the employee's obligation and responsibilities to the TTU system. Employees shall evaluate and arrange their external interests and activities in order to avoid conflicts of commitment that would compromise their ability to carry out their obligations to the TTU system.

SB 20 added this to §51.9337(c)(5), *Texas Education Code*, and it should be included in our *Regents' Rules*.

See also existing Section 03.07, *Regents' Rules*, for provisions that govern service on outside boards by TTU system employees.

- a. Primary responsibility of employees. The primary responsibility of a TTU system employee is the full and complete execution of all assigned duties, the fulfillment of those professional obligations not ordinarily reduced to written assignment, and the maintenance of current professional skills.
- b. Outside employment. Outside employment is self-employment or any compensated service or employment by an entity or individual, other than the TTU system, of a TTU system employee.
 - (1) Outside employment must be compatible with the interests of the TTU system and of such a nature that it will not detract from the effectiveness and performance of the employee.
 - (2) Clinical faculty. Full-time clinical faculty at TTUHSC and TTUHSC El Paso who are involved in outside employment must do so under the provisions of the respective school's medical practice income plan.
 - (3) Institutional operating policies shall provide a procedure by which a TTU system employee must disclose the outside employment and obtain authorization from the [TTU system] chancellor, or the chancellor's designee, for such outside employment.
 - (4) If the outside employment is for the chancellor or a president, authorization from the board is required.

The General Counsel and the Board Secretary identified a clarification that's needed regarding the position or entity charged with granting approvals for outside employment.

- c. External activities. External activities shall not detract from primary responsibilities and shall not require such extensive absence so as to cause an employee to neglect the employee's obligations to the TTU system.

• • •

03.01.8 Discriminatory conduct prohibited.

- a. The TTU system shall not tolerate discrimination or harassment of employees and applicants based on or related to sex, sexual orientation, gender identity, race, national origin, religion, age, disability, status as a covered veteran, genetic information, or other legally protected categories, classes, or characteristics. [~~While sexual orientation is not a legally protected category under state or federal law, it is the policy of the TTU system to not discriminate in employment decisions on the basis of sexual orientation.~~] Employment actions (including but not limited to hiring, promotion, demotion, transfer, rate of pay or other forms of compensation, selection for training, and termination) shall not be made based on an employee's legally protected status.
- b. All officers and employees shall comply with statutory requirements in connection with their employment and employment decisions. Officers and employees shall maintain a workplace environment that is free of discriminatory harassment and intimidation.

• • •

Conforms to Equal Employment Opportunity provisions in Title IX, Title VII, and U.S. Executive Order 11246.

Chapter 02 -- Administration

Section 02.04, *Regents' Rules*, is proposed to be amended as follows:

02.04 Component institution presidents

• • •

02.04.2 Presidents' authority. Within the policies and regulations of the board – which provide that the component institution president reports to and is responsible to the chancellor, with the component institution president having access to the board and the board having access to the component institution president – the president has general authority and responsibility for the administration of the component institution. Specifically, the president is expected, with the appropriate participation of the staff, to:

• • •

- n. develop and implement plans and policies to ensure that the component institution remains in compliance with any accreditation requirements appropriate to the institution or its programs, including, for the health components and those academic components with student health services, the accreditation of hospitals, clinics, and patient-care facilities;
- o. develop and implement programs and policies that promote ethical behavior and ensure compliance with all applicable policies, laws, and rules governing public higher education in Texas, including research and health care to the extent applicable; ~~and~~
- p. develop and implement a contract management handbook that provides consistent contracting policies and practices, contract review procedures, a risk analysis procedure, and a contract review checklist approved by general counsel describing contract execution processes; and
- q. carry out all other duties and responsibilities assigned to the president by the board or the chancellor.

SB 20 added this to §51.9337(b)(3) and (d), *Texas Education Code*, and it should be included in our *Regents' Rules*.

Miscellaneous Conforming Changes

Due to the renumbering of sections in Chapter 07 per the amendments proposed herein, various non-substantive, conforming changes are needed for *Regents' Rules* provisions that cite those renumbered sections.

Conforming changes in Chapter 02:

- (1) In Section 02.03.2.c: “[~~07.12.2.e~~] 07.12.3.e”
- (2) In Section 02.03.3.b ... in two places: “[~~07.12.2.e~~] 07.12.3.e”

Conforming changes in Chapter 07:

- (1) In Section 07.04.4.d: “[~~07.12.1~~] 07.12.2”



TEXAS TECH UNIVERSITY SYSTEM

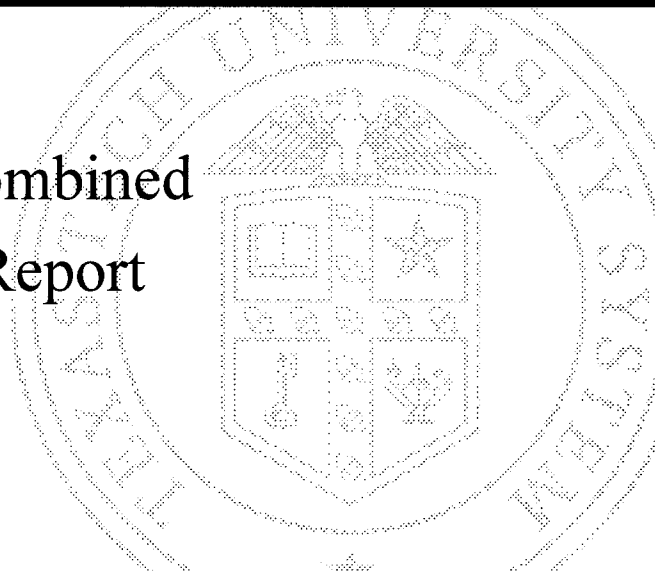
Review of the Unaudited

FY 2015 TTUS Combined Annual Financial Report

Jim Brunjes, *Vice Chancellor and CFO*

Kim Turner, *Chief Audit Officer*

May 19, 2016

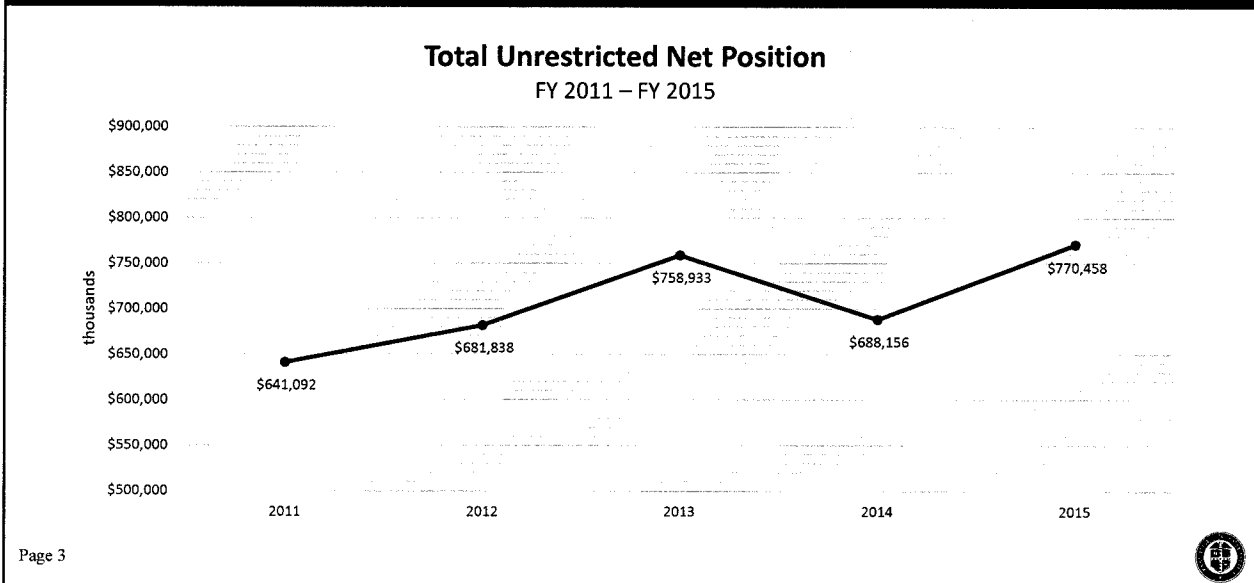


Combined Statement of Net Position

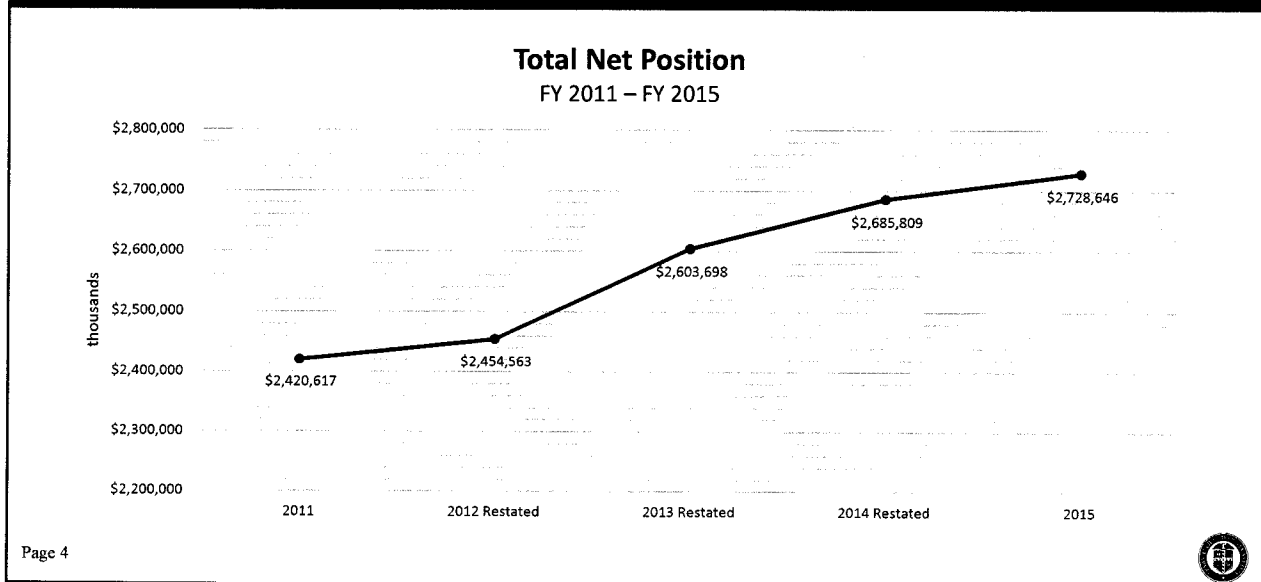
	as of August 31 (in thousands)					Fluctuation Analysis			
	2015	2014	2013	2012	2011	1 yr \$ chg	1 yr % chg	5 yr \$ chg	5 yr % chg
Assets:									
Current Assets	\$ 646,279	\$ 686,050	\$ 770,743	\$ 771,009	\$ 727,951	\$ (39,771)	-6%	\$ (81,672)	-11%
Capital Assets, Net	1,467,174	1,456,811	1,402,227	1,413,353	1,357,096	\$ 10,363	1%	\$ 110,078	8%
Other Assets	1,853,990	1,732,347	1,377,298	1,216,368	1,247,514	\$ 121,643	7%	\$ 606,476	49%
Total Assets	\$ 3,967,443	\$ 3,875,208	\$ 3,550,268	\$ 3,400,730	\$ 3,332,561	\$ 92,235	2%	\$ 634,882	19%
Deferred Outflows:	\$ 28,439	\$ 15,376	n/a	n/a	n/a	\$ 13,063	85%	\$ 28,439	n/a
Liabilities:									
Current Liabilities	\$ 426,747	\$ 499,902	\$ 409,312	\$ 375,911	\$ 432,643	\$ (73,155)	-15%	\$ (5,896)	-1%
Non-Current Liabilities	790,961	704,872	537,257	570,256	479,301	\$ 86,089	12%	\$ 311,660	65%
Total Liabilities	\$ 1,217,708	\$ 1,204,774	\$ 946,569	\$ 946,167	\$ 911,944	\$ 12,934	1%	\$ 305,764	34%
Deferred Inflows:	\$ 49,527	\$ -	n/a	n/a	n/a	\$ 49,527	n/a	\$ 49,527	n/a
Net Position:									
Invested in Capital Assets, Net of Related Debt	\$ 850,610	\$ 876,825	\$ 853,461	\$ 862,710	\$ 842,500	\$ (26,215)	-3%	\$ 8,110	1%
Restricted:									
Nonexpendable	649,580	627,514	581,048	540,938	607,566	\$ 22,066	4%	\$ 42,014	7%
Expendable	457,998	493,314	410,257	369,077	329,459	\$ (35,316)	-7%	\$ 128,539	39%
Unrestricted	770,458	688,156	756,933	681,838	641,092	\$ 82,302	12%	\$ 129,366	20%
Total Net Position	\$ 2,728,646	\$ 2,685,809	\$ 2,603,698	\$ 2,454,563	\$ 2,420,617	\$ 42,837	2%	\$ 308,029	13%
Total Liabilities, Deferred Inflows, and Net Position	\$ 3,995,881	\$ 3,890,583	\$ 3,550,267	\$ 3,400,730	\$ 3,332,561	\$ 105,298	3%	\$ 663,320	20%



Combined Statement of Net Position - Total Unrestricted Net Position



Combined Statement of Net Position - Total Net Position



Combined Statement of Revenues, Expenses, & Changes In Net Position - Total Operating Revenues

	for the years ended August 31 (in thousands)					Fluctuation Analysis			
	2015	2014	2013	2012	2011	1 yr \$ chg	1 yr % chg	5 yr \$ chg	5 yr % chg
Operating Revenues									
Tuition and Fees	\$ 15,583	\$ 14,561	\$ 14,842	\$ 7,684	\$ 7,294	\$ 1,022	7%	\$ 8,289	114%
Tuition and Fees: Pledged	468,870	430,453	418,438	416,376	376,249	\$ 38,416	9%	\$ 92,621	25%
Less Discounts and Allowances	(388,795)	(96,679)	(85,341)	(87,314)	(72,886)	\$ (7,125)	-7%	\$ (30,929)	-42%
Professional Fees	253,869	243,532	229,673	221,496	238,310	\$ 10,337	4%	\$ 15,559	7%
Professional Fees: Pledged	793	1,023	1,084	1,384	-	\$ (230)	-22%	\$ 793	n/a
Sales and Services of Auxiliary Enterprises: Pledged	159,940	144,636	134,543	127,435	112,352	\$ 15,304	11%	\$ 47,588	42%
Other Sales and Services	9,006	5,621	5,548	3,413	3,225	\$ 3,385	60%	\$ 5,781	179%
Other Sales and Services: Pledged	12,419	12,028	12,126	10,385	10,528	\$ 391	3%	\$ 1,891	18%
Federal Grants and Contracts	59,801	61,333	55,730	55,227	60,287	\$ (1,532)	-2%	\$ (486)	-1%
Federal Grants and Contracts: Pledged	4,605	4,984	4,938	4,621	4,387	\$ (379)	-8%	\$ 218	5%
Federal Grant Pass-Through	5,445	4,989	5,171	5,409	8,080	\$ 457	9%	\$ (2,635)	-33%
State Grants and Contracts	3,029	4,310	2,406	6,971	9,238	\$ (1,281)	-30%	\$ (6,209)	-67%
State Grants and Contracts: Pledged	377	392	441	558	265	\$ (15)	-4%	\$ 112	42%
State Grant Pass-Through	36,800	44,443	36,298	29,868	39,430	\$ (7,643)	-17%	\$ (2,630)	-7%
Local Government Grants and Contracts	43,029	33,731	45,150	51,599	50,640	\$ 9,298	28%	\$ (7,611)	-15%
Local Government Grants and Contracts: Pledged	1,171	1,244	1,233	1,168	1,178	\$ (73)	-6%	\$ (7)	-1%
Nongovernmental Grants and Contracts	143,885	143,927	121,527	102,736	90,996	\$ (42)	n/a	\$ 52,889	58%
Nongovernmental Grants and Contracts: Pledged	2,333	2,537	2,615	2,173	2,223	\$ (203)	-8%	\$ 110	5%
Other Revenue	28,247	26,822	17,634	-	-	\$ 1,425	5%	\$ 28,247	n/a
Total Operating Revenues	\$ 1,145,409	\$ 1,083,896	\$ 1,024,058	\$ 961,189	\$ 941,817	\$ 61,513	6%	\$ 203,592	22%



Combined Statement of Revenues, Expenses, & Changes In Net Position - Total Operating Expenses

	for the years ended August 31 (in thousands)					Fluctuation Analysis			
	2015	2014	2013	2012	2011	1 yr \$ chg	1 yr % chg	5 yr \$ chg	5 yr % chg
Operating Expenses									
Cost of Goods Sold	\$ 15,151	\$ 13,860	\$ 13,368	\$ 11,783	\$ 11,031	\$ 1,292	9%	\$ 4,120	37%
Salaries and Wages	840,625	802,350	752,005	714,429	704,582	\$ 38,275	5%	\$ 136,043	19%
Payroll Related Costs	207,720	194,159	176,780	164,254	164,883	\$ 13,560	7%	\$ 42,836	26%
Professional Fees and Services	64,588	64,091	63,000	58,923	70,643	\$ 497	1%	\$ (6,054)	-9%
Travel	31,396	31,104	27,902	23,953	21,509	\$ 292	1%	\$ 9,887	46%
Materials and Supplies	75,680	71,871	67,367	68,019	67,648	\$ 3,809	5%	\$ 8,033	12%
Communications and Utilities	51,394	49,670	48,548	46,806	47,665	\$ 1,724	3%	\$ 3,729	8%
Repairs and Maintenance	38,556	37,706	37,639	33,957	34,391	\$ 850	2%	\$ 4,165	12%
Rentals and Leases	14,558	13,076	13,718	14,315	13,229	\$ 1,482	11%	\$ 1,329	10%
Printing and Reproduction	4,861	4,949	5,097	5,054	5,406	\$ (88)	-2%	\$ (545)	-10%
Federal Grant Pass Through Expense	1,002	1,503	1,576	1,229	4,060	\$ (501)	-33%	\$ (3,058)	-75%
State Grant Pass Through Expense	246	473	520	514	117	\$ (227)	-48%	\$ 129	110%
Depreciation and Amortization	128,752	125,722	121,511	113,594	100,322	\$ 3,030	2%	\$ 28,430	28%
Bad Debt Expense	1,705	262	724	1,169	686	\$ 1,443	551%	\$ 1,019	149%
Interest	12	23	11	14	16	\$ (10)	-46%	\$ (3)	-21%
Scholarships	69,515	65,817	65,019	74,215	60,896	\$ 3,698	6%	\$ 8,619	14%
Claims and Judgements	1,383	2,155	754	1,113	2,027	\$ (772)	-36%	\$ (644)	-32%
Other Operating Expenses	120,302	107,285	103,125	77,443	86,728	\$ 13,016	12%	\$ 33,574	39%
Total Operating Expenses	\$ 1,667,447	\$ 1,586,075	\$ 1,498,665	\$ 1,410,785	\$ 1,395,839	\$ 81,372	5%	\$ 271,608	19%
Operating Income (Loss)	\$ (522,039)	\$ (502,180)	\$ (474,607)	\$ (449,596)	\$ (454,022)	\$ (19,859)	-4%	\$ (68,017)	-15%



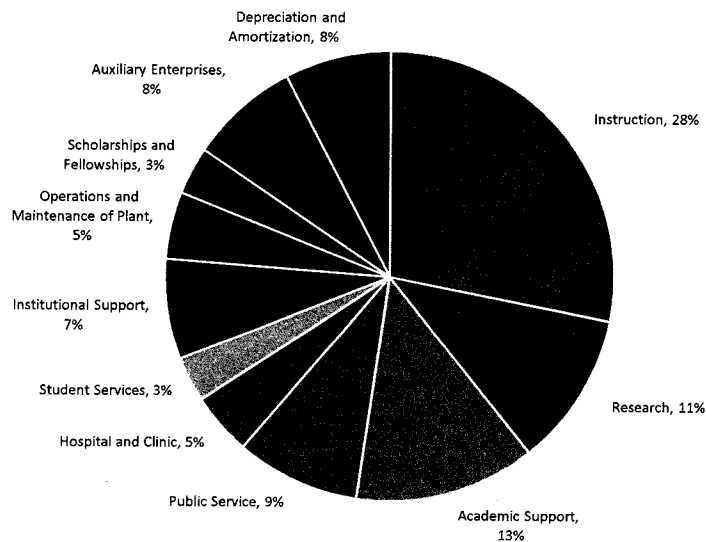
Total Operating Expenses by Function

Operating Expenses by Function	as of August 31 (in thousands)					Fluctuation Analysis			
	2015	Restated 2014	Restated 2013	Restated 2012	2011	1 yr \$ chg	1 yr % chg	5yr \$ chg	5yr % chg
	Instruction	\$ 470,894	\$ 450,662	\$ 422,944	\$ 402,418	\$ 410,223	\$ 20,232	4%	\$ 60,671
Research	186,943	183,989	169,691	156,155	156,779	\$ 2,954	2%	\$ 30,164	19%
Public Service	140,732	132,470	126,735	123,658	136,695	\$ 8,262	6%	\$ 4,037	3%
Hospital and Clinic	75,327	69,104	62,819	58,968	54,886	\$ 6,223	9%	\$ 20,441	37%
Academic Support	218,669	213,026	193,241	173,013	176,281	\$ 5,643	3%	\$ 42,388	24%
Student Services	55,194	51,926	49,278	46,262	44,330	\$ 3,268	6%	\$ 10,864	25%
Institutional Support	120,776	101,431	98,167	91,260	86,309	\$ 19,345	19%	\$ 34,467	40%
Operations and Maintenance of Plant	80,680	78,560	78,828	72,258	71,927	\$ 2,120	3%	\$ 8,753	12%
Scholarships and Fellowships	57,292	53,426	57,033	63,534	46,396	\$ 3,866	7%	\$ 10,896	23%
Auxiliary Enterprises	132,188	125,760	118,419	109,665	111,690	\$ 6,428	5%	\$ 20,498	18%
Depreciation and Amortization	128,752	125,722	121,510	113,594	100,322	\$ 3,030	2%	\$ 28,430	28%
Total Operating Expense by Function	\$ 1,667,447	\$ 1,586,075	\$ 1,498,665	\$ 1,410,785	\$ 1,395,839	\$ 81,372	5%	\$ 271,608	19%



Total Operating Expenses by Function - FY 2015

Total Operating
 Expenses
 (in thousands):
\$1,667,447



Combined Statement of Revenues, Expenses, & Changes in Net Position - Total Non-Operating Revenues (Expenses)

	for the years ended August 31 (in thousands)					Fluctuation Analysis			
	2015	2014	2013	2012	2011	1 yr \$ chg	1 yr % chg	5 yr \$ chg	5 yr % chg
Non-Operating Revenues (Expenses)									
Legislative Revenue	\$ 424,356	\$ 422,207	\$ 355,250	\$ 373,528	\$ 384,305	\$ 2,149	1%	\$ 40,051	10%
Federal Grants and Contracts	45,860	45,225	41,132	45,246	47,661	\$ 635	1%	\$ (1,801)	-4%
Federal Grants Pass Throughs	-	-	-	-	8,341	\$ -	n/a	\$ (8,341)	-100%
State Grants Pass Throughs fr. Other State Agencies	52	38	45	2	-	\$ 14	37%	\$ 52	n/a
Private Gifts	63,151	53,594	56,926	60,698	47,442	\$ 9,557	18%	\$ 15,709	33%
Private Gifts: Pledged	4,303	6,168	901	4,011	4,642	\$ (1,865)	-30%	\$ (339)	-7%
Investment Income	38,083	86,676	40,255	9,749	40,699	\$ (48,593)	-56%	\$ (2,616)	-6%
Investment Income: Pledged	18,511	27,065	20,277	10,191	8,606	\$ (8,553)	-32%	\$ 9,905	115%
Interest Expense on Capital Asset Financing	(24,773)	(21,249)	(24,707)	(24,016)	(21,468)	\$ (3,524)	-17%	\$ (3,305)	-15%
Loss on Sale and Disposal of Capital Assets	(1,389)	(1,172)	(2,067)	(1,118)	(2,171)	\$ (218)	-19%	\$ 782	36%
Net Increase (Decrease) in Fair Value of Investments	(59,284)	47,998	29,496	20,344	36,885	\$ (107,283)	-224%	\$ (96,169)	-261%
Other Non-operating Revenues (Expenses)	9,303	12,269	8,149	9,663	19,202	\$ (2,966)	-24%	\$ (9,899)	-52%
Other Non-operating Revenues (Expenses): Pledged	3,520	(6,344)	2,936	1,323	2,632	\$ 9,865	155%	\$ 888	34%
Total Non-Operating Revenues (Expenses)	\$ 521,693	\$ 672,474	\$ 528,593	\$ 509,620	\$ 576,774	\$ (150,781)	-22%	\$ (55,081)	-10%
Income (Loss) before Other Revenues, Expenses, Gains, Losses and Transfers	\$ (346)	\$ 170,295	\$ 53,986	\$ 60,024	\$ 122,752	\$ (170,641)	-100%	\$ (123,098)	-100%

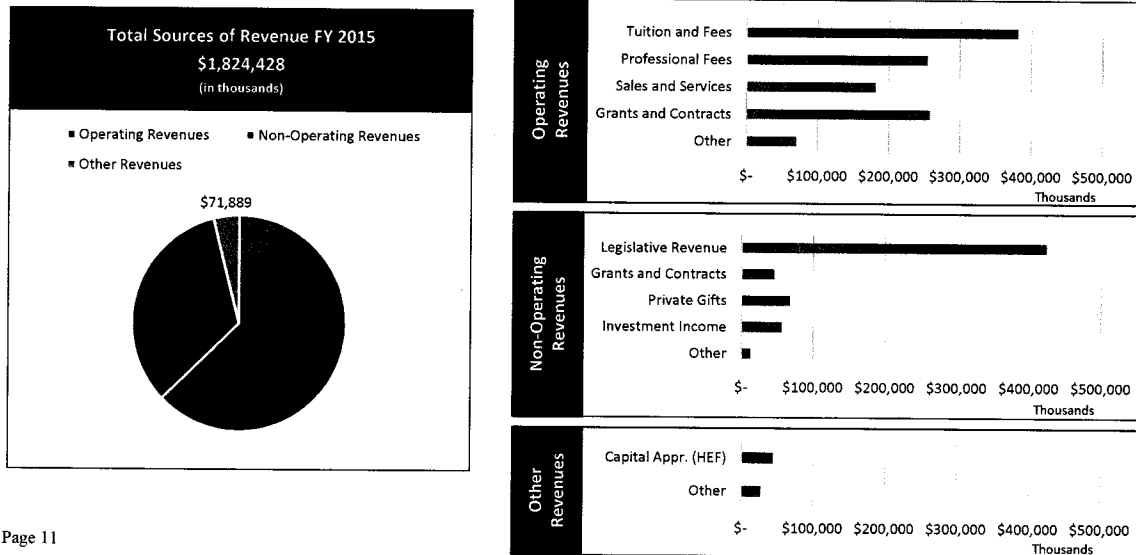


Combined Statement of Revenues, Expenses, & Changes in Net Position - Other Revenues, Expenses, Gains, Losses, and Transfers

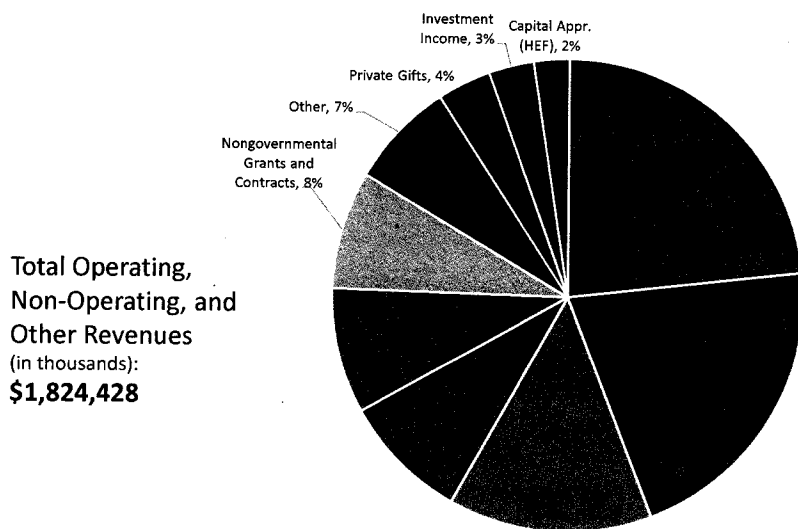
	for the years ended August 31 (in thousands)					Fluctuation Analysis			
	2015	2014	2013	2012	2011	1 yr \$ chg	1 yr % chg	5 yr \$ chg	5 yr % chg
Other Revenues, Expenses, Gains, Losses and Transfers									
Capital Appropriations (HEF)	\$ 44,653	\$ 44,653	\$ 44,653	\$ 44,653	\$ 44,653	\$ -	0%	\$ (0)	0%
Capital Contributions	3,064	3,871	3,182	11,676	55,449	\$ (806)	-21%	\$ (52,385)	-94%
Lapsed Appropriations	(835)	(3)	(1)	(1)	(1)	\$ (832)	-27913%	\$ (834)	-83380%
Additions to Permanent Endowments	14,168	31,583	48,889	21,137	428	\$ (17,415)	-55%	\$ 13,740	3210%
Legislative Transfer Out	(2,383)	(2,765)	(2,707)	(2,920)	2,881	\$ 382	14%	\$ (5,264)	-183%
Increase Net Assets-Interagency Transfer of Capital Assets	-	52	9	-	-	\$ (52)	-100%	\$ -	n/a
Decrease Net Assets-Interagency Transfer of Capital Assets	(65)	(109)	(268)	-	-	\$ 43	40%	\$ (65)	n/a
Transfers In from Other State Agencies	10,004	8,816	8,454	7,878	-	\$ 1,188	13%	\$ 10,004	n/a
Transfers Out from Other State Agencies	(25,424)	(6,900)	(7,061)	(10,375)	(9,921)	\$ (18,524)	-268%	\$ (15,503)	n/a
Net Other Revenues, Expenses, Gains, Losses and Transfers	\$ 43,183	\$ 79,199	\$ 95,150	\$ 72,048	\$ 87,728	\$ (36,016)	-45%	\$ (44,545)	-51%
Total Changes in Net Position	\$ 42,837	\$ 249,493	\$ 149,135	\$ 132,072	\$ 210,479	\$ (206,657)	-83%	\$ (167,642)	-80%
Beginning Net Position (September 1)	\$ 2,685,809	\$ 2,603,698	\$ 2,454,563	\$ 2,420,617	\$ 2,210,141	\$ 82,111	3%	\$ 475,667	22%
Restatement of Beginning Net Position	-	(167,383)	-	(98,125)	(6)				
Ending Net Position (August 31)	\$ 2,728,646	\$ 2,685,809	\$ 2,603,698	\$ 2,454,563	\$ 2,420,615	\$ 42,838	2%	\$ 308,031	13%



Combined Statement of Revenues, Expenses, & Changes in Net Position - Total Sources of Revenue – FY 2015

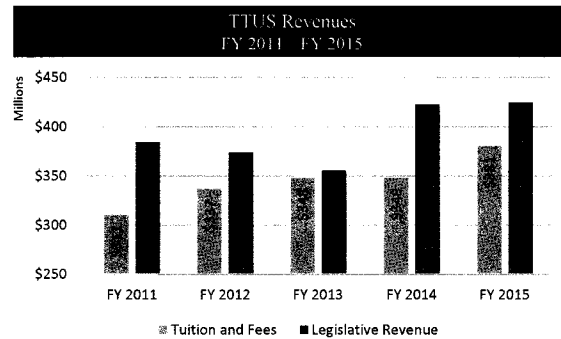
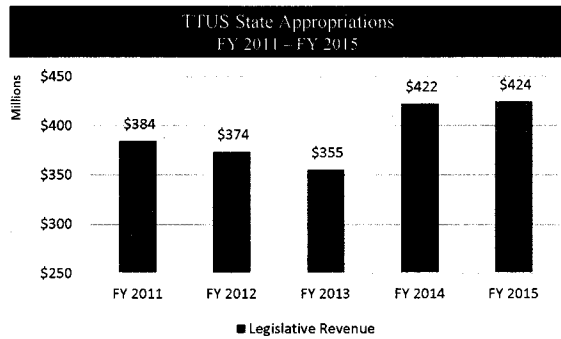


Combined Statement of Revenues, Expenses, & Changes in Net Position - Total Sources of Revenue in FY 2015



State Funding and Tuition Revenues

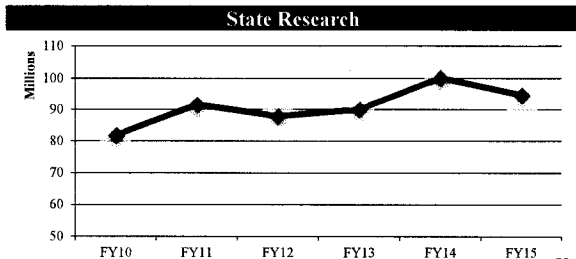
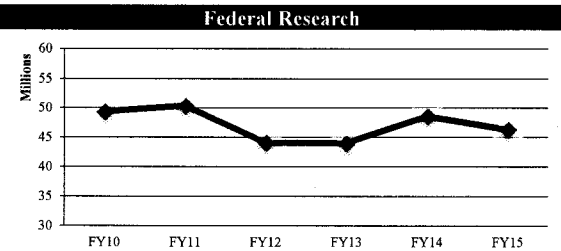
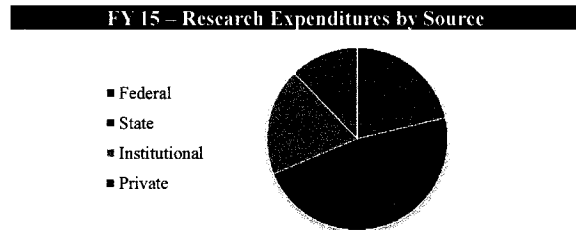
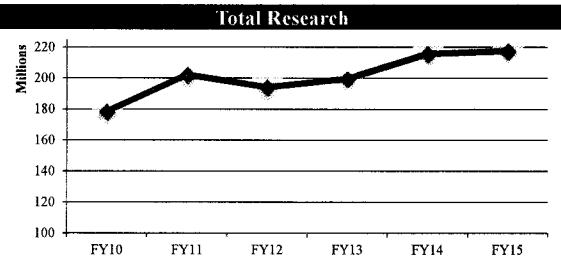
- State appropriations have fluctuated in recent years due to the State's efforts to control state-funding levels. State appropriations over the last five year period have only increased 9%.
- Net tuition revenue during the last five year period has increased 18%.
- Enrollment during that same period increased 14%.



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TTUS Research Expenditures

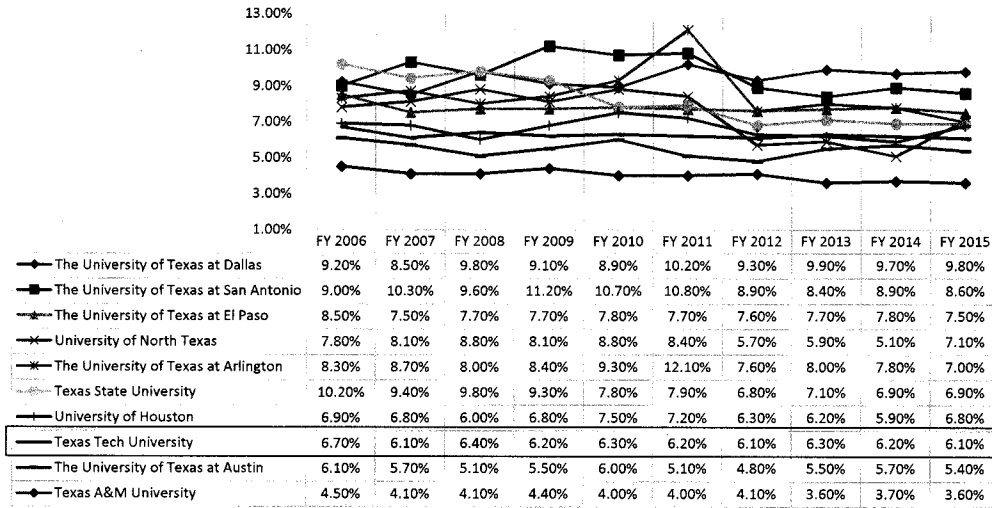


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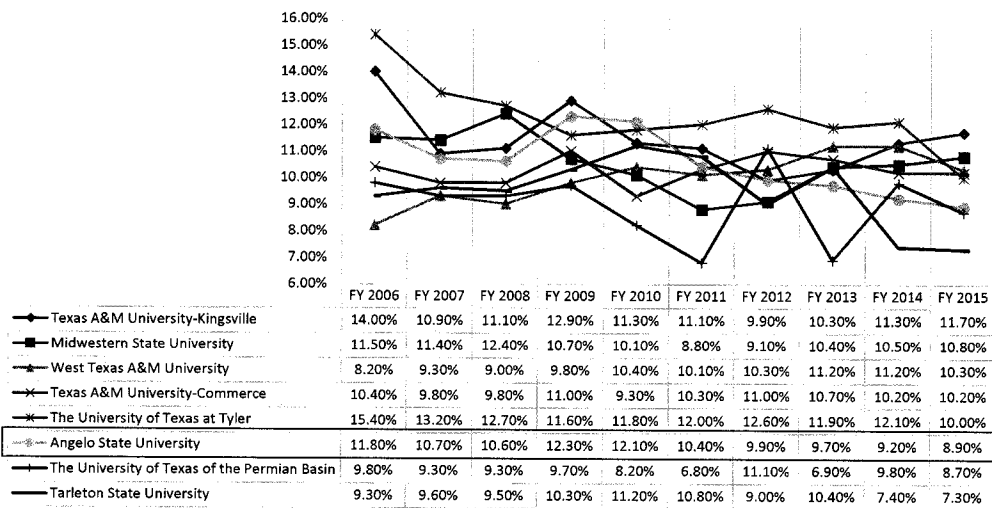
TTUS Research Expenditures as reported by The Higher Education Coordinating Board



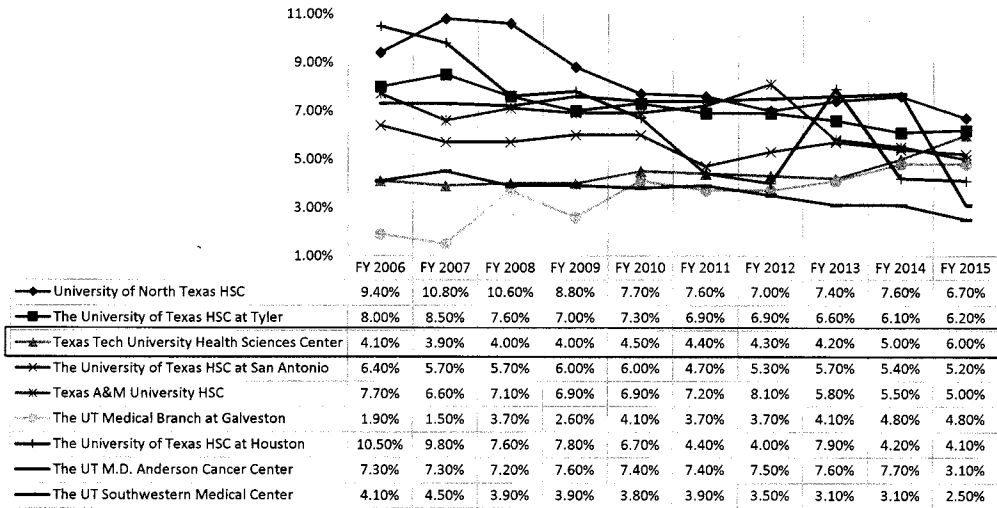
TTU – Administration Cost Data Comparison FY 2006 – FY 2015



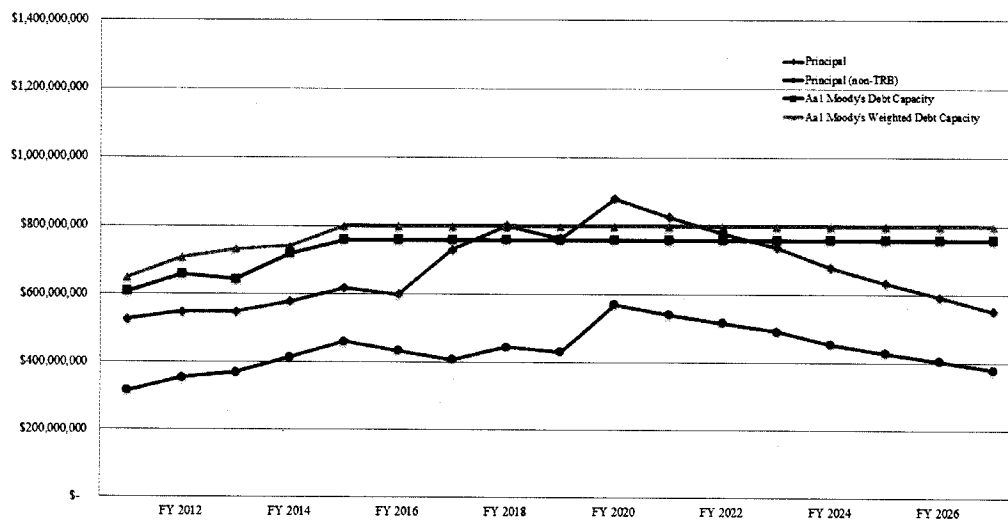
ASU – Administration Cost Data Comparison FY 2006 – FY 2015




TTUHSC – Administration Cost Data Comparison FY 2006 – FY 2015



TTUS Debt Capacity Analysis Principal vs. Debt Capacity – Aa1 Medians



TTUS Debt Ratings

MOODY'S	Aa1
	AA+
FitchRatings	AA+

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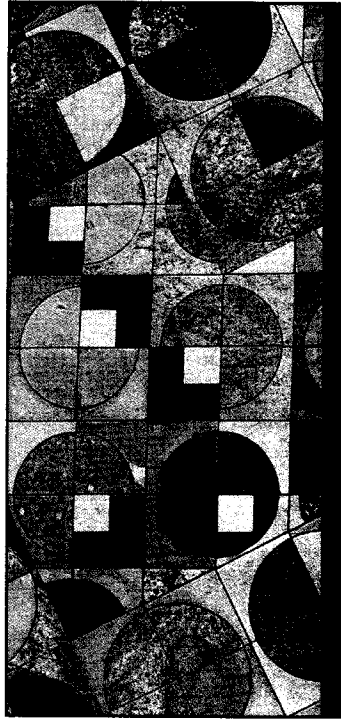


TEXAS TECH UNIVERSITY SYSTEM

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Rating Agencies FY 2016

AAU Institution	Moody's Current Senior Most Rating	Fitch Current LT Rating	S&P Current Rating	
Yes	University of Texas System, TX	Aaa	AAA	AAA
Yes	University of Virginia, VA	Aaa	AAA	AAA
Yes	Texas A&M University System, TX	Aaa	AA+	AAA
Yes	Purdue University, IN	Aaa		AAA
Yes	University of Michigan, MI	Aaa		AAA
Yes	Indiana University, IN	Aaa		AA+
Yes	University of Washington, WA	Aaa		AA+
	Texas Tech University System, TX	Aa1	AA+	AA+
	North Carolina State University at Raleigh, NC	Aa1		AAA
Yes	Michigan State University, MI	Aa1		AA+
	University of Delaware, DE	Aa1		AA+
Yes	University of Missouri System, MO	Aa1		AA+
Yes	University of Pittsburgh, PA	Aa1		AA+
	University of Utah, UT	Aa1		AA+
	Ohio State University, OH	Aa1		
	Pennsylvania State University, PA	Aa1		
Yes	State University of Iowa, IA	Aa1		
	University of Minnesota, MN	Aa1		
	University of Nebraska, NE	Aa1		
	University System of Maryland, MD	Aa1		
	Virginia Polytechnic Institute & State University, VA	Aa1		
	University of North Carolina at Chapel Hill (NC)		AAA	
Yes	University System of Maryland (MD)		AA+	AA+
	Florida State University (FL)		AA+	
	University of Alabama Board of Trustees (AL)		AA+	
Yes	University of Colorado (CO)		AA+	
Yes	University of Florida (FL)		AA+	



TEXAS TECH UNIVERSITY SYSTEM

Presidential Collaborative Research Initiative

Jim Brunjes

Vice Chancellor and Chief Financial Officer, TTUS

Dr. Peter Rotwein

Vice President for Research, TTUHSC El Paso

May 19, 2016

Presidential Collaborative Research Initiative



SOURCE OF FUNDING FY 2016

TTU	\$100,000
TTUHSC	\$100,000
TTUHSC El Paso	\$100,000
TTUS	\$100,000
TOTAL	\$400,000

Presidential Collaborative Research Initiative



RESEARCH GROUPS AWARDED

No. of Applicants: more than 60
 No. of Groups Awarded: 11
 Funded Rate: 17%

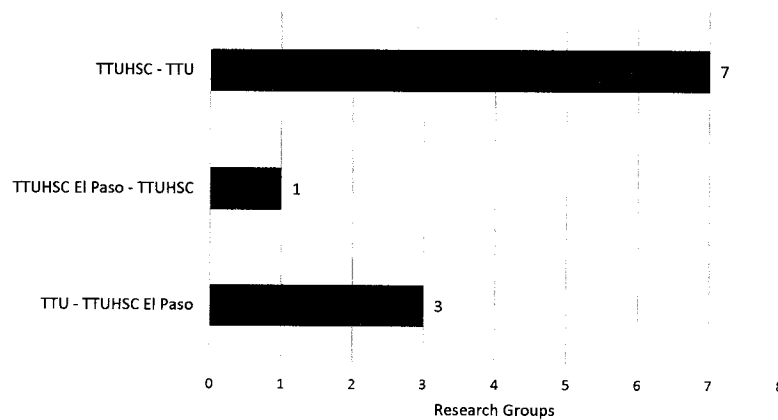
4 @ \$25,000 =	\$100,000
2 @ \$30,000 =	\$60,000
1 @ \$40,000 =	\$40,000
4 @ \$50,000 =	\$200,000
11 Groups	\$400,000

Page 3

Presidential Collaborative Research Initiative



Collaborations



Page 4

Presidential Collaborative Research Initiative



Progress Report

- Overall progress at 6 months is excellent:
 - 2 groups have submitted grant applications
 - 1 group plans to submit a grant in June 2016
 - 3 other groups also have made strong progress in fulfilling project goals

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Presidential Collaborative Research Initiative



Progress Report, continued

- Some challenges have appeared:
 - 4 groups have had delays in starting the work:
 - 3 had slow submissions of approvals for human or animal studies
 - 1 has confronted technical problems

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Presidential Collaborative Research Initiative



Timeline

2016

August 31st: All expenditures must be complete

October 1st: Expenditures Reports submitted

2017

March 1st: Completed proposals submitted to targeted opportunity/agency

April 1st: Final Report Due

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TEXAS TECH UNIVERSITY SYSTEM

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TEXAS TECH UNIVERSITY SYSTEM

Presidential Collaborative Research Initiative FY 2016

Novel Ultrafast Detection of Ultralow Concentrations of Bacillus anthracis Spores

PI: Anthony B. Kaye, TTU, Co-PI: Mingtao Zeng, TTUHSC El Paso

Funded: \$50,000

Microbiome of the Eye

PI: Olof Sundin, TTUHSC El Paso, Co-PI: Ted Reid, TTUHSC

Funded: \$50,000

A Human Modeling Framework for Improving Balance and Gait in Stroke Survivors to Reduce the Risk of Slipping and Falling: A Pilot Study

PI: Roger James, TTUHSC, Co-PI: James Yang, TTU

Funded: \$50,000

Design and testing steroidal therapeutics for parasitic nematodes

PI: W. David Nes, TTU, Co-PI: Afzal Siddiqui, TTUHSC

Funded: \$50,000

Computational Algorithm and Software Development for Integrated Next-Generation Sequencing Data Analysis

PI: Yong Chen, TTU, Co-PI: Shengping Yang, TTUHSC

Funded: \$40,000

Treatment of Inflammatory Bowel Disease with Fecal Microbiota Transplant

PI: Matthew Grisham, TTUHSC, Co-PI: Kameswara Rao Kottapalli, TTU, Co-PI: Henrik den Bakker, TTU

Funded: \$30,000

The effect of animation-based learning in speech therapy via telepractice

PI: Sue Ann Lee, TTUHSC, Co-PI: Susan Mengel, TTU

Funded: \$30,000

Combination Tumor Targeted Immunotherapy And Suicide Gene Therapy For Cancer

PI: Himanshu Garg, TTUHSC El Paso, Co-PI: Weimin Gao, TTU

Funded: \$25,000

Assessment of Biomarkers for youth at risk for Bipolar Disorder (Type 1) using Functional Magnetic Resonance Imaging (fMRI)

PI: Michael Escamilla, TTUHSC El Paso, Co-PI: Michael O'Boyle, TTU

Funded: \$25,000

A novel tool to attenuate insulin resistance and associated risk of Alzheimer's disease

PI: Vijay Hegde, TTU, Co-PI: Hemachandra Reddy, TTUHSC

\$25,000

Investigating translational strategies in Fetal Alcohol Spectrum Disorder and Alcohol Use Disorder in the novel porcine model

PI: Brittany Backus, TTU, PI: Susan Bergeson, TTUHSC

Funded: \$25,000

TEXAS TECH UNIVERSITY
STUDENT HANDBOOK 2016-2017

Deleted: 2015-2016

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- Section D: Conduct Procedures for Student Organizations

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- Section B: Academic Integrity
- Section C: Anti-Discrimination Policy
- Section D: Class Absences
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- Appendix C: Sanctioning Grids
- Appendix D: Campus Resources

FORWARD

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 are responsible for knowing the information, policies and procedures outlined in this document. 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 University or its representative may amend this document at any time without notice.

The University reserves the right to make changes to this *Code* as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online [<http://www.depts.ttu.edu/dos/handbook/>] for the updated versions of all policies and procedures. Students are also informed of changes to the *Code of Student Conduct* by electronic notification outlets and/or official campus publications. The Student Handbook was approved by the Board of Regents on May 14, 2015 to be effective Monday, May 18, 2015.

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.

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

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

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 *Code of Student Conduct*. 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.

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 & Student Affairs 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.

PART I CODE OF STUDENT CONDUCT

SECTION A: STUDENT CONDUCT MISSION AND POLICIES

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 should be aware that the student conduct process is not a criminal or civil court proceeding. 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 sanctions.

The University provides a fair and equitable student conduct process, utilizing a thorough, neutral, and impartial investigation, from which is generated a prompt resolution.

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.

The Office of Student Conduct is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community. No student will be found in violation of University policy without sufficient information and evidence showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

The student conduct process at the University exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations and values. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

1. 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 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 conduct. 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.

The Dean of Students, Managing Director of the Office of Student Conduct, or designee, will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

a. Student Conduct Officer/Investigator

A Student Conduct Officer/Investigator is 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*. In most cases heard by a Hearing Panel, the Student Conduct Officer/Investigator will present the information and evidence obtained through the investigation to the Panel, which will make a determination of responsible or not responsible, and assign a sanction. In cases heard through the Administrative Hearing process, or completed via an Informal Resolution, the Student Conduct Officer/Investigator may render findings and issue sanctions. Investigators are assigned to cases by the Dean of Students, The Managing Director of the Office of Student Conduct, or designee. Investigators may be staff members in the Office of Student Conduct, or trained staff in other departments such as the Student Resolution Center, Dean of Students Office, Center for Campus Life, and University Student Housing.

b. Administrative Hearing Officer

An Administrative Hearing Officer is a trained University staff member whose role is to make a decision of responsibility and assign sanctions, as appropriate in Administrative Hearing. The Administrative Hearing Officer may be the Student Conduct Officer/Investigator who completed the Investigation/Investigation Report, or an Administrative Hearing Officer assigned by the Managing Director of the Office of Student Conduct, or designee.

c. Hearing Panel

The Hearing Panel will conduct disciplinary Panel Hearings. The Panel will be composed of full-time faculty members, full-time students, full-time staff, and Administrative Hearing officers.

1. Hearing Panel Appointments

The Managing Director of the Office of Student Conduct will be responsible for assembling and training the Hearing Panel annually. The Hearing Panel will consist of at least 6 students, 6 faculty, 6 staff members, and 6 Administrative Hearing Officer members according to the following guidelines:

a. Student Recommendations

The President of the Student Government Association, Graduate Student Advisory Council, and the President of the Residence Halls Association, and Associate Academic Deans are invited to make recommendations for student members to serve on the Hearing Panel. Upon recommendation, student members will be invited to participate in an application process, prior to appointment. Upon completion of the application process, selected student members will be appointed by the Managing Director of the Office of Student Conduct. To be eligible for appointment, undergraduate students must be considered full-time students, be in academic good standing and have completed 12 hours of Texas Tech University academic credit with a cumulative GPA of at least 2.5, be in good standing with the Office of Student Conduct throughout the semester in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel. Graduate students must be in academic good standing and have completed 6 hours of Texas Tech University academic credit with a cumulative

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GPA of at least 3.0, and be in good standing with the Office of Student Conduct throughout the semester in which they serve. Good standing is defined as having no record of misconduct during the semester(s) in which a student wishes to serve on the panel. A serious history of misconduct could disqualify a student for service. Students must submit a letter of recommendation from a faculty member or administrator from within the University community.

b. Faculty Recommendations

The President of the Faculty Senate and Associate Academic Deans are invited to make recommendations for faculty members to serve on the Hearing Panel. Upon recommendation, faculty members will be invited to participate in an application process, prior to appointment. Upon completion of the application process, faculty members will be appointed by the Managing Director of the Office of Student Conduct.

c. Staff Appointments

The President of the Staff Senate is invited to make recommendations for staff members to serve on the Hearing Panel. Upon recommendation, staff members will be invited to participate in an application process, prior to appointment. Upon completion of the application process, staff members will be appointed by the Managing Director of the Office of Student Conduct, in consultation with the Dean of Students.

d. Administrative Hearing Officer Appointments

Administrative Hearing Officer members of the Hearing Panel are appointed by the Managing Director of the Office of Student Conduct and are selected from the group of trained University staff members designated as Administrative Hearing Officers. Administrative Hearing Officers who served as Investigators in the case may not serve on the Hearing Panel as a voting participant or as the non-voting Resource Person, and will participate only as the Investigator in the Panel Hearing.

2. Hearing Panel Terms

Each member will be appointed for a single one-year term by the Managing Director of the Office of Student Conduct. Members may be re-appointed for consecutive one-year terms, but must complete the Hearing Panel training each year.

3. Hearing Panel Composition

For each Panel Hearing, a panel of three (3) members will be chosen from the available pool by the Managing Director of the Office of Student Conduct, or designee. The Hearing Panel will usually be comprised of one student, one faculty member, and one staff member or Administrative Hearing Officer. Availability may determine a different composition for the Panel. In cases involving Part I, section B.1 (Academic Misconduct), the Hearing Panel will be comprised only of students and faculty. In cases involving Part I, section B.2 (Actions against Members of the University Community and Others), or other sensitive issues, the Managing Director of the Office of Student Conduct will appoint three Administrative Hearing Officers for the Panel.

4. Resource Person

The Director of Student Conduct appoints a Resource Person in each Panel Hearing. The Resource Person is a non-voting Administrative Hearing Officer and assures that University/College procedures are followed throughout the Panel Hearing. The Resource Person is responsible for composing the Panel's decision, rationale, and appropriate sanctions, if assigned.

5. Removal of a Hearing Panel Member

The Managing Director of the Office of Student Conduct may remove a member from this Panel when, in his/her judgment, the member has failed or refused to effectively serve and perform the duties and functions of the Panel. Additionally, the Complainant or Respondent may request the removal of a Panel Member whose ability to be impartial is in question. The Managing Director of the Office of Student Conduct will review and approve or deny student requests for removal of a Panel Member.

6. Panel Hearings

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. Panel Hearings will be conducted by a subgroup of the Hearing Panel Members.

7. Panel Hearing Deliberation

When deliberating a case, the Hearing Panel will meet in closed session with only voting Panel members and the Resource Person present.

8. Additional Hearing Panel Members

The Managing Director for the Office of Student Conduct or designee may appoint additional members of the Hearing Panel to expedite the orderly disposition of cases and/or to aid in the administration of disciplinary action within the University. The additional member(s) of the Hearing Panel will complete the same training, have the same duties and responsibilities, and the same authority as the original Hearing Panel member.

9. Hearing Panel Orientation & Training

Prior to serving in a Hearing, members of the Hearing Panel will be required to participate in an orientation and training program facilitated by the Office of Student Conduct. Members are encouraged to attend additional trainings throughout their service on the Administrative Hearing Panel.

a. The 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. 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

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The composition of the University Discipline Committee consists of a trained pool of faculty, staff, and students. In cases involving Part II, section B.1 (Academic Misconduct), the Committee is comprised only of students and faculty. In cases including discrimination, sexual misconduct, or other sensitive issues, the Committee will only include faculty and staff.¶

Committee Composition¶
The University Discipline Committee will conduct disciplinary Hearings in referred cases after they have completed Office of Student Conduct training. The Committee pool will be composed of full-time faculty members, full-time students and 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, but must complete Office of Student Conduct training each year.¶

Committee Appointments¶
University Discipline Committee appointments will be made as follows.¶

The President of the Student Government Association, Graduate Student Advisory Council, and the President of the Residence Halls Association, and Associate Academic Deans are invited to make recommendations for full-time student Committee members. Upon recommendation, full-time student members will be invited to participate in an application process, prior to appointment. Upon completion of the application process, full-time student members will be appointed by the Managing Director of the Office of Student Conduct, in consultation with the Dean of Students.¶

The President of the Faculty Senate and Associate Academic Deans are invited to make recommendations for full-time faculty Committee members. Upon recommendation, full-time faculty members will be invited to participate in an application process, prior to appointment. Upon completion of the application process, full-time faculty members will be appointed by the Managing Director of the Office of Student Conduct, in consultation with the Dean of Students.¶

The President of the Staff Senate is invited to make recommendations for full-time staff Committee members. Upon recommendation, full-time staff members will be invited to participate in an application process, prior to appointment. Upon completion of the application process, full-time staff members will be appointed by the Managing Director of the Office of Student Conduct, in consultation with the Dean of Students.¶

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.¶

Committee Chairperson¶
The chairperson of a Committee Hearing will be selected prior to the commencement of a University Discipline Hearing and will be a member of the faculty or staff. The chairperson is responsible for composing the Committee's decision, rationale, and appropriate sanctions.¶

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 Committee members.¶

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. In cases involving Part II, section B.1 (Academic Misconduct), the Committee is comprised only of

Student Conduct to the Vice Provost for Undergraduate Education & Student Affairs and the Provost for review and consideration by the Board of Regents.

1. Committee Appointment

The *Code of Student Conduct* Review Committee members are appointed by the Managing Director of the Office of Student Conduct who will invite recommendations by the President of the Faculty Senate, President of the Staff Senate, President of the Student Government Association, President of the Graduate Student Advisory Council, and the President of the Residence Halls Association.

2. Committee Composition

The *Code of Student Conduct* Review Committee will include members from the following classes of Texas Tech University community members:

- Full-time faculty;
- Full-time staff;
- Full-time undergraduate student(s);
- Full-time graduate student(s).

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 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.

5. Committee Quorum

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

6. Additional Committee Members

The Managing Director of the Office of Student Conduct may appoint additional members of the *Code of Student Conduct* Review Committee to expedite the review process of the code. The additional members of the *Code of Student Conduct* Review Committee.

2. **Jurisdiction**

Students at the University are provided an electronic copy of the *Code of Student Conduct* annually in the form of a link on the [Student Handbook](#) website. Students are responsible for having read and abiding by the provisions of the *Code of Student Conduct*.

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* and the student conduct process applies to the conduct of individual students, both undergraduate and graduate, including law students and all registered student organizations. For the purposes of student conduct, the University

considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University.

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. Proceedings under the *Code of Student Conduct* may be carried out prior to, independent of, concurrent with or following civil or criminal proceedings.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, obtain official transcripts, and/or graduate. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled, but reported after the accused student has graduated, the University may invoke these procedures and should the former student be found responsible, the University may revoke that student's degree.

The *Code of Student Conduct* may be applied to behavior conducted online, via email, or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information, but may take action if and when such information is brought to the attention of University officials.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The *Code* may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors to and guests of University may seek resolution of violations of the *Code of Student Conduct* committed against them by members of University community.

3. **Notice**

Notice is deemed to have been properly provided when written notification is sent to the student's official assigned Texas Tech University email address, delivered via Certified Mail to the student's last known address, or personally delivered to the student. University email is the University's primary means of communication with students. Students are responsible for all communication delivered to their University email address. Students will be given a reasonable amount of time to respond to requests to meet with University officials. Prescheduled meetings are scheduled around a student's published academic schedule and include the opportunity to reschedule in the event of unavoidable conflicts. Should a student wish to reschedule an appointment, they should do so in a timely manner. The University will make all reasonable efforts to accommodate student scheduling

conflicts, but will not permit unreasonable delays in the Conduct Process. After proper notice has been given to the student, the Student Conduct Officer/Investigator or designee may proceed with the conduct process. Should a student fail to comply with the requests of a Student Conduct Officer/Investigator or designee, the Office of Student Conduct may issue a 'Failure to Comply' *Code of Student Conduct* allegation to the student. Students are advised to keep their most current local address, permanent address, and local telephone number updated in the student records system at www.raiderlink.ttu.edu/.

4. Timelines

It is recommended that reports of alleged violations of the *Code of Student Conduct* should be received by the Office of Student Conduct within ten (10) University working 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 within 60 days of notice regarding the incident, not including appeal. This timeline may vary depending on the availability of individuals participating in the process, availability of evidence, delays for concurrent criminal investigations, breaks between academic semesters, and other delays.

5. Standards of Evidence

The proceedings are not restricted by the rules of evidence governing criminal and civil proceedings. The standard of proof used in *Code of Student Conduct* proceedings is the preponderance of evidence, or more likely than not.

6. Reporting Allegations of Misconduct

To file allegation(s) of misconduct against 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 211 of the Student Wellness Building. Staff are also available in the Dean of Students Office to take initial reports of allegations and assist with conduct processes. The Office of Student Conduct also regularly reviews reports submitted from Texas Tech University faculty and staff, University Student Housing, and the Texas Tech Police Department.

To submit a concern regarding a student organization or to file an allegation of misconduct against a student organization or its members, individuals (faculty, staff, students, organization members, parents, community members or other parties) may complete an online form at <http://ttu.orgsync.com/org/orgconduct/home>. Individuals may also file a report in person with the Center for Campus Life, 201 Student Union. Staff are also available in the Student Resolution Center and Office of Student Conduct to discuss reports of misconduct against student organizations.

Student organization leaders also can self-report organization or member behavior that may be considered violations of TTU policy. When an organization is able to quickly identify a concern, address it, and report it, it is less likely that the organization would be held responsible for behavior that may be a policy violation. The self-report allows the University, in conjunction with the student organization to collect information, begin

individual student conduct processes, and ensure that behavior has ceased and does not reoccur. When incidents are unreported by organizations and instead come to the attention of the University via a Complainant or third party, the options for resolution are more limited. Self-reporting allows the University to work collaboratively with the organization to address the situation and can allow for lower-levels of sanctioning for misconduct.

Sometimes organization leaders may also become aware that organization or member activities may result in violations of policy but have not occurred yet. In these cases, the organization leadership is encouraged to work directly with Campus Life staff to intervene and address the concern. This type of pre-report has the highest likelihood of lowering the risk of potential conduct violations and sanctions for the organization. Organization leaders may self-report misconduct or potential misconduct by utilizing the online form at <http://ttu.orgsync.com/org/orgconduct/home> or by contacting the appropriate student organization or fraternity/sorority life staff member in the Center for Campus Life.

If after an initial report has been made a student experiences a subsequent concern or continued incident(s) of alleged misconduct, a student may file an additional report pursuant to the procedures in this section (Part I, section A.6).

7. **Confidentiality**

Texas Tech University is committed to ensuring confidentiality during all stages of the student conduct process. If students are unsure whether they want to involve family or friends, and are not yet certain whether they want to report to the police or the University, there are resources available, both on and off campus, that offer confidential assistance and support.

- TTU Student Counseling Center
www.depts.ttu.edu/scc/

The University is committed to facilitating an environment that supports students reporting incidents of misconduct, and will always attempt to resolve a situation in accordance with a student's wishes. In most cases, the University will not initiate student conduct proceedings or take administrative action without consulting with the reporting student.

In some exceptional circumstances, where the incident in question presents a continuing threat to the campus community, the University may be required to investigate irrespective of the Complainant's desire to pursue allegations of student misconduct, and may be required to issue a "timely warning" to the campus community, as required by the Clery Act. Timely warnings do not include personally identifiable information of involved parties.

All reports of misconduct will be maintained with the highest possible level of confidentiality. Information provided by the student will only be shared with essential staff members and only as is necessary for the effective investigation and adjudication of the case. Where reports of misconduct involve other students, either as Respondents or witnesses in the case, some information may need to be shared with those involved parties in order to complete a thorough investigation.

8. **Anonymity**

Texas Tech understands the sensitive nature of some incidents of alleged misconduct. Further, the University is mindful of a Complainants' desire, in some cases, to report an incident without disclosing their name or other identifying information. Texas Tech will always attempt to protect a student's anonymity if that is the student's request. Doing so, however, can oftentimes make it more difficult to thoroughly and effectively investigate an incident. The University will work with each student on a case-by-case basis to find the approach that best fits the student's wants and needs.

9. Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records, including personally identifiable information derived from student conduct records. Generally, schools must have written permission from a student in order to release any information from a student's education record. FERPA allows schools to disclose student records, without consent, in situations including, but not limited to school officials with legitimate educational interest, other schools to which a student is transferring, to comply with a judicial order or lawfully issued subpoena, to parents when there is a health or safety emergency involving the student, to parents when the student has committed a disciplinary violation with respect to use or possession of alcohol or a controlled substance and the student is under 21 years of age at the time of the disclosure, to the victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense concerning the final results of a disciplinary hearing.

Additional information on Student Records is available in The Student Handbook, Part II, Section O.

10. Student Organizations

Information gathered during an investigation of student organization misconduct, as well as any conduct findings and decisions, may be shared with the inter/national or regional headquarters of organizations as appropriate. This otherwise confidential information will not be shared with other students or the Greek community.

Student organization records do not impact the content of individual student records for members of those student organizations. A finding of responsibility for misconduct for a student organization does not indicate a finding of responsibility for individual students. Individual students may be subject to their own conduct processes separate from the student organization process.

All records concerning a student organization related to conduct processes will remain on file with the University for a minimum of seven (7) years from the date of the completion of the case via Informal Resolution, Administrative or Panel Hearing, and/or conduct appeal processes.

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11. Reporting Criminally

Some instances of student misconduct may also constitute a violation of state, federal, or local law. Students have the option to report misconduct to the University, to local law enforcement, or to both. Texas Tech administrators are happy to assist students in making a report to law enforcement, and will even accompany the student if he or she wishes.

12. Amnesty

The University will provide educational options in lieu of conduct proceedings in certain situations. Examples of the amnesty provision include, but are not limited to:

- Victims of misconduct who were engaging in policy violations, such as underage drinking or drug use, at the time of the incident.
- Students who offer assistance to others by calling medical personnel or law enforcement.
- 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.

Abuse of amnesty provisions can result in a violation of the *Code of Student Conduct*. Amnesty does not preclude students from being charged with allegations of misconduct related to Part II, section B.2 (Actions against Members of the University Community and Others). *The Code of Student Conduct* amnesty provisions do not impact criminal proceedings or charges. Amnesty does not preclude students from being required to meet with University staff and to participate in conditions such as counseling and alcohol assessments. The Student Resolution Center can assist with questions related to amnesty provisions.

13. Withdrawal

A responding student facing an alleged violation of the *Code of Student Conduct* may not be permitted to withdraw from the University until all allegations are resolved.

SECTION B: MISCONDUCT

1. Academic Misconduct

Academic misconduct includes cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, violations of published professional ethics/standards, and any act or attempted act designed to give unfair academic advantage to oneself or another student. Additional information about academic misconduct is available in the Texas Tech University Community Policies section.

a. Cheating

1. Copying from another student's academic work, test, quiz, or other assignment
2. Receiving assistance from and/or seeking aid from another student or individual to complete academic work, test, quiz, or other assignment without authority.
3. The use or possession of 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.
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 course materials without the instructor's permission.
5. 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. Transmitting or receiving information about the contents of academic work, test, quiz, or other assignment with another individual who has completed or will complete the 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 sign in/register attendance.
 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 academic work, test, quiz or other assignment.
- b. Plagiarism
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. Self-plagiarism which involves the submission of the same academic work more than once without the prior permission of the instructor and/or failure to correctly cite previous work written by the same student.
- c. Collusion
- The unauthorized collaboration with another individual to complete academic work, test, quiz, or other assignment, providing unauthorized assistance to another student, allowing another student access to completed academic work, and/or conspiring with another person to commit a violation of academic dishonesty.
- d. Falsifying academic records
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.
- e. Misrepresenting facts
1. Providing false grades, falsifying information on a resume, or falsifying other academic information.
 2. Providing false or misleading information in an effort to injure another student academically or financially.
 3. Providing false or misleading information or official documentation in an effort to receive a postponement or an extension on academic work, test, quiz, other assignment, credit for attendance, and/or obtain an academic or financial benefit for oneself or another individual.
- NOTE: 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.*
- f. Violation of Professional Standards
- Any act or attempted act that violates specific Professional Standards or a published Code of Ethics.

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NOTE: Students are held accountable under this policy based on their college or school of enrollment, declared major, degree program, and/or pre-professional program.

g. Unfair Academic Advantage

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-f.

2. **Actions against Members of the University Community and Others**

Any act, or attempted act, perpetuated against another person or persons including, but not limited to:

a. Disruptive and/or Obstructive Conduct

Intentional or reckless behavior that disrupts or obstructs the normal operation of the University, its students, faculty, staff and/or University visitors.

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:

1. Assault

a. Intentionally or recklessly causing physical harm or endangering the health or safety of another person.

b. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.

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 harm upon any person, group of people, or damage to any property.

3. Intimidation

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 or emotionally. Activities protected by freedom of speech will not be considered violations of the *Code of Student Conduct.*

NOTE: Information related to freedom of expression policy is available in Part II, Section P Use of University Space.

6. Stalking

Behavior which includes, but is not limited to, knowingly and repeatedly engaging in conduct that the individual knows or reasonably should know the other person will regard as unwelcome and would cause a reasonable person to be fearful or suffer substantial emotional distress.

c. Sexual Misconduct

1. Sexual Harassment

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

2. Sexual Exploitation

Taking non-consensual or abusive sexual advantage of another for the benefit of oneself or a third party. Prohibited behavior includes, but is not limited to:

- a. Photography or video recording of another person in a sexual, intimate, or private act without that person's full knowledge and consent;
- b. Purposeful distribution or dissemination of sexual or intimate images or recordings of another person without that person's full knowledge and consent;
- c. Sexual voyeurism;
- d. Inducing another to expose one's genitals or private areas;
- e. Prostituting another student;
- f. Engaging in sexual activity while knowingly infected with an STD.

3. Public Indecency

Engaging in private or sexual acts in a publicly viewable location, such that it is offensive to accepted standards of decency. Including, but not limited to exposing one's genitals or private area(s), public urination, defecation, and/or public sex acts.

4. 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.

5. Nonconsensual Sexual Intercourse

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

NOTE: Refer to Appendix A: Definitions for a comprehensive definition of consent

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.
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 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.
7. Any activity that involves coercing a student to consume an alcoholic beverage, liquor, or drug, or creates an environment in which the student reasonably feels coerced to consume any of those substances.

NOTE: See Texas Education Code, Sections 37.151-37.155 and Section 51.936

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. **Retaliatory Discrimination or Harassment**

Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant [or supporter of a participant] in a conduct process, civil rights grievance proceeding, or other protected activity.

g. **Complicity**

1. Assisting via acts or omissions another student, individual, or group in committing or attempting to commit a violation of the *Code of Student Conduct*, specifically violations that constitute Actions against Members of the University Community.
2. Complicity with or failure of any organized group to address known or obvious violations of the *Code of Student Conduct* by its members, specifically Actions against Members of the University Community.

NOTE: Actions involving free expression activities are covered in Community Policies, Section G.

3. Alcoholic Beverages

- a. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages that would constitute a violation of any federal, state, local law, and/or Texas Tech University policy.
- b. Being under the influence of alcohol and/or intoxication that would constitute a violation of any 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, drug, and/or medicine prescribed to another person, chemical compound or other controlled

substance that would constitute a violation of any federal, state, local law, and/or Texas Tech University policy.

- b. Possession of drug-related paraphernalia that would constitute a violation of any federal, state, local law and/or Texas Tech University Policy.
- c. Being under the influence of narcotics, drugs, prescription drugs, chemical compound or other controlled substance that would constitute a violation of any federal, state, local law and/or Texas Tech University policy.

5. Smoking

Smoking in unauthorized areas on University property as designated by the Texas Tech University smoke-free and tobacco-free environment policy.

6. 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, tasers, or explosive or noxious materials on University premises except in accordance with federal, state, local law, and/or Texas Tech University policy

NOTE: See Texas Tech University Operating Policy related to Campus Carry at <http://www.depts.ttu.edu/opmanual/> and University Student Housing Contract Guide for specific approved devices allowed in the residence halls.

7. 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.

8. Theft, Damage, Littering or Unauthorized Use

- a. Attempted or actual theft of property or services, including, but not limited to 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, including, but not limited to property owned or leased by the University, by other University students, by other members of the University community, or by campus visitors.
- d. 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.
- e. 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.
- f. Alteration, forgery or misrepresentation of any form of identification.

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- g. Possession or use of any form of false identification.
- h. 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.

9. 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.

10. False Alarms or Terroristic Threats

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

11. 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.

12. Failure to Comply

- a. Failure to comply with reasonable directives and/or requests of a University official acting in the performance of their duties.
- b. Failure to present student identification on request or identify oneself to any University official acting in the performance of his other duties.
- c. Failure to comply with the sanctions imposed by a Student Conduct Officer/Investigator under the *Code of Student Conduct* or the Student Handbook.

13. 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 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 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 Part I, section B.2 (Actions against Members of the University Community and Others).
- d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to TTU information resources, compromising the privacy of another user or disrupting the intended use of TTU information resources.
- e. Attempted or actual use of the TTU 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 TTU 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 TTU information resources.
- h. Attempted or actual use of TTU information resources to interfere with the normal operation of the University.
- i. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted 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 TTU information resources.

14. Providing False Information or Misuse of Records

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

15. 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>.

16. 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. Transportation & Parking Services
- b. University Student Housing
- c. Recreational Sports
- d. Fraternity and Sorority Life
- e. Texas Tech University Board of Regents' Rules
- f. Texas Tech University Operating Policies and Procedures
- g. Community Policies of the Student Handbook

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17. 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.

18. Abuse of the Discipline System

- a. Failure of a student to respond to a notification to appear before a Student Conduct Officer/Investigator 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.

SECTION C: CONDUCT PROCEDURES FOR STUDENTS

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. 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 be forwarded for investigation when 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.

When an initial report of misconduct by a third party does not identify the victim or the victim is not available, the Student Conduct Officer/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.

1. Remedies and Resources

The University will take immediate action to eliminate hostile environments, prevent reoccurrence, and address any effects on the Complainant and community prior to the initiation of formal investigation and/or formal conduct procedures. These immediate steps will be taken 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, and modifications to on-campus housing, modifications to parking permissions, and modifications to academic schedule. Remedies will be evaluated on a case-by-case basis.

a. 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.

b. Interim Actions

Under the *Code of Student Conduct*, the Dean of Students or designee may impose restrictions and/or separate a student from the community pending the completion of

the conduct process for alleged violation(s) of the *Code of Student Conduct* when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University. Interim actions can include separation from the institution or restrictions on participation in the community pending the completion of the conduct process for alleged violation(s) of the *Code of Student Conduct*. A student who receives an interim suspension may request a meeting with the Dean of Students or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of this meeting, the University may still proceed with the scheduling of a campus Hearing. During an interim suspension, a student may be denied access to University Student Housing and/or the University campus/facilities/events. As determined appropriate by the Dean of Students or designee, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean of Students or designee and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student. Students are informed of interim actions by the official notice procedures outlined in Part I, section A.3 of the *Code of Student Conduct*. Interim action is not a sanction. It is taken in an effort to protect the safety and well-being of the Complainant, Respondent, and/or other members of the University Community. Interim action is preliminary in nature; it is in effect only until the conduct process has been completed. However, violations of interim administrative action may result in additional allegations of the *Code of Student Conduct*.

1. No Contact Order

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.

2. Immediate Temporary Suspension – Students

A student may be temporarily suspended pending completion of 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 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 conduct proceedings have been 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 immediate temporary suspension:

- A significant and articulable threat to the health or safety of a student or other member(s) of the University community;
- 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;
- Criminal felony charges related to weapons, drugs, aggravated assault, and/or terroristic threats;
- 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;
- Violation of a No Contact Order;
- Retaliatory harm, discrimination, or harassment.

3. Other Interim Actions

In the event that the physical or emotional well-being of a student, 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, other interim actions may be taken to protect the educational environment. These actions include, but are not limited to, temporary removal from University Student Housing, temporary changes in a student's academic schedule, and temporary restrictions from University activities, services and/or buildings.

4. Non-Student Interim Actions

Any guest to the University who is alleged to have violated the *Code of Student Conduct* and/or is deemed to pose a threat to the physical and/or emotional well-being of a student or other members of the University community and/or the presence of an individual could significantly disrupt the normal operations of the University, the Office of Student Conduct, in conjunction with the Texas Tech Police Department, will issue a Criminal Trespass to that individual(s).

5. Withdrawal of Consent

a. Grounds for Removal

The Student Conduct Officer/Investigator 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/Investigator and Dean of Students, it is determined that:

- The student has willfully disrupted the orderly operation of the premises, and;

- 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/Investigator'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 I, section A.3 within five (5) University working days.
- b. 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

2. The Conduct Process

- a. Notice of Involvement
A student will be given notice of their 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 the possible sanctions, 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/Investigator from proceeding with the conduct process. 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.
- b. Rights and 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 Student Conduct Officer/Investigator. The Student Rights and Responsibilities document informs the student of their rights to be exercised before and during the investigative process. Information gathered during the course of the investigation and student conduct process may only be shared with faculty, staff, students, and/or advisors who are directly involved in the incident or necessary to the student conduct process. Information gathered may also be disclosed in compliance with a judicial order or lawfully issued subpoena.

A student has the right to:

1. A prompt, fair, and equitable process;

2. Be accompanied by an advisor to any meeting or Hearing. 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 their 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/Investigator upon written request five (5) University working days in advance of the scheduled Hearing date;
3. Refrain from making any statement relevant to the investigation. Students are expected to cooperate with the University conduct process, but may elect not 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. In other words, if a student chooses not to provide information during the investigation, they 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 Process, below, for details on inclusion of new, previously unavailable information after conclusion of the investigative process.

4. The opportunity to provide information and evidence in support of his/her case;
5. Know if they have been issued any allegations of misconduct;
6. Know the range of sanctions that may be imposed for a conduct violation, if one is alleged and found to have occurred;
7. Know the Texas Tech University conduct policies and procedures, and where to find them;
8. Know that any information provided by the student may be used in a conduct proceeding;
9. Know that if a student makes any false or misleading statements during the student conduct process, that student could be subject to further disciplinary action.

It is the student's responsibility to:

1. Be responsive to all correspondence from the University;
2. Provide information relevant to the incident or situation;
3. Be honest and provide true and accurate information during the investigation;
4. Review the *Code of Student Conduct* in order to fully understand all aspects of the student conduct process.

c. Investigation

The Managing Director of the Office of Student Conduct, or designee will appoint a Student Conduct Officer/Investigator who will conduct a thorough, reliable, and impartial investigation of the reported allegation. Reported allegations of misconduct under the *Code* have varying degrees of complexity and severity. Therefore, the investigation procedures described below may vary.

When initial inquiry indicates a concurrent police investigation is occurring, the Student Conduct Officer/Investigator will, where possible, collaborate with the Texas Tech Police Department during the investigation. Elements of this collaborative investigation may include the Student Conduct Officer/Investigator coordinating with responding officers at the scene of the incident, joint interviews with police detectives, and evidence sharing. The Student Conduct Officer/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.

During the Investigation, Complainants and Respondents are responsible for providing all information or evidence that they believe should be considered.

Once the Investigation is complete, the Student Conduct Officer/Investigator 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 Student Conduct Officer/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 review the completed Investigation Report and/or investigative materials relevant to the investigation after the Investigation has concluded. In order to protect confidentiality however, students may not be given copies of Investigation Reports and/or investigative materials.

Allegations of potential violations of the *Code of Student Conduct*, if appropriate, are assigned at the conclusion of the Investigation at which point the Student Conduct Officer/Investigator explains the options for resolution to the involved parties. Should students not participate in the Investigative Process, the conduct process may continue without their participation. The Student Conduct Officer/Investigator may assign allegation(s) to the respondent based on the information that the Student Conduct Officer/Investigator collected without the student's participation, if appropriate.

d. Informal Resolution

If after the Investigation, the responding student accepts responsibility for the allegations of the *Code of Student Conduct* outlined in an Investigation Report, the student can choose to resolve the issue informally. Should the student wish to participate in the Informal Resolution Process, the Student Conduct Officer/Investigator conducting the initial inquiry/investigation will inform the student of the appropriate sanctions for the misconduct. To participate in the Informal Resolution process, a

student must accept both the finding and the sanctions. If accepted, the process ends, the finding is final, and there is no appeal.

In cases involving another student (a Complainant) and/or a violation of Part I, section B.2 (Actions against Members of the University Community and Others) of the *Code of Student Conduct*, both the Complainant and the Respondent must agree to both the finding and the sanctions as recommended by the Student Conduct Officer/Investigator. The case will only be reopened if new material, previously unavailable is presented. Mediation will not be used to resolve cases involving Title IX-based allegations. The Informal Resolution, while not considered mediation, will also not be utilized to resolve cases of nonconsensual sexual intercourse.

Written notification of the outcomes and sanctions, if applicable, of the Informal Resolution will be provided to the student and appropriate University Administrators within five (5) University working days of the effectuation of the Informal Resolution.

c. Pre-Hearing Process

In cases involving an Administrative or Panel Hearing, the Pre-Hearing Process will be followed. Once the investigation is complete, the involved parties will participate in the Pre-Hearing Process. During the Pre-Hearing Process, students will be given the opportunity to review the Investigation Report, relevant evidence, and other documents to be used in the Administrative or Panel Hearing. Other documents reviewed may include notification of Respondent's allegations, Hearing Panel composition, and Hearing Script. Following the Pre-Hearing, student(s) will be notified, via the notification procedures, outlined in Part I, section A.3 of a date, time, and location of the Hearing. Should students not participate in the Pre-Hearing Process, the conduct process may continue without their participation, including the assignment of allegations and the completion of an Administrative or Panel Hearing.

While students may identify errors in their own statements during the Pre-Hearing, they are not able to add additional information to the Investigation Report unless that information, in the judgment of the Student Conduct Officer/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 Administrative or Panel Hearing, the student should inform the Student Conduct Officer/Investigator immediately. If the new information is pertinent to the consideration of the case, the Student Conduct Officer/Investigator will determine whether the new information should be included in the Investigation Report or presented verbally during the Administrative or Panel 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 Administrative or Panel Hearing.

The student conduct process is designed to be non-adversarial. Students will be permitted to question the statements and evidence presented by the other involved parties, but may not do so directly. After reviewing the investigation report, during the Pre-Hearing, Complainants and Respondents will have the opportunity to question the statements and

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evidence presented by the other involved parties, via the Student Conduct Officer/Investigator, who will pose the questions and supplement the Investigation Report. *NOTE: Questions that are deemed objectionable, inappropriate, and/or irrelevant by the Student Conduct Officer/Investigator may be rejected.*

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

In cases requiring a Hearing Panel, the Student Conduct Officer/Investigator will share the pool of faculty, staff, and students trained for Hearing Panels. Students will be given the opportunity to request to strike any member of the Hearing Panel whose impartiality may be in question. In order to strike a member of the Hearing Panel, the student must provide the Student Conduct Officer/Investigator with a reasonable and substantiated rationale for the request. Once the composition of the Hearing Panel is set, the Student Conduct Officer/Investigator will schedule the Panel Hearing.

3. Hearings

Upon completion of the initial inquiry/investigation, after the allegation(s) have been assigned, and proper notice has been given to the student, the University may proceed to conduct either an Administrative or a Panel Hearing and issue a finding and accompanying sanctions, if applicable. The Administrative or Panel Hearing may be held and a decision 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 Panel Hearing, the Student Conduct Officer/Investigator or the Hearing Panel may consider the information contained in the Investigation Report and render a decision.

Hearings are closed to the public. In cases involving another student (a Complainant) and/or a violation of Part I, section B.2 (Actions against Members of the University Community and Others) of the *Code of Student Conduct*, both the Complainant and the Respondent students have the right to be present at the 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 physically 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 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 Administrative Hearing Officer in an Administrative Hearing may be the Student Conduct Officer/Investigator that completed the Investigation Report, or Administrative Hearing Officer assigned by the Managing Director of the Office of Student Conduct, or designee. The Administrative Hearing Officer makes the decision of responsibility and assigns sanctions, as appropriate. Written notification of the outcomes of the Administrative Hearing will be provided to the student within five (5) University working days of the conclusion of the Administrative Hearing. Decisions made through

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the Administrative Hearing may be appealed by students by utilizing the Disciplinary Appeal Procedures outlined in Part II, section C.5.

b. Panel Hearing

For each Panel Hearing, a panel of three (3) members will be chosen from the available pool by the Managing Director of the Office of Student Conduct, or designee. The Panel will usually be comprised of one student, one faculty member, and one staff member or Administrative Hearing Officer. Availability may determine a different composition for the Panel. In cases involving Part I, section B.1 (Academic Misconduct), the Panel will be comprised only of students and faculty. In cases involving Part I, section B.2 (Actions against Members of the University Community and Others), or other sensitive issues, the Managing Director of the Office of Student Conduct will appoint three Administrative Hearing Officer members for the Panel.

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Administrative Hearing Officers who served as Investigators for the case being heard by a Hearing Panel may not serve as either a member of the Panel as a voting participant or as the non-voting Resource Person, and will participate only as the Investigator in the Panel Hearing.

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All Hearing proceedings, excluding the deliberations of the Hearing Panel, will be recorded by the University.

The Managing Director of the Office of Student Conduct, or designee shall appoint a Resource Person in each Panel Hearing who facilitates the Hearing. The Resource Person is a non-voting participant in the Hearing and is selected from the pool of Administrative Hearing Officers. The Resource Person assures that University/College procedures are followed throughout the Hearing. The Panel Resource Person may:

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- Prepare the Administrative Panel Hearing materials;
- Record the Administrative Panel Hearing proceedings;
- Escort participants into the Hearing room, grant breaks for participants, and distribute evidentiary materials;
- Ensure proper decorum throughout the Administrative Panel Hearing;
- Ensure the procedural soundness of the Administrative Panel Hearing;
- Provide student conduct history of the Respondent during the sanctioning phase, if necessary;
- Transcribe the findings of the Administrative Panel Hearing;
- Compile the post-Hearing documentation;
- Deliver notification to student parties.

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The Student Conduct Officer/Investigator will present the Investigation Report, evidence, witnesses, allegation(s), and questions for deliberation. The Complainant and Respondent have the right to add or make additional comments about the facts of the case. The Panel may ask questions of the Student Conduct Officer/Investigator, Complainant, Respondent, and any witnesses. The Complainant and Respondent may not question each other or witnesses directly, but may pose questions through the Student Conduct Officer/Investigator. Should new evidence be presented without prior discussion with the Student Conduct Officer/Investigator, the Hearing may be halted to consider the inclusion of this information. Impact statements will also be halted if they

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are shared prior to the sanctioning phase of the Hearing. In the event the Resource Person 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 for additional processing, as appropriate. Following the Hearing, the Hearing Panel will deliberate and render a decision regarding the alleged misconduct, as well as determine any sanctions, if applicable. Should the Hearing Panel have any questions for the Student Conduct Officer/Investigator, the Complainant, and/or the Respondent during deliberations, the Hearing will reconvene so that all parties have the opportunity to hear and respond to other parties' responses. Outcomes of the Panel Hearing should be provided to the student(s) in writing within five (5) University working days, or as soon as practical, following the Panel Hearing. Decisions made through the Panel Hearing may be appealed by students utilizing the Disciplinary Appeal Procedures outlined in Part I, section C.5.

4. Sanctions

A Student Conduct Officer/Investigator, Administrative Hearing Officer, or a Hearing Panel may impose sanctions as a result of an Informal Resolution, Administrative Hearing, or Panel Hearing, when a student is found responsible. The potential sanctions are listed in the *Code of Student Conduct* grid at <http://www.depts.ttu.edu/studentconduct>. The grid is provided only as a guideline for administering sanctions by the Student Conduct Officer/Investigator, Administrative Hearing Officer, or the Hearing Panel. The Student Conduct Officer/Investigator, Administrative Hearing Officer and/or the Hearing Panel may deviate from the grid.

Implementation of the disciplinary sanction(s) will not begin and are not deemed final until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted. Sanctions agreed upon through the Informal Resolution process are final upon effectuation of the Informal Resolution. When sanctions are final, appropriate University Administrators may be notified of the student's sanctions. 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.

All records related to the disciplinary process will remain on file in the Office of Student Conduct or University Student Housing for a minimum of seven (7) years from the date the case is completed through an Informal Resolution, Administrative Hearing, or Panel Hearing and/or Disciplinary Appeal Procedures in Part I, section C.5. All records related to the disciplinary process resulting in suspension and/or expulsion will remain on file indefinitely.

If a student is found responsible for violating the *Code of Student Conduct*, sanctions may be imposed and can include, but are not limited to the following:

a. Disciplinary Reprimand

The disciplinary reprimand is an official written notification using the notice procedures outlined in Part I, section A.3 to the student that the action in question was misconduct.

b. Disciplinary Probation

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A University Discipline Committee Hearing panel consists of five (5) University Discipline Committee Members including faculty staff and students. Availability may determine a different composition for the Hearing panel. In cases involving Part II, section B.1 (Academic Misconduct), the Committee is comprised only of students and faculty. In cases including discrimination, sexual misconduct, or other sensitive issues, the Committee will only include faculty and staff.¶

¶ 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 Managing Director of the Office of Student Conduct, or designee will appoint a Committee Resource Person to serve as non-voting participant in the University Discipline Committee Hearing. The Committee Resource Person will be a trained University staff member who may.¶

Prepare the University Discipline Committee Hearing materials. Record the University Discipline Committee proceedings.¶

Escort participants into the Hearing room, grant breaks for participants, and distribute evidentiary materials.¶

Ensure proper decorum throughout the University Discipline Committee Hearing.¶

Ensure the procedural soundness of the University Discipline Committee Hearing.¶

Provide student conduct history of the Respondent during the sanctioning phase, if necessary.¶

Transcribe the findings of the University Discipline Committee Hearing.¶

Compile the post-Hearing documentation.¶

Deliver notification to student parties.¶

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The Student Conduct Officer/Investigator presents the Investigation Report, evidence, witnesses, allegation(s), and questions for deliberation. The Complainant and Respondent have the right to add or make additional comments about the facts of the case. The University Discipline Committee may question the Student Conduct Officer/Investigator, Complainant, Respondent and any witnesses. The Complainant and Respondent do not have the right to question each other or witnesses directly, but may pose questions through the Student Conduct Officer/Investigator. Should new evidence be presented without prior discussion with the Student Conduct Officer/Investigator, 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 that a student is removed from a Hearing due to misconduct (Complainant, Respondent, or witnesses), the alleged misconduct will be forwarded to the Office of Student Conduct.¶

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, if applicable. Should the University Discipline Committee have any questions for the Student Conduct Officer/Investigator, the Complainant, and/or Respondent, the University Discipline Committee Hearing will

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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.

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 Disciplinary 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.

d. 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 Suspension" and will include the period of time in which the student is/was suspended from the University. The notation of disciplinary suspension will remain on the transcript indefinitely. 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/Investigator 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 sanction that was imposed prior to application for readmission, the Student Conduct Officer/Investigator 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. An administrative hold will be placed on the student record to prevent registration during the Disciplinary Suspension.

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

e. Disciplinary Expulsion

Disciplinary Expulsion occurs when the student is permanently withdrawn and separated from the University. The status of Disciplinary Expulsion will be shown permanently on the student's academic record, including the transcript. Disciplinary Expulsion is noted on the student's transcript by the phrase "Disciplinary Expulsion" and the date in which the student's expulsion was effective. An administrative hold will be placed on the student record to prevent future registration.

f. Conditions

A condition is an educational or personal element that is assigned by Student Conduct Officer/Investigator, Administrative Hearing Officer, or Hearing Panel. Costs associated with conditions may be the responsibility of the student. Some examples of conditions include, but are not limited to:

- Personal and/or academic counseling intake session;

- Discretionary educational conditions and/or programs of educational service to the University and/or community;
- Residence hall relocation and/or contract review/cancellation of residence hall contract and/or use of dining facilities;
- Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement;
- Monetary assessment owed to the University;
- Completion of an alcohol or drug education program;
- Referral to the BASICS Program for assessment.

g. 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 sanctions and will usually be time specific. Some examples of restrictions include, but are not limited to:

- Revocation of parking privileges;
- Denial of eligibility for holding office in registered student organizations;
- Denial of participation in extracurricular activities;
- Prohibited access to University facilities and/or prohibited direct or indirect contact with members of the University community;
- Loss of privileges on a temporary or permanent basis.

h. Academic Penalties

In cases involving violations of Part II, section B.1 (Academic Misconduct) an academic penalty may be imposed by the referring party. Academic penalties include, but are not limited to:

- Assignment of a grade for the relevant assignment, exam, or course;
- Relevant make-up assignments;
- No credit for the original assignment;
- Reduction in grade for the assignment and/or course;
- Failing grade on the assignment;
- Failing grade for the course;
- 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;
- Removal of fellowship or assistantship support.

i. Parental Notification

Violations of Part I, sections B.3 (Alcoholic Beverages) or B.4 (Narcotics or Drugs) may result in notification to the parents/guardians of dependent students under the age of 21.

5. Conduct Appeal Procedures

A student may appeal the finding or the sanction(s) imposed in an Administrative Hearing or Panel Hearing by submitting a written petition to the designated appeal officer within five (5) University working days of the delivery of the written decision. An appeal may not be filed on behalf of the student by a third party.

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The Dean of Students, or designee, will select an appeal officer in each case. The designated appeal officer will be a trained University staff or faculty member who did not serve as the Student Conduct Officer/Investigator or the Administrative Hearing Officer in the original Conduct Process and will render a neutral, impartial, and unbiased decision.

In cases involving alleged misconduct involving Part I, section B.1 (Academic Misconduct), 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 Student Conduct Officer/Investigator or Instructor of Record, the designated appeal officer is the Academic Dean.

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 procedural [or substantive error] occurred that significantly impacted the outcome of the Hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
- 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; or
- The sanctions imposed substantially varies from the range of sanctions normally imposed for similar infractions.

In cases involving alleged misconduct involving Part I, section B.2 (Actions against Members of the University Community and Others), 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.

The designated appeal officer will first 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 the designated appeal officer determines that the sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions, the appeal identifies a procedural/substantive error or new evidence that was unavailable at the original Hearing, the appeal officer will then determine whether the error or new evidence would have substantially impacted the decision of the Administrative Hearing Officer or Hearing Panel. If the designated appeal officer determines that the error or new evidence would have substantially impacted the decision, they may:

- Modify the finding and/or increase, decrease, or otherwise modify the sanctions;
- Remand the case to the original Hearing Body; or
- Remand the case to a new Hearing Body.

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The Office of Student Conduct shall make all reasonable efforts to 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) the result of their appeal using the written notification procedures outlined in Part I, section A.3 within ten (10) University working days. If necessary, the Designated Appeal Officer will notify the student should they need additional time to determine the outcome of the appeal. The decision of the designated appeal officer is final and cannot be appealed.

If the designated appeal officer remands the decision to a new Hearing Body, the decision of that Hearing Body is final and may not be appealed.

6. 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 their 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.

SECTION D. CONDUCT PROCEDURES FOR STUDENT ORGANIZATIONS

Upon notice of an alleged violation of the *Code of Student Conduct* by a student organization, 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. The Student Conduct Officer/Investigator will inquire, gather and review information about the reported student organization misconduct, and will evaluate the accuracy, credibility, and sufficiency of the information.

Incidents will be forwarded for investigation when 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.

1. Initial Inquiry

An initial inquiry would occur to review information about the alleged misconduct and to evaluate the accuracy, credibility, and sufficiency of the information. When an initial report does not identify victims of misconduct or victims are not available, it can limit the ability to investigate the incident. When the reporting party or complainant is identified but is reluctant to participate in the investigation process or student conduct process, 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 continuing inappropriate behavior and threat to the community. If the complainant does not want to participate in the investigative process but has no aversion to the university pursuing the conduct process, the University will proceed to the extent of the information available.

Decision to Document the Incident without Further Investigation

If it is determined that the information reported and available does not warrant an allegation of a conduct violation, a policy warning letter may be issued to clarify the policy that was in question. This may happen in situations where reports received are from anonymous sources with no ability to validate the credibility of the concern and the initial inquiry identifies little to no other information to support the report.

2. Remedies & Resources to Reporting Parties/Complainants

- a. The University will take immediate action to eliminate hostile environments, prevent recurrence, and address any effects on the Complainant and community prior to the initiation of formal investigation and/or formal conduct processes. These immediate steps will be taken 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, and 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. Assistance and resources are provided to the Complainant in order to help them understand the options available to them when making a report, to determine what resolution the reporting party is seeking, to identify university and community resources to support the reporting party, and to stop any current inappropriate behavior. 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. This is handled by the staff member in the Center for Campus Life, Student Resolution Center, Office of Student Conduct or Dean of Students taking the initial report. This staff member may or may not be the person to investigate the complaint.

3. Interim Actions

Under the *Code of Student Conduct*, the Dean of Students, Managing Director of the Office of Student Conduct, or designee may impose restrictions, and/or temporarily suspend the registration of a student organization pending the scheduling of a campus Hearing on alleged violation(s) of the *Code of Student Conduct* when the student organization represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University. Examples of conduct or incidents that may result in interim suspension are hazing, organization events and activities resulting in allegations of sexual misconduct, criminal felony charges, severe disruption, retaliatory harassment; alcohol/drug policy violations occurring during recruitment or social events; and cease and desist directives from inter/national or regional organizations. A student organization who receives an interim suspension may request a meeting with the Dean of Students, Managing Director of the Office of Student Conduct, or designee to demonstrate why an interim suspension is not merited. Regardless of the outcome of the meeting, the University may still proceed with the scheduling of a campus Hearing. During an interim suspension, the student organization is not able to access the benefits of being a registered student organization during this time period, and organization activities should cease in order to prevent additional misconduct. Student organizations are informed of interim actions by the official notice procedures outlined in Part I, section A.3. of the *Code of Student Conduct*. Interim action is not a sanction. It is taken in an effort to protect the safety and well-being of the Complainant, Respondent, and other members of the University Community, the University, and/or property. Interim action is preliminary in nature; it is in effect only until the conduct process has been completed. However, violations of interim actions may result in additional allegations of violations of the *Code of Student Conduct*.

4. Notice of Involvement

A student organization will be given notice of the organization's involvement in an alleged violation of the *Code of Student Conduct* by receipt of a "Notice of

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Involvement/Need to Talk” letter or direct contact by a Student Organization or Fraternity/Sorority Life staff member.

5. Initial Contact to the Student Organization Leadership and Advisor

In most cases, the appropriate Student Organization or Fraternity/Sorority Life staff will ask the student organization President and Faculty/Staff Advisor or Alumni Advisor for an initial response to the information received within a prompt timeframe. At this time, student organization officers and members accused of conduct violations will also receive information about resources that can assist them during the conduct proceedings. When organization leaders are prompt, cooperative and forthcoming with information to assist in the inquiry, it can reduce conduct findings and sanctions. Organizations should be aware that information gathered during this initial contact is documented for use during conduct proceedings. Organizations that fail to comply with or respond to a notice issued as part of conduct procedures and/or failure to appear will not prevent the continuation of the conduct process. Likewise, a student organization that ignores requests for information, misrepresents information, or conceals information can face additional allegations of misconduct and increased sanctions.

6. Notification of the Inter/National or Regional Headquarters (if relevant)

In most cases (with the exception of low-level concerns), Fraternity and Sorority Life staff will notify representatives of the inter/national or regional headquarters of the complaint received and process for reviewing the complaint. TTU believes in an active partnership with inter/national and regional organization staff to resolve concerns. These inter/national and regional staff and volunteers are often better able to identify opportunities to address concerns and may be conducting their own investigation and conduct process. TTU staff will specifically contact inter/national and regional organizations when a reoccurring concern indicates a climate issue for the organization, when the response of the organization is not compliant or timely, when there is an immediate threat to member or others safety, or when the organization has already participated in conduct processes for concerns.

7. Rights & Responsibilities

Prior to the formal investigation process, a student organization will be provided a Student Rights & Responsibilities document to review and sign prior to an interview with the appointed Student Conduct Officer/Investigator. The Rights & Responsibilities document informs the student organization of rights to be exercised before and during the conduct process. Those rights include the right to:

- a. A prompt, fair, and equitable process;
- b. Be accompanied by an advisor at any conduct or 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 organization and does not have an active, participatory role in the conduct process. If an advisor for the organization is an attorney, an attorney from TTU Office of General Counsel may attend on behalf of the University.
 - In the case of a student organization conduct proceeding, the President of the student organization is asked to make a response on behalf of the organization. During these processes, the President is also encouraged to include the faculty/staff advisor for the student organization. In many cases, the President may not be able to speak on behalf of the local advisory board to the student organization, so the inclusion of a local alumni advisor is also allowed.
 - In the case of student organizations – the current President of the organization, is responsible for presenting information during the formal hearing. The roles of the advisors during formal hearings should be for support and guidance, not to speak or participate directly in the formal hearing unless authorized.
 - Student organizations should select an advisor whose schedule allows attendance at the meeting, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of the investigator and with advanced notice.
- c. Refrain from making any statement relevant to the investigation.
- Student organizations are expected to cooperate with the University conduct process, but may elect not to participate in the investigation process, either in part or entirely. However, a student organization's refusal to participate in the investigation, in whole or in part, lasts for the duration of the conduct process. In other words, if a student organization chooses not to provide information during the investigation, they will not be allowed to present new information during the Hearing; similarly, if a student organization 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 organization will only be permitted to speak to the information provided, with no additional commentary. The rationale for this policy is to prevent parties from presenting new evidence at the Hearing that was available during the investigative process for the purpose of disadvantaging the other party.
- d. The opportunity to provide information and evidence in support of the case;
- e. Know if they have been issued any allegations of misconduct;

- f. Know the range of sanctions that may be imposed for a conduct violation, if one is alleged and found to have occurred;
- g. Know the Texas Tech University conduct policies and procedures, and where to find them;
- h. Know that any information provided by the student organization may be used in a conduct proceeding;
 - Any information provided by a student during an investigation may be used in formal conduct processes related to allegations against the student organization, the student or other students.
 - Student and student organization records are subject to the Federal Education Rights & Privacy Act (FERPA). Information collected during an investigation will be compiled into an investigation report and is considered student or student organization records. The investigation report may be shared with the assigned student conduct hearing board members or administrative officers assigned to adjudicate concerns as officials with legitimate educational interest and without written consent for release. Student and student organization records can be subpoenaed in accordance with criminal processes which could include the release of the investigation report to law enforcement officials. The investigation report may also be shared with the inter/national or regional organization headquarters staff to assist with collaborative investigations.
- i. Know that if a student makes any false or misleading statements during the student conduct process, that student could be subject to further disciplinary action.

Student organization responsibilities include:

- j. Be responsive to all communications from the university;
- k. Provide information relevant to the incident or situation;
- l. Be honest and provide true and accurate information during the investigation
- m. If a student or student organization needs additional time to gather information, please inform your investigator/conduct officer.
- n. Review the Code of Student Conduct in order to fully understand all aspects of the student conduct process.

8. Investigation

- a. The Dean of Students, Managing Director of the Office of Student Conduct, or designee will appoint a Student Conduct Officer/Investigator to conduct a thorough, reliable, and impartial investigation of the reported concern.
- b. Reported allegations of misconduct under the Code of Student Conduct have varying degrees of complexity and severity. Therefore, the investigation procedures described below may vary. In student organization incidents there is

the potential for three or more separate investigations to be occurring in a similar time frame.

- TTU Student Organization Conduct Investigation
 - Criminal Investigation by Texas Tech, Lubbock or Other Police Departments
 - Inter/National or Regional Headquarter Investigation
 - Local Student Organization Advisory Board Investigation
- c. When initial inquiry indicates that another concurrent investigation is occurring alongside the TTU student conduct investigation, the appointed investigator(s) will, where possible, collaborate with the other entities conducting investigations. Elements of a collaborative investigation may include coordinated or joint interviews, evidence sharing, and investigation report sharing within the limits of student records policies.
- d. Investigations of student organization conduct may include the requirement for student organization members to attend an investigation meeting as a group or as individuals. Students may be asked to complete written questionnaires related to the investigation. Regardless of the nature of the investigation, students and student organizations should be aware of their rights and responsibilities in the conduct process and recognize that any information shared during the course of the student conduct investigation may be used in formal conduct processes against the student organization or the individual student. Students can always decline to participate in a collaborative investigation meeting and meet only with the student conduct investigator instead of meeting together with other investigators.
- e. During the investigative process, student organization representatives are responsible for providing all information or evidence that they believe should be considered. Once the investigative process is complete, the Student Conduct Officer/Investigator will compile the relevant information and evidence into an Investigation Report, which will include the allegations of the *Code of Student Conduct* and may include a timeline of the event(s), statements from the 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. Student organization representatives will have access to review the completed Investigation Report and/or investigative materials relevant to the investigation after the Investigative Process has concluded. In order to protect confidentiality, student organization representatives may not be given copies of Investigation Reports and/or investigative materials.
- Allegations of potential violations of the *Code of Student Conduct*, if appropriate, are assigned at the conclusion of the Investigation at which point the Student Conduct Officer/Investigator explains the options for resolution to the involved

parties. Should a student organization not participate in the Investigative Process, the conduct process may continue without their participation. The Student Conduct Officer/Investigator may assign allegation(s) to the respondent based on the information that the Student Conduct Officer/Investigator collected without the student organization's participation, if appropriate.

- f. Student organizations will be asked to provide information about any actions occurring voluntarily by the organization to address concerns or actions occurring related to other conduct processes (intern/national or regional actions, local alumni board actions). This information is used to inform the opportunity for an organization to be eligible for informal resolution processes or the sanctioning portion of a formal hearing if an organization is found responsible for a policy violation.
- g. A student organization will have access to a completed Investigation Report and/or investigative materials relevant to the allegation(s) after the investigative process has concluded. In order to protect confidentiality however, student organizations are not given copies of the Investigation Reports and/or investigative materials.

9. Investigation Report is Completed by Investigator and Pre-Hearing Scheduled

- a. Once the investigation report is completed, the President and his/her advisors for the student organization will be given notice of a Pre-Hearing Meeting. During this meeting, the representatives will be given an opportunity to review the Investigation Report and other documents or evidence that would be used in a formal hearing. If new or previously unavailable information is now available, the investigator will make a determination about the inclusion of the information in the report.
 - If there is not sufficient evidence to proceed to a hearing, a policy warning letter would be issued to the organization and the incident would be closed.
 - If there is sufficient evidence to proceed to a hearing, the investigation report will outline the formal allegations against the student organization.
 - A discussion would occur around the opportunity for an informal resolution or a formal hearing.
- b. In cases proceeding to a formal hearing, the student organization representative(s) would review the formal hearing script and the pool of faculty, staff, and students trained for the Hearing Panel.

10. Informal Resolution

- a. Upon review of the investigation report and the investigation process, the organization may have the opportunity to resolve the issue informally. The investigator would provide an informal resolution in writing to the organization representatives for their consideration. The organization would agree to the

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outlined findings of responsibility for misconduct and the outlined sanctions, conditions, and restrictions. If there is a complainant, the complainant must also agree to the informal resolution. To participate in the Informal Resolution process, student organizations must accept both the finding and the sanction, condition(s), restriction(s). There is no appeal of signed informal resolutions. Once completed, the informal resolution completes the conduct process. The case will only be reopened if new materials, previously unavailable is presented.

11. Pre-Hearing Process

- a. In cases involving an Administrative or Panel Hearing, the Pre-Hearing Process will be followed. Once the investigative process is complete, the student organization will be given notice of a Pre-Hearing Meeting. Should student organizations not participate in the Pre-Hearing, the conduct process may continue without their participation, including the assignment of allegations and the completion of an Administrative or Panel Hearing. During this meeting, student organizations will be given the opportunity to review the Investigation Report, relevant evidence, and other documents to be used in the Administrative or Panel Hearing. Other documents include notification of Respondent's allegations, Hearing Panel composition, and Hearing script. Following the pre-hearing, student organizations will be notified, via the notification procedures, outlined in Part I, Section A.3 of a date, time, and location of the Hearing.
- b. While students may identify errors in their own statements during the Pre-Hearing, they are not able to add additional information to the Investigation Report unless that information, in the judgment of the Student Conduct Officer/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 Administrative or Panel Hearing, the student should inform the Student Conduct Officer/Investigator immediately. If the new information is pertinent to the consideration of the case, the Student Conduct Officer/Investigator will determine whether the new information should be included in the Investigation Report or presented verbally during the Administrative or Panel 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 Administrative or Panel Hearing.
- c. The conduct process is designed to be non-adversarial. Student organization representatives will be permitted to question the statements and evidence presented by the other involved parties, but may not do so directly. After reviewing the investigation report, during the Pre-Hearing, complainants and respondents will have the opportunity to question the statements and evidence presented by the other involved parties, via the Student Conduct Officer/Investigator, who will pose the questions and supplement the Investigation Report.

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NOTE: Questions that are deemed objectionable, inappropriate, and/or irrelevant by the Student Conduct Officer/Investigator may be rejected.

- d. Student organizations may indicate whether an Administrative Hearing or Panel Hearing is preferred. However, the Student Conduct Officer/Investigator has the sole discretion in all cases to designate whether an Administrative Hearing or Panel Hearing will be held notwithstanding the student's preference.
- e. In cases requiring a Hearing Panel, the Student Conduct Officer/Investigator will share the pool of faculty, staff, and students trained for Hearing Panels. Student organization representatives will be given the opportunity to request to strike any member of the Hearing Panel whose impartiality may be in question. In order to strike a member of the Hearing Panel, the student organization representative must provide the Student Conduct Officer/Investigator with a reasonable and substantiated rationale for the request. Once the composition of the Hearing Panel is set, the Student Conduct Officer/Investigator will schedule the Panel Hearing.

12. Formal Hearings

- a. Upon completion of the initial inquiry/investigation, after the allegation(s) have been assigned, and proper notice has been given to the student organization, the University may proceed to conduct either an Administrative or a Panel Hearing and issue a finding and accompanying sanctions, if applicable. The Administrative Hearing or Panel Hearing may be held and a decision made, regardless of whether the student organization responds, fails to respond, attends the Hearing, or fails to attend the Hearing. Should the student organization fail to attend the Administrative or Panel Hearing, the Student Conduct Officer/Investigator or the Hearing Panel may consider the information contained in the Investigation Report and render a decision. Student organization conduct processes are typically adjudicated by a Hearing Panel.
- b. Hearings are closed to the public. Complainants and respondents have the right to be present at the formal hearing; however, they do not have the right to be present during deliberations. Arrangements will be made so that complaining and responding students are not present in the hearing room at the same time.
- c. Student organizations are typically represented by the current President and an advisor.
- d. In situations where the organization no longer has a current student representing the organization, the conduct process will continue with the information available at the time. Organizations with inter/national, regional, or local advisory staff or volunteers with a long-term interest in the organization's recognition at the University may be allowed to participate in the resolution of conduct processes when a current student is no longer able to represent the organization.
- e. Administrative Hearing

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An Administrative Hearing is the process of adjudicating allegations of violations of the Code of Student Conduct by an Administrative Hearing Officer. The Administrative Hearing Officer in an Administrative Hearing may be the Student Conduct Officer/Investigator that completed the Investigation Report, or Administrative Hearing Officer assigned by the Managing Director of the Office of Student Conduct, or designee. The Administrative Hearing Officer makes the decision of responsibility and assigns a sanctions, as appropriate. Written notification of the outcomes of the Administrative Hearing will be provided to the student within five (5) University working days of the conclusion of the Administrative Hearing. Decisions made through the Administrative Hearing may be appealed by students by utilizing the Disciplinary Appeal Procedures outlined in Part I, Section D.14.

f. Panel Hearing

For each Panel Hearing, a panel of three (3) members will be chosen from the available pool by the Managing Director of the Office of Student Conduct, or designee. The Panel will usually be comprised of one student, one faculty member, and one staff member or Administrative Hearing Officer. Availability may determine a different composition for the Panel. In cases involving Part I, section B.1 (Academic Misconduct), the Panel will be comprised only of students and faculty. In cases involving Part I, section B.2 (Actions against Members of the University Community and Others), or other sensitive issues, the Managing Director of the Office of Student Conduct will appoint three Administrative Hearing Officers for the Panel.

Administrative Hearing Officers who served as Investigators for the case being heard by a Hearing Panel may not serve as either a member of the Panel as a voting participant or as the non-voting Resource Person, and will participate only as the Investigator in the Panel Hearing.

All Hearing proceedings, excluding the deliberations of the Hearing Panel, will be recorded by the University.

The Director of the Office of Student Conduct, or designee, appoints a Resource Person in each Panel Hearing who facilitates the Hearing. The Resource Person is a non-voting participant in the Hearing and is selected from the pool of Administrative Hearing Officers. The Resource Person assures that University/College procedures are followed throughout the Hearing. The Panel Resource Person may:

- Prepare the Administrative Panel Hearing materials;
- Record the Administrative Panel Hearing proceedings;
- Escort participants into the Hearing room, grant breaks for participants, and distribute evidentiary materials;
- Ensure proper decorum throughout the Administrative Panel Hearing;
- Ensure the procedural soundness of the Administrative Panel Hearing;

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- Provide student conduct history of the Respondent, during the sanctioning phase, if necessary;
- Transcribe the findings of the Administrative Panel Hearing;
- Compile the post-Hearing documentation;
- Deliver notification to student parties.

The Student Conduct Officer/Investigator presents the Investigation Report, evidence, witnesses, allegation(s), and questions for deliberation. The Complainant and Respondent have the right to add or make additional comments about the facts of the case. The Panel may ask questions of the Student Conduct Officer/Investigator, Complainant, Respondent, and any witnesses. The Complainant and Respondent may not question each other or witnesses directly, but may pose questions through the Student Conduct Officer/Investigator. Should new evidence be presented without prior discussion with the Student Conduct Officer/Investigator, 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 Resource Person 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 for additional processing, as appropriate. Following the Hearing, the Hearing Panel will deliberate and render a decision regarding the alleged misconduct, as well as decide any sanctions, if applicable. The investigator would provide information during sanctioning related to any previous conduct history, self-sanctioning occurring with the organization, and general information about the organization's activities and participation at TTU to help inform sanctioning. Should the Hearing Panel have any questions for the Student Conduct Officer/Investigator, the Complainant, and/or the Respondent during deliberations, the Hearing will reconvene so that all parties have the opportunity to hear and respond to other parties' responses. Outcomes of the Panel Hearing will be provided to the student(s) in writing within five (5) University working days of the Panel Hearing. Decisions made through the Panel Hearing may be appealed by students utilizing the Disciplinary Appeal Procedures outlined in Part I, section C.5.

13. Sanctions

A Student Conduct Officer/Investigator, Administrative Hearing Officer, or a Hearing Panel may impose sanctions as a result of an Informal Resolution, Administrative Hearing, or Panel Hearing, when a student organization is found responsible. The potential sanctions are listed in the Student Organization Sanction Grid in the Student Handbook Appendix. The grid is provided only as a guideline for administering sanctions by the Student Conduct Officer/Investigator, Administrative Hearing Officer or the Hearing Panel.

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 A University Discipline Committee Hearing panel consists of five (5) University Discipline Committee Members including faculty, staff and students. Availability may determine a different composition for the Hearing panel. In cases involving Part I, section B.1 (Academic Misconduct), the Committee is comprised only of students and faculty. In cases including discrimination, sexual misconduct, or other sensitive issues, the Committee will only include faculty and staff. ¶

¶ 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 Managing Director of the Office of Student Conduct, or designee will appoint a Committee Resource Person to serve a non-voting participant in the University Discipline Committee Hearing. The Committee Resource Person will be trained University staff member who may: ¶
 Prepare the University Discipline Committee Hearing materials. ¶

Record the University Discipline Committee proceedings. ¶
 Escort participants into the Hearing room, grant breaks for participants, and distribute evidentiary materials. ¶
 Ensure proper decorum throughout the University Discipline Committee Hearing. ¶
 Ensure the procedural soundness of the University Discipline Committee Hearing. ¶
 Provide student conduct history of the Respondent during the sanctioning phase, if necessary. ¶
 Transcribe the findings of the University Discipline Committee Hearing. ¶
 Compile the post-Hearing documentation. ¶
 Deliver notification to student parties. ¶

¶ The Student Conduct Officer/Investigator presents the Investigation Report, evidence, witnesses, allegation(s), and questions for deliberation. The Complainant and Respondent have the right to add or make additional comments about the facts of the case. The University Discipline Committee may question the Student Conduct Officer/Investigator, Complainant, Respondent and any witnesses. The Complainant and Respondent do not have the right to question each other. ¶

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 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, if

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The cooperation of an organization during the investigation and conduct process as well as any self-sanctioning or other required sanctioning will also be considered in the determination of sanctions.

Implementation of the sanctions 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 a student organization is found responsible for violating the Code of Student Conduct, sanctions may be imposed and can include, but is not limited to the following;

a. Disciplinary Reprimand

The Disciplinary Reprimand is an official written notification that the action in question was misconduct. The disciplinary status of the organization is still good-standing.

b. Disciplinary Probation

Disciplinary Probation is a period of time during which the organization's conduct will be observed and reviewed. The organization must demonstrate the ability to comply with University policies and any other conditions / requirements stipulated for the period of probation. Further instance of misconduct during this time period may result in additional sanctions, conditions, and/or restrictions.

c. Deferred Disciplinary Suspension

Deferred Disciplinary Suspension is utilized for misconduct that could have resulted in suspension, but the suspension is deferred for a period of observation and review. Deferred suspensions are assigned for no less than one semester. Further instances of misconduct during this time period may result in immediate temporary suspension of organization activities and often result in suspension or expulsion. Deferred suspension often includes multiple conditions and restrictions for the organization to continue recognition with the university.

d. Time-Limited Disciplinary Suspension

Time-Limited Disciplinary Suspension is a specific period of time in which a student organization's registration with the university is suspended as well as privileges and benefits of registration. Suspended student organizations may not hold events or activities on campus, may not solicit or utilize University grounds or services to promote organizations or events or to recruit members, and may not utilize any other benefits or services provided to registered student organizations. All activity, on or off campus, official or unofficial, must immediately cease when a student organization is suspended. The time period of the suspension will not begin until all activity of the organization has stopped. If

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an inter/national or regional organization suspends the charter of an organization, this results in a sanction no less than time-limited suspension for the time period of the suspended charter. Notification of disciplinary suspension of a student organization will indicate the date on which it begins and the earliest date the student organization's application for registration will be considered. The Student Conduct Officer/Investigator may deny an application for registration if the organization's misconduct during suspension would have warranted additional disciplinary action. If the student organization has failed to satisfy any sanction that was imposed prior to application for registration, the Student Conduct Officer/Investigator may deny registration to the student organization. On a denial of student organization registration, the Student Conduct Officer/Investigator or Managing Director of Campus Life will set a date when another application for registration may again be made.

e. Disciplinary Expulsion

Disciplinary Expulsion occurs when the student organization is permanently separated from the University with no opportunity for future registration as a student organization.

f. Conditions

A condition is an additional component of a disciplinary sanction, usually an educational element assigned to occur in conjunction with a period of probation or deferred suspension or assigned to occur prior to returning from time-limited suspension. Examples include, but are not limited to

- Hosting educational programs or initiatives for the organization or community related to the misconduct
- Requirements for additional training or advisement from TTU staff, advisory boards, or other appropriate parties
- Requirements for membership to complete online education programs or other activities
- Requirements for community service or other activities beneficial to the membership and associated with remedying the impact of behavior on the community
- Restitution or compensation for loss, damage or injury, which may take the form of appropriate service and/or monetary or material replacement
- Requirements for completion of membership reviews and providing updated rosters
- Requirements to submit information about updated and improved organizational processes such as new member education plans, or social event plans

g. Restrictions

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A restriction is an additional component of a disciplinary sanction, usually an educational restriction on organization activities that occurs during a time period of probations or deferred suspension or upon return from time-limited suspension. Examples include, but are not limited to

- Revocation of organization benefits such as eligibility for SGA funding, eligibility to reserve rooms, eligibility to solicit or hold events on campus
- Denial of participation or restrictions associated with participation in university activities as a student organization such as homecoming, intramurals, recruitment activities

h. Required Notifications

Some organization misconduct requires additional notifications. Texas Education Code, Chapter 51.936 indicates that institutions of higher education shall distribute to each student during the first three weeks of each semester a list of organizations that have been disciplined for hazing or convicted for hazing on or off the campus of the institution during the preceding three years.

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14. Conduct Appeal Procedures

- a. A student organization may appeal the decision of a formal hearing or the sanction(s), condition(s), and restriction(s) imposed following a formal hearing by submitting a written petition for appeal to the designated appeal officers with five (5) University working days of receiving the written decision.
- b. The Dean of Students, or designee, will select an appeal officer in each case. The designated officer will be a trained University staff or faculty member who was wholly uninvolved in the original Conduct Process and will render a neutral, impartial, and unbiased decision.
- c. Petitions for appeal must clearly identify 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.
- d. The only proper grounds for appeal are as follows
 - Procedural or substantive error that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
 - 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
 - The sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions.
- e. In cases involving alleged misconduct involving Part I, section B.2 (Actions against Members of the University Community and Others), 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.

- f. The designated appeal officer will first 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.
- g. If the designated appeal officer determines that the sanctions imposed substantially vary from the range of sanctions normally imposed for similar infractions, the appeal identifies a procedural/substantive error or new evidence that was unavailable at the original Hearing, the appeal officer will then determine whether the error or new evidence would have substantially impacted the decision of the Administrative Hearing Officer or Hearing Panel. If the designated appeal officer determines that the error or new evidence would have substantially impacted the decision, they may:
 - Modify the finding and/or increase, decrease, or otherwise modify the sanctions;
 - Remand the case to the original Hearing Body;
 - Remand the case to a new Hearing Body.
- h. The Office of Student Conduct or designee shall make all reasonable efforts to notify the student organization of the status of the appeal throughout the appellate process and shall make all reasonable efforts to notify the student organization of the result of their appeal using the written notification procedures outlined in Part I, section A.3 within ten (10) University working days. If necessary, the Designated Appeal Officer will notify the student organization should they need additional time to determine the outcome of the appeal. The decision of the designated appeal officer is final and cannot be appealed.
- i. If the designated appeal officer remands the decision to a new Hearing Body, the decision of that Hearing Body is final and may not be appealed.

15. Student Organization Records

- a. All records concerning a student organization related to conduct processes will remain on file with the University for a minimum of seven (7) years from the date of the completion of the case via informal resolution, formal hearing, and/or conduct appeal processes.
- b. Student organization records do not impact the content of individual student records for student organization members. Findings of responsibility of misconduct for student organizations does not indicate a finding of responsibility for individual students. Individual students are subject to their own conduct processes separate from the student organization process.

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- c. Student organization conduct decisions and finding are shared with the inter/national or regional headquarters of organizations as appropriate.

PART II COMMUNITY POLICIES

SECTION A. ALCOHOL POLICY & INFORMATION

- a. Alcoholic Beverage Provisions in the Code of Student Conduct

SECTION B. ACADEMIC INTEGRITY

- a. Texas Tech University Statement of Academic Integrity

Academic integrity is taking responsibility for one's own class and/or course work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching, and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures grades are earned honestly. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers.

[Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010]

- b. Academic Dishonesty Definitions

Students must understand the principles of academic integrity, and abide by them in all class and/or course work at the University. Academic Misconduct violations are outlined Part II, section B.2 of 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. Instructor Responsibilities

Any person becoming aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. The instructor 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 penalty 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 as a

central clearinghouse of violations and for adjudication as a *Code of Student Conduct* violation where disciplinary sanctions will be assigned.

d. **Withdrawal and Assignment of Grades**

1. Once a student has been notified of an academic integrity allegation, the student may not drop the course until the academic integrity processes are complete. If a student drops or withdraws, the student will be reinstated to the course in question. 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 and/or the referring faculty member allows the student to withdraw from the course, 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.
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 I, section C.5 (Disciplinary Appeals Procedures).

e. **Academic and Disciplinary Penalties**

The academic and disciplinary penalties will not be implemented until the disciplinary procedure and appeal process has been exhausted. In cases in which a student is found not responsible for academic dishonesty, the student will be entitled to the grade he/she would have received in the absence of an academic integrity violation. In addition, the student will be allowed to continue in the particular course without prejudice.

f. **Referrals to the Office of Student Conduct**

In addition to the assignment of academic sanctions by the instructor of record, a referral of the academic integrity violation should also be made to the Office of Student Conduct for the assignment of disciplinary sanctions. 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 with the Office of Student Conduct as outlined in the *Code of Student Conduct*.

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

SECTION C. ANTI-DISCRIMINATION POLICY

1. The university does not tolerate discrimination or harassment based on or related to sex, race, national origin, religion, age, disability, protected veteran status, genetic information, or other protected categories, classes, or characteristics. While sexual orientation and gender identity are not explicitly protected categories under state or federal law, it is the university's policy not to discriminate in employment, admission, or use of programs, activities, facilities, or services on these bases. (<http://www.depts.ttu.edu/opmanual/OP40.02.pdf>)

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2. 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:
 - Slurs and jokes about a protected class of persons or about a particular person based on protected status, such as sex or race;
 - Display of explicit or offensive calendars, posters, pictures, drawings, screen savers, e-mails, or cartoons in any format that reflects disparagingly upon a class of persons or a particular person;
 - Derogatory remarks about a person's national origin, race or other ethnic characteristic;
 - Disparaging or disrespectful comments if such comments are made because of a person's protected status;
 - Loud or angry outbursts or obscenities in the academic environment directed toward another student, faculty, staff, or visitor; or
 - Disparate treatment without a legitimate business reason.

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3. Sexual Harassment

- a. 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:
 - Sexual teasing, jokes, remarks, questions
 - Sexual looks and gestures;
 - Sexual innuendoes or stories;
 - Communicating in a demeaning manner with sexual overtones;
 - Inappropriate comments about dress or physical appearance;
 - Gifts, letters, calls, e-mails, or materials of a sexual nature;
 - Sexually explicit visual material (calendars, posters, cards, software, internet materials);
 - Sexual favoritism;

- Pressure for dates or sexual favors;
- Unwelcome physical contact (touching, patting, stroking, rubbing)
- Non-consensual video or audio-taping of sexual activity;
- Inappropriate discussion of private sexual behavior;
- Exposing one's genitals or inducing another to expose their genitals;
- Unwelcome physical contact (touching, patting, stroking, rubbing);
- Non-consensual video or audio-taping of sexual activity;
- Exposing one's genitals or inducing another to expose their genitals;
- Sexual assault; or
- 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.*

4. Reporting Concerns

Students wishing to report an incident of discrimination or harassment, including gender-based discrimination, sexual harassment, or sexual assault, should contact the Deputy Title IX Coordinator for Students. Additional reporting information can be found at titleix.ttu.edu/students. Students reporting discrimination or harassment in their employment capacity should contact the Office of Equal Employment Opportunity. An online reporting form is also available: https://www.depts.ttu.edu/titleix/students/Report_an_Incident.php

5. 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>.

6. 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.

7. 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 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.

8. Faculty/Staff and Student Relationships

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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.

9. Grievance or Complaint Processes

A grievance is a formal complaint pertaining to adverse actions taken on the basis of a 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. For additional information regarding the complaint process, see TTU Operating Policies 40.02 and 40.03.

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10. Grievances and Investigations – Complaints Involving Other Students

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 TTU Operating Policies 40.02 and 40.03.

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11. Grievances and Investigations – Complaints Involving Employees, Whether Faculty, Staff, or Students

- a. This grievance process is applicable to all students who choose to complain about unlawful discrimination, harassment, or other violations of the law that adversely affect their educational environment and the responding party is an employee, whether faculty, staff, or student.
- b. All grievance investigations and procedures will be non-adversarial in nature. These procedures are entirely administrative in nature and are not considered legal proceedings.
- c. 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.
- d. A student may 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 their 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.
- e. If the grievance involves the Dean of Students, the grievance should be presented to the Equal Employment Opportunity Office.

Deleted: 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 I, section B (Code of Student Conduct). ¶

- f. Student complaints of discrimination or harassment by an employee will be investigated jointly by the Office of the Dean of Students and the Office of Equal Employment Opportunity.
- g. 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 or the Office of Equal Employment Opportunity. Other administrators may be consulted to assist with the investigation.
- h. After the investigation is complete, the Office of the Dean of Students or the Office of Equal Employment Opportunity or designee will provide a written determination to the student who has filed the grievance, the accused parties, and the appropriate administrators.
- i. The finding of the Office of the Dean of Students or the Office of Equal Employment Opportunity is final and not appealable.
- j. 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.
- k. If either party disagrees with the imposed disciplinary action, or lack thereof, he or she may appeal within 10 business days through procedures established in OP 32.05 for faculty and OP 70.10 for staff.
- l. Any disciplinary action taken in connection with a grievance filed pursuant to this policy shall be reported in writing to the Office of the Dean of Students and the Office of Equal Employment Opportunity at the time the disciplinary action is implemented. Confirmation of the disciplinary action can be provided via a copy of a counseling or other written disciplinary action, resignation, termination document, etc.
- m. At the conclusion of the investigation, the student shall be advised that if the discrimination or unlawful activity persists the student should contact the Office of Equal Employment Opportunity. Likewise, in the event the student believes unlawful retaliation for filing a grievance has taken place, the student should contact the Dean of Students or the Office of Equal Employment Opportunity, and/or file a grievance for retaliation.
- n. In the event of a finding of a violation of this policy, the Office of Equal Employment Opportunity will follow up with the grievant within 60 days to ensure that the complained of behavior has ceased.

SECTION D. CLASS ABSENCES

1. Class Absences

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.

2. Religious Holy Day Absences

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

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

- a. 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).
- b. 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.

SECTION E: COMPLAINT PROCESSES

1. Complaints/Grievances

Texas Tech University has various procedures for addressing written student complaints/grievances. Students may seek assistance from the Student Resolution Center as they go through a written complaint/grievance process. The Student Resolution Center helps students understand all of the steps of the process as well as what information they may want to include in their written complaint/grievance.

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2. Academic Status Complaints

- a. Policies and processes related to academic status are found in the Undergraduate/Graduate Academic Catalog as well as in Operating Policy 34.07 Undergraduate Academic Status, Operating Policy 34.15 Grade Replacement Policy, and Operating Policy 64.04 Academic Probation and Suspension of Graduate Students.
- b. Undergraduate students on academic suspension may appeal their academic status to the Associate Academic Dean of their Academic College for review of mitigating factors or the use of grade replacement to impact grade point average. Graduate students may appeal to the Graduate School for review.

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3. Complaints Against Faculty (Non-Grading and Non-Discrimination)

Conduct of University Faculty is outlined in Operating Policy 32.04 Conduct of University Faculty. The processes for complaints against faculty are outlined in the policy and in the Undergraduate/Graduate Academic Catalog. Students should direct complaints to the supervisor of the department or organization housing the faculty member, typically the department chair.

4. Conduct Complaints Against Other Students and Student Organizations

The *Code of Student Conduct* Part I, Section C and Section D of the TTU Student Handbook outlines the process for filing a conduct complaint against a student or student organization.

5. Discriminatory and/or Sexual Harassment

- a. Texas Tech University has established policies and grievance procedures providing for prompt and equitable resolution of student complaints of discrimination and harassment, including sexual harassment, sexual violence, and other forms of sexual misconduct. In the event a student believes their rights under Title IX or other laws have been violated, TTU Operating Policies 40.02 and 40.03 set forth procedures for filing, investigating, and resolving complaints of harassment and discrimination.
- b. For complaints by a student against another student regarding incidents of discrimination or harassment, see Part II, Section H Gender Based Harassment, Sexual Misconduct, Discrimination, and Title IX in the TTU Student Handbook.
- c. For complaints by students against faculty or staff regarding incidents of discrimination or harassment, see the Anti-Discrimination Policy in Part II, Section C of the TTU Student Handbook and Operating Policy 40.03 (formerly 70.28).
- d. For complaints against student organizations related to incidents of discrimination or harassment, detailed policies and procedures are available in Part I, Section B.2 and Section D in the TTU Student Handbook.

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6. **Disability-Related Complaints**

- a. Complaints related to disabilities are guided by Operating Policy 10.08 Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) and Operating Policy 34.22 Establishing Reasonable Accommodation for Students with Disabilities.
- b. 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 Managing Director of Student Disability Services. The ADA Campus Coordinator for Students is the Managing Director of Student Disability Services, 335 West Hall, (806) 742-2405.

7. **Student Record Complaints & FERPA**

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 II, section O. The Registrar's Office provides oversight for student records and student record complaints.

8. **Disciplinary Action**

The University disciplinary appeals process is outlined in the Student Handbook Part I, section D. Conduct 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.

9. **Employment**

A student wishing to pursue a grievance concerning employment with the University and who has not found satisfaction or resolution with their immediate supervisor or the person in charge of that department may contact Human Resources or the Office of Equal Employment Opportunity in accordance with the grievance procedures outlined in the University Operating Policy 70.10 Non-Faculty Employee Complaint Procedures and Operating Policy 40.03 (formerly 70.28) Anti-Discrimination Policy and Grievance Procedure for Violations of Employment and Other Laws.

10. **Grades**

The instructor assigned to a course has the responsibility for determining a grade and for judging the quality of academic performance. A grade can be formally appealed only when there is demonstrable evidence that prejudice, arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. The complete student grade appeal policy and procedure is listed in Operating Policy 34.03 Student Grade Appeal. 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 I, section B.1 (Academic Misconduct).

11. **Parking Citations**

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>

Deleted: ~~4#~~ Texas Tech University has established police and grievance procedures providing for prompt and equitable resolution of student complaints of discrimination and harassment, including sexual harassment, sexual violence, and other forms of sexual misconduct. In the event a student believes their rights under Title IX or other laws have been violated, Operating Policy 40.02 sets forth procedures for filing, investigating, and remedying complaints of harassment and discrimination. ¶

For complaints by a student against another student regarding incidents of discrimination or harassment, see Part II, Section H Gender-Based Harassment, Sexual Misconduct, Discrimination, and Title IX in the TTU Student Handbook. ¶

For complaints by students against faculty or staff regarding incidents of discrimination or harassment, see the Anti-Discrimination Policy in Part II, Section C of the TTU Student Handbook and Operating Policy 40.03 (formerly 70.28). ¶

For complaints against student organizations related to incidents of discrimination or harassment, detailed policies and procedures are available in Part I, Section B.2 and Section D of the TTU Student Handbook. ¶

12. Graduate School Requirements

- a. Graduate student complaints related to academic standing and performance follow processes outlined in Operating Policy 64.07 Graduate Student Appeals. Such matters include, but are not limited to, disputes concerning comprehensive and qualifying examinations, theses and dissertations, academic probation and suspension, and graduate assistantships.
- b. Appeals of course grades are made through the dean of the college in which the course is offered and are guided by process in Operating Policy 34.03 Student Grade Appeal.

13. Housing Complaints

Housing regulations and processes are provided annually in the Housing Contract Guide, on the University Student Housing website. University Student Housing oversees the resolution of complaints related to student housing.

14. Online and Distance Student Complaints

Students enrolled in distance learning courses utilize the same complaint procedures as students enrolled in traditional courses. In accordance with the Higher Education Opportunities Act of 2008, Texas Tech University provides a website related to enrollment in distributed education courses or programs and complaint processes for filing with the accrediting agency and other appropriate state agencies at <http://www.depts.ttu.edu/elearning/complaint-process/>.

15. Tuition, Fee, and Financial Aid Complaints

Tuition, fee, and financial aid complaints are guided by Student Business Services and Student Financial Aid processes. Information is available on both department websites. Students with complaints related to tuition, fee, and financial aid may submit concerns through an online system.

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Online and Distance Student Complaints¶

SECTION F. FINANCIAL RESPONSIBILITY

1. Financial Responsibility of Students

- a. Students must meet all financial responsibilities due to the University. The writing of checks on accounts with insufficient funds, issuance of stop pays, disputed 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 may subject the student to additional fees, fines, suspension of check writing and cashing privileges, denial of registration, withholding of grades and transcripts and 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. Students should understand that consequences may result from not resolving one's financial obligations to the University.
- b. Generally, failure to meet financial obligations to the University may result in:
 - Cancellation of the student's registration.
 - Possible criminal prosecution for writing insufficient fund checks.
 - 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.
 - A hold preventing future registration placed on a student's academic records.
 - A hold on receiving official University transcripts until the obligation is paid.
 - SThe 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.
- c. For more information, please visit the Student Business Services website at www.sbs.ttu.edu.

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SECTION G. FREEDOM OF EXPRESSION

1. Freedom of Expression

- a. Information related to freedom of expression policy is available in Part II, Section P Use of University Space.

SECTION H. GENDER-BASED HARASSMENT, SEXUAL MISCONDUCT, DISCRIMINATION, AND TITLE IX

Texas Tech University (TTU) has established policies and grievance procedures providing for prompt and equitable resolution of student complaints of discrimination and harassment, including sexual harassment, sexual violence, and other forms of sexual misconduct. In the event a student believes their rights under Title IX or other laws have been violated, TTU Operating Policies 40.02 and 40.03 set forth procedures for filing, investigating, and resolving complaints of harassment and discrimination. Additional information regarding gender-based harassment, sexual misconduct, discrimination, and Title IX can be found at titleix.ttu.edu.

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SECTION I: HOUSING REQUIREMENTS

1. Housing Information

- a. The Texas Tech residence hall system includes a variety of living options and provides convenient and affordable housing for approximately 8,000 students. Learning Communities provide students with the opportunity to live with others of similar interests or major. Carpenter/Wells Complex, which is arranged in three-bedroom townhouses or four-bedroom flats, offers private bedrooms in a suite-style 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 includes a limited number of two bedroom suites. West Village offers apartment style living with full kitchens and washer and dryers. Priority for assignment to Carpenter/Wells complex and West Village A will be given to students of sophomore or higher classification. West Village B will be assigned for students that are 21 years of age or older. Gordon Hall, a suite-style residence, is designated as the primary Honors College Residence Hall.
- b. Ethernet computer connections are provided in each room. All halls will have WiFi throughout the building. Other services include basic cable television service with Showtime, limitless laundry rooms, study lounges, and in hall 24-hour professional office.
- c. 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.
- d. 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.
- e. 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.

2. Housing Policy

- a. In support of the Strategic Plan of Texas Tech University, the university requires enrolled first year students to live in the university residence halls. 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 Undergraduate and Graduate Catalog and approved by the Board of Regents.

3. Housing Requirement

- a. Subject to verification and authorization by University Student Housing, students who meet one or more of the following criteria may be given permission to live off campus prior to moving in:
 1. A student is residing and continues to reside in the established primary residence of her/his parents (or legal guardian) if it is

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Student Policies & Procedures

Texas Tech University (TTU) has established policies and grievance procedures providing for prompt and equitable resolution of student complaints of discrimination and harassment, including sexual harassment, sexual violence, and other forms of sexual misconduct. In the event a student believes their rights under Title IX or other laws have been violated, this policy sets forth procedures for filing investigating, and remedying complaints of harassment and discrimination.

Student policies and procedures regarding incidents of discriminatory or gender-based harassment, including sexual harassment, sexual assault, sexual exploitation, relationship or domestic violence, or stalking are available at <http://sexualviolence.ttu.edu>

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within a 60-mile radius of Texas Tech University. The parents must have established their primary Lubbock residency at least six months prior to the request for an exemption. Legal guardianship must have been established by a court of law at least one year prior to the request.

2. A student presents sufficient evidence of an extreme financial hardship condition based on guidelines similar to those required for Financial Aid.
 3. A student is married or has dependent children living with the student.
 4. A student is 21 years of age or over on or before the first day of classes of the initial semester of enrollment.
 5. A 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.
 6. A student is awarded a university scholarship/sponsorship that is managed by a university department or college, which minimally 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 exempt from living on campus. The managing department or college must provide verification in writing to University Student Housing prior to the student's enrollment and/or re-enrollment to the university.
 7. A student is enrolled in the Graduate School or Law School.
 8. A student has served in active military service, as verified by a discharge certificate (DD214).
 9. A student presents sufficient evidence of an extreme medical condition, as documented by his/her treating physician for which on-campus accommodations cannot be made.
 10. A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls.
 11. A student has completed a full academic year (fall and spring terms) of living on campus in the Texas Tech University residence halls; or provides sufficient evidence of living on campus at another university prior to off-campus residence eligibility.
 12. A student is enrolled in on-line classes only.
 13. A student is taking less than six hours during the academic year.
 14. A student enrolled for a Texas Tech University or Texas Tech University Health Sciences Center at a campus other than the Lubbock campus.
- b. In conjunction with the University's support of academic integrity, evidence of deliberate falsification of information, data, or any materials submitted, or

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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. ¶

A student presents sufficient and satisfactory evidence of extreme or unusual hardship that will be intensified by living in the residence halls. ¶

A student has completed a full academic year (fall and spring terms) of living on campus in the Texas Tech University residence halls, or provides sufficient evidence of living on campus at another university prior to off-campus residence eligibility. ¶

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

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

A student enrolled on a TTU or TTUHSC campus other than the Lubbock campus. ¶

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* of Texas Tech University.

- c. 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.

1. Signing a lease for off-campus housing does not relieve the student of contractual obligations that may have been assumed with the university for housing in the residence halls. It is responsibility of the student to comply with all provisions of the contract.
2. It is the responsibility of the student to update any incorrect information, regarding place of residence with the Office of the Registrar.
3. No exemptions will be approved once the student has moved in to the residence halls.

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d. **Room and Dining Plan Fees and Advance Payments**

- e. Room and dining plan fees are due and payable by the semester and will be billed by Student Business Services. A payment plan is available. Payments must be made by the scheduled due dates to avoid delays in registration or termination of the residence hall contract. Additional remedies available to the university for non-payment of room and dining plan fees include withholding the student's transcript of grades, diploma, and other academic records, and cancellation of enrollment.
- f. Students with academic year contracts are charged 60 percent of the academic year room and dining plan rate for the fall semester and 40 percent for spring semester. Students entering the residence halls for the spring semester with an academic year contract are charged 50 percent of the academic year rate.
- g. An Advance Payment must be paid prior to reserving a room/space in the residence halls. These fees are applied to the student's billing account at the end of the contract term provided the contract is not cancelled prior to the end date of the contract term.
- h. An Apartment Reservation Fee must be paid prior to reserving a room/space in designated halls. These fees are applied to the student's billing account at the end of the contract term provided the contract is not cancelled prior to the end date of the contract term.

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- i. An Initial Deposit (\$400) must be paid prior to reserving a room/space in the residence halls. An Apartment/Suite Deposit (\$250) is required in addition to the Initial Deposit for Carpenter/Wells, Murray Hall, Gordon Hall, Talkington Hall, or West Village. The \$400 Initial Deposit and \$250 Apartment/Suite Deposit will rollover to the next

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contract term or will be credited to the student's Student Business Services account after the student moves out and damages to the room are assessed. For more information about the Residence Hall Rates visit housing.ttu.edu/rates.

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SECTION J. SOLICITATIONS, ADVERTISEMENTS AND PRINTED MATERIALS

1. General Policy

- a. 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.

2. Definitions

- a. 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.
- b. Advertisements are the displays of any items that have, as an integral part of their design, the identification of a consumer product or service.
- c. Printed materials are publications, handbills, posters, leaflets and other written matter intended for public distribution, sale or display on campus.

3. University Name, Document and Records

- a. 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. Information is also available in Operating Policy 01.06 Use of Texas Tech University Name or Logo for Private Business Purposes, Operating Policy 72.23 Licensing and Use of TTU Registered Names, Logos, and Trademarks, and Operating Policy 68.03 Visual Identity Guidelines.

4. Jurisdiction

- a. All solicitation requests should be directed to the Outdoor Events Coordinating Committee for review. Complete the Grounds Use/Solicitation Request form at www.depts.ttu.edu/centerforcampuslife/ and return to the Center for Campus Life. Requests must be submitted at least six (6) University working days before intended use.
- b. All regulations pertaining to on-campus solicitations by students and registered organizations shall be administered by the Managing Director of the Center for Campus Life.
- c. All regulations pertaining to on-campus solicitations by University departments and staff shall be administered by the Senior Vice President of Administration and Finance.
- d. All regulations pertaining to on-campus solicitations by academic departments and faculty shall be administered by the Provost and Senior Vice President of Academic Affairs.
- e. Solicitation of all gifts, donations, and non-contractual grants from private philanthropic sources (e.g., individuals, foundations, and corporations) are administered by the Vice Chancellor of Institutional Advancement and in accordance with OP 02.02.

5. Solicitation Processes

- a. Solicitations by registered student organizations and students are prohibited on Texas Tech University grounds and facilities except for:
 - Activities supporting the educational mission of the institution;
 - Promotion of organizational activities consistent with organization mission;
 - Recruitment of members or membership drives;
 - Accepting donations on behalf of altruistic or charitable projects;
 - Scholarship and/or fundraising projects in support of organization mission.
 - The regulating offices may grant special permission for solicitation purposes or places not listed above in exceptional circumstances.
- b. 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.
- c. In order to solicit in University buildings, authorization is required via the Outdoor Events Coordinating Committee and appropriate building manager.
- d. 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.
- e. 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 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.
- f. Decisions by the Outdoor Events Coordinating Committee rejecting or revoking permission of students or registered student organizations to solicit may be appealed to the Director of the Center for Campus Life.
- g. A written appeal describing the objections to the denial to the 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.
- h. The 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.
- i. The student or registered student organization may not appeal beyond the Director of the Center for Campus Life.

6. Advertisements

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- a. 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.
- b. 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.
- c. Advertisement is not permitted on the exterior side of residence hall room doors or within public areas of the residence halls.
- d. 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.

7. Printed Materials & Digital Signage

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 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 Director of the Center for Campus Life. A list of requirements regarding the banners is available in the Center for Campus Life.

8. Use of Bulletin Boards & Digital Signage

- a. 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

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University announcement bulletin boards and approved digital signs may be used only by students, registered student organizations, and University departments. Bulletin boards will be cleared periodically. A list of designated University announcement bulletin boards and digital signs is maintained in the Center for Campus Life.

- b. 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;
- c. Posters, signs, and announcements shall not promote the use of alcoholic beverages, tobacco, or illegal drugs;
- d. Posters, signs, and announcements shall not promote unauthorized sponsorship by Texas Tech University;
- e. Posters, signs, and announcements shall not violate any local, state or federal law;
- f. 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
- g. 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.

9. Violations

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

SECTION K. STUDENT IDENTIFICATION

1. 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.

SECTION L. STUDENT INVOLVEMENT & REPRESENTATION

1. Student Government Association

The Student Government Association (SGA) is the official organization representing student interests and voicing concerns to administration. SGA provides programs and activities directed to enhance and develop premier leadership and career success through education.

2. Student Media

Texas Tech University recognizes the editorial independence and press freedom of all student-edited campus media, specifically *The Daily Toreador* student newspaper and *La Ventana* yearbook. Student editors have the authority to make all content decisions; consequently, they bear the responsibility for the decisions they make. Student media should be operated and published within the canons of responsible journalism and policies as established by the University Student Media Committee and the Department of Student Media. See TTU Operating Police 30.27.

3. Military & Veterans Programs

Military & Veterans Programs (MVP) is here to assist veterans and their families in achieving academic and personal success. The department serves as a resource to connect veterans and their family members to the University and surrounding community. MVP oversees the certification of Veterans Educational Benefits such as:

- a. The exemption for Texas Veterans under the Hazelwood Act which provides an education benefit to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans.
- b. The educational programs such as the various educational benefits offered through the Department of Veteran Affairs.

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SECTION M. STUDENT ORGANIZATIONS

1. Registered Student Organizations

- a. A registered student organization is a group (~~president, treasurer, SORC/Organization Representative and a minimum of two 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.
- c. All student organization registration is administered by the Center for Campus Life.

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2. Sport Clubs

- a. Recreational Sports is responsible for the oversight of the Texas Tech 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.
- 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 single-sex 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 single-sex 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) 7 number.

4. Conditions for Registration of New and Reforming Student Organizations

- a. 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.

- b. Faculty and staff may hold associate memberships to the extent allowed by the student organization's constitution.
 - c. 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.
 - d. 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.
 - e. The student organization shall show initiative in effectively meeting its stated purpose and be lawful and peaceful in its activities. The Center for Campus Life is available to assist in organizational development.
 - f. 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.
 - g. Registered student organizations shall not use the name, logo or symbols of the University in print, online, and on social media 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.
 - h. 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.
 - i. All registered student organization resources must be used to advance and support the organization's purpose, identified goals, and/or mission.
 - j. Must comply with University rules, standards, and policies.
 - k. Student organization registration does not imply University approval of either the organization or its functions or activities.
- 5. Registration of New and Re-Registering Student Organization**
- a. A student may submit the "intent to form" request, a new student organization application on OrqSync. The student is then required to meet with the Student Organization Staff to discuss the registration process. After the form has been submitted and the student has met with the Student Organization Staff the non-registered group will be placed

on a 30 day temporary status, which will allow the group the privileges of the 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.

- b. Before the “intent to form” expiration deadline, students still interested in permanent status should complete the on-line registration process, and schedule an additional meeting with the Student Organization Staff, if necessary 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.
- c. New and/or re-registering student organizations that desire the benefits of a registered student organization should attend request an appointment with the Student Organization staff to discuss the policy regulating the registration of student organizations.
- d. After attending the 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.
- e. 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 they have not already created one.
- f. To validate the online process, student organizations must provide:
 - List of Officers (must include president and treasurer).
 - List a member of the organization as the Student Organization Representative Council (SORC) representative (either an officer or a general member may be listed) or an Organization representative (for fraternities, sororities, and sport clubs).
 - List of membership, must have a minimum of two members in addition to a president, treasurer and SORC/Organization Representative (total minimum organization size of five).
 - List an on-campus address, also known as a Mail Stop or box number.
 - Submit updated copy of constitution and/or by-laws and constitution and/or by-laws of any other local, state or national affiliate organization (if applicable). An organization's constitution and/or by-laws should address a minimum of these areas: purpose, membership selection and removal, officer titles, duties, election and removal, departmental and/or external relationships, financial procedures, procedures for decision

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making, advisor selection and expectations, and parliamentary authority. It is recommended to include the organization's risk management policy into the bylaws or upload it to the organization OrgSync files folder.

- 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) 7 (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.

- 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.
 - President, Treasurer, SORC or Organization representative, advisor(s) and two (2) members must sign a "University Policy Agreement" (found within registration in OrgSync and in the OrgSync "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.
 - Submit the signed University Policy Agreement page(s) to complete the registration process. These form(s) should be scanned and uploaded into the OrgSync registration application.
- g. The registration process must be completed annually for student organizations and sport clubs to maintain registration status. Registration will open up in mid-spring and will need to be completed by the first day of the fall semester. The registration process for fraternities and sororities will take place twice a year needing to be completed by the first day of the fall and spring semesters.
- h. The registration process must be completed annually for student organizations and sport clubs to maintain registration status. Registration will open up in mid-spring and will need to be completed by the first day of the fall semester. The registration process for fraternities and sororities will take place twice a year.
- 6. Benefits of 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, student org resources, 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 and have completed the annual risk management requirement prior to the application deadline for reviewing registered student organization funding and meet other eligibility requirements.
- c. Sport Clubs
Sport clubs are entitled to all of the benefits of a registered student organization. In addition, each club receives administrative and financial support from Recreational Sports. However, since the Sport Club program receives its funding from the Student Recreation Fee, organizations that affiliate with Recreational Sports are not eligible for SGA funding.
- 7. Faculty or Staff Advisor**

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List of membership, must have a minimum of three members in addition to a president and treasurer (total minimum organization size of five). ¶
List a member of the organization as the Student Organization Representative Council (SORC) representative (either an officer or a general member may be listed) or an Organization representative (for fraternities, sororities, and sport clubs). ¶
List an on-campus address, also known as a Mail Stop or box number. ¶
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). An organization's constitution and/or by-laws should address minimum of these areas: purpose, membership selection and removal, officer list and duties, departmental and/or external relationships, financial procedures, and advisor selection and expectations. It is recommended to include the organization's risk management policy into the bylaws or upload it to the organization OrgSync files folder. ¶
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. ¶
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. ¶
President, Treasurer, SORC or Organization representative advisor(s) and two (2) members must sign a "University Policy Agreement" (found within registration in OrgSync and in the OrgSync "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. ¶
Submit the signed University Policy Agreement page(s) to complete the registration process. These form(s) should be scanned and uploaded into the OrgSync registration application. ¶

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- a. 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.
 - b. 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.
 - c. 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.
 - d. 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.
 - e. 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.
 - f. 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.
 - g. Student organization advisors should complete advisor risk management training set by the Student Organization Staff.
8. Prerequisites for Maintaining Registration
- 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:
 - a. Election of or change in officers and/or SORC/Organization representatives;
 - b. Change of full-time faculty or staff advisor;
 - c. Changes in organization documents (i.e. constitution, membership requirements);
 - d. 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.
 - e. Solicitation on campus by registered student organizations may not

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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.

- f. 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.
- g. 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 are required to attend the Clay R. Warren Risk

Education Programming annually. The Student Organization Staff and/or other designated departments may require other student organizations to attend the Clay

R. Warren Risk Education 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.

- Student organizations will be assigned a tier group based on the questions they answer in their student organization registration regarding risk.
- The Student Organization Staff will determine any additional risk management training requirements for student organizations.

h. Student Organizations are expected to send at least their president to the Student Org Academy each spring to receive needed training to prepare them for next academic school year.

i. 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, Part I, Section D

9. Conduct Procedures for Student Organizations

- a. Student organization conduct procedures are outlined in Part 1 Code of Student Conduct, Section D, including processes for the temporary suspension and denial of registration for student organizations.

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Change of full-time faculty or staff advisor.¶
Changes in organization documents (i.e. constitution, membership requirements).¶
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.¶
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.¶
Ensure off-campus individuals or organizations whose appearance on campus is sponsored by the organization observe all applicable policies, rules, regulations and standard of the University. ¶
In accordance with Texas Education Code, Section 51.9361, 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 are required to attend the Clay R. Warren Risk Education Programming annually. The Student Organization Staff and/or other designated departments may require other student organizations to attend the Clay R. Warren Risk Education 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.¶
Student organizations will be assigned a tier group based on the questions they answer in their student organization registration regarding risk.¶
The Student Organization Staff or designee will determine an additional risk management training requirements for student organizations.¶
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, Part I, Section D. ¶

SECTION N. STUDENT RIGHT TO KNOW

In compliance with federal guidelines, Texas Tech University provides all students, employees, and prospective students up-to-date information about campus crime statistics, six-year graduation rates of students and student athletes, and campus services such as tuition and fee rates, housing options, withdrawal procedures, study abroad programs and disability services. Links to current information are available at <http://www.depts.ttu.edu/studentconduct/right-to-know.php>.

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SECTION O. STUDENT RECORDS

1. 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.

2. Address of Record

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

3. Student Access to Educational Records

- a. All current and former students of the University have the right to access their educational records as provided by law.
- b. Students may obtain copies of records relating to themselves at their expense. The reproduction charge shall not exceed the actual cost to the University.
- c. 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.
- d. 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 Center may sign a waiver.
- e. 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.

4. Records Not Accessible to Students

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

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statue still allows the patient, in most instances, access to his/her records. The general rule of confidentiality contains an exception when the patient or someone authorized to act on his/her behalf submits a written consent. Consent must be in writing and signed by the patient (or a parent or legal guardian if the patient is a minor). A physician shall furnish copies of medical records requested in accordance with the consent provided, except if the physician determines that access to the information would be harmful to the physical, mental or emotional health of the patient.

- 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.

5. Authorized Non-student Access to Student Records

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

- 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.

6. Students' Rights to Challenge Records

Students have the right to challenge records and information directly relating to them. This section does not include procedures for students challenging individual grades. Grade appeal procedures are described in the Student Handbook, Part VI, section A.7. The challenge is limited to inaccurate, misleading or otherwise inappropriate records and information. The procedures set forth below shall be followed for an appropriate challenge.

- a. 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.
- b. 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.
- c. 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:
 - The Hearing will be conducted within seven University working days following the request for the Hearing.
 - 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.
 - 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.
 - A written decision must be delivered in writing to all interested parties within seven University working days after the conclusion of the Hearing.

7. Release of Student Directory Information

- a. The following student information is considered Texas Tech University Directory Information:
 - Student Name
 - Permanent and Local Addresses
 - Place of Birth
 - Classification
 - Major Field of Study
 - Dates of Attendance
 - Degrees, Awards, and Honors Received
 - Specific Enrollment Status
 - Full-time, Part-time, Half-time
 - Undergraduate, Graduate, Law
 - Participation in Officially Recognized Sports and Activities
 - Height/weight of members of Athletic Teams
 - Previous Institution(s) Attended
- b. 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.

- c. 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.
- d. 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.

8. 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 Office of Student Conduct. Student Disability Services records are maintained for three years after the last date of enrollment. In cases resulting in Time-Limited Disciplinary Suspension or Expulsion, records will be kept indefinitely.

9. Letters of Recommendation

- a. 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.
- b. Appropriate forms are available in University Career 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 confidentiality of future letters of reference and recommendation.
- c. 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.

SECTION P. USE OF UNIVERSITY SPACE

1. General Policy

With the exception of free expression activities outlined below, the space and facilities of the University are intended primarily for the support of the instructional programs of the institution. Second priority is given to programs sponsored and conducted by University academic and administrative departments or organizations affiliated with those departments. Beyond these two priorities, use of campus space and facilities is encouraged for activities that have as their purpose, service or benefit to the Texas Tech University community, and that are sponsored by registered student organizations. University buildings, grounds or property may not be used by individuals or organizations not connected with the University, with the exception of the use of Forum Areas for free expression as set forth in 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.

2. Reservation Requirements

- a. 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.
- b. 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.

3. Use of Facilities by Student Organizations

- a. Student organizations must be registered to use University facilities or grounds.
 - a. 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.
 - b. These meetings must be held within a 30 calendar-day time period from the date the Center for Campus Life Staff notifies the Student Union for the petitioning organization's intent to register. Academic

campus facilities 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. Petitioning student organizations are also allowed to submit unlimited grounds use requests during the 30 day time period. If the petitioning student organization does not have a faculty/staff advisor yet the staff in the Center for Campus Life can sign off. Additional reservations will not be approved until the student organization is registered.

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4. **Procedure and Priorities for Designated Facilities**

a. Student Union

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

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b. Academic Buildings

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 Operations Division Planning and Administration. 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 Operations Division Planning and Administration. 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.

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Academic space will be assigned on a limited basis if:

- The intended use is in keeping with the educational purposes of the University.
- The intended use does not conflict with the use by academic programs or academic organizations.
- The intended use does not conflict with normal security and maintenance schedules.

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c. Residence Halls

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.

d. Intercollegiate Athletic Facilities

The Jones/AT&T Stadium Athletic Complex, Fuller Track and Field, Rip Griffin Park, McLeod Tennis Center, Rocky Johnson Field, John Walker Soccer and other athletic fields are owned and maintained by the 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.

e. Recreational Facilities

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

f. McKenzie-Merket Alumni Center

The McKenzie-Merket Alumni Center, located on the southeastern corner of the Texas Tech campus, directly west of the Kent R. Hance Chapel, is the home for all Texas Tech Alumni and friends. This facility boasts a ballroom that can seat 300-plus for a banquet and more than 500 in a theatre setting. Two separate courtyards provide space for outdoor events. Booking of this facility is coordinated by the Texas Tech Alumni Association at (806) 742-0400.

g. Frazier Alumni Pavilion

The Frazier Alumni Pavilion, situated just southwest of Jones AT&T Stadium is a 6,000-square foot facility designed to host large banquets but can be configured for weddings, press conferences, and other events. It also has a 10,000-square foot outdoor porch area that can be used to increase the size of your event. To book this venue, contact the Texas Tech Alumni Association at (806) 742-0400.

h. Kent R. Hance Chapel

A 6,879-square foot, 250-seat, non-denominational Spanish Renaissance chapel is capable of supporting a broad range of services and events. To book this venue, contact the Texas Tech Alumni Association at (806) 742-0400.

i. United Supermarket Arena

The United Supermarket 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.

5. Use of Campus Grounds

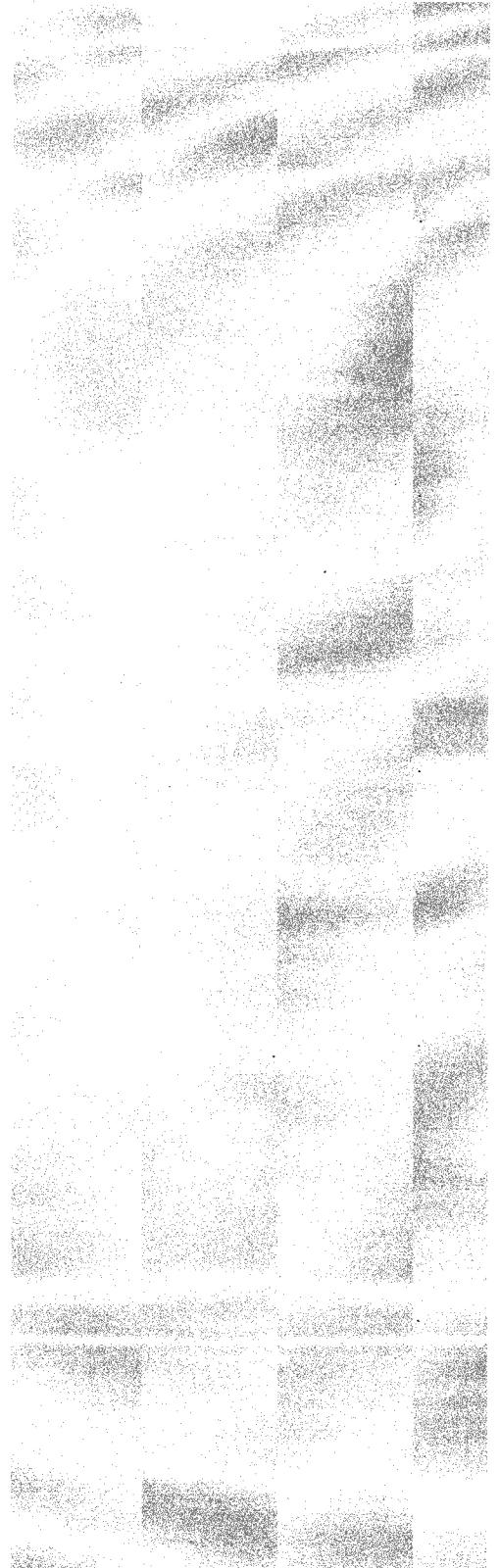
- a. Selected grounds area (other than those described above) are available for activities that are sponsored and approved by University departments, registered student organizations or individual faculty, students and employees. Academic use by departments and colleges has priority and assignments may be changed or canceled if conflicts with regular academic programs develop.
- b. 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 two (2) weeks before the intended use. Recurring use assignments shall not be permitted.
- c. The 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.
- d. 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.
- e. Students or registered organizations using a designated area are subject to the following requirements:
 - Use of amplification equipment must comply with the guidelines below.
 - A structure may not be erected on campus grounds without prior written approval that will include arrangements for cleaning up after the event.
 - 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.
 - Violations of these campus grounds use regulations are subject to the disciplinary sanctions and procedures outlined in the *Code of Student Conduct*.
 - 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.

- Participants in, and/or sponsors for, events may be required to sign a “Hold Harmless” release.
- 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.
- The sponsor should contact Transportation & Parking Services to make necessary parking arrangements for the event.
- 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.

6. Freedom of Expression Activities and Forum Areas

- a. 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.
 - b. 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.
 - c. 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.
 - 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.
 - 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.
 - Student Union – northeast corner (15th Street and Akron Avenue).
 - 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.
- College of Media and Communication – the western half of the courtyard between the College of Media and Communication

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.

- - 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.
 - 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.
- d. Students engaged in freedom of expression activities on campus may be required to relocate under the following circumstances:
- 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.);
 - The activity substantially interferes with either vehicular or pedestrian traffic;
 - The activity blocks the ingress or egress to buildings;
 - The space is not available due to prior reservation;
 - The activity conflicts with a previously planned University activity;
 - The activity creates a sustained or repeated noise disturbance that substantially interferes with the normal activities of the University;
 - The activity presents an unreasonable danger to the health or safety of the applicant or other individuals;
 - The activity is prohibited by local, state, or federal law; or
 - The activity prevents fire protection, law enforcement, or emergency medical service providers from access to areas on campus.
- e. Students engaged in freedom of expression activities may be subject to discipline under the *Code of Student Conduct* for the following actions:
- Activities which are illegal.
 - Activities that deny the rights of other students, faculty and staff of the University.
 - 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.
 - Activities that deny the use of office or other facilities to the students, faculty, staff or guests of the University.
 - Activities that threaten or endanger the health or safety of any person on the University campus.
 - Activities that include the use of obscenities, libelous statements, or “fighting words,” as defined by law.
 - Activities that result in damage to or destruction of University property or;
 - Activities that attempt to prevent a University event or other lawful assembly by the threat or use of force or violence.

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- 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.

7. **Appeals of Ground Use Request Denials**

8. Students of registered student organizations, whose requests for the use of campus grounds or non-academic space are denied, may appeal to the Director of the Center for Campus Life as follows:
- a. A written appeal describing the objections to the denial presented to the 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 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.

9. **Use of Amplification Equipment**

- a. Use of Amplification Equipment for Freedom of Expression Activities
 - 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.
 - 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.
 - 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 7 of this policy.
 - Only handheld amplification devices are permitted.
 - No amplification of sound is permitted during the week prior to or the week of final exams.
 - 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.
 - Use of amplification equipment shall not create a sustained or repeated noise disturbance that substantially interferes with the normal activities of the University community.
- b. Other Use of Amplification Equipment
 - The use of loudspeakers, any other type of amplification equipment (e.g. portable stereo devices, portable studios, etc.), or amplified musical instruments on University grounds by students and/or registered student organizations for any purpose other than expressive activities as set forth in section 7, above, is by permission only.
 - 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

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Coordinating Committee and the management of Operations Division Planning and Administration.

- Applications must be submitted at least two weeks before the intended use.
 - 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.
 - 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.
 - The use of such equipment or loudspeakers is not permitted in the vicinity of classrooms during regularly scheduled class hours without written permission from Operations Division Planning and Administration.
 - 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.
 - 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 Outdoor Events Coordinating Committee (OECC).
 - 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.
- c. Academic Use
- 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.
 - 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.

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SECTION Q. WITHDRAWALS

1. Voluntary Withdrawal from the University

- a. 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.
- b. Students considering withdrawal for medical reasons may contact the Dean of Students to discuss additional University resources and services.
- c. 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.
- d. Refunds
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/>.
- e. Returning to the University after a Voluntary Withdrawal
Application materials and deadlines for former Texas Tech students are available at www.gototexastech.com. Official transcripts from all institutions attended subsequent to Texas Tech reenrollment must be submitted by the application deadline. 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/>.

2. Involuntary Withdrawals

- a. 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.
- b. 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.

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- c. Notice
Notice regarding students who may be direct threats (both self-reports and third-party reports) should be made to the Dean of Students or designee.
- d. A "direct threat" means
 - There is a high probability (not just a slightly increased, speculative, or remote risk)
 - of substantial harm
 - Based on observation of a student's conduct, actions, and statements.
- e. 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.
- f. The Dean of Students or designee will notify the student of the concern.
- g. 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:
 - 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; and
 - Withdrawal implications such as financial aid, health insurance, visas, and academic timelines.
- h. 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 their duties.
- i. Temporary Suspensions
During the involuntary withdrawal process, if the Vice Provost, Undergraduate Education and Student Affairs or designee determines that an immediate direct threat exists others or an overt disruption of the campus community has occurred, the student may be temporarily suspended pending a final decision on the involuntary withdrawal as long as the student has received notice of the concern, and had an opportunity to address the concern, and the student is afforded a Hearing and right to appeal the final decision. During a temporary suspension, the student may not attend classes, use University services and/or resources (except those expressly permitted by the Vice Provost, Undergraduate Education and Student Affairs or designee), and may not be on campus until the proceedings

have been resolved. If the student needs to return to campus, the visit must be coordinated through the Vice Provost, Undergraduate Education and Student Affairs or designee and the Texas Tech Police Department.

j. Involuntary Withdrawal Assessment

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.

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.

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.

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

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

The assessment will determine:

- The nature, duration, and severity of the risk;
- The probability that the potentially threatening injury will actually occur; and
- Whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk.

k. Involuntary Withdrawal Committee

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

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.

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 their 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. Following the Hearing, the Involuntary Withdrawal Committee will recommend 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.
- l. Review of Committee Recommendation
The Dean of Students will notify the student in writing of the decision within five University working days.
 - m. Appeals Process
The student may appeal the decision of the Dean of Students by submitting a written appeal to the Associate 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.
 - n. Final Decision
Upon completion of the appeal process or with no receipt of an appeal, the student who is involuntarily withdrawn may not attend class or use University facilities, must vacate University housing within 48 hours and may not return to campus unless approved by the Vice Provost, Undergraduate Education and Student Affairs. Referrals will be made for the student upon request to appropriate community resources, i.e. medical care and housing. The student may be entitled to refunds of prorated tuition, fees, and room and board charges as a result of involuntary withdrawal. A registration hold will be placed on the student's record at the direction of the Dean of Students, limiting any subsequent registration until approval is given by the Dean of Students.
 - o. Eligibility for Readmission
Students are eligible for consideration of readmission following an involuntary withdrawal after one calendar year. At that time, the student should present documentation to the Dean of Students for review. Documentation may include, but it is not limited to, current psychological evaluation, demonstration of ongoing medical care, and a plan for care upon reenrollment. The documentation shall be presented to the Involuntary Withdrawal Committee for recommendation to the Dean of Students. Readmission requests and documentation must be presented by February 1 for summer enrollment, May 1 for fall enrollment, and October 1 for spring enrollment. Readmission will be contingent upon

demonstration or documentation that the student is no longer a direct threat, and upon meeting admission deadlines and requirements.

APPENDIX A 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.

Complainant

The term “Complainant” refers to the party reporting the complaint or concern against another party.

Conduct History

The term “conduct history” is a compilation of records related to any student or student organization’s behavior that resulted in a finding of Responsible through the University conduct process outlined in the *Code of Student Conduct*.

Consent

The term “consent” means mutually understandable words or actions, actively communicated both knowingly and voluntarily, that clearly convey permission for sexual activity.

Disciplinary Good Standing

The term “disciplinary good standing” is defined as a student not currently on disciplinary probation, deferred disciplinary suspension, or any level of disciplinary suspension/expulsion and who has fulfilled in a timely manner, if any, sanctions 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.

Hearing Body

A “hearing body” is the individual or individuals that make the determination of responsible or not responsible and issue sanctions upon a responsible finding in an Administrative Hearing or Panel Hearing.

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Investigation Report

An “investigation report” is a formal or informal report of all of the evidence and/or information gathered by the Student Conduct Officer/Investigator.

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.

Policy Warning

The term “Policy Warning” refers to a verbal or written reminder to a student or student organization regarding a *Code of Student Conduct* provision.

Preponderance of Evidence

The term “preponderance of evidence” is the standard of proof used by Student Conduct Hearing Officers, 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

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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/Student Organization Conduct History

The term "student/student organization conduct history" includes, but is not limited to any responsible finding in a conduct proceeding.

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Student Conduct Officer/Investigator

The term "Student Conduct Officer/Investigator" 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 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)

Chancellor's Report
Texas Tech University System
Board of Regents Meeting
May 20, 2016

Chancellor Duncan presented his report to the Board: "Thank you Mr. Chairman and members of the Board. Before I begin, I want to present my 'saved the best for last introduction.' I wanted to do this during the Board report because I think it's important. When I served on the legislature, I considered several times whether or not we should have a student serve on the Board of Regents. In earlier stages, I was a little bit opposed to that because I always thought the student body president and the student government should be the only source of input to the Board of Regents, but I have changed my mind on that. We have been very fortunate at Texas Tech University System to have outstanding student regents each and every time. The Governor has really done a good job for us on that. I think Victoria, I may be biased because she worked for us in the Texas Senate, but I think she really brought us up to the highest level that I have seen so far as it relates to input to students. I think she has set a model for what and how this should be done. I wanted to recognize her for that and thank her for great input, her good questions and the fact that she has done a good job of meeting and working with all students in our System and that is not easy to do especially when you are a law student and about to graduate and also getting married soon. Congratulations to you Victoria. We have really enjoyed the hard questions that you've asked and required us to answer on behalf of the students. You've done a great job for us; so, once again, thank you.

"My report is a follow up on the strategic planning and some of the things that we talked about at our last meeting. You (the Board) made it pretty clear that you want us to at least give you a status during our report of where we are as it relates to our strategic planning. A couple of things that I want to talk about today in particular deal with what we do as a system. As a system, we have four component institutions. I think that the message has been clear from the Board that you want this system to mature into a true system where we have autonomy at our campuses but still coordinate certain things at the system level—things that are important to be coordinated to reach the maximum benefit of being a system. So, that is what we are trying to do here at Texas Tech University System. I think one sign of that is our new office building. There are still employees of the System that probably haven't met or don't recognize one another because they are in different buildings all over the campus. I think the System office building is a really good symbol of the fact that we are now a mature system that has grown, and we will probably be a lot more efficient. Our move will also free up a lot space on this campus for academic and student service purposes. Our new System Administration Building is evidence of the fact that we have truly evolved into a system.

"There are a lot of others things too that we are starting to do. Two of the things are areas where we really have to work hard as a system and those include the coordination of philanthropy and the coordination of our federal and government relations. Our governmental relations program over the years as headed by Martha Brown and Mike Sanders in the past, Jennifer Chambers, and Chase Semple, have

done a really good job historically in representing us in the legislature. We are in the process now of also developing a similar concept at the federal level. The first thing I would like to talk about is Institutional Advancement. I've talked about this a lot and you are probably tired of me saying this and Lisa Calvert, our vice chancellor, has done a great job of helping me develop a theory and an idea of sustained philanthropy which means making strides toward a more mature and best practice model of operation. We have been doing that for the last year. I think you will see the benefits of our new model—that's not to say that we haven't done this right in the past, but it is the fact that we are going to try to build a sustained model that allows our gift officers who Lisa has put together and our gift officers at our component institutions to have more information and more strategies as they go about developing a long-term campaign for success. This year—this is as of April 30 with several months left—we have our year-to-date fundraising at 83.025% of a million dollars. It is basically core—there are not big gifts or large gifts in that amount which I think is significant in that we do have a healthy fundraising legacy that we are building on. I think it is very important to show that \$83 million in less than a year is really fairly significant if you look at where we have been in the past and how we have grown to that. I think that is a reflection that we are a very mature system. I have introduced to you today our new team at Texas Tech University and of course, we have great leaders at Angelo State, and at the Texas Tech University Health Sciences in Lubbock and in El Paso. I think with the leadership that we have in these areas that we are going to see a lot of growth in our sustained philanthropy as well as some of our larger gifts. We have hired Patrick Kramer, who is from the University of Colorado. He will be here this summer to basically operate in the data and financial management area, kind of what you would call the back house, which I think will be a very significant role for us in being better able to serve our development officers, our deans and our presidents in getting information and helping them develop strategies. He was a gift officer at the University of Colorado and has several years of experience. I believe that Lisa is familiar with him from past experience and I think you are really going to see interesting and great growth in that area. Before I move on, I must note, that it is important to coordinate—and the System has a major role in being able to coordinate these fundraising efforts. We have a lot of generous donors who are alumni and generous donors who are also invested in Texas Tech because it is important to their community, or it is important to the mission that we are doing. There is a relevance to them as it relates to our mission. So, coordinating that area is a major role of the System.

“The next topic is federal relations. We have been required in federal relations to redesign a little bit about how we go about acquiring our federal research dollars and gaining federal research dollars. As you all know, several years ago, higher education received its federal research dollars through earmarks. In other words, they would go to a congressman and they would have an idea and the congressman would get that put in a bill. That is how a lot of our traditional research dollars got into our budget. Congress changed that practice now in higher education and I think that is probably a practice for the better. Higher education now has to go and justify its request and make its request fit in the federal priorities. It used to be the higher education priorities and research priorities that drove the train; now it is the priorities of the federal agencies and the federal government and the legislative acts that come out of congress that is driving that. So, there are several components to that. We are working with our components in

federal relations over several facets of that. One of them is stewardship. Just like with philanthropy, stewardship is very important. Fortunately, Texas has a very strong delegation right now. We have about six or seven chairman from the Texas delegation in major committees. All of those folks are our friends. They understand what we try to do. They have helped us and we regularly visit and steward our relationship with these members of congress. Many of them come to campus and see what we are doing. We enjoy that sort of stewardship and those people and we plan to continue to do that. We—Dr. Opperman; Kristina Butts who is our new federal relations employee who lives in Washington, DC, works there every day and helped us schedule our DC meetings; Texas Tech University personnel; and I—recently visited with several key congressional members to bring them up to date on what we are doing at Texas Tech and what our vision is for the future. We are now working on plans with our two Health Sciences Centers to be in DC and do our stewardship with them in July. This is a major part of our process. As you know, with our new vision and how we are going to go about this, we have employed Lewis-Burke and Associates. They have been very significant in helping us to develop a new strategy. As a result we now have more than 20 initiatives with 17 federal agencies in progress of working to get additional federal research. Our strategic plans show our goal to be at \$50 million in federal research annually by 2020. It is my hope that we exceed that. Right now we are at about \$33 million in federal research but we need to get higher than that. That is very important for our national rankings as well as for our qualifications from some of our state research dollars. We also have Karen Tandy as a consultant for us. Karen is the former head of the DEA. She provides unique and international experience and contacts and we have already seen some significant results at Angelo State as well as in our Meat and Food Safety programs here and the opportunities that she brings and the ability for us to expand in those areas internationally.

“Finally, I told you about Kristina Butts. Kristina is our DC representative. She is coordinating the day-to-day activities and contacts as well as the deadlines for appropriations and issues. She is doing a great job. She is also the incoming president of the National Alumni Association. She is a true Red Raider. I think it is really exciting about our opportunities with the School of Veterinary Medicine. Formerly, with the Cattleman’s Beef Association, she has very significant industrial relations that will help us as we move forward with our Vet School.

“The metrics of success, I think I have mentioned this before, are basically the final dollars that we actually get in federal research. Again, how we are starting to look at this and get to those dollars that are in our strategic plan is to get those initiatives in the pipeline. I think that is how we get to how where we want to be and I am confident that this time next year we will reporting to you some significant progress in those areas.

“This summer we are hosting a strategic planning retreat to further refine our strategies going forward at the System.

“Expansion is always a fun topic in a system. As you know, we are moving forward with the development to continue to receive significant industry support in developing a school of veterinary medicine. This will be a concept that is different than your traditional veterinary school models. We think it will actually operate to place more and

more veterinary professionals into the large animal and food animal industry as well as rural veterinary practices. I am very excited about the collaboration between Texas Tech University and the Texas Tech University Health Sciences Center in that. I know that Dr. Mitchell and his team have been very instrumental in us being able to develop some of the philanthropic ideas but also some of the uniqueness, especially on that campus in Amarillo that provides us with significant opportunities to have a vet school in the heart or the epicenter in the food animal industry. That campus and the professionals on that campus will play a major role in us being able to be successful there.

“We are also in the process of planning and seeking and getting support for a dental school in El Paso. You look at the vet school in Amarillo and that makes sense. That is where the need is and Texas Tech has always—I think our expansion, plans and objectives have always been to meet needs rather than to just plant a flag. If you look at the numbers—Dr. Lange did a very eloquent job of laying out the justification for a dental school in El Paso. I believe there is an acute need for that and we are in the process of that planning. We are hoping to see some significant developments as we go forward with the dental school in El Paso which is absolutely a perfect place for that school and in our System and in the development of our System.

“Finally, I want to talk about our regional campuses. We have campuses all over the state of Texas. We are partnering now with community colleges like McLennan College, Collin College and the latest is Hill College in a 2 by 2 program where we are offering Texas Tech degrees in conjunction with community colleges. I think that is really a great way to meet the needs of higher education and I think also affordable higher education. Those 2 by 2 programs are affordable and they really provide opportunities for students to get baccalaureate degrees where they might not be able to otherwise because they can't afford it or for other reasons. Since I have been in this office, I have been down two or three times to the Hill Country campuses—Fredericksburg, Junction and Marble Falls. Those are unique opportunities for us to serve needs. We have distributed some information as prepared by Melanie Hart who is now in Dr. Schovanec's office; she is the director who oversees all of the Hill Country regional campuses. I really want to praise the work that they have done in developing the interest from our perspective and from the community's perspective. These community campuses in Junction, Fredericksburg and Marble Falls really do appreciate the services that we are providing. I think there is a lot of opportunity for expansion there. Those are high growth areas. If you look at Fredericksburg and the Marble Falls area—I don't know if you have been there lately but they are very high growth areas. We have shifted the function at Junction to be able to focus more on being a field station in research that is significant. I know Lewis-Burke, our federal consultants, are excited about some of the things that are going on at Junction and some opportunities that we have there.

“That concludes that my presentation but I will be happy to answer any questions.”

President's Report
Angelo State University
Board of Regents Meeting
May 20, 2016

President. May presented his report to the Board: "Mr. Chairman before we came to the Board of Regents meeting, we were directed by the chancellor to more or less just update you on the strategic plan. What I intend to do today is use some salient points of just giving you an update of where we are at Angelo State.

"The top subject, obviously, is growth. This was a challenge for Angelo State. When we first joined the Texas Tech System, we lost enrollment for several years in a row. Then, we even took a bolder step by increasing our admission standards which further complicated the problem, but I can tell you now that the worm has turned. It looks much, much better. For the spring of 2016, we had a 35 percent increase over the spring of 2015. A lot of that was due to dual credit but our on-campus student enrollment was up by five percent. It was our largest enrollment ever at Angelo State. For the fall of 2016, it looks like we are going to be up almost 500 students for our freshmen class. That will be the largest freshmen class that Angelo State has ever had. That is for on-campus enrollment and that does not count dual credit. We have already started making provisions for them especially with on-campus housing—allowing students to leave earlier than we had previously allowed. Some of them took advantage of that, telling their parents they had to leave to get to an apartment quickly. I had to speak with several parents to let them know that if their child wanted to stay on campus, they could. That was an interesting development in that regard. I can tell you that it is hard to know. In both summer terms, this coming summer, we are up by 700 students and that is a phenomenal increase for Angelo State. So, we are above budget and SCH is enrollment all across the board for the last three semesters in a row. I think this is due to a lot things. A lot is from the leadership that we have received from the chancellor and the System and also from the Board of Regents and us joining with Texas Tech and capitalizing on some of the growth initiatives here. I think the other is what the chancellor talked about and what we have been able to do in development. During the last three years we have raised more private funds at Angelo State than the previous 50 all put together. If you'll remember, the Carr Foundation when it first started was just \$1 million. That kind of exposure is recognized in West Texas and I think people enjoy that and want to be a part of it. We have new programs that have allowed us to get going especially with the help of the chancellor in getting engineering. That put us on a new level. That put us on a new level of perception in West Texas. That along with security studies, that we recognized the other day, has also been important. Academic and research accomplishments that we have been able to talk through. This was very much a regent initiative—to restart the Honors Program at Angelo State. We are now approaching 200 students in our Honors Program. We have some of the top students in the country. In fact, our presidential award winner is coming to the medical school at Texas Tech. She was an academic all-American. She was volleyball athletic all-American and had a 4.0. It just told Mitchell, 'don't mess her up.' Also, as much as we don't like to talk about athletics being important, the athletic success that we have

had has given us a lot of exposure at Angelo State. I think all of that has to do with our growth.

“The retention from fall to spring this year was at 85.1 as compared to 84 last year. That is due to the freshmen college initiative that we started when we joined a couple of years ago as well as the new signature course. Our fall retention rate from fall to fall is at 66.1 percent. We took a huge jump last year but you can remember when we first talked about that at the BOR meetings, we were in the 50s and close to the bottom of the state. Now, as regional institutions, we rank up in the top half for sure.

“Our graduation rate is up four percent for the four-year term and up six percent for the six-year term. The number of May graduates we had in the spring was the largest graduation ever and it was up over 100 from last year. Regent Esparza attended those ceremonies.

“Our Hispanic Serving Institution percentage continues to be firm at about 33 percent on campus. A new Title III Stem Grant will be proposed this month.

“Our dual credit which was a huge strategy that we worked on with the regents has been a game changer at Angelo State. The off-site locations where we were delivering 60 hours or more, has been approved by SACS. They are now an official off-site location for Angelo State—one of them being Frenship High School and the other one is Glen Rose near Stephenville. The dual credit has also been expanded for the coming fall. There will be more students from those existing high schools but we added three schools that are not on the Carr Scholarship Program. We have been working with Mr. Brunjes on this. These three new schools are paying that tuition that we set up for off-site campuses. So, they will be paying schools. Going forward those are the kinds of schools we’ll be adding.

“The new programs in civil engineering—we started off with about 20 students. We will have over 100 this fall. We now have four civil engineering faculty on campus. The BS in health science professions which was approved by the board in February—that has now been approved by the Coordinating Board. The Ed.D. in Nursing that you approved will be going to the Coordinating Board in the near future as well as to SACS.

“New partnerships—I announced to you new initiatives. One is to have a learning and education center on Goodfellow AFB. The provost, the CFO and the VP for student affairs, all toured Goodfellow. The site they have picked out for us is perfect. It’s right in the center of Goodfellow AFB. I am excited about that but I will say that it will be a venture capital. It’s going to be high risk but I think it will work. It is something that we should have done years ago but we’ve been on the outside looking in. I think success will follow once we establish this learning center inside the base where they really want face-to-face classes and they don’t have transportation for all of these students who are there. There is a potential of 5,000 students there. I could see where that could be about a 2,000 student campus for us. Being that it’s so close to our main campus, the infrastructure can be shared very efficiently.

“The preparation for growth—Mr. Molina showed you our new buildings that are coming online. We are excited about that. This is the first time we’ve had a new classroom building in 20 years. The domino effect that will have around campus will be very nice.

“That is my update. I’ll be happy to answer any questions.”

Regent Esparza commented, “In regards to commencement last week, I wanted to thank you for having me. I thought that was another great ceremony and a record crowd. Back in the winter, I spent quite a bit of time at Angelo State and came to learn more about the Carr Scholarship and the Foundation. You opened up the campus to me, essentially. I know I spent probably half a day more than you wanted me there. We did spend quite a bit of time together, importantly with your staff. They gave me a really good insight into how you are meeting these successes. I wanted to share one of the things that I came away with from that visit. As part of my role in the Carr Foundation, I got to learn how you are touching the lives of folks in the community around you. I have a couple of pictures that I would like to show you all. On the first one, we have Hannah Marks. She is a student in Austin. She was selected for a Carr Scholarship. Those are a number of the institutions that she was looking at—all of which were courting her. You’ll see our name down there at the bottom. She signed that day with Angelo State and had her very proud parents there. I do have to mention that her father is a faculty member at Texas State and was hard-pressed to make her a student at Texas State but they were very proud to receive that scholarship. Those are real smiles on those faces. As important—and you have talked about that before—we come and fly the flag and we make this a big deal whether it’s Comanche or Bronte or Mason or in this case, deep in the heart of Austin, Texas—you found a great student who would have otherwise had to become a student elsewhere or not attend at all without your assistance. I took a few photos that I wanted to share. I talked with each of these scholarship recipients none of which were going to universities in this state. They were all courted by out-of-state institutions but they just felt that this was their best fit, especially after coming to talk with your team. If you read what it says, ‘I love the smaller campus and because the Carr Scholarship is a blessing.’ I thought that was very appropriate when asked why she selected Angelo State. When I first started talking with her about this, she kept telling me how much she loved the Tech campus. She knew I was a Tech regent. She said she loved Texas Tech and said many positive things about Tech and I finally had to ask her why she didn’t pick Texas Tech. She said she felt the fit and felt like a part of a family already at ASU. We took a selfie and there it is. That picture captures the excitement from her. We had many students who stopped by to ask what was going on. I commend Dr. Topliff, Dr. May, Mrs. Wright and the wonderful staff. Dr. Flores had me all over campus meeting a number of members of your faculty. You all have done a great job. It’s a gem. I know we’ve talked about that in this room before but seeing how it affects the lives of students’ first-hand, it really is amazing. You are all to be commended and I wanted to say thank you.”

Regent Hammonds added, “If I could, I would like to second everything to Regent Esparza’s comments. The very first time that I met Dr. May was when he did a presentation to the baby, incoming regents and I listened to everything that he had to say and I thought, ‘I don’t really know if you know what you are talking about or not but you sure put a good spin on it.’ As time has passed, I have learned that he does know

what he's talking about and he does us an excellent job in San Angelo and I congratulate you on that."

Chairman Long asked, "How many signings did we do with the Carr?"

President May responded, "Probably about 35 or 40 signings. That particular one pays tax, title and drive out. She will get \$72,000 before it's over with."

Regent Steinmetz commented, "Mr. Chairman there have been a lot of nice things said about Brian May but I want to remind everyone that he was supposed to also close Johnson Street. In all seriousness, Dr. May you are really innovative in the way that you are coming up with alternative revenue streams to help off-set some of the funding challenges that we have. I commend you for that but there is plenty of room for improvement such as Johnson Street. I'm just saying."

President May replied, "As I told Regent Francis, I am very good at asking for forgiveness later. Thank you all very much."

SGA President's Report
Angelo State University
Board of Regents Meeting
May 20, 2016

Peyton Labauve presented his report to the Board: "Regents and chancellor it is a privilege and honor to be able to speak with you and to be able to represent the students at Angelo State University. My name is Peyton Labauve and I am a senior biology student. I became interested in higher education at my first Board of Regents meeting two years ago. I have been to every meeting since and I can say that the exposure that I have received here and the people who I have met have created for me opportunities to evolve. These have improved me as a person and have provided me with some of the foundational experiences that will help to better the lives of my friends, family and the people who I will hopefully and humbly one-day call patients. It has been a long road. If it were not for Dr. May, Dr. Flores, Dr. Toffliff and Mrs. Wright, I don't think I'd be able to speak in front of you all. It was their kindness and reception that allowed me to excel at Angelo State and abroad. In 20 years, if it is me sitting in one of these seats, I hope to be as kind and receiving to the students standing here as each of you have been to me, Jarrod, Holton, Catherine, Michael and Jeremy. So, thank you for listening and providing us with the informative opportunities that we need to grow and become exceptional people as well as pushing us to raise those around us to be equally exceptional. With that, I'd like to introduce Alfredo Filipe, my vice president, and Sazza Dahal our senator of business. What is interesting about these two is that neither of them are from America. Freddy is from Mexico and Sazza is from Nepal. Despite them not being as accustomed with American culture, because of the cultural sensitivity and diversity of Angelo State, they have been able to excel in the same way that I have and I think that is phenomenal. Those two are close friends and excellent team mates.

"Our team will be focusing on a Quality of Life campaign that aims to affect retention by promoting the use of student utilities in collaboration with freshmen colleges to enhance general study courses and professional pipeline programs similar to visits to TTUHSC president, Dr. Mitchell.

"We will offer auxiliary support to registered student organizations and promote inclusion for all students. By creating an interface between students and students, students and faculty and students and administration, we want to, rather than creating new programs and new utilities, manage and help bolster all of those great ones that we already have and connect students with those to bring some of those student groups and faculty to departments who operate in silos. We want to help innovate communication with new uses of social media and face-to-face contact. We hope to continue to increase the recruitment and retention of our student groups and Greek Life associations as well as make ASU home for all of our new students—those who transfer in, international students and freshmen.

"Again, our gratitude to you. We look forward to serving for the next year with each of you. Thank you and I'll be glad to answer any questions."

President's Report
Texas Tech University
Board of Regents Meeting
May 20, 2016

Interim President John Opperman presented his report to the Board. "Thank you Mr. Chairman. My report will also be a follow-up to a few items that we discussed during the strategic planning retreat in February. The focus of that meeting was on enrollment and student success and retention and a little bit on research. So, this is an update of where we are on our enrollment numbers for freshmen and transfers. As you can see, we are tracking a little bit behind last year's group of the fall 2015 class. There you see that the SAT scores are little bit below that. What we are finding, as we discussed during the February meeting, is that as we push up the enrollment number, the SAT score tends to drift down as we do that. Right now, we are in this balancing act of continuing to push the numbers up to get to certainly over 5,000 of entering freshmen and try to keep the SAT scores from falling any further. For transfers, our transfer numbers are up so we will make up some of that with our transfer numbers. This graph shows how we compare with our recent five-years as the dotted line there where we are drifting a little bit below our record class of 2016 but tracking close to 2015 above those prior years.

"If you look at the demographics of class—I know there has been a lot of interest in reaching HSI status—our Hispanic and Latino numbers continue to go up above the population trends for the state. African American applications are up significantly. The orientation numbers are still a little bit above last year's and our transfer numbers continue to grow substantially. I think in terms of HSI status that we will come very close in the fall. Right now, we think we will be maybe percentage points short of reaching that 25 percent goal, but it will be very close and we will certainly break through that in the following year.

"Scholarships, as we mentioned in February, is the big issue here in terms of attracting the top students and keeping those average SAT scores up. Our offers have been up this year, so we are certainly getting interest from top students. The acceptance rate is also up over last year. Our efforts in attracting national merit scholars is making an impact. We had seven this past year and we will be somewhere at about 13 or 14. That is where we'll end up for the coming year. Of course, it's the scholarship offers there that are making the difference. Transfer scholarships continue to be very popular. This is an area where we are very competitive with what we offer in comparison to other institutions. Even though these numbers are up, even for the presidential scholarships, it's not in large enough numbers to move the needle that much on our SAT scores. We need to increase those scholarships, both in amounts and in the number of scholarships that we can offer. Then, I think we can reach the goal that we are trying to get to. Because this is a year that we are going into a legislative session where the numbers of semester credit hours is important, we really think the big part of that which will help us is in our retention numbers. We have put a big effort into retention for the last couple of years and again this year, we are trying to get more students to stay here to get our

semester credit hours up and I believe that will have an impact. That will probably set a record in our retention numbers this year.

“We mentioned in February that one of our efforts is to try to get more students to take 30 semester credit hours in a year and those efforts have begun. We surveyed advisors and students to develop a marketing campaign around that. That has begun. We have begun to contact students and their parents to identify the benefits of doing the 30 semester credit hours. As we go into this deeper, we will be able to target the specific students who we feel like should be taking 30 hours based upon their performance but if they are not, we will try to get them to focus or help get their parents involved to get them to that 30 semester credit hours.

“Other retention efforts—we have been engaging the deans to take more of a responsibility in getting the retention numbers of their colleges up and the response has actually been very positive. I think most of the deans see the benefit of that and they have been working at the college level also to get those numbers up. The focus for retention has really been on first-year retention numbers because that is what more of the rankings are based on but our second year numbers are not as good as I thought they should be so we set up a second year retention committee to make some recommendations on what we can do to help with those second-year students. That report is coming out next month. We have already done some things in the registration process to focus on some of those students to get them to stay. We have also added a retention pilot program. Dr. Muñoz has developed this program. It’s what I’d call an academic recovery program. These are students who are endanger of academic probation or leaving the school because of academic reasons and trying to focus on helping those students to get into one more semester where they can bring those grades back up and continue on. He has identified 150 first-time in college for this pilot program. If it is successful, it could have a big impact on our retention numbers. Again, the retention is what will really push our numbers up overall. We’ll have a record enrollment in the fall but it’s too soon to tell because retention will be a big part of that.

“On the research side, these are our numbers as of today. As you can see for the current year, our total research numbers will probably set a record this year in total research. Our restricted research numbers are all to the left and of course federal funding is flat as the chancellor alluded to in his report. The areas that we want focus on and improve on is in restricted research because there is state funding tied to that. Federal research is very difficult right now because federal funding is flat in this area. There is a lot of competition but we feel that we can do better on those numbers. Dr. Lonergan was introduced to you earlier today. He’s taking over in the VP for Research Office. There were two things in particular that I asked him to do when he took over the office. One of those was to meet with all the deans, provost and the VPRs from the other campuses in order to establish good communications for better collaboration and also to hear from the campus and the deans and top researchers on ways that the VPR Office can help them. Dr. Farmer alluded to one of those in a survey that was done that our faculty on average spends more time in developing research proposals than most campuses. So, there are some things on the faculty service side that the VPR Office is going to be pursuing to try to address that kind of problem. We are hoping that this will be reflected in the increasing number of proposals for research. Alice Young, who is an

associate VPR, recently served on a national task force in developing guidelines for lab safety. Those guidelines have not been approved and are now serving as best practices across the nation. This is obviously important for us because of some issues that we have had in the past. Other things going on in the research area that make a big impact on us, because there are millions of dollars involved in these projects—the GLEAM project that you are familiar with which we received approval from the state on. We've been negotiating with the Governor's Office on a final agreement and we are very close on getting that finalized now. We hope to have something worked out this summer on that. The Pantex agreement with CNS is also very close to being finalized. We have some initial approvals that we feel very good about. During this summer, we expect that to be finalized and announced. That will be a big deal. Finally, the SMART manufacturing proposal that we submitted earlier this year for our Department of Energy program, the group that Texas Tech is involved in is leading and is one of two finalists for that project. If we were to win that award, that would be significant to our research efforts as well. Earlier, I introduced Kimberly Gramm who is at the Innovation HUB at the Research Park.

“That is where we are on the issues that we discussed at the strategic planning meeting. I'll be glad to answer any questions you may have.”

Chairman Long thanked Dr. Opperman for his report.

SGA President's Report
Texas Tech University
Board of Regents Meeting
May 20, 2016

Ben Sharp presented his report to the Board: "Hello. My name is Ben Sharp and I am the recently elected president of the Student Government Association at Texas Tech. I would like to start out by thanking the Board members, the chancellor and the presidents for allowing me to speak before you today. I am a third generation Red Raider and so it is truly an honor to be able stand in front of men and women who care about Texas Tech just as much as my family has and to hopefully be able to advocate for the students.

"First of all, I want to acknowledge our SGA representatives. The 2016 SGA elections were very successful. Voter turnout was up 6 percent to 23 percent. Compared to some of our peer institutions, at NC State they had about 3,000 voters which about 10 percent of their population and the University of Houston they had about 4,300 voters which is about 10 percent of their population. So, for us to have 23 percent of voter turnout is exceptional. We are very excited about that and are looking forward to carrying that momentum into some of our initiatives that we are looking to accomplish over this next year.

"With that, I would like to take some time to first of all introduce each of my vice presidents and then explain some of the things that we will be working on over the next year and hopefully do a little bit of vision casting and the things that we are looking forward to. I'll begin with myself. As previously mentioned, my name is Ben. I'm 21 and I'm from Borger, Texas which is north of Amarillo. I am a senior economics major. Something that I decided that I wanted to focus on this year is the Red Raider family. That is something that we preached about throughout our campaign. We plan to promote that families encourage success. We want them to help one another to engage with the community. This is one of the things I will be focused on—this sense of family and how we promote that within the Texas Tech student body. A couple of different ways that I will be working on that initiative—first of all, I will be working to revitalize the Raider Gate tailgating experience at Texas Tech. We will also be partnering with the President's Office this fall to coordinate a safety campaign in response to some of the different issues that we have faced on the Texas Tech campus over this past semester.

"I'd like to introduce my external vice president, Mr. Alex DeRossi. Alex is from Flower Mound, Texas. He is an energy commerce major and a couple of things that Alex is looking forward to working on is developing a partnership with the Alumni Association—Student Alumni Board—to create an alumni mentorship program for high-achieving students. He will also be collaborating with Auxillary Services to improve on-campus transportation as well as after-hours transportation for our students.

“We also have our internal vice president here today—Witt Westbook. Witt is from Stephenville, Texas and he is an energy commerce major as well. He is also the president of the student senate. A couple of things that he is looking forward to working on is improving student senate’s disability within the general population. I think we did a good job at that this year during elections. Already students are showing an interest and a response to student government as well as looking at how we can empower the diverse communities at Texas Tech within the student senate to make sure that students and certainly every single student has success as well.

“Our graduate vice president is Kevin Koestler. Kevin is from Carrollton, Texas. He graduated from Texas Tech in December with a degree in mechanical engineering. He is now in the STEM MBA program at the Rawls COBA. One thing that he is really looking forward to working on as well as the rest of our team is developing a food pantry with Dr. Muñoz’s office in order to serve the students at Texas Tech who may be in need.

“We will be attending the American Student Government Association conference in Orlando, Florida this summer. We are really looking forward to this. It is the new officer orientation. We should learn quite a bit. They have a huge student government association at the University of Central Florida which is one of the institutions that we will be visiting. We will be learning from other student governments as well as hopefully figuring out some ways that we can work together as a team on behalf of the students.

“In summary, here are our objectives for this year. We will work to improve Raider Gate, coordinate a safety campus campaign, the alumni mentorship program and improve campus transportation, improve the student senate’s visibility, and develop a food pantry for Texas Tech students.

“I’d be happy to answer any questions you may have.”

Regent Messer stated, “Mr. Chairman, I just want to congratulate Ben and the new team. The past couple of months during the campaign that they ran, they were effective; they figured out exactly what the students need. The food pantry—you wouldn’t think that students at Tech don’t have access to food but identifying that and identifying the needs of the safety issues as well on campus. I am really excited for these guys and their campaign quote was ‘Strive.’ Strive for everything in your life and in being a great Red Raider. I think they are going to do an amazing job. Thank you Ben and congratulations.”

Chairman Long thanked Ben for his report.

President's Report
Texas Tech University Health Sciences Center
Board of Regents Meeting
May 20, 2016

President Mitchell was unable to attend the meeting on Friday, May 20, 2016. In his absence, Dr. Steven Berk presented the Dr. Mitchell's President's Report to the Board. "Dr. Mitchell has submitted a progress report. He has asked me to talk with you about an international conference that will be coming to Lubbock. Texas Tech University Health Sciences Center was selected to host an international conference of the Fourth World Congress on Ultrasound in Medical Education which will be coming to Lubbock this September. We will be utilizing the entire Texas Tech system including the renovated Allen Theatre, the National Ranching Heritage Center, and the F. Marie Hall SimLife Center. Over the past several years, Texas Tech University Health Sciences Center has become a national leader in how to use the modality of ultrasound for medical student teaching. So when students are doing their dissection with a cadaver they will then break into small groups and use a laptop ultrasound and demonstrate the liver and the spleen on a standardized patient. When they study the heart they will use ultrasound in small groups with a laptop looking at the opening and closing of the heart valves. As part of learning physical exams, they will now be using the little handheld ultrasound to sharpen their ability in physical examination. Ultrasound also has the ability to be very useful in rural areas and in underdeveloped countries. So, we are excited to show our teaching methods and our campus to other leaders in the ultrasound education who will gather here from around the world. We'd like to share with you the video invitation that was sent out to welcome students and faculty from all over the world to the 2016 World Congress on Ultrasound and Medical Education. [Video was shown to regents and audience.]

Dr. Berk commented, "That is the conclusion of our report. Thank you."

SGA President's Report
Texas Tech University Health Sciences Center
Board of Regents Meeting
May 20, 2016

Cheyenne Mangold presented her report to the Board: "Good morning everyone. I would like to thank the Board for the opportunity to speak today and also extend my congratulations to Victoria. I was lucky to be able to work with her this past year on the executive SGA. So, congratulations Victoria.

"About me—I know that Dean Berk mentioned that I was born and raised in San Antonio. I obtained my undergraduate degree from Washington and Jefferson College where I received my bachelors in cell and molecular biology. I was also an all-American in track in the 400 and 400 hurdles. I am currently transitioning as a third year School of Medicine student. I am a MPH student. I originally came to Texas as a medical student and then I decided to test my sanity and I started taking night classes and I am also working towards getting my master's in public health. Formerly, I was VP of operations for the SGA this past year and I have now followed in Mike's footsteps and I am now serving as the president. Currently, I have no idea what I want to do. I like a little bit of everything. I like orthopedics; I like OG/GYN; I like internal. I'll let you know if I figure out what I want to do.

"This past quarter, our SGA has been up to a lot of things. Overall, during this past year, our 65 senators have spent over 700 hours on community service. They have given back to Lubbock and to TTUHSC. On March 5, we had the future healthcare provider's experience. We had over 350 high school and transfer students come to the HSC, and we were able to show them all of the different schools and degrees. We also did the first ever trauma simulation which was run by SGA senators. That simulation showed who does what in a trauma scenario and what happens after a trauma. It went so well that it will now become an annual event. We also held an end-of-year celebration and we had over 200 students attend. They received free ice cream to celebrate the end of the year. They were also able to enter some raffles for some free gear. During this event, we partnered with the Alumni Association and also 'Your Life Our Purpose.' This year we were able to reopen the Double T Scholarship. We had 300 students apply and 50 were awarded scholarships. Overall this year, 169 scholarships were awarded by the SGA at the TTUHSC. We have distributed close to \$100,000. That is a record for us to give out that much money and we look forward to trying to top that this year.

"We have also implemented our new fund distribution process. Generally, we would have everyone turn in their budgets over the summer. The Finance Committee would put those together and present it to the SGA in the fall and then we would vote on that it towards the end of September. That proved to be an issue because as health sciences students do, they start school in the summer. So getting funded at the end of September wasn't really working for students. The Finance Committee, this past year, implemented the new process. We now accepting budgets at the beginning March. We have already put all of the budgets together, presented them and approved those with

the SGA so that all the clubs and organizations we represent will have their funds at the beginning of September.

“Lastly, we had our SGA banquet this year. We honored outstanding faculty and our hard working senators at that event.

“We also reviewed the Student Handbook and the only update that we had was the campus carry information.

“So next year, what are we going to do? Well, this year has been historic. We have four females who are taking over the executive officer positions. That is something that has never happened before in the history of the SGA at the TTUHSC. In the famous words of Beyonce, ‘Who runs the world? Girls!’ On a more serious note, this is an awesome group of females and I am excited to work with them. Between the four of us, we have four undergraduate degrees, we have three master degrees and we are working on three doctoral degrees. This is a really awesome group of women who I get to work with. I’d like to detail what each of us wish to accomplish this year. Our VP of operation, Amanda Mitchell, was unable to be here today. She has two weeks off before she comes back for the summer. She wants to act as a liaison between the students and the construction personnel. We are going to work with Dr. Rolfe to put a group together who will make sure that the new construction going underway allows all students’ voices to be heard. This will ensure that our new building will meet everyone’s needs. She would also like to foster more inter-professional relationships at the different schools. When you are at the HSC it is really easy to stay in your group of people, so we really want to work on fostering those outgrowing relationships. She will also run the various program elections over the summer. Our VP of communications is present today—Sarah Jaroudi. Sarah wants to reach a larger number of students who will be applying for scholarships this year. She would also like to surpass the amount of money raised and distributed for those scholarships. She will also coordinate various fundraisers throughout the year. Our VP of finance is Jane Gilmore, who is present. She wants to continue to tweak the budget process to make it more convenient for students and she also wants to make the process more transparent and making sure all students on the SGA know exactly what group is getting how much money and for what reasons by using line items and those types of things to help make it an easier and more transparent process. Lastly, in my job as the president, I’d like to also work closely with the students to prepare for all of the construction. I also want to help the school and senators prepare for campus carry. Obviously that is a controversial subject and that will be implemented on August 1, 2016. Beginning with the fall, I would like to have all of my SGA senators undergo training and understand all of the processes and all the signage that will be going into this, that way all of my senators can know exactly what is happening and what the rules are so they can then transfer that information on to their students. I’d also like to work closely with marketing as they work on the new website. I also want to ensure that student voices are heard during construction and help promote inter-professional relationships. Lastly, one of the fundraisers that I would like to bring to the HSC—something that I never understood why it was so popular in my undergrad days—is the day where you get to pie your dean in the face. Dean Berk is still here so I can put him on the spot and ask if he is interested in this fundraiser. That will be something that my Fundraising Committee hopes to bring to the school.

“That concludes my introductions today. Please let me know if you have any questions.”

Chairman Long thanked Cheyenne for her comments.

Student Representative Report
Texas Tech University Health Sciences Center at El Paso
Board of Regents Meeting
May 20, 2016

Catherine Howard presented her report to the Board: “Good morning. This is my final presentation to you. Thank you so much for allowing me this opportunity.

“I’d like to first draw your attention to this photo. The building on the left is our Medical School and the building on the right is our relatively new Nursing School. The area in between is an area called the Helix Garden. This art piece is lit up with LED green lights. It is a work of art that stands the length between the Nursing school and the Medical School. The vibrant designs on each panel of glass are, according to the artist, a metaphor for the varied layers of healing. I also like to see it as representing the various members of the health care team from the nurses to the doctors to the researchers; it is representative of the integration that is currently taking place on our campus.

“Our students have recently gone above and beyond. We hosted our second annual Donor Memorial Service. Last year, El Paso established its own Well Body Program. This means that El Pasos can donate their bodies to their local medical school. This also means that we are able to hold a memorial service for them locally in El Paso. We had over 50 members of the community—friends, family of loved ones—attend in addition to various medical students who either played classical piano pieces, sang choral pieces, or even gave eulogies. We understand that for some of them this may have been the only memorial service that they were able to have. This is a rich tradition and one that we hope will continue in the future.

“Next, I’d like to honor our Texas Medical Association student group in El Paso. Every medical school in Texas has a TMA student association and this year ours won the Chapter of the Year Award. They were recognized specifically for their establishment of a new, free, student-run clinic—the RotaCare Clinic. They are also very involved with the El Paso County Medical Society. They attend meetings and stay current on events happening in El Paso. Across every TMA student organizations, ours in El Paso had the largest increase in student numbers. The only other TMA association that had an increase in Texas was actually the TTUHSC in Lubbock. So, this is one way in which both Health Science Centers are really furthering student interests. The past president, Jared Bell as well as Jerry Fan and the current president, Arezo Nasrazadani—have really spiked a lot of student interest and I would like to honor them today.

“Today is a very special day. Nearly four years ago, our current MS4s walked onto the stage in the El Paso Plaza Theatre and they received their first white coat. Today they will walk off that stage as graduates. This year we are graduating 72 students from the School of Medicine, 27 students from the School of Nursing as well as 7 students from our Master’s Program and 2 students from the Post-baccalaureate Program at the Graduate School of Biomedical Sciences. This is our largest group of graduates ever.

We are thrilled to see what progress there are able to make in the future as they carry Texas Tech's name with them.

"As far as upcoming events go, this fall we will host our third annual service event, Corazón de Oro, translated: heart of gold. I was a part of the original group planning this event so it is very exciting for me to watch it grow. This year our goal is to have over 200 TTUHSC El Paso participants and log over 800 community service hours in one morning. Last year we hit about 700 so I believe this will be an easily obtainable goal.

"You all know who this is. We are thrilled that El Paso's very own Jerry Stewart has been elected to, not only the next student regent position, but also El Paso's very first student regent. He has huge shoes to fill thanks to Victoria. However, I don't want to talk with you about Jeremy's credentials. I am sure you have heard enough about that. I instead want to offer you a classmate's perspective. Ever since I walked on the campus two years ago, I had witnessed firsthand Jeremy's generosity, whether it be with tutoring in biochemistry or offering advice and encouragement or even just his friendship. I know that I have become a better president because I have had Jeremy's example to follow. So, I am excited for him to join you all but I am even more excited that you all have the opportunity to get to know him in the way that I have.

"Again, I will be stepping down but I would like to introduce you all to our next president, who is not here today. His name is Eric Vest. He has just finished his first year in the master's program at the Graduate Program of Biomedical Sciences. He was also recently elected to be the student body president of the GSBS in El Paso. He is focusing a lot on preventative medicine. He is a personal trainer in El Paso. He shares his experience about health and fitness, not only with his classmates but with other members of the El Paso community at large. He is about to start the process of applying to medical school and is set to apply to every medical school in Texas. We'll see if he ends up filling out that Lubbock application or not. We're pulling very hard to have him stay locally. I could not pass off my position to a more worthy candidate. I am excited for you all to meet him next time.

"Thank you all. I am proud to carry the name of Texas Tech with me wherever I go next. I appreciate your support and your enthusiasm and I will continue to serve you all from afar."

Chairman Long thanked Catherine for her report.

Student Regent Messer commented, "When I started, I knew I didn't want to do this job if the SGAs wouldn't work with me. I had meetings with all of the presidents and let them know that I couldn't be effective without them. These kids are ridiculously amazing. I am glad to call them fellow students. Their hard work and dedication and what they put in on their campuses—if you could just hear half of it, it is really amazing. So, thank you guys all so much and congratulations. If you need anything, I'm still here. Congratulations to each of you.